



Dallas Career Academy

3265 W Camp Wisdom.
Dallas TX 75237

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GENERAL INFORMATION

HISTORY

Arrious Bailey is the founder of The Dallas Career Academy, which provides a variety of licenses and certifications in Cosmetology. Ms. Bailey graduated from OGLETHORPE UNIVERSITY in Pantego, TX. After graduating she opened Dallas Lash Lounge in 2011. There is where she found a passion for instructing students in Cosmetology and Esthetics. This then prompted the opening of The Dallas Career Academy in 2020. Since the opening of The Dallas Career Academy, she has assisted students with pursuing the licenses in several areas of IT and Allied Health Fields as well as mentoring instructor trainees for over 10 years. Being a very successful entrepreneur, Ms. Bailey has been behind the scenes in the cosmetology industry for years.

Ms. Bailey is currently working on adding a new location in San Antonio, with the goal to educate and empower people within the community. Ms. Bailey noticed many young teens in her community desired to go to

college or trade school but were financially unable to. As a result, she founded her own non-profit, Fresh Start Foundation which assist students with school tuition and promotes awareness on issues that affect the community. Her mission is to empower, enrich the lives others with the training and knowledge on how to become financially independent, as well as, free of debt. "With all the information and opportunities this generation has, I can't wait to see what the next generation does with all of this power and knowledge"

APPROVALS

Dallas Career Academy is approved and licensed by the Texas Department of Licensing & Regulation and also Texas Workforce Commission Career Schools & Colleges.

COURSES OFFERED

Dallas Career Academy offers the following courses:

1. Medical Front Office Assistant
2. Pharmacy Technician
3. Patient Care Technician
4. Medical Assistant
5. Phlebotomy
6. Nurse Aide
7. Medical Billing and Coding
8. Cyber Security
9. Comp Tia
10. Comp A+
11. Barber
12. Cosmetology
13. CDL/Bus Transportation

FACILITIES

Dallas Campus 3265 W camp Wisdom Dallas TX 75237

All class sessions are held at Dallas Career Academy

The area of the institute is approximately 4800 .The main office and reception area is in the front of the school. This space has a computer Lab classrooms and restrooms. Student and faculty lounge areas are available for relaxation purposes. There is a break room with a vending machine area for the students. . The facilities have adequate lighting, are air-conditioned and wheelchair accessible. Student parking (including handicapped) is available in front of the building. Students receive instruction on institute owned equipment, hardware and software. The facility and equipment used fully comply with all federal, state and local ordinances and regulations, including requirements for fire safety and building safety.

OWNERSHIP

Dallas Career Academy is owned and operated by Arrious Bailey

A LISTING OF ADMINISTRATIVE STAFF

School Director	Arrious Bailey
Administrative Assistant	Monitrice Thomas
Registrar/Admissions/School Rep	Raquel Judie
Financial Advisor	Regina Gray
Career Services	Channon Payton

FACULTY

- Trendy Lane. Cosmetology Specialty Instructor
- Stephanie Sorrels - Cyber Security
- Stephanie Sorrels-Health Administration
- Deidra Collins-RN, LVN Patient Care Technician
- Deidra Collins-RN, LVN Medication Aid, Nurses Aid, Medical Assistant
- Deidra Collins-RN, LVN EKG
- Deidra Collins -RN, LVN Phlebotomy
- Natalie Stimpson Dental Assistant

SCHOOL OFFICE HOURS OF OPERATION

Monday: Closed

Tuesday: 8am – 9pm

Wednesday: 8am – 9pm

Thursday: 8am – 9pm

Friday: 8am – 5pm

Saturday: 9am-4:00pm

Sunday: CLOSED

SCHOOL HOLIDAYS

- Martin Luther King Day January 18th
- Memorial Day May 31st
- Independence Day July 4th
- Labor Day September 6th
- Veterans Day November 11th
- Thanksgiving Day November 25th
- Day after Thanksgiving November 26th
- Christmas Break
December 24th-25th
- New Year's Eve
December 31st
- New Year's Day
January 1st
- Summer Break TBA

Winter Holidays will last from December 20, 2024, until January 1, 2025. Additional holidays or school closures may be declared at the discretion of the School Director.

LISTING OF FEES

	Registration	Tuition	Books	Materials	Total Cost
Patient Care Technician/	\$500.00	\$7000.00	\$500.00	\$500.00	\$8500.00

CNA	\$500.00	\$4000.00	\$500.00	\$500.00	\$5500.00
Dental Assistant	\$500.00	\$7573.00	\$500.00	\$1000.00	\$9,573.00
Medical Billing Coding	\$500.00	\$9,995.00	\$500.00	\$1000.00	\$11,995.00
Cosmetology/ Barber	\$500.00	\$6,000.00	\$500.00	\$1000.00	\$8,000.00
	\$500.00	\$6,000.00	\$500.00	\$1000.00	\$8,000.00
CDL	\$500.00	\$13,000.00	\$500.00	\$1000.00	\$15,000.00
Medical Front Office Assistant	\$500.00	\$8,995.00	\$500.00	\$1000.00	\$10,995.00
Pharmacy Technician	\$500.00	\$13,000.00	\$500.00	\$1000.00	\$15,000.00
CompTIA Networking	\$500.00	\$9,995.00	\$500.00	\$1000.00	\$11,995.00
CompTIA A+	\$500.00	\$9,995.00	\$500.00	\$1000.00	\$11995.00
Cyber Security	\$500.00	\$13,000.00	\$500.00	\$1000.00	\$15,000.00
CCMA	500.00	\$15,195.00	\$500.00	700.00	16,195.00
Barber	500.00	\$8,995.00	\$600.00	1000.00	10,995.00
Cosmetology	500.00	\$14,995.00	\$500.00	1000.00	16,495.00

ADMISSION POLICIES

- Potential applicants should contact the institute by visiting the institution and meeting with an admissions representative. The representative will give a prospective student a tour of the campus, provide detailed information of the institution's program and policies, discuss the applicant's qualifications, and assist them in determining the best way to meet their career objectives. Dallas Career Academy Must Complete and submit the application on a TWC approved form
- Must be at least 17 years of age or older and have obtained a high school diploma equivalent or have passed a valid examination administered by a certified testing agency that measures the person's ability to benefit from training.

Dallas Career Academy utilizes the nationally recognized Casas exam. Casas test measures students' ability to acquire and use knowledge and skills. Student's cognitive ability is also measured. The test provides the best support to interpret student capabilities

ADMISSION REQUIREMENTS FOR A NURSE AIDE

Individuals applying for this course are required to:

- ✓ interview with an admissions representative.
- ✓ be at least 18 years of age.
- ✓ present proof of secondary education (high school diploma or GED certificate) or, in the event the applicant is unable to provide proof of secondary education, achieve a passing score on the Wonderlic Basic Skills Test (Verbal 200 and Quantitative 210).
- ✓ be able to read, write, and speak English; (a high school diploma, GED, and the interview with an admissions representative would be evidence).
- ✓ be in good health and able to bend, twist, lift at least 50 pounds, and
- ✓ be free from communicable disease; by presenting a physician statement and signature on the Physical Demands Form.
- ✓ not be listed on the Nurse Aide Registry or Misconduct Registry (for the State of Texas) in revoked status; (School will verify this status) *When a student applies to the school, they are giving permission for the school to conduct a criminal history check, verification check with the Nurse Aide Registry, and the Misconduct Registry in the State of Texas.
- ✓ Present evidence of current TB test with negative result.

ADMISSION REQUIREMENTS FOR A COMMERCIAL DRIVER LICENSE.

The following are the general requirements a person must meet to apply for a Commercial Driver License.

If you are applying for a CDL for the first time, upgrading your existing CDL (Class C to Class B or Class A, or Class B to Class A) or adding a passenger, school bus, or tank endorsement, you will be required to obtain and hold a permit for at least 14 days. The purpose of this is to allow you an opportunity to obtain behind-the-wheel experience before taking your driving test. The following requirements apply for a CLP:

- You must hold a valid Texas Driver License
- A CLP is not valid without your base Texas driver license and cannot be used for identification.
- A CLP authorizes you to practice on public roads in a CMV with a qualified CDL license operator.
- You must hold the CLP for 14 days before taking skills exams.
- A CLP is valid for 180 days or when your Texas driver license expires, whichever is earliest.
- A CLP can be renewed one time, up to 30 days prior to expiration, without needing to retake the knowledge exams.

MEDICAL CERTIFICATION REQUIREMENT

Commercial Learner Permit (CLP) applicants are required to certify to the type of commercial driving they are or will be performing.

- Depending upon your certification, a current medical examiner's certificate may be required to be on file with the Department.
- If a medical examiner's certificate is required, it must be valid at all times to prevent the downgrade of your CDL or CLP. Downgrading will result in the loss of your commercial driving privileges and require you to complete the knowledge and skills exams again.
- Notification is provided as a courtesy to you, as a CDL or CLP holder, approximately 60 days before the expiration of your current medical examiner's certificate to allow you the opportunity to place a new medical examiner's certificate on file with the Department.

As a CDL holder, you are required to complete one of the following forms for medical certification.

- 1.0 Texas Commercial Driver Application - Interstate Driver Certification CDL-4
- 2.0 Texas Commercial Driver Application - Intrastate Driver Certification CDL-5
- 3.0 Certification of Physical Exemption 49 CFR PART 391/390 CDL-10

These forms allow you to certify to one of the CDL categories listed below, which determines if a medical variance or a U.S. Department of Transportation (DOT) Medical Examiner's Certificate is required to be on file with the Department.

INTERSTATE DRIVER CERTIFICATION

The driver must reside in the state of Texas. He must certify that he meets the qualification requirements of 49 CFR, Part 391, which are briefly:

- 1) be 21 years of age,
- 2) be able to read and speak the English language,
- 3) no loss of limb that has not been waived,
- 4) no impairment of hand, finger, arm, foot, or leg that interferes with driving,
- 5) no diabetes requiring insulin for control,
- 6) no heart problems,
- 7) no respiratory dysfunction,
- 8) no high blood pressure,
- 9) no rheumatic, arthritic, orthopedic, muscular, neuromuscular, or vascular problems that would affect vehicle control,
- 10) no epilepsy or other condition likely to cause loss of consciousness,
- 11) no mental, nervous, organic, or functional disease or psychiatric disorder likely to interfere with vehicle control,
- 12) vision 20/40 or better in each eye, not color blind,
- 13) have good hearing,
- 14) not addicted to drugs, and
- 15) not addicted to alcohol.

Completion of a form CDL-4 is required.

INTRASTATE DRIVER CERTIFICATION

The driver must reside in the state of Texas. He must certify that he meets the qualification requirements of 49 CFR, Part 391, which are briefly:

- The driver must reside in the state of Texas.
- The driver must be at least 18 years of age.
- English language is not required.

Intrastate drivers must meet all of the fitness requirements listed above for interstate drivers unless exempted. Intrastate drivers who do not meet the vision requirements of 49 CFR, Part 391 may be able to qualify for a vision waiver. A driver must have 20/40 or better distance binocular acuity with or without corrective lenses in order to qualify for the waiver. Applicants for a vision waiver must apply through the Department's License Issuance Bureau, PO Box 4087, Austin, Texas 78773-0310.

CREDIT FOR PREVIOUS EDUCATION, TRAINING, OR EXPERIENCE

Dallas Career Academy does not have articulation agreements in place with any other institutions at the time and does not accept the transfer credit from other institutions. Dallas Career Academy does not recognize acquired life experience and prior experiential learning as a consideration for enrollment or granting credit toward its program.

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.

THE PROGRAM REFUND POLICY

1. Refund computations will be based on scheduled course time of class attendance through the last date of attendance. Leaves of absence, 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
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 \$500 in any administrative fees charged shall be retained by the school for the entire residence.
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 50% or more of the total number of hours in the portion of the program for which the student has been charged on the effective date of termination. (More simply, the refund is based on the precise number of course time hours the student has paid for, but not yet used, at the point of termination, up to the 50% completion mark, after which no refund is due.)
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 as long as 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 50 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 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.

REFUND POLICY FOR STUDENTS CALLED TO ACTIVE MILITARY SERVICE.

8. A student at 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 75 percent of the required coursework for the program; and
- (2) demonstrated sufficient mastery of the program material to receive credit for completing the program.

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

Refund Policy for Seminars

Texas Workforce Commission – Career Schools and Colleges

1. Refund computations will be based on the period of enrollment computed on basis of course time (clock hours).
2. The effective date of termination for refund purposes will be the earliest of the following:
 - (a) the date of receipt of written notice from the student.

5. A full refund of all tuition and fees is due in each of the following cases:

(a) an enrollee is not accepted by the school.

(c) if the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or misrepresentations by the owner or representatives of the school.

REFUND POLICY FOR STUDENTS CALLED TO ACTIVE MILITARY SERVICE.

6. A student at 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

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PREVIOUS EDITIONS OF THIS FORM WILL NOT BE USED REV 06/14

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.

7. Refunds will be totally consummated within 45 days after the effective date of termination.

ACADEMIC POLICIES

Dallas Career Academy attendance policy approximates the expectations found in a work situation. It is essential that each student learns the discipline of regular and prompt attendance as

well as the skills involved in the workplace. At the time the student moves from education and training into a career, employers will be very interested in dependability and punctuality. No matter how skilled the person, an employee is valuable only when present on the job. All DLA Non-VA Students are required to maintain a 70% in Academics and Attendance VA students Require a 80% in Academics and Attendance.

LETTER GRADE AND GRADE POINT SYSTEM

Dallas Career Academy grades on a 4.0 scale system. Following are the letter grade/numerical equivalents of the institution's system.

Letter Grade	Quality Points	Percentage	Indicator
A	4.0	100 – 90 %	Excellent
B	3.0	89 – 80 %	Good
C	2.0	79 – 70 %	Average
D	1.0	69 – 60 %	Below Average
F	0.0	Below 59 %	Failing
I	0.0	-	Incomplete

SATISFACTORY PROGRESS

To remain in good standing, the student must maintain at least a minimum grade point average of 2.00 with no more than one subject class grade below 70.

Progress will be evaluated at the end of classes for each subject. Written numeric grade reports for each subject will be provided to students by the second school day after the completion of classes for the subject. Grade reports will also be provided to a student's sponsors if applicable (ex: VA, WIA, and TAA).

ACADEMIC PROBATION

A student who is not making satisfactory progress as defined above at the completion of a subject class will be advised and placed on academic probation for the next 15 calendar days. If a student on academic probation achieves satisfactory progress for the subsequent subject class but does not achieve the required grades to meet overall satisfactory progress for the course, the student may be continued on academic probation for one more 15 Calendar day. If a student on academic probation fails to achieve satisfactory progress by the end of both probationary periods, the student's enrollment will be terminated. The enrollment of a student who fails to achieve overall satisfactory progress for the program at the end of two successive subject classes will be terminated. When a student is placed on academic probation, the school will counsel the student

prior to the student returning to class. The date, action taken, and terms of probation will be clearly indicated in the student's permanent file. After term has elapsed, a student whose enrollment was terminated for unsatisfactory progress may reenroll in a subsequent term in the next 12 calendar months. Such reenrollment does not circumvent the approved refund policy. The school will place a student who returns after his or her enrollment was terminated for unsatisfactory progress on academic probation for the next subject class of the term. The school will advise the student of this action, and it will be documented in the student's file. If the student does not demonstrate satisfactory progress at the end of this probationary period, that student's enrollment will be terminated Indefinitely.

