




**CTK HEALTHCARE
AND
CAREER INSTITUTE**

SCHOOL CATALOG

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Approved by TWC



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HISTORY

CTK Healthcare & Career Institute (CTK) is a career school established in 2004 with objectives of providing individuals with basic education and training, career counseling, as well as job placement assistance. Originally founded as a Nurse Aide training school, CTK Healthcare & Career Institute expanded its course offerings to include longer programs like Pharmacy Technician and Patient Care Technician Trainings. Training provided by CTK Healthcare and Career Institute prepares students for their rewarding new careers by providing the high-quality instruction by dedicated instructors using up-to-date equipment.

CTK Healthcare and Career Institute is approved and regulated by Texas Workforce Commission, Career Schools and Colleges and Texas Health and Human Services (HHS), Nurse Aide Training and Competency Evaluation Program (NATCEP) and accredited by Council on Occupational Education (COE).

CTK offers workforce literacy education programs focused on healthcare disciplines. The goal is to increase the chance of obtaining and/or sustaining employment with focus on individual's ability to read, write and speak English, compute and solve basic problems at levels necessary to function in the society.

Facilities & Equipment

The School is conveniently located within a busy mid-city commercial area (and major bus routes), one block from Irving Mall (B/w HWY183 & I-161). Our facility is about 3000 square feet and offers a conducive atmosphere for learning with a student coffee area, and classrooms equipped with required medical and computer equipment necessary for training. We have also provided a TV/VCR for additional virtual training necessary to increase student participation and understanding during lectures. We also have projectors for power point presentations, Human Manikins and AED to develop skills and CPR training. The lab for the Nurse Aide program is equipped with a patient bed, height and weight machine, and enough devices necessary to train students for the patient care. CTK also carries enough numbers of Stethoscopes for the students to train how to take Blood Pressure readings. CTK also housed sophisticated healthcare equipment's like EKG Machines, Nursing Beds, equipment's related to phlebotomy and Pharmacy. It also housed Conference room, library and Computer lab equipped with many computers readily available for students to use for their educational needs.

Male and Female restrooms are located right in the building by the hallway right outside the classroom areas. Snack and Soda dispensers are also located in the lobby by the student lounge. A computer station is also located near the lab and classrooms. A conference room is located next to the administration office and includes all equipment necessary for the student library. A first aid kit and fire extinguisher are in a convenient place close to the student lounge.

VISION, MISSION, VALUES, OBJECTIVES & STRATEGIC PLANNING

Vision

Providing excellence in healthcare education and having the passion to provide effective services to the students and community the school serves.

Mission

The mission of the CTK Healthcare and Career Institute is to provide excellent professional healthcare education and training to improve the job prospects of our students and the needs of the local labor market in the Dallas-Fort Worth community. We strive to offer students professional hands-on training, job-seeking skills, and placement services to prepare students for their chosen healthcare careers.

Core Values

The CTK administrators, faculty and staff has established core values to accomplish its goals. Our core values are:

Cooperative: work with employers and students to perform.

Fairness: treat students and employees for their success.

Integrity: to speak truth without hidden agendas.

Diversity: Value various aspects of diversity among students, employees and employers.

Along with the aforesaid broader goals, CTK also publishes its specific objectives to provide a framework of the school's planning and services to achieve its mission as included below:

1. To establish training programs, support services, and a student-centered atmosphere for promoting student success.
2. To provide educational offerings in its facilities that can best serve the school's clientele, which may lead to an associate degree, diploma, or certificate.
3. To provide flexible scheduling, learning options and delivery methods.
4. To increase instructional stability, educational quality, and financial resources for our students.
5. To increase the use of technology for all our educational offerings to mirror the technology used professionally throughout the healthcare industries.
6. To promote educational opportunities without regard to race, gender, ethnicity, disability, socioeconomic status, or age, for all qualified candidates who desire to become healthcare professionals.
7. To pursue articulation agreements with other institutions of higher education.
8. To establish program articulation agreements between CTK and the area Independent School District (ISD) systems.
9. To maintain community relations throughout its service areas, and to promote

economic and workforce development to broaden our outreach for qualified candidates for training.