INCOMPLETE

An "I" for Incomplete is assigned when all the work of a subject class cannot be completed due to circumstances beyond the control of the student. The student may complete the work by the end of the term, or the student can notify the school registrar for readmission for one opportunity to complete the work in a subsequent term beginning no later than 12 calendar months after the end of the term in which the student was assigned the "I". There will be no additional administrative or tuition fees charged for students who exercise this option; however, there may be additional fees for books and supplies

WITHDRAWAL

Under Texas Education Code §132.061(f), a student who is obligated for the full tuition and is withdrawing for an appropriate reason unrelated to the student's academic status may request a grade of "I" for incomplete. A "W" for Withdrawal indicates that the student officially withdrew or was administratively withdrawn from the subject class. A student with a grade of "W" cannot complete the course of study and will be issued a refund in accordance with the refund policy below.

REMEDIAL WORK AND REPEATED COURSES

Dallas Career Academy does not offer remedial work. When a subject class is repeated, the higher grade for the repeated subject class will be considered in the determination of the student's grade average for the course of study.

ATTENDANCE POLICY AND MAKE-UP WORK

Students are expected to attend all lectures, labs, externships, and to be punctual when attending classes. Instructors will maintain a positive record of attendance for the evening classes and for both the morning and afternoon sessions of the day classes. Attendance is tracked. A tardy is defined as arriving in the classroom ten minutes after the designated time for the beginning of the class or for the continuation of class after breaks. Five tardiest to class will be counted as one absence. All tests missed due to student absence must be taken on the day of the students return. Non-VA Students must maintain 70% VA students must maintain an 80% to continue enrollment with DLA writing notice will be sent once a student approach's their minimum attendance and students will be placed on a 30-day probation during this time the student average must improve should the student not improve their attendance goals their time at DLA will be terminated.

MAKE-UP WORK

No more than 5% of the total course time hours for a program may be made up. Make-up work shall:

- 1) be supervised by an instructor approved for the class being made up.
- 2) require the student to demonstrate substantially the same level of knowledge or competence expected of a student who attended the scheduled class session.
- 3) be completed within two weeks of the end of the grading period during which the absence occurred.
- 4) 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
- 5) be signed and dated by the student to acknowledge the make-up session.

Note: Make-up of missed hours of the externship must be arranged with the externship site supervisor. Make-up time for absences during the externship is limited to 10 hours. This time may be further limited due to supervised make-up work earlier in the term.

A student who misses more than 10% of class hours will be placed on attendance probation with conditions stipulated by the school director. Enrollment in the program will be terminated for a student who is absent for more than 20% (15 hours) of the class hours of the program. A student whose enrollment was terminated due to unsatisfactory attendance may reenroll on attendance probation in a subsequent term in the next 12 calendar months. Such reenrollment does not circumvent the approved refund policy. If the reenrolled student on attendance probation is absent for more than 20% of the class hours, the student's enrollment in the program will be terminated, and the student will not be readmitted to the program. Dallas Career Academy will not terminate the enrollment of a student for lack of attendance at a point at which a refund would not be due.

LEAVE OF ABSENCE

The school director may grant a leave of absence after determining that good cause is shown. A student may have no more than two leaves of absence in a 12-month calendar period and may be on leave of absence no more than 30 calendar days during that period. School attendance records will clearly define the dates of the student's leave of absence. A written statement of the reason(s) leave of absence was granted, signed by both the student and the school director indicating approval, will be placed in the student's permanent file. (See Grading Policy/Incomplete for the work completion timeline and fee information.)

STUDENT CONDUCT REQUIREMENTS

All students shall conduct themselves in a professional and respectful manner both in and out of class. Dallas Career Academy reserves the right to place a student on probation or terminate him or her from any class or the 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 with regard to staff, trainer and/or student physical health

Students terminated for sexual harassment; possession of weapon(s) on campus; presence on campus while impaired by drugs or alcohol; or unsafe actions with regard to staff, trainer 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 SUBJECT 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 FOR READMISSION

SEXUAL HARASSMENT DEFINED

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when

- ✓ submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment,
- ✓ submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individuals, or
- ✓ such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

RE ENROLLMENT AFTER DISMISSAL FOR VIOLATION OF STUDENT CONDUCT EXPECTATIONS

After one term has elapsed, a student whose enrollment was terminated for violation of student conduct expectations that did not result in the involvement of law enforcement officials will have one opportunity for re enrollment in the next 12 calendar months.

READMISSION

Timelines and conditions for reenrollment are described under the following titles of this catalog: Attendance Policy and Makeup, Grading Policy, Academic Probation, and Student Conduct Requirements. If the student enrolls to repeat a subject that is no longer offered, the School Director will select an appropriate substitute subject for the student to meet that part of the program requirement. If a student is dismissed due to tardiness or not attending a minimum of

80% of the scheduled course and wants to re-enroll the student must write a letter requesting re-enrollment and must speak to the School Director to get approval for re-enrollment. And Pay a readmit fee of \$175.00

PLACEMENT SERVICES

Dallas Career Academy does not guarantee employment for its graduates. The institute will assist students in their job searches with our Career service Counslor to assist students in their business after they have successfully completed their studies, by offering information on job opportunities and temporary assignments and guidance in resume preparation and interviewing techniques. The institution makes reasonable efforts to satisfy the wishes of a graduate as to location and type of employment. The more flexible a graduate can be regarding initial employment, the easier it is for the school to assist in the placement process. Dallas Career Academy has a Career service specialist to assist students in their business

STUDENT COMPLAINTS (GRIEVANCE PROCEDURE)

Complaints are defined as any student concern regarding the school programs, services, or staff. A student who has a concern about a school-related issue is encouraged to schedule a conference with the school director to find resolution. If an issue is not resolved to a student's satisfaction through the conference, the student can file a formal complaint in writing with the school director who will formally investigate the complaint, take appropriate action, and provide a written response to the student by the 10th business day after the day the formal written complaint is received by member of the school faculty or staff.

NOTIFICATION OF COMPLAINT

[Contact Us - Texas Workforce Commission](#)

WebAddress 101 E 15th Street **Austin, TX 78778** United States
Get Directions **Phone Number** 800-628-5115 Hours Monday to Friday 8:00 a.m. to 5:00 p.m.

COURSES

• Barber Course Curriculum – 1000 Hours

CLASS A BARBER COURSE UNITS THEORY

Theoretical knowledge of the practice of barbering services

(A) anatomy physiology and histology consisting of the study of, 50 hours

(1) Hair

(2) Skin

(3) Muscles

(4) Nerves

(5) Cells

(6) circulatory system

(7) Digestion

(8) Bones

(B) Texas barber law and rules, 35 hours

(C) bacteriology, sterilization, and sanitation, 30 hours

(D) disorders of the skin, scalp, and hair, 10 hours

(E) Salesmanship, 5 hours

(F) barbershop management, 5 hours

(G) chemistry, 5 hours

(H) Shaving, 5 hours

(I) scalp, hair treatments and skin, 5 hours

(J) Sanitary professional techniques, 4 hours

(K) professional ethics, 4 hours

(L) Scientific fundamentals of barbering, 4 hours

(M) cosmetic preparations, 3 hours

(N) shampooing and rinsing, 2 hours

(O) cutting and processing curly and over-curly hair, 2 hours

(P) haircutting, male and female, 2 hours

(Q) theory of massage of scalp, face and neck, 2 hours

(R) hygiene and good grooming, 1 hour

(S) barber implements, 1 hour

(T) honing and stropping, 1 hour

(U) mustaches and beards, 1 hour

(V) facial treatments, 1 hour

(W) electricity and light therapy, 1 hour

(X) history of barbering, 1 hour

PRACTICAL 820 Hours

Instruction in practical work, consisting of the study of:

- (A) dressing the hair, consisting of: 300 hours
 - (1) men's haircutting
 - (2) children's haircutting
 - (3) Women's haircutting
- (4) Cutting and processing curly and over-curly hair
- (5) razor cutting
- (B) Shaving 80 hours
- (C) Styling, 55 hours
- (D) shampooing and rinsing, 40 hours
- (E) bleaching and dyeing of the hair, 30 hours
- (F) waving hair, 28 hours
- (G) Straightening, 25 hours
- (H) Cleansing, 25 hours
- (I) professional ethics, 22 hours
- (J) barbershop management, 22 hours
- (K) hair weaving and hairpieces, 17 hours
- (L) Processing, 15 hours
- (M) Clipping, 15 hours
- (N) beards and mustaches, 15 hours
- (O) Shaping, 15 hours
- (P) Dressing, 15 hours
- (Q) Curling, 15 hours
- (R) first aid and safety precautions, 11 hours
- (S) scientific fundamentals of barbering, 10 hours
- (T) barber implements, 10 hours
- (U) haircutting or the process of cutting, tapering, trimming, processing, and molding and scalp, hair treatments, and tonics, 10 hours
- (V) Massage and facial treatments, 10 hours
- (W) Arranging, 10 hours
- (X) Beautifying 10 hours
- (Y) Singeing, 7 hours
- (Z) Manicuring 8 hours

PHLEBOTOMY 80 HOURS

The objective of the Phlebotomy Technician Program is to prepare students for eligibility to register with the Texas State Board of Phlebotomy by providing training in skills and competencies needed for success in a pharmacy setting. Students can learn skills in basic pharmacology, pharmacy operations and procedures, as well as in areas of business communications and computer software by combining classroom instruction with ample hands-on experience. Students also receive instruction in the techniques of finding and retaining a job. The program covers a wide range of subject matter, including: • Health career core knowledge • Blood draw procedures • Venipuncture procedures and processes • Bodily fluid handling and preparation • Patient monitoring • Charting, recording, and reporting of procedures and results the curriculum has been carefully designed to cover all subject matter and training necessary to qualify for employment and succeed in a phlebotomy technician role

- 1) DEFINE PHLEBOTOMY, VENIPUNCTURE AND CAPILLARY PUNCTURE
 - 2) EXPLAIN THE IMPORTANCE OF BLOODBORNE PATHOGENS IN PHLEBOTOMY
 - 3) EXPLAIN THE ANATOMY AND PHYSIOLOGY OF THE CIRCULATORY SYSTEM
 - 4) LIST PROPER SITES FOR VENIPUNCTURE AND CAPILLARY PUNCTURE
 - 5) DEFINE THE CRITERIA FOR SELECTING A PROPER VENIPUNCTURE/ CAPILLARY SITE
 - 6) LIST AND EXPLAIN THE THREE PRIMARY SITES FOR VENIPUNCTURE
 - 7) EXPLAIN HOW TO PREPARE THE PATIENT FOR PHLEBOTOMY
 - 8) DEMONSTRATE PROPER USAGE OF PHLEBOTOMY EQUIPMENT
 - 9) LIST NECESSARY PHLEBOTOMY EQUIPMENT AND EXPLAIN RATIONAL FOR WHY THEY ARE NEEDED
 - 10) LIST THE STEPS FOR PERFORMING PHLEBOTOMY IN ORDER
 - 11) EXPLAIN THE PROCEDURE TO REMEDY ADVERSE REACTIONS DURING PHLEBOTOMY
 - 12) EXPLAIN POST PHLEBOTOMY CARE FOR THE PATIENT
-

PATIENT CARE TECHNICIAN 280

: UPON COMPLETION OF THE PROGRAM, THE STUDENT WILL HAVE ACQUIRED THE NECESSARY SKILLS REQUIRED TO PERFORM COMPETENTLY IN THE FIELD OF PATIENT CARE TECHNICIAN. THE PROGRAM WILL PROVIDE THE STUDENT WITH OPPORTUNITIES FOR INDIVIDUAL GROWTH AND PERSONAL AWARENESS, WHICH WILL HOPEFULLY LEAD TO AN EXPANSION IN THEIR INTERESTS, CONFIDENCE, PERSONAL SUCCESS, WORK ETHICS AND SKILLS CERTIFIED EKG TECHNICIAN (CET) ONLINE STUDY GUIDE 2.0 + ONLINE PRACTICE TEST 2.0

NHANOW.COM CERTIFIED PATIENT CARE TECHNICIAN/ASSISTANT (CPCT/A) ONLINE STUDY GUIDE & PRACTICE TEST 2.0

PCT-101 BASIC HEALTH CARE WORKER 75

PCT-102 NURSE AID ORDERLY 50

PCT-103 ADVANCED HOME HEALTH 50

PCT-104 PATIENT CARE ASSISTANT 60

PCT-105 ALLIED HEALTH ASSISTANT 45

NURSES AID

NURSE AIDE TRAINING PROGRAM

112 Clock Hours/4 weeks Certificate Program/up to 40 Hours a week

The Nurse Aide program is a comprehensive course designed to teach students the skills and abilities essential to the provision of basic care to patients and residents in hospitals and long-term care facilities. Graduates of this program will be able to communicate and interact effectively with patients, assist patients in attaining and maintaining maximum functional independence, while observing patient rights. They will learn how to perform basic first aid, CPR, take vital signs, apply the elements of basic nutrition in meal planning, and follow infection control measures. Additionally, they will be able to apply proper body mechanics in bed making, lifting, and turning patients. Graduates of this program may find entry-level employment as a nurse aide with hospitals and nursing homes.