Objectives

1. Provide our students a quality education by focusing on the importance of labor market trends, technology advancement, and educational material updates.
2. Establish a clean and well-organized educational environment by providing students up-to-date equipment and realistic work environment settings.
3. Hire the most qualified administrative staffs and educational instructors as possible, who possess specific work experience and educational backgrounds along with updated professional development provided and supported by this institution.
4. Have enough staffs for student needs, including Admissions, Student Services, and Placement Services.
5. Encourage outside clinics and employer for visits, evaluation of classrooms, involvement in Advisory Committees for curriculum enrichment and growth to better prepare students in a competitive labor market.

Non-discrimination Policy

CTK is committed to maintaining a fair and respectful environment for study. In accordance with federal and state law, the school prohibits harassment of or discrimination against any person because of race, color, sex (including sexual harassment and pregnancy), sexual orientation, gender identity, ethnicity or national origin, religion, age, genetic information, disability, or veteran status by any of its member on campus. Incidents of harassment and discrimination will be met with appropriate disciplinary action, up to and including dismissal or expulsion from the program.

Counseling/Advising Services

Whenever an instructor believes that if a student need counseling due to his/her performance on quizzes, tests, or lab works s/he notifies the student service coordinator (SSC). The SSC is responsible for facilitation of the meeting between students and the school director/CAO. The school director or his designee is directly involved in counseling of the students in order to encourage them in their academic and employment goals. If the counseling is an emergency, the Academic Director or the designee of the CAO serves the student in need. To choose the right program of study as per their interest the Admission Officer organizes a meeting between the academic director (AD) and the prospective student to describe in-depth the pros and cons of each program.

Family Educational Rights and Privacy Act of 1974

This institution complies with the Family Educational Rights and Privacy Act (FERPA), which provides students certain rights related to their educational records. The following is a description of those rights:

1. The right to inspect and review the student's educational records within 45 days of the day the Institution receives a written request for access. Students should submit to the President written requests that identify the record (s) they wish to inspect. A School Official will make arrangements for access and notify the student of the time and place where the records may be inspected.
2. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to institution officials with legitimate educational interests. An institution official is a person employed by the institution in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff). A person or company with whom the Institution has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another institution official in performing his or her tasks. An institution official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility. Upon request, the Institution discloses educational records without consent to officials of another institution in which a student seeks or intends to enroll.
3. Directory information is information that may be unconditionally released to third parties by the school without the consent of the student unless the student specifically requests that the information not be released. The school requests students to present such requests in writing within 10 days of the date of enrollment. Directory information includes the student's name, address(s), telephone number(s), birth date and place, program undertaken, dates of attendance, and certificate or diploma awarded.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by this Institution to comply with the requirements on file is as follows:

**Family Policy Compliance Office
Department of Education,
600 Independence, SW
Washington, DC 20202-4605**

Library Services

The library is along with the computer room. The Student Service Coordinator (SSC) is responsible to serve the students in need of reference books, lab equipment's, technological devices, such as a DVD, projector, manikins, manuals to use state-of-the-art machines. The reference books, journal articles, books related to healthcare disciplines and science are stored in a drawer. Interested student can issue the book of their interest through student service coordinator.

Financial Services

In an effort, to assist the students with their healthcare education, CTK offers some promotional discounts in its tuition and fees by making public through, emails, flyer, brochures, notice, and on the school website. Furthermore, the Finance and Admissions Offices offer flexibility by providing a payment plan. The school also accepts credit card payments in addition to cash or check payments. Moreover, the school does not charge late payments or interest charges. CTK may offers private loans for students in need, if they are qualified as per the private loan company requirements. CTK can help to process the loan with a fee as indicated in enrollment form.

CTK ADMINISTRATIVE PERSONNEL

- | | |
|--|---|
| <ul style="list-style-type: none"> ● Director ● Academic Dean/Chief Financial Officer/ IT/Compliance ● Chief Administrative, Admission, Financial, Emergency and SSC ● Placement, Account, Human Resource Coordinator ● Medication Aide Program Director ● Patient Care Technician Program Director ● Pharmacy Technician Program Director ● Nurse Aide Program Director | <ul style="list-style-type: none"> Dr. Prem Adhikari Dr. Arjun Adhikari Ms. Priyanka Ayer Mrs. Anuja Lamsal Mr. David Baba Dr. Chhabi Poudel Dr. Arjun Adhikari Ms. Rekha Bhattarai |
|--|---|