PROGRAM OUTLINE

Course Number	Course Title	Lecture Hours	Lab Hours	Extern Hours	Total Hours
NA 101	Introduction to Long Term Care (LTC)	16	0	0	16
NA 102	Personal Care Skills	10	10	0	20
NA 103	Basic Nursing Skills	10	0	0	10
NA 104	Restorative Services	6	0	2	8
NA 105	Mental Health & Social Service Needs	6	0	0	6
NA 106	Social Skills	12	0	0	12
NA 107	Clinical Externship	0	0	40	40
Totals		60	10	42	112

Subject Descriptions

Nurse Aide Training

NA-101: 16/0/0 Introduction to Long Term Care (LTC)

Students completing this subject 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) of 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 describe 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 resident's injury free. They will compare and contrast what constitutes appropriate and inappropriate relationships with residents 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 completion of this subject, students will be able to: 1) discuss the Nurse Aide's role as a member of the health care team; 2) recognize and prevent safety hazards; 3) describe safety measures; 4) 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 oneself. (Lec 16 CHR / Lab 00 CHR / Ext 00 CHR / Total 16 CHR) [Prerequisite: Non]

NA 102:10/10/0 Personal Care Skills

In this subject, 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 of 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 roll 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) discuss residents' hygiene and grooming needs and 5) list the nutritional, hydration and elimination 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: 10/0/0 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 subject, students will be able to describe the importance of promoting a restraint-proper environment, when it is appropriate to use restraints, proper use of restraints, dangers 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 residents. Additionally, students will be able 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 learn how to cope with death and how residents cope with their impending death. They will be able to 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 104:6/0/2 Restorative Services

This subject 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 residents 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]

NA 105: 6/0/0 Mental Health and Social Service Needs

During this portion of the program, students will learn about basic human needs. Upon completion of this subject, 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 or her needs 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 subject 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 associated 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: 12/0/0 Social Skills

In this subject, 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 subject, 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 health care 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]

NA 117: 0/0/40 Nurse Aide Clinical Externship

During Clinical Externship, students will put into practice skills acquired in previous subjects. Under close supervision, students will demonstrate provision of basic care to patients; communication and interaction with patients, family members, and fellow health team members; 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. 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-106: Social Skills]

PROFESSIONAL TRUCK DRIVER PROGRAM (CLASS A CDL)

210 Clock Hours/4 weeks Certificate Program/40 Hours a week

The Professional Truck Driver Program consists of 160 hours of instruction taught over a period of 4 weeks of both actual driving and observation time. Professional Truck Driver Program will include in-depth study of DOT safety rules and regulations. All students must be prepared for vigorous study of the material and homework assignments. Students will be taught with various types of tractor/trailer/bus and truck combinations and will be given defensive driving techniques and skills, required for emergencies procedures during driving. All students will drive on the open road, on the freeway, highway and city traffic conditions. Heavy emphasis put on defensive driving skills, backing the trailer and emergency procedures. All graduates will receive a certificate upon completion of the program. Upon completion of this program, the graduate will be able to:

- Describe vehicle safety and accident prevention procedures.
- Comply with vehicle operating regulations.
- Demonstrate proper cargo handling and documentation procedures.
- Demonstrate pre-trip preparation procedures.
- Demonstrate vehicle inspection procedures.
- Perform vehicle maintenance and servicing procedures.
- Demonstrate basic vehicle control procedures.
- Demonstrate backing, coupling and uncoupling skills.
- Demonstrate basic vehicle maneuvers.
- Demonstrate road driving skills.
- Describe hazardous driving skills.
- Obtain a Texas Commercial Vehicle Driver's License Class A

Course Number	Course Title le	Module	Lecture Hours	Range/behind Wheel	Total Hours
TD 1.0	Orientation	1	5		6
TD 1.1-1.5	Control System	1	5		6
TD 1.6-1.8	Coupling & Uncoupling	1	20		21
TD 2.0-2.8	Visual Research	1	10		11
TD 2.9	Skid Control	2		6	8
TD 3.0	CSA: A Drivers Guide	2		6	8
TD 3.1	CSA: The 7 Basic	2		6	8
TD 3.2	Handling Cargo	2		8	10
TD 3.3	Cargo Documentation	2		8	10
TD 3.4	Hazardous Materials	2		8	10
TD 3.5	Security of Cargo	2		8	10
TD 3.6	International Driving	2		8	10
TD 4.0	Vehicle System with Air Brakes	3		8	11
TD 4.1	Preventive Maintenance	3		8	11
TD 4.2	Malfunction	3		8	11
TD 5.0	Hours of Service	3		8	11
TD 5.1	Accident Procedure	3		8	11
TD 5.2	Health and Safety	3		4	7
TD 5.3	Trip Planning	3		4	7
TD 5.4	Public and Employer Relations	3		4	7
TD 5.5	Basic Business Practices for Truck Drivers	3		4	7
TD 5.6	Electronic Logging Devices	3		6	9
	Total	50	40	120	210

Basic Operation

1.0 Orientation

(Module 1 / Lec 06 CHR / R/B Wheel 00 CHR / Total 6 CHR) [Prerequisite: None]

The student will be provided with a basic understanding of the trucking industry, compliance with applicable regulations, the procedure for obtaining a CDL, the driver's qualifications he/she is subject to in this industry, and the commercial motor vehicle.

1.1 Control System

(Module 1 / Lec 06 CHR / R/B Wheel 00 CHR / Total 6 CHR) [Prerequisite: 1.0 Orientation]

The student will be able to identify each of the controls and instruments required to operate the vehicle safely and efficiently.

1.2 Vehicle Inspection

The student will understand/perform the appropriate and systematic vehicle inspection as required by the Federal Motor Carrier Safety Regulations regarding vehicle inspections. The student will be able to identify damaged, loose, and/or missing parts, report system defects, and understand that undiscovered malfunctions or vehicle problems can be unsafe and costly.

1.3 Basic Control with Right/Left turn Procedures

The student will know and understand how to start, warm-up, and shut down the engine. The student will know how to put the tractor-trailer in motion, how to stop the tractor-trailer and learn the proper straight line backing and right/left turning techniques.

1.4 Shifting

The student will be introduced to shifting patterns and procedures so he/she can efficiently perform basic gear shifting maneuvers such as shift up and down through the gears on a variety of types of conventional transmissions. The student will learn the techniques of double clutching and time shifts, allowing for smooth and fuel-efficient performance and how to select the proper gear for speed and highway conditions.

1.5 Backing

The student will learn to execute one of the most difficult, yet important, maneuvers in trucking; backing a tractor-trailer. It is stressed throughout this lesson of instruction that it takes practice and patience to successfully back a tractor-trailer. It is also stressed that accuracy is more important than speed in this procedure.

1.6 Coupling & Uncoupling

(Module 1 / Lec 20 CHR / R/B Wheel 00 CHR / Total 21 CHR) [Prerequisite: 1.1-1.5 Control System]

The student will learn the step-by-step procedures used to couple and uncouple most standard tractor-trailer combination rigs. Given the serious hazards that exist for drivers performing the coupling/uncoupling procedure, it is vital that they do it "by the numbers." The importance of following these procedures in the order in which they are presented is stressed, keeping in mind that the procedures may vary slightly from vehicle to vehicle depending on the equipment being used.

1.7 General Knowledge plus Defensive Driving

It is a Federal requirement that each state must have minimum standards for the licensing of commercial drivers. This course contains information on safe driving and general information that all commercial drivers should know such as, inspection of equipment, safety, and driving skills while on the road.

1.8 Special Rigs

The student will be introduced to the characteristics of special rigs. There are a wide variety of tractors and trailers in the trucking industry and there is a need for specialized training before operating them.

Safe Operating Practices

2.0 Visual Research

(Module 1 / Lec 10 CHR / R/B Wheel 00 CHR / Total 11 CHR) [Prerequisite: 1.6-1.8 Coupling & Uncoupling]

The student will learn the skills needed to perform a safe and effective visual search while on the road. This includes the basics of seeing ahead and to the sides, including the importance of scanning at least 12 seconds ahead of the vehicle. Instruction also covers the two types of mirrors found on most tractors and the proper use of those mirrors - the basics of seeing to the rear.

2.1 Communication

The student will be introduced to the basic principles of communication. This includes appropriate processes and procedures a professional driver should follow when communicating to others. The student will also have a basic understanding of the cues/clues other drivers give when communicating their intentions.

2.2 Speed Management

The student will learn/understand the science of speed and stopping distance; the role surface conditions play in speed management; the importance of adjusting speed for curves and grades; the relationship between speed and visibility; the influence of speed on traffic management; and the how and why of obeying the speed limit.

2.3 Space Management

The student will know/understand the importance and concept of maintaining a cushion of space while operating a tractor-trailer as well as space management when executing a turn.

2.4 Night Driving

The student will know/understand the unique challenges of night driving and the changes in general procedures a driver must make when driving under the cover of darkness.

2.5 Extreme Driving Conditions

The student will learn how to safely operate under extreme driving conditions such as snow, ice, cold/hot temperatures, and the challenges of mountain driving.

2.6 Hazard Perception

The student will be introduced to the visible characteristics of road conditions that present a hazard to safe operation and the characteristics of other road users that make them a potential danger.

2.7 Railroad Crossings

The student will be introduced to the dangers associated with highway-rail grade crossings, the engineering controls in place to make crossings safer, the regulations requiring drivers to slow down and/or stop at rail crossings, and the safest methods available for crossing railroad tracks.

2.8 Emergency Maneuvers

The student will be introduced to the importance of, and methods for, carrying out evasive steering, emergency stops, off road recoveries, and proper responses to brake failures and blowouts.

2.9 Skid Control & Recovery

(Module 2 / Lec 00 CHR / R/B Wheel 06 CHR / Total 8 CHR) [Prerequisite: 2.0-2.8 Visual Research]

The student will be introduced to the conditions that cause skids, the major types of skids, and the procedures for recovering from skids.

Advanced Operating Practices

3.0 CSA 2014: A Driver's Guide

(Module 2 / Lec 00 CHR / R/B Wheel 06 CHR / Total 8 CHR) [Prerequisite: 2.9 Skid Control]

The student will be familiar with the Comprehensive Safety Analysis (CSA) 2014 program of the Federal Motor Carrier Safety Administration, which is the driver and carrier monitoring and evaluation system. The goal of CSA 2014 is to reduce crashes, injuries and fatalities on the nation's highways.

3.1 CSA: The 7 Basic's

(Module 2 / Lec 00 CHR / R/B Wheel 06 CHR / Total 8 CHR) [Prerequisite: 3.0 CSA 2014: A Drivers Guide]

The student is given an in-depth knowledge of the heart of the CSA safety measurement process which has seven categories of ‘safety related behaviors’ referred to as Behavior Analysis and Safety Improvement Categories (BASIC’s).

3.2 Handling Cargo

(Module 2 / Lec 00 CHR / R/B Wheel 08 CHR / Total 10 CHR) [Prerequisite: 3.1 CSA: The Basic’s]

The student will learn the importance of properly handling cargo, including proper and legal securement, proper weight distributions, and safe loading. This includes the Federal Motor Carrier Safety Regulations on this topic as well as safe operating practices.

3.3 Cargo Documentation

(Module 2 / Lec 00 CHR / R/B Wheel 08 CHR / Total 10 CHR) [Prerequisite: 3.2 Handling Cargo]

The student will be introduced to the basics of freight documentation, as well as pick-up and delivery.

3.4 Hazardous Materials with Tanker Solution

(Module 2 / Lec 00 CHR / R/B Wheel 08 CHR / Total 10 CHR) [Prerequisite: 3.3 Cargo Documentation]. The student will be given a general overview of hazardous materials basics, as well as some of the responsibilities associated with hazmat transportation and tanker solutions.

3.5 Security of cargo, truck and driver

(Module 2 / Lec 00 CHR / R/B Wheel 08 CHR / Total 10 CHR) [Prerequisite: 3.4 Hazardous Materials with Tanker Solution]

The student will be made aware of the many security issues facing truck drivers today, stressing throughout this lesson that security is paramount to the safety and success of every driver and that they are the first line of defense when it comes to the security of the truck, the load, and themselves.

3.6 International Driving

(Module 2 / Lec 00 CHR / R/B Wheel 08 CHR / Total 10 CHR) [Prerequisite: 3.5 Security of cargo, truck and driver]

The student will be given a general understanding of the many differences involved with operating a commercial motor vehicle in a foreign country. Cross-border issues are discussed as well as safety, security, and regulatory issues.

Vehicle Maintenance

4.0 Vehicle Systems with Air Brakes

(Module 3 / Lec 00 CHR / R/B Wheel 08 CHR / Total 11 CHR) [Prerequisite: 3.6 International Driving]

The student will be introduced to the design of a tractor-trailer, the vehicle’s key systems and parts so he/she will know the key components and the function of each key component. The student will have a basis understanding of the importance of troubleshooting and maintenance and receive additional training about air brakes in the class and on the street

4.1 Preventive Maintenance

(Module 3 / Lec 00 CHR / R/B Wheel 08 CHR / Total 11 CHR) [Prerequisite: 4.0 Vehicle Systems with Air Brakes]

The student will know/understand the importance of preventive maintenance and servicing to prevent breakdowns and accidents.

4.2 Diagnosing and Reporting Malfunction

(Module 3 / Lec 00 CHR / R/B Wheel 08 CHR / Total 11 CHR) [Prerequisite: 4.1 Preventive Maintenance]

The student will have a basic understanding of diagnosing and reporting vehicle malfunctions as well as the driver's role in troubleshooting.

Non-vehicle Activities

5.0 Hours of Service Requirements

(Module 3 / Lec 00 CHR / R/B Wheel 08 CHR / Total 11 CHR) [Prerequisite: 4.2 Malfunction]

The student will learn the basic concepts and requirements of the hours-of-service in the Federal Motor Carrier Safety Regulations (FMCSR) which includes operating within the legal limits and accurately completing a driver's record of duty status (driver's log). A daily log is required from each student during the full course.

5.1 Accident Procedures

(Module 3 / Lec 00 CHR / R/B Wheel 08 CHR / Total 11 CHR) [Prerequisite: 5.0 Hours of Service]

The student will learn the basic responsibilities at the scene of an accident, how to evaluate an accident to determine preventability and how to prevent fires.

5.2 Personal Health and Safety

(Module 3 / Lec 00 CHR / R/B Wheel 04 CHR / Total 7 CHR) [Prerequisite: 5.1 Accident Procedures]

The student will know/understand the following: personal health and driving; the dangers of driver fatigue; the effects of alcohol/controlled substances on the human body and federal regulations surrounding alcohol/controlled substance consumption; the importance of safety in the work environment; and the necessity of transportation security measures.

5.3 Trip Planning (Module 3 / Lec 00 CHR / R/B Wheel 04 CHR / Total 7 CHR)
[Prerequisite: 5.2 Health and Safety]

The student will be introduced to the techniques used to plan the most effective and efficient trip plan possible. This includes taking into consideration all aspects of the trip from having proper paperwork on hand to planning an efficient and legal route of travel with an accurate estimation of time, fuel and expenses.

5.4 Public and Employer Relations

(Module 3 / Lec 00 CHR / R/B Wheel 04 CHR / Total 7 CHR) [Prerequisite: 5.3 Trip Planning] The student will be aware of the drivers' highly visible and important role in representing the trucking industry, appropriate contact with the public, good customer relations, job requirements and how to apply for a job.

5.5 Basic Business Practices for Truck Drivers

(Module 3 / Lec 00 CHR / R/B Wheel 04 CHR / Total 7 CHR) [Prerequisite: 5.4 Public and Employer Relations]

The student will be introduced to the basic business concept and ideas that are important for them to be successful in the transportation industry.

5.6 Electronic Logging Devices

(Module 3 / Lec 00 CHR / R/B Wheel 06 CHR / Total 9 CHR) [Prerequisite: 5.5 Basic Business Practices for Truck Drivers]

The student will be introduced to the basic business concept and ideas that are important for them to be successful in the transportation industry.