Instructor’s Information: Information about instructors is provided below

Name	Employment Year	Degree	Experience(yrs)	Courses Taught	PT/FT	Conferring Institute
Mrs. Rekha Bhattarai	2019	BSN	5	Nursing	PT	NAMS, Nepal
Mr. James Davis	2020	BS Pharm	35	Pharmacy Technician	PT	SW OK State University
Dr. Prem Adhikari	2013	PhD	8	CPR	FT	Univ North Texas
Dr. Arjun Adhikari	2020	PhD	15	Pharmacy/PCT	FT	Baylor University
Ms. Sangita Uprety	2013	BSN	3	Nursing	PT	U Texas Arlington
Mrs. Moni Subedi	2021	BSN	3	Nursing	PT	U Texas Arlington
Dr. Chhabindra Poudel	2020	MBBS	40	PCT	PT	IAHS Bangladesh
Mrs. Uma Sapkota	2020	MSN	25	Nursing	PT	U Texas Arlington
Dr Sunil Yadav	2018	Medical Doctor	3	Medicine	PT	University of Dhaka
Dr. Ade Olatunji	2021	Pharm D	25	Pharmacy	PT	Old Dominion Univ
Mr. David Baba	2021	MSN	10	Med Aide/PCT	FT	Univ Ghana
Dr. Daphne Jackson	2021	Pharm D	6	Pharmacy	PT	Univ Mississippi
Mrs. Roberta	2021	LVN	20	Nursing	FT	Brown Mackie

Price					College
Mr. Eric Forson	2021	Pharm Tech	5	Pharmacy PT	Collin College, TX

Instructors employed by CTK Healthcare & Career Institute are approved by HHSC and TWC/CSC and Council on Occupational Education (COE) meet or exceed the minimum requirements to teach as specified by the program licensing agencies.

PROGRAM DESCRIPTION

Nurse Aide Program

The Nurse Aide program is approved by THHS and TWC. It 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. Students will receive CTK Healthcare & Career Institute’s Certificate of completion after the completion of the training, a requirement for entry level job as well as to take license Exam for Certified Nurse Aide (CNA) within a year of completion.

Competencies: Upon completion of this course

1. Graduates will be able to communicate and interact effectively with patients, assist patients in attaining and maintaining maximum functional independence, while observing patient rights.
2. Graduates 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.
3. Graduates will learn to apply proper body mechanics in bed making, lifting and turning patients.
4. Graduates will receive a Certificate of Completion and be prepared to sit for the Texas Nurse Aide Competency and Evaluation Program (NATCEP) exam. Upon successfully passing the Texas NATCEP, they will be prepared to begin their rewarding career in healthcare as a Certified Nurse Aide (CNA), and will be able to demonstrate competence and proficiency in the following categories of skills:

- Communication and interpersonal relationships.
- Safety and infection control.
- Personal care procedures.
- Vital signs.
- Nutritional requirements and techniques.
- Admission, transfer, and discharge procedures.
- Exercise and activity.
- Elimination.
- Unsterile warm and cold applications.
- Care to clients with special needs.
- End of life care.
- Care to clients with cognitive impairment.

The Student Learning Outcome [SLO] of the program can be measured using followings techniques-

1. Students will be able to demonstrate knowledge of common elements required for certification by Texas Board of Nursing. This can be achieved by student achievement of a passing grade on instructor developed and administered final examinations.
2. Students will be able to demonstrate compliance with standards of practice for nursing assistants. This will be measured by an administered skills test given on exams that contains core elements of practice such as privacy, safety dignity and HIPPA.
3. Students will be able to demonstrate competence with all skills required for certification. This will be measured by an administered skills test given in an exam.

The textbook: Hartman's Nursing Assistant Care: The Basics, 4e 4th Edition.

ISBN-13: 978-1604250503

ISBN-10: 160425050X

This is available for purchase from CTK Healthcare and Career Institute, through local bookstores or On-Line retailers such as alibris.com, Amazon.com, Barnes&Noble.com and elsevier.com. Please contact the office for more information.

Continuing Education Seminar for Certified Nurse Assistant (CNA-Ce)

Students will review the role of the Nurse Aide and have an overview of the curriculum in the State of Texas; theory and Practices.