PASSENGER BUS/BOBTAIL PROGRAM (CLASS B/P CDL)

210 Clock Hours/4 weeks Certificate Program/40 Hours a week

This course will include an in-depth study of DOT safety rules and regulations. Class B Bus drivers are employed as drivers of commercial vehicles designed to transport property. These vehicles have a gross combination weight rating of 26,001 or more pounds. Drivers can be employed to drive local, state or interstate distances depending on their needs. Bus driver training is a study of Pre-trip/Vehicle Inspections, Backing and Parking, Passengers Documents, Safety equipment. The Bus/Bobtail Driver Course consists of 160 hours over a period of four weeks of both actual driving and observation time. All graduates will receive a certificate upon completion. Upon completion of this program, the graduate will be able to:

- Operate vehicle safely and efficiently in traffic, passing and turning.
- Exhibit good general driving ability and habits.
- Demonstrate ability to give emergency first aid.
- Describe vehicle safety and accident prevention procedures.
- Comply with vehicle operating regulations.
- Demonstrate proper cargo handling and documentation procedures.
- Demonstrate pre-trip preparation procedures.
- Demonstrate vehicle inspection procedures.
- Perform vehicle maintenance and servicing procedures.
- Demonstrate basic vehicle control procedures.
- Demonstrate backing, coupling and uncoupling skills.
- Demonstrate basic vehicle maneuvers.
- Demonstrate road driving skills.
- Describe hazardous driving skills.
- Obtain a Texas Class B Vehicle Driver's License Class B by passing written and performance

Course Number	Course Title le	Module	Lecture Hours	Range/behind Wheel	Total Hours
TD 1.0	Orientation	1	5		6
TD 1.1-1.5	Control System	1	5		6
TD 1.6-1.8	Coupling & Uncoupling	1	20		21
TD 2.0-2.8	Visual Research	1	10		11
TD 2.9	Skid Control	2		6	8
TD 3.0	CSA: A Drivers Guide	2		6	8
TD 3.1	CSA: The 7 Basic	2		6	8
TD 3.2	Handling Cargo	2		8	10
TD 3.3	Cargo Documentation	2		8	10
TD 3.4	Hazardous Materials	2		8	10
TD 3.5	Security of Cargo	2		8	10
TD 3.6	International Driving	2		8	10
TD 4.0	Vehicle System with Air Brakes	3		8	11
TD 4.1	Preventive Maintenance	3		8	11
TD 4.2	Malfunction	3		8	11
TD 5.0	Hours of Service	3		8	11
TD 5.1	Accident Procedures	3		8	11
TD 5.2	Health and Safety	3		4	7
TD 5.3	Trip Planning	3		4	7
TD 5.4	Public and Employer Relations	3		4	7
TD 5.5	Basic Business Practices For Bus Drivers	3		4	7
TD 5.6	Transporting Passengers	3		6	9
	Total	50	40	120	210

Basic Operation

1.0 Orientation

(Module 1 / Lec 06 CHR / R/B Wheel 00 CHR / Total 6 CHR) [Prerequisite: None]

The student will be provided with a basic understanding of the trucking industry, compliance with applicable regulations, the procedure for obtaining a CDL, the driver's qualifications he/she is subject to in this industry, and the commercial motor vehicle.

1.1 Control System

(Module 1 / Lec 06 CHR / R/B Wheel 00 CHR / Total 6 CHR) [Prerequisite: 1.0 Orientation]

The student will be able to identify each of the controls and instruments required to operate the vehicle safely and efficiently.

1.2 Vehicle Inspection

The student will understand/perform the appropriate and systematic vehicle inspection as required by the Federal Motor Carrier Safety Regulations regarding vehicle inspections. The student will be able to identify damaged, loose, and/or missing parts, report system defects, and understand that undiscovered malfunctions or vehicle problems can be unsafe and costly.

1.3 Basic Control with Right/Left turn Procedures

The student will know and understand how to start, warm-up, and shut down the engine. The student will know how to put the tractor-trailer in motion, how to stop the tractor-trailer and learn the proper straight line backing and right/left turning techniques.

1.4 Shifting

The student will be introduced to shifting patterns and procedures so he/she can efficiently perform basic gear shifting maneuvers such as shift up and down through the gears on a variety of types of conventional transmissions. The student will learn the techniques of double clutching and time shifts, allowing for smooth and fuel-efficient performance and how to select the proper gear for speed and highway conditions.

1.5 Backing

The student will learn to execute one of the most difficult, yet important, maneuvers in trucking; backing a tractor-trailer. It is stressed throughout this lesson of instruction that it takes practice and patience to successfully back a tractor-trailer. It is also stressed that accuracy is more important than speed in this procedure.

1.6 Coupling & Uncoupling

(Module 1 / Lec 20 CHR / R/B Wheel 00 CHR / Total 21 CHR) [Prerequisite: 1.1-1.5 Control System]

The student will learn the step-by-step procedures used to couple and uncouple most standard tractor-trailer combination rigs. Given the serious hazards that exist for drivers performing the coupling/uncoupling procedure, it is vital that they do it “by the numbers.” The importance of following these procedures in the order in which they are presented is stressed, keeping in mind that the procedures may vary slightly from vehicle to vehicle depending on the equipment being used.

1.7 General Knowledge plus Defensive Driving

It is a Federal requirement that each state must have minimum standards for the licensing of commercial drivers. This course contains information on safe driving and general information that all commercial drivers should know such as, inspection of equipment, safety, and driving skills while on the road.

1.8 Special Rigs

The student will be introduced to the characteristics of special rigs. There are a wide variety of tractors and trailers in the trucking industry and there is a need for specialized training before operating them.

Safe Operating Practices

2.0 Visual Research

(Module 1 / Lec 10 CHR / R/B Wheel 00 CHR / Total 11 CHR) [Prerequisite: 1.6-1.8 Coupling & Uncoupling]

The student will learn the skills needed to perform a safe and effective visual search while on the road. This includes the basics of seeing ahead and to the sides, including the importance of scanning at least 12 seconds ahead of the vehicle. Instruction also covers the two types of mirrors found on most tractors and the proper use of those mirrors - the basics of seeing to the rear.

2.1 Communication

The student will be introduced to the basic principles of communication. This includes appropriate processes and procedures a professional driver should follow when communicating to others. The student will also have a basic understanding of the cues/clues other drivers give when communicating their intentions.

2.2 Speed Management

The student will learn/understand the science of speed and stopping distance; the role surface conditions play in speed management; the importance of adjusting speed for curves and grades; the relationship between speed and visibility; the influence of speed on traffic management; and the how and why of obeying the speed limit.

2.3 Space Management

The student will know/understand the importance and concept of maintaining a cushion of space while operating a tractor-trailer as well as space management when executing a turn.

2.4 Night Driving

The student will know/understand the unique challenges of night driving and the changes in general procedures a driver must make when driving under the cover of darkness.

2.5 Extreme Driving Conditions

The student will learn how to safely operate under extreme driving conditions such as snow, ice, cold/hot temperatures, and the challenges of mountain driving.

2.6 Hazard Perception

The student will be introduced to the visible characteristics of road conditions that present a hazard to safe operation and the characteristics of other road users that make them a potential danger.

2.7 Railroad Crossings

The student will be introduced to the dangers associated with highway-rail grade crossings, the engineering controls in place to make crossings safer, the regulations requiring drivers to slow down and/or stop at rail crossings, and the safest methods available for crossing railroad tracks.

2.8 Emergency Maneuvers

The student will be introduced to the importance of, and methods for, carrying out evasive steering, emergency stops, off road recoveries, and proper responses to brake failures and blowouts.

2.9 Skid Control & Recovery

(Module 2 / Lec 00 CHR / R/B Wheel 06 CHR / Total 8 CHR) [Prerequisite: 2.0-2.8 Visual Research]

The student will be introduced to the conditions that cause skids, the major types of skids, and the procedures for recovering from skids.

Advanced Operating Practices

3.0 CSA 2014: A Driver's Guide

(Module 2 / Lec 00 CHR / R/B Wheel 06 CHR / Total 8 CHR) [Prerequisite: 2.9 Skid Control]

The student will be familiar with the Comprehensive Safety Analysis (CSA) 2014 program of the Federal Motor Carrier Safety Administration, which is the driver and carrier monitoring and evaluation system. The goal of CSA 2014 is to reduce crashes, injuries and fatalities on the nation's highways.

3.1 CSA: The 7 Basic's

(Module 2 / Lec 00 CHR / R/B Wheel 06 CHR / Total 8 CHR) [Prerequisite: 3.0 CSA 2014: A Drivers Guide]

The student is given an in-depth knowledge of the heart of the CSA safety measurement process which has seven categories of 'safety related behaviors' referred to as Behavior Analysis and Safety Improvement Categories (BASIC's).

3.2 Handling Cargo

(Module 2 / Lec 00 CHR / R/B Wheel 08 CHR / Total 10 CHR) [Prerequisite: 3.1

The student will learn the importance of properly handling cargo, including proper and legal securement, proper weight distributions, and safe loading. This includes the Federal Motor Carrier Safety Regulations on this topic as well as safe operating practices.

3.3 Cargo Documentation

(Module 2 / Lec 00 CHR / R/B Wheel 08 CHR / Total 10 CHR) [Prerequisite: 3.2 Handling Cargo]

The student will be introduced to the basics of freight documentation, as well as pick-up and delivery.

3.4 Hazardous Materials with Tanker Solution

(Module 2 / Lec 00 CHR / R/B Wheel 08 CHR / Total 10 CHR) [Prerequisite: 3.3 Cargo Documentation]

The student will be given a general overview of hazardous materials basics, as well as some of the responsibilities associated with hazmat transportation and tanker solutions.

3.5 Security of cargo, truck and driver

(Module 2 / Lec 00 CHR / R/B Wheel 08 CHR / Total 10 CHR) [Prerequisite: 3.4 Hazardous Materials with Tanker Solution]

The student will be made aware of the many security issues facing truck drivers today, stressing throughout this lesson that security is paramount to the safety and success of every driver and that they are the first line of defense when it comes to the security of the truck, the load, and themselves.

3.6 International Driving

(Module 2 / Lec 00 CHR / R/B Wheel 08 CHR / Total 10 CHR) [Prerequisite: 3.5 Security of cargo, truck and driver]

The student will be given a general understanding of the many differences involved with operating a commercial motor vehicle in a foreign country. Cross-border issues are discussed as well as safety, security, and regulatory issues.

Vehicle Maintenance

4.0 Vehicle Systems with Air Brakes

(Module 3 / Lec 00 CHR / R/B Wheel 08 CHR / Total 11 CHR) [Prerequisite: 3.6 International Driving]

The student will be introduced to the design of a tractor-trailer, the vehicle's key systems and parts so he/she will know the key components and the function of each key component. The student will have a basis understanding of the importance of troubleshooting and maintenance and receive additional training about air brakes in the class and on the street

4.1 Preventive Maintenance

(Module 3 / Lec 00 CHR / R/B Wheel 08 CHR / Total 11 CHR) [Prerequisite: 4.0 Vehicle Systems with Air Brakes]

The student will know/understand the importance of preventive maintenance and servicing to prevent breakdowns and accidents.

4.2 Diagnosing and Reporting Malfunction

4.3 (Module 3 / Lec 00 CHR / R/B Wheel 08 CHR / Total 11 CHR) [Prerequisite: 4.1 Preventive Maintenance]

4.4 The student will have a basic understanding of diagnosing and reporting vehicle malfunctions as well as the driver's role in troubleshooting.

Non-vehicle Activities

5.0 Hours of Service Requirements

(Module 3 / Lec 00 CHR / R/B Wheel 08 CHR / Total 11 CHR) [Prerequisite: 4.2 Malfunction]

The student will learn the basic concepts and requirements of the hours-of-service in the Federal Motor Carrier Safety Regulations (FMCSR) which includes operating within the legal limits and accurately completing a driver's record of duty status (driver's log). A daily log is required from each student during the full course.

5.1 Accident Procedures

(Module 3 / Lec 00 CHR / R/B Wheel 08 CHR / Total 11 CHR) [Prerequisite: 5.0 Hours of Service]

The student will learn the basic responsibilities at the scene of an accident, how to evaluate an accident to determine preventability and how to prevent fires.

5.2 Personal Health and Safety

(Module 3 / Lec 00 CHR / R/B Wheel 04 CHR / Total 7 CHR) [Prerequisite: 5.1 Accident Procedures]

The student will know/understand the following: personal health and driving; the dangers of driver fatigue; the effects of alcohol/controlled substances on the human body and federal regulations surrounding alcohol/controlled substance consumption; the importance of safety in the work environment; and the necessity of transportation security measures.

5.3 Trip Planning

(Module 3 / Lec 00 CHR / R/B Wheel 04 CHR / Total 7 CHR) [Prerequisite: 5.2 Health and Safety]

The student will be introduced to the techniques used to plan the most effective and efficient trip plan possible. This includes taking into consideration all aspects of the trip from having proper paperwork on hand to planning an efficient and legal route of travel with an accurate estimation of time, fuel and expenses.

5.4 Public and Employer Relations

(Module 3 / Lec 00 CHR / R/B Wheel 04 CHR / Total 7 CHR) [Prerequisite: 5.3 Trip Planning]

The student will be aware of the drivers' highly visible and important role in representing the trucking industry, appropriate contact with the public, good customer relations, job requirements and how to apply for a job.

5.5 Basic Business Practices for Bus Drivers

(Module 3 / Lec 00 CHR / R/B Wheel 04 CHR / Total 7 CHR) [Prerequisite: 5.4 Public and Employer Relations]

The student will be introduced to the basic business concept and ideas that are important for them to be successful in the transportation industry.

5.6 Transporting Passengers

(Module 3 / Lec 00 CHR / R/B Wheel 06 CHR / Total 9 CHR) [Prerequisite: 5.5 Basic Business Practices for Bus Drivers]

MEDICAL BILLING AND CODING SPECIALIST PROGRAM ONLINE

CBCS - Certified Billing and Coding Specialist



Certified medical billing/coder specialists work in a variety of settings, including hospitals, outpatient and inpatient clinics, surgical centers, and dental offices. Any place that provides medical services requires the services of a certified medical billing/coder specialist. Certified medical billing/coder specialists work in conjunction with physicians and other medical providers and, in addition to coding services, provide education to providers regarding medical record requirements and conduct chart reviews for completeness.

As a CBCS you may perform some or all of the following tasks:

- Accurately locate documentation in the patient record to support coding and billing process
- Assign codes for diagnoses and procedures
- Submit claims for reimbursement based on payer policies and procedures
- Coach providers on the best documentation practices to support quality coding and optimal reimbursement

Graduates of this program will be employable by private health care practices, clinics, government agencies, insurance companies and other health care facilities.

This 18-week course 340 hours covers the skill set and knowledge required to fulfill a position as an Insurance Billing Specialist. This will include an introduction to diagnosis coding (ICD-9 and ICD-10), procedure coding (CPT and HCPCS), billing and reimbursement processes and

understanding insurance companies; as well as Medical Insurance Billing as a Career, HIPPA & HITECH, Health Insurance basics, Medical Record Documentation, Electronic Data Exchange, Claim Reimbursement, Fees, BCBS, Managed Care, Private Insurance, Medicare, Medicaid, Tricare, CHAMPVA, Workers Compensation, and Disability Income Insurance.