Competencies: Upon completion of this course, students will be able to review all the skills related to

1. Introduction to Long Term Care,
2. Personal Care Skills,
3. Basics Nursing Skills,

4. Restorative Services,
5. Mental Health and Social Service's Needs,
6. Social Skills

Medication Aide Training

The Medication Aide program is approved by TWC and THHSC. Its objective is to prepare students to safely administer or to assist residents for self-administration, medications in specific settings through lecture, skills lab, and clinical experiences. Students will also be able to facilitate or assist the resident with the administration of insulin, prepare for safe administration of medications to clients in assisted living facilities, maintain aseptic conditions, understand basic pharmacology, follow appropriate procedures for documentation etc. After the completion of the program students will receive Certificate of completion of the program, which makes the graduates eligible to take license Exam for entry level Medication Aide Technician.

Competencies: After completion of the program, students are competent to

1. Assist the resident in long-term care facility with the administration of insulin.
2. Prepare medications for safe administration in assisted living facilities.
3. Maintain aseptic conditions.
4. Understand basic pharmacology terminology, abbreviations, classifications, drug actions, purpose and effects of medications, drug information resources, drug labeling requirements, etc.
5. Assist self-administration of medication to the patients.
6. Follow safe and proper procedure for preparing, administering, documentation, and maintaining medications
7. Follow appropriate procedures for documentation and reporting of medication administration to the licensed healthcare professional on duty at the healthcare facility

The Student Learning Outcome [SLO] of the Medication Aid program can be measured using followings techniques-

1. Students will be able to demonstrate knowledge of common elements required for certification by Medication Aid office of the state of Texas. This can be achieved by student achievement of a passing grade on instructor developed and administered final examinations.
2. Students will be able to demonstrate compliance with standards of practice for Medication Aid technician. This will be measured by an administered skills test given on exams that contains core elements of practice such as administration of Medication

and impacts of drugs in various organ system, route of delivery of drugs in human body including privacy, safety dignity and HIPPA.

3. Students will be able to demonstrate competence with all skills required for impacts of various disease with the age and pediatrics patient including the care for Immuno-Compromised Residents. This will be measured by an administered skills test given in an exam.

The textbooks: Mosby's Textbook for Medication Assistants 1st Edition.

ISBN-13: 978-0323046879

ISBN-10: 9780323046879

This is available for purchase locally or through On-Line retailers such as Amazon.com, Barnes&Noble.com and elsevier.com. Please contact the school director for more information.

Medication Aide Training Seminar

Students will review the scope and role of Medication Aide technician including related concepts as a refresher course. The duration of the course is 7 (seven) contact hours. Passing of this seminar may fulfill the Continue Education requirement for Medication Aide technician as per the State of Texas.

Home Health Aide Seminar (HHA- Seminar)

- Qualities and Characteristics of the HHA – This session will review the role of the HHA in Home Care with focus on membership in the health care team and responsibilities within the plan of care.
- Infection Control – This session will review precaution for preventing the spread of microorganism with focus on the chain of infection, standard precautions procedure and updates from the CDC and other evidence-based procedures. The session will also review the most common pathogens.
- The House Environment – This session will focus on the HHA evaluation of the Home and Communication with the skilled nurse and/or nurse completing the start of care and recertification evaluation.
- Housekeeping issues – During this session the HHA will be oriented to housekeeping tasks that may be assigned with the client's care. This will also include discussions of feelings and willingness to perform housekeeping task.
- Safety – The safety session will include review of safety hazards in the home and emergency procedures that may be necessary. This will include discussion of frequent safety issues.
- Dietary considerations and meal planning – Review of meal planning and special diets.
- Meal planning and cooking may be assigned to the HHA and this session will include

evaluation of cooking skills and meal planning.

- Personal care – Personal Certified Nurse Aide skills will be reviewed and discussed with focus on the home environment.
- Observation, reporting and recording – During this session students will discuss, and role play observation, reporting and recording in the role of a Home Health Aide.
- Personal Safety – Issues of personal safety while in the home will be discussed.
- Ethics – This session will discuss ethical behavior expected of an HHA focusing on Honesty, Trustworthiness and Truthfulness related to working in someone's home.\

Pharmacy Technician Training

This program is approved by TWC. This training teaches students the knowledge and skills necessary to thrive in the ever-changing pharmacy industry. Pharmacy tech students learn about compounding, computer processing, dispensing, mathematics, drug/body interactions, and drug delivery systems among other subjects. Additionally, students practice their customer service skills during their work-based activities and learn about different pharmaceutical environments such as retail, hospital, and small business. Students will also develop real-world workplace skills like communication and customer service, which they will use in their mandatory practicum placements in workplaces in community pharmacies. After the completion of the program, students will receive the Certificate of completion of the program and Trainee license for Pharmacy technician, which makes them eligible for entry-level work as well as to pass the license exam within two years of graduation.

Competencies: Upon completion of this course

1. Graduates may find employment with local community pharmacies, hospitals, retail pharmacies, mail-order drug companies and insurance companies. They will be able to perform all duties required of a Pharmacy Technician in any pharmacy practice setting, as a pharmacy technician trainee. However, graduates are required to pass the Pharmacy Technician Certification Board (PTCB) within two years of trainee license to continuously work in any pharmacy practice setting.
2. Graduates will learn to prepare prescription orders under the supervision of a licensed pharmacist, perform applicable pharmacy calculations, provide customer service and comply with both federal and state regulatory laws.
3. Additionally, completion of the program assists students in their preparation to take the certification exam offered by the Pharmacy Technician Certification Board (PTCB). Upon successfully passing the exam, graduates will be able to gain the designation of Certified Pharmacy Technician (CPhT).

These Students learning outcome [SLO] will be evaluated using the following techniques-

- I. Students will be able to demonstrate knowledge of common elements required for certification by PTCB. This can be achieved by student achievement of a passing grade on instructor developed and administered final examinations.
- II. Students will be able to demonstrate compliance with standards of practice for Pharmacy Technician. This will be measured by an administered skills test given on exams that contains core elements of practice such as privacy, safety, accuracy of calculation for the doses, and HIPPA.
- III. Students will be able to demonstrate competence with all skills required for certification.

Textbooks

- PassAssured (<https://passassured.com>). PassuAssured LLC. Orange, TX
- Pharmacy Technician Certification: Study Guide 2020 and 2021. Test Prep Books.

Reference Books

- ❖ Mosby's Pharmacy Technician – Principle and Practice (5th ed.). Elsevier ISBN 978-0-323-44356-2
- ❖ Workbook/Lab book: Mosby's Pharmacy Technician – principle and practice (5th ed.): Workbook and Lab Manual. Elsevier. ISBN 978-0-323-44357-9
- ❖ Software: Pharmacy Management Software for Pharmacy Technician – A worktext (3rd ed.) DAA Enterprises, Inc. ISBN 978-0-323-42832-3
- ❖ Math Calculations for Pharmacy Technicians-A Work Text, by Eugenia M. Fulcher, BSN, MEd, EdD, RN, CMA (AAMA) and Robert M. Fulcher, BS Chem, BSPH, RPh, © 2013, ISBN: 978-1-455-70966-3

Patient Care Technician (PCT)

The Patient Care Technician (PCT) Program prepares students to work as an entry-level Patient Care Technician in a clinic, hospital, Emergency Room, wound care centers or long-term care facility. Students will be able to use basic laboratory procedures, infectious diseases, check vital signs, perform CPR and First Aid, help with activities of daily living to provide comfort care, assist in medical examinations, perform good phlebotomy practices, electrocardiograms (EKG / ECG), Patient record charting through a computer program, and also be able to communicate patient information electronically as needed in a required format. In short, this program prepares students with the medical and patient care skills necessary to work in entry-level position such as Nurse Aide, EKG technician, Phlebotomy technician, Electronic Medical Record (EMR) technician, Infection Control Technician, as well as provide significant foundation of Knowledge and skills necessary to enroll in higher level allied health academic career. This program is taught with a combination of lecture, laboratory, and practical exercises in the medical laboratory and with real-world experience during the clinical externship portion of training conducted off-campus at either long-term care and/or Clinical

facilities. Upon successful completion of this program, the student will be able to receive completion of Patient Care Technician (PCT) and Phlebotomy Certificate, which makes them eligible to take Entry level job as Phlebotomy Technician, EKG technician, EMR technician as well as to take National Certification Exam for Registered technician for Phlebotomy, PCT, EKG. Furthermore, students may receive Certificate of completion for Nurse Aide training, a requirement for entry level job as well as to take license Exam for Certified Nurse Aide (CNA) within a year of completion.