Admission Requirements

- Must be at least 18 years of age.
- Must present a valid picture ID and an original social security card.
- Must possess a high school diploma/GED or meet the Ability-to-Benefit requirements set forth in the admissions requirements section of this catalog. The following academic scores are required: Reading- 7th grade level, Math- 7th grade level, and Language- 7th grade level. The school will accept scores from the following tests for specific subjects:
 - o Tests of Adult Basic Education (TABE) scores are acceptable for reading, math and language.
- Pass a criminal background check and drug screening.
- Type a speed of 35 wpm and pass a typing assessment with a 50% or above. (Typing assessment provided through Typing Tutor <https://www.typing.com> administered by Dallas Career Academy)
- Email capabilities and access to a personal email account.
- Successfully complete the 5 Keys to Excellence course within the allotted time, and prior to starting your online class.
- Evidence of successful Certified Medical Administrative Assistant Certification (CMAA)
- To add in the admission requirements that if a prospective student has at least 6 months professional job history in medical billing, medical front office setting, or medical field then the requirement of the Certified Medical Administrative Assistant Certificate is not a necessary prerequisite.
- Students are required to pass a certification exam to complete the program

Medical Billing and Coding Specialist	Lecture Hours	Lab Hours/Simulator	Total Hours
Introduction To Medical Billing & Coding	5	0	5
Healthcare Law	10	0	10
Introduction to Health Insurance Terms	5	0	5
Pharmacology for Coders	15	5	20
ICD-10-CM	32	8	40
CPT and HCPCS Level II Coding	32	8	40
Abstracting information from Medical Documents	15	5	20
New Patients, Insurance Claims and EOB'S	9	1	10
Submitting Electronic Claims and CMS 1500	9	1	10
Blue Cross/Blue Shield	17	3	20
Medicare	17	3	20
Other Healthcare Programs	17	3	20

ICD-10-PCS	32	8	40
Survey of Hospital Billing	17	3	20
Total Medical Billing and Coding Hours	232	48	280
Medical Terminology			
A Foundation in Medical Terminology	4	6	10
The Skeletal and Muscular System	4	6	10
The Cardiovascular and Respiratory Systems	4	6	10
The Digestive, Urinary, and Reproductive System	4	6	10
Nervous and Integumentary Systems and Special Senses	4	6	10
The Lymphatic, Immune, and Endocrine Systems	4	6	10
Total Medical Terminology Hours	24	36	60
Total Program Hours	256	84	340

Synopsis/Summary of Subjects and Hours

Hours are expressed in W/X/Y format. W = clock lecture hours, X = clock lab hours Y = total hours

Introduction to Medical Billing and Coding 5/0/5

Introduction to Medical Billing and Coding is the first section. Here, students are introduced to the personal and professional qualifications required to become a Certified Billing and Coding Specialist (CBCS) through the National Health career Association (NHA). They will also explore career opportunities in this field.

Prerequisite: None

Healthcare Law 10/00/10

Healthcare Law covers HIPAA Privacy Rule and Security Rule, as well as protected health information of patients. Fraud and abuse, Stark Law, and the False Claims Act will also be covered to best prepare students in healthcare laws.

Prerequisite: Introduction to Medical Billing and Coding

Introduction to Health Insurance Terms 5/00/5

Introduction to Health Insurance Terms covers terms in health insurance and those used by healthcare providers. Managed care and third-party reimbursement methods are explained as well. Prerequisite: Healthcare Law

Pharmacology for Coders 15/5/20

Pharmacology for Coders section teaches students the definition of Pharmacology, and covers Generic and Brand Names, Drug Classifications, formularies, and medication lists. Therapeutic uses of medications are covered as well as routes of Administration.

Prerequisite: Introduction to Health Insurance Terms

ICD-10-CM 32/8/40

ICD-10-CM section begins with an overview of ICD-10-CM coding manual, and covers the format of ICD-10-CM. Also covered are the ICD-10-CM Coding Guideline, ICD-10- CM Coding Conventions, and the Steps for Assigning ICD-10-CM Codes.

Prerequisite: Pharmacology for Coders

CPT and HCPCS Level II Coding 32/8/40

CPT and HCPCS Level II Coding covers Healthcare Common Procedure Coding System, Organization of the CPT Code Book, CPT Coding Conventions, Organization of the HCPCS Level II Code Book; and Steps for Assigning CPT and HCPCS Level II Codes.

Prerequisite: ICD-10-CM

Abstracting Information from Medical Documents 15/5/20

Abstracting Information from Medical Documents section includes Coding from SOAP Notes, Coding from a Consultation Report, Coding from Operative Reports, Coding from Emergency Room Records, Coding from Procedure Reports.

Prerequisite: CPT and HCPCS Level II Coding

New Patients, Insurance Claims and EOBs 9/1/10

New Patients, Insurance Claims and EOBs will cover Electronic, Paper and Hybrid Medical Records. Students will explore practice management software, patient portals, and developing an insurance claim. They will also learn New Patient Procedures, Medical Necessity, Explanation of Benefits (EOB), and Collection Practices.

Prerequisite: Abstracting Information from Medical Documents

Submitting Electronic Claims and CMS 1500 9/1/10

Submitting Electronic Claims and CMS 1500 is the section in which students learn Electronic Data Interchange (EDI), Electronic Claims Submission, and the 1500 Claim Form. Details of the National Uniform Claim Committee will also be covered.

Prerequisite: New Patients, Insurance Claims and EOBs

Blue Cross/Blue Shield 17/3/20

Blue Cross/Blue Shield details are covered so that students will be prepared to perform job duties deciphering procedures for Participating and Nonparticipating Providers. They will also be able to determine and execute categories of Allowable Fee, and Usual, Customary and Reasonable (UCR). Students also learn Blue Shield Claims Submissions.

Prerequisite: Submitting Electronic Claims and CMS 1500

Medicare 17/3/20

Medicare section covers Medicare Parts A, B, C and D. Students become knowledgeable in Participating and Nonparticipating Providers, as well as Advance Beneficiary Notice (ABN), Supplemental Insurance, and NCCI. Students also learn Medicare Claims Submissions.

Prerequisite: Blue Cross/Blue Shield

Other Healthcare Programs 17/3/20

Other Healthcare Programs are covered here including Medicaid, TRICARE, CHAMPVA, Workers' Compensation, and Claims Submissions for each.

Prerequisite: Medicare

ICD-10-PCS 32/8/40

ICD-10-PCS section begins with an overview of ICD-10-PCS and covers the ICD-10-PCS Code Structure, Index and Table Conventions, Code Components and Definitions Used in ICD-10-PCS.

Prerequisite: Other Healthcare Programs

Survey of Hospital Billing 17/3/20

Survey of Hospital Billing is the section in which students are trained on the following practices and procedures: Hospital Revenue Cycle, Chargemaster, Master Patient Index, Prospective Payment Systems, Principal Diagnosis, and Present on Admission.

A Foundation in Medical Terminology 4/6/10

A Foundation in Medical Terminology teaches students the Fundamentals of Medical Terminology, and an Overview of the Human Body. At the end of the section, students are then given an opportunity to practice what they have learned.

Prerequisite: Survey of Hospital Billing

The Skeletal and Muscular Systems 4/6/10

The Skeletal and Muscular Systems section provides thorough overviews of both the Skeletal System and the Muscular System. At the end of the section, students are then given an opportunity to practice what they have learned.

Prerequisite: A Foundation in Medical Terminology

The Cardiovascular and Respiratory Systems 4/6/10

The Cardiovascular and Respiratory Systems section provides thorough overviews of both the Cardiovascular System and the Respiratory System. At the end of the section, students are then given an opportunity to practice what they have learned.

Prerequisite: The Skeletal and Muscular Systems

The Digestive, Urinary, and Reproductive Systems 4/6/10

The Digestive, Urinary, and Reproductive Systems section provides thorough overviews of the Digestive System, the Urinary System, and the Reproductive System. At the end of the section, students are then given an opportunity to practice what they have learned.

Prerequisite: The Cardiovascular and Respiratory Systems

Nervous and Integumentary Systems and Special Senses 4/6/10

Nervous and Integumentary Systems and Special Senses section provides overviews of the Nervous System, the Integumentary System, and Special Senses. At the end of the section, students are then given an opportunity to practice what they have learned.

Prerequisite: The Digestive, Urinary, and Reproductive Systems

The Lymphatic, Immune, and Endocrine Systems 4/6/10

The Lymphatic, Immune, and Endocrine Systems section provides overviews of the Lymphatic System, the Immune System, and the Endocrine System. At the end of the section, students are then given an opportunity to practice what they have learned.

Prerequisite: Nervous and Integumentary Systems and Special Senses

Medical Billing and Coding Specialist Resources

Name	Publisher	Year
A Guide to Health Insurance Billing	Cengage	2020
CPT Standard Edition	American Medical Association	2019
HCPCS Level II	American Medical Association	2019
ICD-10-CM Professional for Physicians	American Medical Association	2019
ICD-10-PCS	American Medical Association	2018
	Cengage	2019

Professional Review Guide for the CCA Examination	Smithmark	1996
Merriam-Webster's Medical Desk Dictionary	Cengage	2012
Medical Terminology for Health Professions		

MEDICAL FRONT OFFICE ASSISTANT ONLINE

The Medical Front Office Assistant program is 168 hours and designed to equip you with the skills necessary to provide excellent administrative support in an office environment and the knowledge to achieve the Certified Medical Administrative Assistant (CMAA) certification.

Attaining the Certified Medical Administrative Assistant national certification proves that you have the expertise to perform routine administrative tasks to help keep the physician's offices and clinics running efficiently.

This 11-week online certification program provides comprehensive training in areas including Medical Office Procedures and Administration, Human Anatomy, Physiology, and Medical Terminology, and Medical Office Computer Applications. Upon completion of the program, you will be skilled in areas of Medical Office Administration, Medical Front Office Assistant, Medical Office Specialist, Medical Receptionist, Front Desk Representative, Health and Medical Administrative Services, Patient Centered Care Coordinator and prepared for the Certified Medical Administrative Assistant (CMAA) healthcare certification, increasing your marketability in the field and allowing for greater flexibility in your career path.

Medical administrative assistants may work at physicians' offices, hospitals, outpatient care centers, insurance companies and an assortment of other facilities. They provide administrative support to medical staff such as medical coders, medical transcriptionists and billing clerks

• Students are required to pass a certification exam to complete the program Admission Requirements:

- Must be at least 17 years of age with parent consent or 18 years or older.
- Must present a valid picture ID and an original social security card.
- Must possess a high school diploma/GED or meet the Ability-to-Benefit requirements set forth in the admissions requirements section of this catalog. The following academic scores are required: Reading-7th grade level, Math- 7th grade level, and Language- 7th grade level. The school will accept scores from the following tests for specific subjects:
 - o Tests of Adult Basic Education (TABE) scores are acceptable for reading, math and language.
- Pass a criminal background check and drug screening at no cost to the student.
- Type a speed of 35 wpm and pass a typing assessment with a 50% or above. (Typing assessment provided through Typing Tutor <https://www.typing.com> and administered by North Texas Institute for Career Development.)
- Successfully complete the 5 Keys to Excellence course within the allotted time, and prior to starting your online class.

MEDICAL FRONT OFFICE ASSISTANT	Lecture Hours	Lab Hours/Simulator	Total Hours
Becoming on Administrative Medical Assistant	10	2	12
Managing Stress and Improving Communication	10	2	12
Law, Ethics and Healthcare	10	2	12
Improving Your Medical Office	5	1	6
Computers in the Ambulatory	10	2	12
Telecommunications and Patient Scheduling	10	2	12
Abstracting information from Medical Documents	10	2	12
Midterm			
Medical Terminology: Word Part, Plurals, Abbreviations	10	2	12
Managing Medical Records	10	2	12
Written Communication	5	1	6
Working with Medical Documents	10	2	12
Medical Billing and Coding: An Overview	20	4	24
Daily Financial Practices	10	2	12
The Administrative Medical Assistant as Office Manager	10	2	12
Final Exam			
Total Program Hours	140	28	168

Synopsis/Summary of Subjects and Hours

Hours are expressed in W/X/Y format. W = clock lecture hours, X = clock lab hours Y = total hours

Becoming an Administrative Medical Assistant 10/2/12

Becoming an Administrative Medical Assistant – Introduction to the qualities and job duties typically assigned to a medical administrative assistant, as well as the significance and responsibilities associated with a certification in this field. Students learn ambulatory healthcare settings, and their scope of practice in tandem with the overall healthcare team.

Prerequisite: None

Managing Stress and Improving Communication 10/2/12

Managing Stress and Improving Communication – Covers best practices in managing stress and burnout. This section also trains students on the different types of communication, as well as barriers to effective communication. Students also learn about the stages of grief and patient interview techniques.

Prerequisite: Becoming an Administrative Medical Assistant

Law, Ethics and Healthcare 10/2/12

Law, Ethics and Healthcare - Master an understanding of ethical guidelines for healthcare providers and learn about a diverse range of health insurance coverage options and how eligibility affects different people. Learning objectives in this section include an understanding of Health Insurance Portability and Accountability Act (HIPAA), Americans with Disabilities

Act (ADA), Occupational Safety and Health Administration (OSHA), informed consent, advance directives, ethical guidelines for healthcare providers, and medical identity theft.

Prerequisite: Managing Stress and Improving Communication

Improving Your Medical Office 5/1/6

Improving Your Medical Office - Discuss the practicalities of opening and closing a medical facility and the responsibilities that come with the role. Understand various safety issues that a medical assistant may face, and best practices in the medical office and reception area.

Prerequisite: Law, Ethics and Healthcare

Computers in the Ambulatory Care Setting 10/2/12

Computers in the Ambulatory Care Setting - Covers the role of computers in the Medical Office and how they relate to patient care and scheduling. This includes Electronic Medical Record (EMR), Electronic Health Record (EHR), cloud computing, Mobile Health (mHealth), and safeguarding Protected Health Information (PHI).

Prerequisite: Improving Your Medical Office

Telecommunications and Patient Scheduling 10/2/12

Telecommunications and Patient Scheduling - Covers the role of telecommunications such as telephone techniques, faxing and emails, and how they relate to patient care and scheduling. This includes the patient portal, patient scheduling methods, cancellations and no-shows, and dealing with irate patients.

Prerequisite: Computers in the Ambulatory Care Setting

Medical Terminology: Word Parts, Plurals, Abbreviations 10/2/12

Medical Terminology: Word Parts, Plurals, Abbreviations - Develops the fundamental knowledge of how to communicate using medical terminology, and how to use this vocabulary when it comes to managing medical records. This section covers the importance of medical terminology, understanding Word Parts (Roots, Prefixes, Suffixes), abbreviations and acronyms in medical records, and a review of plural endings.

Prerequisite: Telecommunications and Patient Scheduling

Managing Medical Records 10/2/12

Managing Medical Records – introduces the purposes and categories of medical record and identifies electronic, paper and hybrid medical records. This section defines and discusses best practices for flow Sheets, SOAP Notes, filing paper records, Release of Information (ROI), and Personal Health Records (PHR).

Prerequisite: Medical Terminology: Word Parts, Plurals, Abbreviations

Written Communication 5/1/6

Written Communication - Covers and reviews the correct composition of a business letter, meeting agenda, business email, medical document, and medical billing file. Also understand the importance of proofreading in medical communication on and off-line.

Prerequisite: Managing Medical Records

Working with Medical Documents 10/2/12

Working with Medical Documents – Reintroduces the purposes and types of medical record. Understand electronic signatures and the role of medical transcriptionist/medical scribe.

Prerequisite: Written Communication

Medical Billing and Coding: An Overview 20/4/24

Medical Billing and Coding: An Overview – Introduction to health insurance terms, private and government-sponsored insurers, and code sets (ICD-10-CM/PCS, CPT, and HCPCS Level II). Claim forms (CMS-1500 and UB-04) are also discussed along with electronic claims, pre-authorizations, medical necessity, Explanation of Benefits (EOBs), Fair Debt Collection Practices Act, and Advance Beneficiary Notice (ABN).

Prerequisite: Working with Medical Documents

Daily Financial Practices 10/2/12

Daily Financial Practices - Teaches the ins and outs of daily financial practices within a medical setting. Master dealing with insurance claims and payments, including accounts receivable, accounts payable, provider fees, improving patient payments, claims denial strategies, practice management software, managing patient accounts, and office petty cash.