Competencies: upon completion of this course, the graduates can successfully perform duties such as

1. Respond to patient calls and requests for assistance
2. Bathing, dressing, grooming, assisting with personal hygiene, changing dressings and wound care.
3. Serving meals and feeding patients if they are unable to feed themselves
4. Monitoring and recording vital signs - temperature, blood pressure, pulse, and respiration rates
5. Observing, recording and reporting a patients' physical, mental, and emotional condition
6. Able to take and understand Electrocardiograms (EKGs) reports
7. Moving patients, transferring patients to and from a bed or wheelchair and assisting with walking
8. Making beds and keeping patient rooms clean and neat
9. Learn about infectious disease and aware the patients and communities
10. Assisting doctors and nurses during examinations and treatments
11. Able to communicate and chart patient medical record information electronically using Electronic Health Record (HER) system
12. Able to perform basic phlebotomy procedures
13. Able to evaluate patients for ability to withstand venipuncture procedure
14. Explain the venipuncture procedure and answer patient questions
15. Perform basic point of care testing, such as blood glucose levels on patients
16. Prepare blood, urine, and other body fluid specimens for testing according to established standards.
17. Able to provide basic home health services.
18. Able to apply the method for infection control.
19. Able to apply the procedures to control the infection in the facilities
20. Record a physician's interactions with patients and assist the clerical team
21. Prepare for advance nursing degree

These Student learning outcomes [SLO] will be evaluated using following techniques.

- I. Students will be able to demonstrate knowledge of common elements required for certification by Nurse Aide Registry. This can be achieved by student achievement of a passing grade on instructor developed and administered final examinations.
- II. Students will be able to demonstrate compliance with standards of practice for PCT. This will be measured by an administered skills test given on exams that contains core elements of practice such as privacy, safety, accuracy of calculation for the doses, and HIPPA.
- III. Students will be able to demonstrate competence with all skills required for certification. This will be measured by an administered skills test given in the Exam about Phlebotomy or EKG practice.

Textbooks

1. Opret Education, - ISBN-978-1-944471-59-0
 - Patient Care Technician Textbook-Theory & practical Fundamentals
 - Phlebotomy Technician Textbook- Theory and Practical Fundamentals
 - EKG Textbook- Theory and Practical Fundamentals

Reference Books

2. Nursing Pathways for Patient Safety, 1st edition by National Council of State Boards of Nursing
3. Hartman's Nursing Assistant Care: The Basics; Fourth edition; ISBN-13:9781604250145; ISBN: 1604250143; Jetta Fuzy, RN, MS.
4. Computers in the Medical Office, 3rd edition by Susan M. Sanderson
5. Electronic Health Record Book Search in Computer

Medical Assisting (MA)

Medical Assisting Training course prepares graduate to work as an entry-level Medical Assistant. The objective of the Medical Assisting program is to train students in the clinical and administrative areas of health care. The student will gain knowledge and skills required for entry-level employment in a healthcare profession. This program includes wide range of specialty area trainings including Medical Office Management, Medical Coding, Phlebotomy, and Electronic Health Record. The students gain competencies on both administrative and clinical field. While the administrative competences include medical bookkeeping, medical insurance and coding, the clinical competencies include phlebotomy techniques, EKG procedures, monitoring vital signs, assisting in physical examinations and minor surgery, specimen collection, electrocardiograms, and basic laboratory tests. Students completing the medical assisting training program may seek the entry-level positions in a doctor's office, clinic, or other medical facility as Medical Assistant, Clinical Laboratory Aide, Phlebotomy or EKG Technician, Lab Assistant, Personal Care Attendant, Medical Records, Hospital Donor Unit Assistant, Blood Bank Donor Unit Assistant, Front Office Assistant Manager, Back Office Laboratory Assistant, and Medical Secretary. While job functions will vary widely based on the employer, the Medical Assisting may schedule appointments and referrals, take a patient's medical history and vitals, and assist the licensed medical staff with clinical procedures. The externship is designed for providing students opportunity to apply and

enhance knowledge and skills learned in school to real-life conditions. The students are required to complete the externship hours with required skills before graduation. They will be challenged to develop the ability to work independently and in teams, use communication and interpersonal skills effectively, and to be innovative in solving problems, as they will study to develop career skills. Upon successful completion of this program, students will be able to receive completion of certificate for Medical Assistant, Phlebotomy, and Billing & Coding.

Upon completion of this course the graduates can successfully perform duties such as

1. Demonstrate computer literacy in the operation of software applications to complete required processes
2. Enter patient information into the electronic medical record computer system accurately and completely
3. Perform patient assessment, procedures and care completely and accurately
4. Utilize policies and procedures required to maintain patient confidentiality
5. Employ effective communication skills in the workplace.
6. Assisting physicians in patient preparation and examination
7. Communicating professionally and providing instructions to patients
8. Performing routine laboratory tests, such as blood work, venipuncture, urinalysis, and electrocardiograms
9. Recording patients' vital signs and managing patient records
10. Preparation of examining room instruments and apparatus, purchase and maintain supplies and equipment, including neat and cleanliness examining rooms.

Note: Students will be prepared for the Certified Medical Administrative Assistant (CMAA), and Certified Billing and Coding Specialist (CBCS) exams after completion of the program. Student learning Outcomes [SLO] will be measured by various methods. After completion of the program, student will be awarded with seminar certification in Billing & Coding, and for Medical assisting along with Seminar certification in Medical Secretary and Clinical Medical Assisting.

The textbooks – Recommended textbooks for Medication Assistants program may include:

- ❖ Today's Medical Assistant - Text and Study Guide Package: Clinical and Administrative Procedures,(1st Edition) by Kathy Bonewit-West BS MEd, Sue Hunt MA RN CMA (AAMA) and Edith Applegate MS (Dec 15, 2016)
- ❖ Today's Medical Assistant - Text and Study Guide Package: Clinical and Administrative Procedures,(1st Edition) by Kathy Bonewit-West BS MEd, Sue Hunt MA RN CMA (AAMA) and Edith Applegate MS (Dec 15, 2008)
- ❖ Clinical Procedures for Medical Assistants (7th Edition) By Kathy Bonewit-West BS MEd (2007)
- ❖ Study Guide for Clinical Procedures for Medical Assistants. (7th Edition) By Kathy Bonewit-West BS Med (2008)
- ❖ Math and Dosage Calculations for Health occupations By Renee A. Dawe (Nov 9, 1992)

- ❖ Customer Service in Health Care: A Grassroots Approach to Creating a Culture of Service Excellence by Kristin Baird (Jun 29, 2000)

EKG/ECG Technician Training Seminar

EKG or ECG (Electrocardiograph) technician training seminar is a course designed to review the scope and role of EKG technicians including the skills and abilities essential to the provision of basic care to patients and residents related to heart health issues. Upon completion of this seminar, students will be able to recall communication and interaction skills with patients, assist patients in attaining, and maintaining maximum functional independence, while observing patient rights. They will review how to assess heart rhythm, strength, rate and timing. Students will also revise the instructions in EKG/ECG unit operation and troubleshooting, use and understanding of EKG/ECG grid paper, and recognizing normal and abnormal heart movements. Students will receive CTK Healthcare & Career's certificate of completion at the end of the training.

- ❖ EKG Textbook: Theory and Practical Fundamentals Electrocardiography (Series I). Opret Education.
- ❖ The book is available for purchase from CTK Healthcare and Career Institute, through local bookstores or On-Line retailers such as alibris.com, Amazon.com, Barnes&Noble.com and elsevier.com. Please contact the school director for more information.

EMR Technician Training Seminar

EMR (Electronic Medical Record) technician training seminar is a course designed to review the scope and role of EMR technicians including the skills and abilities essential to the provision of recording patients' data. Upon completion of this seminar, students will be able to recall classification systems to code and categorize data for insurance reimbursement as well as tracking the medical and treatment history of patients maintaining maximum functional independence, while observing patient rights. Students will receive CTK Healthcare & Career's certificate of completion at the end of the training.

The textbook recommended for this course:

- ❖ Today's Medical Assistant – Text and Study Guide Package: Clinical and Administrative Procedures (1st Ed.) by Kathy Bonewit-West, BS Med, Sue Hunt MA RN CMA (AAMA) and Edith Applegate MS (Dec 15, 2008)

Phlebotomy Technician Training Seminar

This seminar is a course designed to review the scope and role of phlebotomy technicians including the skills and abilities essential to the provision of verifying medical

records, conduct interview with patients, check vital signs, obtain blood samples, and prepare the samples for lab analysis. Upon completion of this seminar, students will review the techniques to draw bloods through venipuncture for lab analysis maintaining maximum functional independence, while observing patient rights. Students will receive CTK Healthcare & Career's certificate of completion at the end of the training.