Prerequisite: Medical Billing and Coding: An Overview

The Administrative Medical Assistant as Office Manager 10/2/12

The Administrative Medical Assistant as Office Manager – Master understanding of job duties and office managerial tasks including your office's policy & procedure manual, staff meetings, physician credentialing, and Clinical Documentation Improvement (CDI). Students will have the opportunity to navigate practice websites. Prerequisite: Daily Financial Practices

IT TRAINING ONLINE COMP TIA A+ CERTIFICATION TRAINING

Seminar Description

This course will prepare students for CompTIA A+ certification. You can earn this certification after passing two essential exams. The CompTIA A+ Certification Exam 220-901, covers the foundational hardware knowledge a PC support technician should know. The CompTIA A+ Certification Exam 220-902 covers the operating system, virtualization, mobile device management and hardware troubleshooting skills.

CompTIA A+ Certification is vendor neutral and internationally recognized, giving professionals a competitive advantage no matter what country you're working in and what hardware you're working with. This course offers enrollment with vouchers. The vouchers are prepaid access to sit for the certifying CompTIA certification exams (CompTIA Core 1 220-1001) and Core 2 220-1002) upon completion of the course and eligibility.

This 16-week program is delivered via Remote Mentored Learning (RML). Students can view the video content from anywhere with a high-speed internet connection, and have access to an Online Mentor, who provides ongoing support throughout the program. This program is designed to be completed within a prescribed amount of time, with responsibilities for each course thoroughly outlined to pace the program effectively. In addition to viewing video content, students are engaged in skill-building labs and real-world exercises designed to translate what is learned into critical skill-building and preparation for entering a new career.

- Students are required to pass a certification exam to complete the seminar

About the A+ Certification



A+ Certification is a computer industry recognized credential that certifies the competency of PC Service Specialists. It is sponsored by CompTIA - the Computing Technology Industry Association, and tests are administered by Prometric.

Skills Measured by CompTIA A+ Certification

Key knowledge areas and skill sets measured by the CompTIA A+ certification exam include:

- A+ certified professionals understand the fundamentals of computer technology, networking, and IT security.
- A+ certified professionals understand operating system (OS) functionality and troubleshooting methodology.
- A+ certified professionals can identify hardware, peripheral, networking, and security components.
- A+ certified professionals can categorize various types of storage devices and backup media.
- A+ certified professionals can explain the types and features of motherboard components.
- A+ certified professionals know how to perform proper computer safety procedures and best practices.
- A+ certified professionals possess practical interpersonal communication skills to better interact with colleagues.
- A+ certified professionals can install, configure, upgrade and maintain PC workstations, the Windows OS, and SOHO networks.
- A+ certified professionals can install and configure input devices, such as mouse, keyboard, biometric devices & touch screens.
- A+ certified professionals can use a variety of troubleshooting techniques and tools to effectively resolve PC, OS, and network connectivity issues.

Network + (N10-005 exam)

About the Network + Certification

Network + Certification is a computer industry recognized credential that certifies the competency of Network Technicians. It is sponsored by CompTIA - the Computing Technology Industry Association, and tests are administered by Prometric.

Skills Measured by Network+ Certification

Here are some of the key skills covered in the CompTIA Network+ certification exam:

- Network+ certified professionals can manage and troubleshoot a basic network infrastructure.
- Network+ certified professionals can install, operate and configure wired and wireless networks.
- Network+ certified professionals can identify and explain common networking protocols and ports.
- Network+ certified professionals can identify and troubleshoot performance and connectivity issues.
- Network+ certified professionals can install, configure and differentiate between common network devices.
- Network+ certified professionals can describe networking technologies and basic network design principles.

- Network+ certified pros possess the skills to adhere to wiring standards and use modern network testing tools.

Admission Requirements:

- Must be at least 18 years of age.
- Must present a valid picture ID and an original social security card.
- Must possess a high school diploma/GED or meet the Ability-to-Benefit requirements set forth in the admissions requirements section of this catalog. The following academic scores are required: Reading- 7th grade level, Math- 7th grade level, and Language- 7th grade level. The school will accept scores from the following tests for specific subjects:
 - o Tests of Adult Basic Education (TABE) scores are acceptable for reading, math and language.
- Pass a criminal background check and drug screening.
- Email capabilities and access to a personal email account.
- Successfully complete the 5 Keys to Excellence course within the allotted time, and prior to starting your online class.

ComTIA A+ Certification Training	Lecture Hours	Lab Hours/Simulator	Total Hours
CompTIA A+220-901			
Unit 1 CompTIA A+	24	4	28
Unit 2 CompTIA A+	20	8	28
Unit 3 CompTIA A+	10	2	12
Unit 4 CompTIA A+	21	11	32
Unit 5 CompTIA A+	15	2	17
Unit 6 CompTIA A+	23	8	31
CompTIA A+ 220-902			
Unit 1 CompTIA A+	20	4	24
Unit 2 CompTIA A+	27	3	30
Unit 3 CompTIA A+	19	10	29
Unit 4 CompTIA A+	10	3	13
Unit 5 CompTIA A+	14	6	26
Unit 6 CompTIA A+	17	9	20
Total Program Hours	220	70	290

Synopsis/Summary of Subjects and Hours

Hours are expressed in W/X/Y format. W = clock lecture hours, X = clock lab hours Y = total hours.

COMP TIA A+ (220-901) UNIT 1 & UNIT 2 44/12/56

UNITS 1 & 2: Learn to understand and operate BIOS/UEFI tools, motherboard components, CPU and RAM types, PC expansion cards, and power supplies. Understand storage devices, display devices, peripheral devices, network architecture devices, and characteristics of TCP/IP.

Prerequisite: None

COMP TIA A+ (220-901) UNIT 3 & UNIT 4 31/13/44

UNITS 3 & 4: Master PC connection interfaces, network cables and connectors, Wi-Fi networking standards, internet connection types, and networking tools. In unit 4, learn about laptop components, displays, features, and mobile devices.

Prerequisite: COMP TIA A+ (220-901) UNIT 1 & UNIT 2

COMP TIA A+ (220-901) UNIT 5 & UNIT 6 38/10/48

UNITS 5 & 6: Understand SOHO's, printers, and how to maintain a printer. Cover troubleshooting best practices for RAMP, CPU, RAID, networks, mobile devices, and printers.

Prerequisite: COMP TIA A+ (220-901) UNIT 3 & UNIT 4

COMP TIA A+ (220-902) UNIT 1 & UNIT 2 47/7/54

UNITS 1 & 2: Learn the fundamentals of Microsoft Operating Systems. Continue on to learn about Windows OS security, Microsoft command line tools, and Windows control panel utilities. In unit 2, learn about the basic features of mobile operating systems, how to secure mobile devices, and how to configure basic mobile device network connectivity and email.

Prerequisite: COMP TIA A+ (220-901) UNITS 1-6

COMP TIA A+ (220-902) UNIT 3 & UNIT 4 29/13/42

UNITS 3 & 4: Understand client-side virtualizations, basic cloud concepts, Windows networking on a client/desktop, and SOHO wireless and wired networks. Additionally, learn about common security threats and vulnerabilities, security best practices, and how to safely destroy and dispose of data.

Prerequisite: COMP TIA A+ (220-902) UNITS 1 & 2

COMP TIA A+ (220-902) UNIT 5 & UNIT 6 31/15/46

UNITS 5 & 6: Develop an understanding of safety procedures, how to handle prohibited content and activity, proper communication techniques, and how to explain privacy to clients. Lastly, in unit 6 cover troubleshooting best practices for PC operating systems, PC security issues, common mobile and OS security issues, and you'll cover troubleshooting theory.

Prerequisite: COMP TIA A+ (220-902) UNITS 3 & 4

COMPT TIA A+ Certification Training Resources

Name	Publisher	Year Published
Video Lecture Instruction	Cengage	2016
Online Labs/Simulations	Cengage	2016
Book	A+ Guide to technical support, Ninth Edition	2017

Basis of Grades

Only the Unit and Final Exams count toward the final, overall grade for this course. Additional resources in the classes are expected to be accessed and/or completed based on the need, experience level, and/or study goals for each student. To earn a certificate in CompTIA A+ Certification Training (Vouchers Included), students must complete 290 hours of training with a passing grade. although it is recommended for students to earn a 100% before continuing. This method is used as a formative assessment tool to assist students in improved learning. This is to ensure that the student is more easily able to identify difficult/challenging areas where improvement may be needed, re-focus efforts on these areas, and then re-assess for mastery of content.

Exams are graded assessments that students can take up to two times. A score of 70% or higher is required to pass the exam. This method is used as a summative assessment to check what has been learned to date. This is to ensure students have a snapshot to allow the student to identify how well learning tasks or objectives have been completed.

IT TRAINING ONLINE NETWORK+ CERTIFICATION TRAINING

Network + Certification validates that you have the knowledge needed to use and maintain a wide range of networking technologies and have proficiency in networking administration and support. Upon completion of this course, you will be prepared for the international, vendor-neutral certification in a growing and in-demand field.

This 6-week course is delivered via Remote Mentored Learning (RML). Students can view the video content from anywhere with a high-speed internet connection, and have access to an Online Mentor, who provides ongoing support throughout the seminar. This course is designed to be completed within a prescribed amount of time, with responsibilities for each course thoroughly outlined in order to pace the seminar effectively. In addition to viewing video content, students are engaged in skill-building labs and real-world exercises designed to translate what is learned into critical skill-building and preparation for entering a new career.

This multi-sensory learning method allows the student to control their learning schedule, the content covered, and the pace of the training while receiving one-on-one support from a qualified mentor.

- Students are required to pass a certification exam to complete the seminar

Admission Requirements:

- Must be at least 18 years of age.
- Must present a valid picture ID and an original social security card.
- Must possess a high school diploma/GED or meet the Ability-to-Benefit requirements set forth in the admissions requirements section of this catalog. The following academic scores are required: Reading- 7th grade level, Math- 7th grade level, and Language- 7th grade level. The school will accept scores from the following tests for specific subjects:
 - o Tests of Adult Basic Education (TABE) scores are acceptable for reading, math and language.

- Pass a criminal background check and drug screening.
- Email capabilities and access to a personal email account.
- Successfully complete the 5 Keys to Excellence course within the allotted time, and prior to starting your online class.
- Individuals should have 6 months professional experience with computers and/or completed a computer-based certification course (i.e., A+ certification)

Course Outline

GES329 - ComTIA Network+ Certification Training	Lecture Hours	Lab Hours/Simulator	Total Hours
Unit 1 ComTIA Networking+	24	4	28
Unit 2 ComTIA Networking+	20	8	28
Unit 3 ComTIA Networking+	10	2	12
Unit 4 ComTIA Networking+	21	11	32
Unit 5 ComTIA Networking+	15	4	19
Unit 6 ComTIA Networking+	23	8	31
Total Program Hours	113	37	150

Synopsis/Summary of Subjects and Hours

Hours are expressed in W/X/Y format. W = clock lecture hours, X = clock lab hours Y = total hours

COMP TIA Network+ Certification Course

This course builds on existing user-level knowledge and experience with personal computer operating systems and networks to present fundamental skills and concepts that students will use on the job in any type of networking career. This seminar is a complete and thorough review of the knowledge needed to configure and troubleshoot both wireless and wired hardware. Sections covered include the following: Network architecture; Network Operations; Network Security; Troubleshooting; And Industry Standards, Practices, and Network Theory. In this course, students learn the fundamentals needed to prepare for the CompTIA Network+ certification exam (N10-007) and start a career as a network technician.

COMP TIA Network+ UNIT 1 & UNIT 2 44/12/56

UNITS 1 & 2: Learn to understand and operate BIOS/UEFI tools, motherboard components, CPU and RAM types, PC expansion cards, and power supplies. Understand storage devices, display devices, peripheral devices, network architecture devices, and characteristics of TCP/IP. Prerequisite: None

COMP TIA Network+ UNIT 3 & UNIT 4 31/13/44 UNITS 3 & 4: Master PC connection interfaces, network cables and connectors, Wi-Fi networking standards, internet connection types, and networking tools. In unit 4, learn about laptop components, displays, features, and mobile devices.

Prerequisite: COMP TIA A+ (220-901) UNIT 1 & UNIT 2

COMP TIA Network+ UNIT 5 & UNIT 6 38/12/50

UNITS 5 & 6: Understand SOHO's, printers, and how to maintain a printer. Cover troubleshooting best practices for RAMP, CPU, RAID, networks, mobile devices, and printers.
Prerequisite: COMP TIA A+ (220-901) UNIT 3 & UNIT 4

COMP TIA Network+ Certification Course Resources

Name	Publisher	Year
Video Lecture Instruction	Cengage	2016
Online Labs/Simulations	Cengage	2016
Network+ Guide to Networks	Cengage	2018

ONLINE TRAINING

ONLINE TRAINING CLASS SCHEDULES

Once enrolled, students will receive a welcome package that contains access to online textbooks and workbooks, course schedules, and login credentials. The student will have a New Student Orientation prior to beginning their program in order to familiarize you with the program timeline and how to navigate through the many resources we provide to supplement the video instruction. Each program is designed to be completed within a prescribed amount of time, with responsibilities for each course thoroughly outlined in order to pace the program effectively.

Students have access to the Online Video Instruction and Resources 24 hours a day, 7 days a week, allowing you to complete your course schedule anywhere and anytime that you have high speed internet access.

Throughout each program Virtual Training Coordinators are there to provide ongoing support and assist with subject matter inquiries. Live, one-on-one, online mentoring support is available Monday-Thursday, 8:30 a.m. – 8:00 p.m. ET, and Friday, 8:30 a.m. — 5 p.m. ET. Progress is monitored daily, and personalized assistance is provided by our Virtual Training Coordinators as needed to help keep each student on track.

VA Students are not eligible for Online

BASIS OF GRADES

Quizzes are non-graded assessments that students can take an infinite number of times, although it is recommended for students to earn a 100% before continuing. This method is used as a formative assessment tool to assist students in improved learning. This is to ensure that the student is more easily able to identify difficult/challenging areas where improvement may be needed, re- focus efforts on these areas, and then re-assess for mastery of content.

Exams are graded assessments that students can take up to two times. A score of 70% or higher is required to pass the exam. This method is used as a summative assessment to check what has been learned to date. This is to ensure students have a snapshot to allow the student to identify how well learning tasks or objectives have been completed.

Only the Unit and Final Exams count toward the final, overall grade for this course. Additional resources in the classes are expected to be accessed and/or completed based on the need,

experience level, and/or study goals for each student. To earn a certificate in CompTIA Network+ Certification Training (Voucher Included), students must complete 110 hours of training with a passing grade.

TECHNOLOGY AND EQUIPMENT REQUIREMENTS

THE COMPUTER EQUIPMENT UTILIZED TO ACCESS MEDCERTS TRAINING PROGRAMS MUST MEET THE FOLLOWING MINIMUM REQUIREMENTS UNLESS OTHERWISE NOTED.

MINIMUM HARDWARE AND OPERATING SYSTEM

- Intel Pentium or Celeron, or AMD Sempron 1.6 GHz or faster
- 2 GB RAM or more
- Windows 10, Windows 8, Windows 7 or Vista
- Sound card and speakers

SOFTWARE

- Internet Explorer 10.0 or higher or Firefox 18 or higher
- HIGHLY RECOMMENDED: Microsoft Office 2007 or higher (MS Word, MS Excel and MS PowerPoint). There are other applications that perform the same functions (Google Docs, Sheets, Slides, etc.) that are also recommended and acceptable.
- Adobe Flash Player 11.5 or higher
- Adobe Reader 11.0

INTERNET CONNECTION AND E-MAIL

- A reliable broadband Internet connection, either cable or DSL of at least 1000 Kbps for adequate audio-video quality
- An e-mail addresses

BROWSERS

- PC: Mozilla Firefox 2.0 or higher; Google Chrome 5.0 or higher
- Mac: Safari 5.0 or higher; Mozilla Firefox 2.0 or higher

MISCELLANEOUS

- RX-3000 program: Video Recording Device (video-ready phone, webcam, camcorder)
- OPTIONAL: Printer

TECHNOLOGICAL COMPETENCY

- Ability to use e-mail to correspond
- Ability to browse the Web

MICROSOFT OFFICE SUITE ONLINE SEMINAR

The Microsoft Office Suite Course has lecture-based training along with hands-on training. This seminar is designed to teach beginner, intermediate, and expert levels of the Microsoft applications. Students can take their certification exam and receive an industry level certification for each application at the end of each course.

Students will learn how to perform basic, intermediate, and expert Microsoft functions using the Microsoft Office applications. Upon completion of this seminar, students will be able to navigate through the Microsoft Word, PowerPoint, and Excel interface and have a firm understanding of common and advanced document creating and editing techniques.

Admission Requirements

- Must be 18 years of age
- Must present a valid picture ID and an original social security card

Prerequisites

Students must score an 85% or higher on the Microsoft Word, PowerPoint, and Excel Northstar Digital Literacy Assessments. Those who score below an 85% must take corresponding Goodwill Digital Career Accelerator courses to establish a basic knowledge of the Microsoft Office applications.

MICROSOFT OFFICE SUITE COURSE	Lecture Hours	Lab Hours/Simulator	Total Hours
MICROSOFT WORD CORE	20	10	30
MICROSOFT WORD EXPERT	25	20	45
MICROSOFT POWERPOINT	20	5	25
MICROSOFT EXCEL CORE	15	10	25
MICROSOFT EXCEL EXPERT	15	15	30
MICROSOFT OUTLOOK	12	8	20

MICROSOFT ACCESS	40	20	60
Total Program Hours	147	88	235

Synopsis/Summary of Subjects and Hours

Hours are expressed in W/X/Y format. W = clock lecture hours, X = clock lab hours Y = total hours

MICROSOFT WORD CORE 20/10/30

This seminar introduces basic and intermediate Microsoft Word techniques and tools such as knowing the document elements, how to save a document in different formats, basic editing skills, and using the Quick Access Toolbar while using Microsoft Word 2016 software. After completing the required lesson plans, students will have the opportunity to earn their MOS Specialist certification through CertiPort.

Prerequisite: 85% or Higher on Northstar Digital Literacy Assessment for Microsoft Word.

MICROSOFT WORD EXPERT 25/20/45

This Course goes through more advanced editing techniques such as customizing themes and templates, protecting documents, mail merging, and macros while using the Microsoft Word 2016 software. After completing the required lesson plans, students will have the opportunity to earn their MOS Specialist, Expert, or Master certification through CertiPort.

Prerequisite: Completion of Microsoft Word Core and Certification Exam.

MICROSOFT POWERPOINT 20/5/25

This Course teaches basic, intermediate, and advanced skills in Microsoft PowerPoint such as creating new presentations, utilizing slide masters, enhancing presentations with graphics, video, and audio, and compressing and sharing PowerPoint files. After completing the required lesson plans, students will have the opportunity to earn their MOS Specialist or Master certification through CertiPort.

Prerequisite: 85% or Higher on Northstar Digital Literacy Assessment for Microsoft Word and PowerPoint or completion of Microsoft Word Core.

MICROSOFT EXCEL CORE 15/10/25

This Course introduces basic and intermediate Microsoft Excel techniques and tools such as how to format worksheets, keyboard shortcuts, using formulas, organizing data, and using data tools while using the Microsoft Excel 2016 software. After completing the required lesson plans, students will have the opportunity to earn their MOS Specialist certification through CertiPort.

Prerequisite: 85% or Higher on Northstar Digital Literacy Assessment for Microsoft Word, PowerPoint, and Excel or completion of Microsoft Word Core.

MICROSOFT EXCEL EXPERT 15/15/30

This Course goes through more advanced Excel tools and functions such as custom cell formats, LOOKUP functions, Pivot Tables, and Macros using the Microsoft Excel 2016 software. After completing the required lesson plans, students will have the opportunity to earn their MOS Specialist, Expert, or Master certification through CertiPort.

Prerequisite: Completion of Microsoft Excel Core and Certification Exam.

MICROSOFT OUTLOOK 12/8/20

This Course teaches basic, intermediate, and advanced skills in Microsoft Outlook such as creating and responding to messages, utilizing calendar functions, managing emails, and using the Tasks function while using the Microsoft Outlook 2016 software. After completing the required lesson plans, students will have the opportunity to earn their MOS Specialist or Master certification through CertiPort.

Prerequisite: 85% or Higher on the Northstar Digital Literacy Assessment for Email and Microsoft Word.

MICROSOFT ACCESS 40/20/60

This Course teaches basic, intermediate, and advanced skills in Microsoft Access such as designing, creating, and managing databases, building tables, retrieving data, and designing reports while using the Microsoft Access 2016 software. After completing the required lesson plans, students will have the opportunity to earn their MOS Specialist or Master certification through CertiPort.

Prerequisite: 85% or Higher on Microsoft Word, PowerPoint, and Excel and completion of Microsoft Word Core or Microsoft Excel Core.

PHARMACY TECHNICIAN

The Pharmacy Technician program is offered via both a traditional in-class and in a Distance Educational method at the Dallas location. Students who wish to enroll in the hybrid program must meet all Dallas Career Academy admissions and entry requirements as well as the technology requirements specified in the Admissions section of this catalog. Students who take online classes are scheduled for these classes in an appropriate sequence each term.

Objectives – The objective of the Pharmacy Technician Program is to prepare students for eligibility to register with the Texas State Board of Pharmacy by providing training in skills and competencies needed for success in a pharmacy setting. Students have the opportunity to learn skills in basic pharmacology, pharmacy operations and procedures, as well as in areas of

business communications and computer software by combining classroom instruction with ample hands-on experience. Students also receive instruction in the techniques of finding and retaining a job.

Career Opportunities - Graduates may find entry-level employment in hospitals, clinics, retail pharmacies, wholesale pharmacies, and pharmaceutical companies as either a Pharmacy Aide or a Pharmacy Technician. In order to be eligible for externship in a retail or hospital pharmacy, students must register with the Texas State Board of Pharmacy as a Pharmacy Technician Trainee. Registration as a trainee requires completion of an application, and completion of a fingerprint session. Results of the fingerprint analysis may take up to four to six months and pharmacy technician students must begin the trainee registration process during the first term of enrollment.

School Equipment – Students train on computer applications software to create documents and maintain databases. Students are also introduced to pharmacy management software that is often utilized in the field. The classroom simulates a retail setting by providing equipment and supplies found in a pharmacy.

Length of Program - 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 the Pharmacy Technician Training Program will be awarded a Certificate of Completion.

COURSE NUMBER	COURSE TITLE	LEC HOURS	LAB HOURS	EXT HOURS	TOTAL HOURS
PHT-101	Legal and Ethical Considerations for the Pharmacy Technician	8	0	0	8
PHT-102	Methods of Medication Delivery	12	0	0	12
PHT-103	Pharmaceutical Calculations and Measurements	8	20	0	28
PHT-104	Anatomy and Physiology for Pharmacy Technicians	20	0	0	20
PHT-105	Medical Terminology	20	0	0	20
PHT-106	Psychoactive Drugs	16	0	0	16
PHT-107	The Community Pharmacy	12	16	0	28
PHT-108	Anti-inflammatory Drugs	16	0	0	16
PHT-109	Medication and Prescription Calculations	8	24	0	32
PHT-110	Extemporaneous Compounding	12	24	0	36

PHT-111	The Hospital Pharmacy	12	16	0	28
PHT-112	Introduction to Sterile Products Preparation	16	32	0	48
PHT-113	Sterile Products Preparation and Administration	16	32	0	48
PHT-114	Respiratory, Gastrointestinal, Renal and Circulatory Drugs	16	0	0	16
PHT-115	Medication Safety	16	0	0	16
PHT-116	Successful Career Tactics	8	12	0	20
PHT-117	PTCE Preparation	412	0	0	12
PHT-118	Final Exam	6	0	0	16
PHT-119	Pharmacy Technician Externship	0	0	200	200
	TOTALS HOURS	234	176	200	610

PHT-101: Legal and Ethical Considerations for the Pharmacy Technician 8/0/0

This subject orients students to the work of pharmacy technicians 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 subject, 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 the 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 12/0/0

In this subject, 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 (NDC) 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’s 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 subject, 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 also be able to recall correct techniques for administration of 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 00 CHR / Ext 00 CHR / Total 12 CHR) [Prerequisite: PHT-101: Legal and Ethical Considerations for the Pharmacy Technician]

PHT-103: Pharmaceutical Calculations and Measurements 8/20/0

This subject 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 subject, 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, 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 conversions; solve problems involving powder solutions and dilutions and learn to use allegation to solve arithmetic problems related to mixtures. Students 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 20/0/0

This course is a study of human anatomy and physiology. Lectures systematically take the student from the microscopic level through the formation of organ systems, 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 times of infection, disease, trauma and aging. Upon completion of this subject, 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 the 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 20/0/0

This subject 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 subject, students will be able to recognize, pronounce and define medical terms common to the pharmacy practice. In preparation for the 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 16/0/0

This subject 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 basic 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 routes of administration. They will also learn abbreviations and be able to recall the terms associated with 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 subject. Additionally, students will study and be able to identify drugs indicated on Drug Flash Cards 1 – 160. (Lec 16 CHR / Lab 00 CHR / Ext 00 CHR / Total 16 CHR) [Prerequisite: PHT-105: Medical Terminology]

PHT-107: The Community Pharmacy 12/16/0

In these subject 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 with regard to 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 a patient profile. Students

will become familiar with use of the computer system and will be able to explain the 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 storage of prescription and over-the-counter drugs. Students will also become proficient in complying with procedures for the purchasing, receiving, storage and inventory control of controlled-drug substances. They will learn to calculate inventory turnover, markup and markup rate; apply average wholesale price to profit calculations and be able to compute discounts accurately. In preparation for the PTCE, students 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 16/0/0

This subject 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 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) [Prerequisites: PHT-107: The Community Pharmacy]

PHT-109: Medication and Prescription Calculations 8/24/0

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 subject, 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-108: Anti-inflammatory Drugs]

PHT-110: Extemporaneous Compounding 12/24/0

In this subject, 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-109: Medication and Prescription Calculations]

PHT-111: The Hospital Pharmacy 12/16/0

In this subject, 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 admixtures 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 subject, 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 mixtures 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 16/32/0

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 16/32/0

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 compatibilities 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 States Pharmacopeia) guidelines. They will recall and practice lab safety considerations as related to IV therapy. Students completing this subject 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 16/0/0

In this subject, 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 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) [Prerequisites: PHT-112: Sterile Products Preparation and Administration]

PHT-115: Medication Safety 16/0/0

In this subject, students will gain an appreciation for medication safety by learning the extent and possible effects of medication errors 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 systems available for reporting medication errors. (Lec 16 CHR / Lab 00 CHR / Ext 00 CHR / Total 16 CHR) [Prerequisites: PHT-113: Respiratory, Gastrointestinal, Renal and Circulatory Drugs]

PHT-116: Successful Career Tactics 8/12/0

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 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 12/0/0

This subject 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 subject, students will be fully prepared to sit for the PTCE. (Lec 12 CHR / Lab 00 CHR / Ext 00 CHR / Total 12 CHR) [Prerequisites: PHT-115: Successful Career Tactics]

PHT-118: Final Exam 6/0/0

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 designated 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 0/0/200

This is the subject 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 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 retail or hospital pharmacy. Students will be evaluated using Dallas Career Institute's Pharmacy Technician Externship Monitoring Form. Upon completion of their externship, students will be fully qualified in all areas identified on the monitoring form. (Lec 00 CHR / Lab 00 CHR / Ext 200 CHR / Total 200 CHR) [Prerequisites: PHT-117: Final Exam]

CYBER SECURITY

The Cyber Security program is offered via both a traditional delivery method and a Distance Education delivery method at the Mesquite campus. Students who wish to enroll in the online program must meet all SCI admissions and entry requirements as well as the technology requirements specified in the Admissions section of this catalog.

Objectives – The Cyber Security program provides training for an entry-level career in Cyber Security industry. The program will focus on security information, procedures and processes used in all types of business, governmental, non-profit environments. The program includes training in security basics, networks basics and defense, identity and access management, cryptography concepts, system administration, logging and monitoring, programming, web security, project management, and threats and vulnerabilities.

Career Opportunities - Graduates may pursue careers as System Security Analyst, Cyber Defense Analyst, Cyber Defense Infrastructure Support Specialists and Cyber Defense Incident Responders among others.

School Equipment – None

Hardware Requirements – Students must have a computer with the following minimum requirements. • Intel 6th Generation Core i5, 8 GB RAM

Length of Program - Students who attend on a full-time basis can usually finish the program in 33 weeks.

COURSE NUMBER	COURSE TITLE	THEORY HOURS	LAB HOURS	TOTAL HOURS
CSO 100	Security Foundations	30	30	60
CSO 101	Networking Foundations	30	30	60
CSO 102	System Administration	30	30	60

CSO 103	Network Defense	30	30	60
CSO 104	Cryptography and Access Management	30	30	60
CSO 105	Logging and Monitoring	30	30	60
CSO 106	Programming Foundations	30	30	60
CSO 107	Web Application Security and Project Management	30	30	60
CSO 107	Web Application Security and Project Management	30	30	60
CSO 108	Threats and Vulnerabilities	30	30	60
CSO 110	Group Project	50	110	160
	Totals	320	380	700

CSO100 Security Foundations 30/30 Hours: Theory 30 / Laboratory 30 / Total 60

Prerequisites: None the Security Foundations course will help students gain a fundamental understanding of security concepts that will be used throughout the Cyber Security track. Topics covered include basic security concepts, threat actors and attributes, organizational security, policy, procedures and frameworks, security controls business impact analysis, risk management, incident response and disaster recovery.

CSO101 Networking Foundations 30/30 Hours: Theory 30 / Laboratory 30 / Total 60

Prerequisites: None The course will provide instruction in technical skills required in network administration and support. This course will include information on media, topologies, protocols and standards, network support, and the knowledge and skills to sit for network certification.

CSO102 System Administration 30/30 Hours: Theory 30 / Laboratory 30 / Total 60

Prerequisites: None The course will cover System Administration basics and will also provide a security orientated perspective. This course will include general system administration information on installing and configuring network component, OS familiarity and some scripting. Additional topics include threats, vulnerabilities, secure protocols and secure system design.

CSO103 Network Defense 30/30 Hours: Theory 30 / Laboratory 30 / Total 60

Prerequisites: CSO100 & CSO101 The Network Defense course will give students an overview of the various hardware and software tools available to defend a network against attack. Students will use various tools to assess the security posture of an organization and understand the possible impact of various vulnerabilities. Additionally, this course will cover the concepts of penetration testing and vulnerabilities testing.

CSO104 Cryptography and Access Management 30/30 Hours: Theory 30 / Laboratory 30 / Total 60 Prerequisites: None The course will cover the different methodologies and concepts of Cryptography and Access management. Students will be exposed to different cryptography algorithms used to ensure safe transmission, storage and use of sensitive data. Students will also learn how to implement various access management controls and account management practices.

CSO105 Logging and Monitoring 30/30 Hours: Theory 30 / Laboratory 30 / Total 60 Prerequisites: CSO102 the course will give students the knowledge and skills needed to properly analyze and interpret various security related logs produced by different security related technologies. This will focus on standard logs and Intrusion Detection and Prevention Systems. Students will also gain a basic understanding of forensics analyze and presented with such related topics as chain of authority.

CSO106 Programming Foundations 30/30 Hours: Theory 30 / Laboratory 30 / Total 60 Prerequisites: None This course will give students programming foundations in languages utilized in the industry. This course also provides a secure foundation upon which students can build on as they progress through the program. 74

CSO107 Web Application and Project Management 30/30 Hours: Theory 30 / Laboratory 30 / Total 60 Prerequisites: None This course will teach students about Web Application Security and Project Management and is intended to be an introduction to these key concepts. Students will learn the mindset, discipline, and methods for securing a software project and traditional project management concepts with a focus on Agile software development methodology. Students will complete this course with both a theoretical model and specific technical knowledge.

CSO108 Threats and Vulnerabilities 30/30 Hours: Theory 30 / Laboratory 30 / Total 60 Prerequisites: CSO100 & CSO101 The Threats and Vulnerabilities course will provide students with an in depth look at the various threats and vulnerabilities faced by every organization and technology user. These will cover those related to hardware, software and people, including a detailed review of Social Engineering as used by various threat actors. Students will be able to identify, compare several types of attacks and related impacts.

CSO110 Group Project 50/110 Hours: Theory 50 / Laboratory 110 / Total 160 Prerequisites: Final Mod the Group Project course combines each part of the program into a group project for the student. Each student will work together as a team member for the group project, which includes daily scrum meetings to cover tasks and progress while working separately to complete them. The final group project is due at the end of the course.

DENTAL ASSISTANT

Program Overview: The purpose of the Dental Assistant program is to provide students with sufficient theoretical knowledge and practical skills to perform efficiently in a professional capacity in an entry-level position. This program includes courses covering management skills, appointment scheduling, laboratory procedures, maintenance of patient records, chairside assistance, instructing patients in proper oral hygiene and assisting in the selection, placement and removal of rubber dam, sutures, and periodontal packs. The Dental Assistant is a valuable member of the dental healthcare team. The Dental Assistant's responsibilities may include preparing patients for procedures, maintaining treatment planning records, exposing and processing dental x-rays with patients, reviewing oral hygiene and postoperative care instructions, performing laboratory work, and managing such essential functions as inventory control, infection control, and OSHA compliance. The Dental Assistant may also be called on to assist in the business office with filing records, preparing insurance reports, maintaining records on the computer, and scheduling appointments. A diploma will be issued upon successful completion of the program.

Program Objectives: Upon completion of the program, students will be eligible to:

- Utilize proper sterilization techniques and infection control procedures as required by OSHA.
- Advise patients on dental care as directed by the dentist.
- Perform administrative front office duties.
- Utilize principles of dental radiology to position, expose, process, and mount dental radiographs after certification.
- Sit for the exam offered by the Texas State Board of Dental Examiners (TSBDE) for their Registered Dental Assistant (RDA) certification.
- Respond to medical emergencies, including basic life support.

Skills Proficiency: Students must be able to perform certain skills to work as a Dental Assistant. These skills are learned in the clinical (lab) portion of the program. The program is divided into one-half lecture/theory and one-half lab. The lab portion involves the practical application of theory and the procedural portion. All lab activities and competencies are demonstrated first by the instructor; then they are evaluated and graded by the instructor. Hands-on instruction using the actual dental instruments and equipment allows for facilitation of transferring theory to practical experience. Students will perform certain procedures on each other as well as on typodonts. All students must participate. All students must pass clinical competency skills before moving on to the next term or going to their externship. The student must pass competencies with a minimum grade of 2.0. Students must be present for all lab activities and proficiencies.

Course Number	Course Title	Theory Hours	Lab Hours	Externship Hours
DA 100	Introduction to Dentistry	60	30	0
DA 101	Dental Sciences	90	0	0
DA 102	Practical Infection Control	30	60	0
DA 103	Dental Materials	30	60	0
DA 104	Preventive Dentistry	30	60	0
DA 105	Dental Radiography	30	60	0
DA 106	Dental Office Management	30	60	0
DA 107	Dental Procedures	0	90	0
DA 211	Dental Assistant Externship	0	0	180
	Total	300	420	180

Estimated Completion Time: 45 Weeks

DA100 INTRODUCTION TO DENTISTRY 60/30

PREREQUISITES: NONE

Students are instructed in the history, ethics, legalities, duties and responsibilities of the dental health team; knowledge of professional organizations; and proper conduct and grooming of the dental assistant. Students will also be exposed to the basic theories of psychology which enable the dental assistant to gain a better understanding of the dental patient and dental health staff.

DA101 DENTAL SCIENCES 90/0

PREREQUISITES: NONE

Students receive instruction in general anatomy and physiology principles of all body systems. The anatomy of the head and neck, as well as the face and oral cavity will be covered in depth. Oral embryology and histology as well as the formation of teeth are discussed. Methods of dental charting and common oral diseases will be covered.

DA102 PRACTICAL INFECTION CONTROL 30/60 PREREQUISITES: NONE

Students will be instructed in the basic concepts of microbiology and the relevance of sterilization. OSHA Regulations (including the hazard communication standard and how compliance is accomplished) will also be emphasized.

DA103 DENTAL MATERIALS 30/60

PREREQUISITES: NONE

Students will be instructed in the fundamentals and properties of various dental materials such as irreversible hydrocolloid impression materials and dental cements, and manipulation of gypsum products, discuss final impressions for crown and bridge along with other cosmetic reconstructive procedures. The student will be exposed to the proper uses, applications and the safe handling procedures according to OSHA compliance and the FDA for dental amalgam, and composites, cements, bases and liners.

DA104 PREVENTIVE DENTISTRY 30/60**PREREQUISITES: DA100-DA103**

Students will be instructed in Philosophy of Preventive Dentistry. The course provides students with the knowledge necessary to understand the importance of oral health, identifying dental caries, methods for caries intervention, identifying periodontal disease, preventative dental techniques, nutrition, and oral pathology.

DA105 DENTAL RADIOGRAPHY 30/60**PREREQUISITES: DA100-DA103**

Students will be instructed in dental radiology, radiographic equipment and safety protocol, dental film processing, radiographic techniques, legal issues, quality control, infection control, and the foundations of extra-oral and intra-oral radiology.

DA106 DENTAL OFFICE MANAGEMENT 30/60**PREREQUISITES: DA100-DA103**

Students will be instructed in telephone etiquette and communication, guidelines for better interpersonal relations, methods for effective appointment control, dental bookkeeping systems and practices, business writing and techniques for collecting.

DA107 DENTAL PROCEDURES 0/90**PREREQUISITES: DA100-DA103; DA105**

This course is an introduction to dental operative procedures, charting, instrumentation, infection control, care and maintenance of equipment and utilization of dental materials. The student will become familiar with the function and use of various instruments and accessories used in the dental office.

DA211 DENTAL ASSISTANT EXTERNSHIP**PREREQUISITES: DA104-DA107**

Students learn from hands-on dental assisting experiences in clinical, laboratory, and administrative duties. The externship is completed in a dental office, under the direct supervision of a licensed dentist. The externship program has been designed to provide the student with supervised practical work experience. Externship is for students who have completed classroom training and is a requirement for graduation. Externship hours vary and may be scheduled from 20 to 40 hours per week.

MEDICAL ASSISTANT

Program Overview: CMAA - Certified Medical Administrative Assistant



The Certified Medical Administrative Assistant (CMAA) credential is offered by the National Health career Association (NHA). CMAAs are responsible for various administrative duties and often have direct patient contact. It demonstrates the ability to perform routine administrative tasks in a physicians' office, nursing home, hospital or clinic to keep it running efficiently.

As CMAA you may perform some of the following tasks:

- Operate computer systems or other types of technology to accomplish office tasks
- Greeting patients and helping them fill out forms
- Answer calls, schedule appointments, and maintain files of patients
- Update and maintain patient and other practice information
- Coordinate the collection and preparation of operating reports such as time and attendance

By attaining CMAA certification, students validate their training and competence, and assure allied health employers that they are qualified for entry-level positions. Furthermore, hospitals, physicians' offices, nursing homes and other healthcare facilities may give preference to candidates with medical administrative assistant certification.

The Medical Assistant program at Dallas Career Institute prepares students for an entry-level job as a Medical Assistant in private and public outpatient settings. Graduates will be prepared to perform clinical and administrative duties under the direction of a physician, mid-level provider or licensed nurse. Since Medical Assistants are trained in both administrative and clinical procedures, they are capable of filling a variety of positions, including, but not limited to Clinical or Administrative Assistant, Medical Receptionist and Medical Insurance Billing Specialist. 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 be able to explain the role, responsibilities, scope of practice, standards of care and credentials of medical assistants. They will learn to differentiate among the structures 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 a proper diet, nutrition guidelines and options for patients that require special diets or diet modifications. They will 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 medical assistant and perform administrative duties applicable to the role of a medical assistant in medical office and laboratory settings.

Course Number	Course Title	Theory Hours	Lab Hours	Externship Hours	Total Hours
CL 101	Clinical Laboratory	0	32	0	32
CL 102	Clinical Laboratory	0	32	0	32
CL 103	Clinical Laboratory	0	32	0	32
CL 104	Clinical Laboratory	0	32	0	32
CL 105	Clinical Laboratory	0	32	0	32
CL 106	Clinical Laboratory	0	32	0	32

CL 107	Clinical Laboratory	0	32	0	32
CMA 101	Patient Care and Communications	32	0	0	32
CMA 201	Medical Management of the Nervous & Digestive System	32	0	0	32
CMA 301	Pharmacology and Disease Transmission	32	0	0	32
CMA 401	Cardiovascular and the Respiratory System	32	0	0	32
CMA 501	Clinical Procedures	32	0	0	32
CMA 601	Endocrinology and Reproduction	32	0	0	32
CMA 701	Therapeutic Care and Muscular/Skeletal Systems	32	0	0	32
MS 102	Introduction to Computers	8	8	0	16
MS 202	Keyboarding	8	10	0	16
MS 302	Word Processing	8	8	0	16
MI 402	Introduction to Insurance	8	8	0	16
MI 502	Patient Billing	8	8	0	16
MI 602	Medical Insurance Coding	8	8	0	16
MI 701	Career Development	16	0	0	16
CMA 80	Medical Assistant Externship	0	0	160	160
	Total	288	274	160	700

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.

CL-101: Clinical Laboratory 0/32/0

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 00 CHR / Lab 32 CHR / Ext 00 CHR / Total 32 CHR) [Prerequisite: None]

CL-102: Clinical Laboratory 0/32/0

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 0/32/0

In this course, students apply theories of minor office surgery by using the autoclave, 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 0/32/0

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)

CL-105: Clinical Laboratory 0/32/0

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 0/32/0

In this course, students will apply theories of OB/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 0/32/0

In this course, students apply theories of therapeutic techniques and modalities. Students learn how to position patients properly for ultrasound treatment, electro neurostimulation 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 32/0/0

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 00 CHR / Ext 00 CHR / Total 32 CHR) [Prerequisites: None]

CMA-201 – Medical Management and Nervous & Digestive System 32/0/0

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 32/0/0

This course stresses the importance of asepsis and sterile technique in today's health care 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 32/0/0

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 (CPR) course. (Lec 32 CHR / Lab 00 CHR / Ext 00 CHR / Total 32 CHR) [Prerequisites: CMA-101, CMA-201, CMA-301]

CMA-501: Clinical Procedures 32/0/0

This course introduces laboratory procedures commonly performed in a physician's office. Students learn about specimen labeling, collection, handling and transportation procedures. Basic hematology and the procedures used in microbiology and bacteriology tests are covered. Coverage of the anatomy and physiology of the lymphatic and urinary systems and procedures for performing different types of urinalysis are included. (Lec 32 CHR / Lab 00 CHR / Ext 00 CHR / Total 32 CHR) [Prerequisite: CMA-401]

CMA-601: Endocrinology and Reproduction 32/0/0

Endocrinology and male and female reproduction are taught in this course. The theory of pediatrics, obstetrics 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 32/0/0

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 8/8/0

This course introduces the computer 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 8/10/0

This subject introduces the student to the basics keyboarding this course designed to help students develop speed and accuracy by learning the touch operation of alphanumeric/keyboard characters. Emphasis is placed on the following: mastery of the keyboard with desirable keyboarding techniques; development of speed and accuracy; and proper care of the equipment. Keyboarding is 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 8/8/0

This course is designed to provide hands-on introduction to basic commands of word processing application 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 08 CHR / Lab 08 CHR / Ext 00 CHR / Total 16 CHR)

MI-402: Introduction to Insurance 8/8/0

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 8/8/0

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]

MI-602: Medical Insurance Coding 8/8/0

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

MI-701: Career Development 16/0/0

This course is designed to provide practical applications of job hunting, résumé 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 0/0/160

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 students' permanent record.

Medical Assisting students must successfully complete their Externship to fulfill requirements 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 & MI-402 – MI-701]

ACADEMIC CALENDAR 2024-2025

Professional Truck Driving		Passenger Bus/Bobtail		Nurse Assistant	
Start date	Schedule end date	Start date	Schedule end date	Start date	Schedule end date
July 6th	July 31st	July 13th	August 7th	July 6th	July 31st
July 20th	Aug 14th	Aug 10th	Sep 4th	July 20 th	Aug 14th
Aug 17th	Sep 11th	Sep 7th	Oct 2nd	Aug 17 th	Sep 11th
Sep 14th	October 9th	Oct 5th	Oct 30th	Sep 14 th	Oct 9th
Oct 12 th	Nov 6th	Nov 2nd	Dec 4th	Oct 12 th	Nov 6th
Nov 9 th	Dec 11th			Nov 9th	Dec 11th

Medical Billing and Coding		Medical Front Office		IT Training Online	
Start date	Schedule end date	Start date	Schedule end date	Start date	Schedule end date
July 6th	July 31st	July 13th	August 7th	July 6th	July 31st
July 20th	Aug 14th	Aug 10th	Sep 4th	July 20 th	Aug 14th
Aug 17th	Sep 11th	Sep 7th	Oct 2nd	Aug 17 th	Sep 11th

Microsoft Office Suite Course	
Start date	Schedule end date
July 6th	July 31st
July 20th	Aug 14th
Aug 17th	Sep 11th
Sep 14th	October 9th
Oct 12 th	Nov 6th
Nov 9 th	Dec 11th

Sep 14th	October 9th	Oct 5th	Oct 30th	Sep 14 th	Oct 9th
Oct 12 th	Nov 6th	Nov 2nd	Dec 4th	Oct 12 th	Nov 6th
Nov 9 th	Dec 11th			Nov 9th	Dec 11th

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

Signed by Arrious Bradford-Bailey