The textbook recommended for this course:

- ❖ Phlebotomy Technician Textbook: Theory and Practical Fundamentals (Series I). Opret Education

Fundamentals of A & P and Medical Terminology Training Seminar

This seminar is a course designed to review basic knowledge of human anatomy and physiology. The students will recall the internal and external human body structure as well as the process how human organ systems perform the functions. In addition, students will be able to review the medical terminology by using prefixes, suffixes, word roots and combining forms to construct anatomical, physiological, or medical terms. Students will receive CTK Healthcare & Career's certificate of completion at the end of the training.

The textbook recommended for this course:

- ❖ Today's Medical Assistant – Text and Study Guide Package: Clinical and Administrative Procedures (1st Ed.) by Kathy Bonewit-West, BS Med, Sue Hunt MA RN CMA (AAMA) and Edith Applegate MS (Dec 15, 2008)

FINANCIAL INFORMATION

Cost of the Programs

The cost of each program is listed below.

1. Pharmacy Technician Program

Registration -\$10

Tuition - \$8799

License Exams - \$300

Books -\$400

Externship Supply- \$90

Total Cost: \$9,599

2. Patient Care Technician Program

Registration -\$10

Tuition -\$7900
Licenses Exams -\$500
Books/Supplies- \$500
Externship Supply- \$89
Total Cost -\$8,999

3. Nurse Aide Program

Registration -\$50
Tuition - \$599
Administration- \$100
Total cost = \$749; [Books & Exam Fee is not included]

4. Medication Aide Program

Registration -\$50
Tuition - \$799
Administration- \$100
Total Cost = \$949 [Books & Exam Fee is not included]

5. Medical Assisting

Registration -\$25
Tuition - \$10576
Books -\$199
Credentialing and Supplies- \$199
Total Cost: \$10,999

6. Continuing Education Seminar for Certified Nurse Assistant (CNA-Ce) - \$99
7. Medication Aide Seminar for Continue Education - \$99
8. Home Health Aide Seminar (HHA-Seminar) - \$99
9. EKG/ECG Technician Training Seminar - \$1099
10. EMR Technician Training Seminar - \$1599
11. Phlebotomy Technician Training Seminar - \$1099
12. Fundamentals of A & P and Medical Terminology Training Seminar - \$1099

Awarding of Aid

CTK encourages students to utilize Federal Student Aid to assist them with funding for programs eligible for Title IV Aid. CTK has an Admission/ Financial Administrator on staff to assist any student who chooses to complete the admission application and FAFSA application on site. Students may choose to complete the process at home. Counselors are available at the School for any clarification or question. Once the student completes the FAFSA application with the school code, the Institute receives the student information and starts working with

his/her ISIR to determine the financial eligibility.

The general rule in packaging the financial aid is that the student's total financial aid must not exceed the student's financial need (Need = Cost of Attendance (both direct and indirect costs) minus the Expected Family Contribution) the need will be filled with various financial aid programs. A Pell Grant is considered the first source of aid to the student and packaging begins with Pell eligibility.

In identifying the payment periods for each program, the Institute ensures that students meet their clock hour, weeks of instruction, attendance and grade point average (GPA) requirements in order to be eligible for the next Title IV, HEA funding disbursement. Each student will be evaluated at the end of each payment period to determine eligibility.

The following is an example of the minimum number of hours and weeks that a student must complete at the end of each payment period to be considered eligible to receive the next Title IV, HEA Aid payments.

Financial Aid Students must attend a minimum of 67% of the cumulative scheduled hours to maintain SAP and complete the course within the maximum allowed period. The attendance percentage is determined by dividing the total hours by the total number of hours scheduled. Students are expected to attend classes as per their enrollment agreement. Students are responsible to clock in and out appropriately to document their hours. Instructors take class attendance and a student must make sure his/her attendance is recorded correctly.

To remain in good academic standing, a student must maintain a least a 70% average (cumulative grade C) and complete the course in the designated time frame. Students who fall below a 70% average may be placed on Academic Probation as well as Title IV, HEA financial aid warning and /or probations if granted.

Return of Title IV Funds

As per the United States Department of Education Financial aid administration, financial aid is for educational purposes only. Therefore, at CTK, when a student withdraws before completing his/her program, a portion of the funds received by a student may have to be returned. The financial aid office will calculate the Title IV, HEA Federal fund and returns according to the following policies.

In our institution, the title IV, HEA policy applies to students' who withdraw officially from the program, unofficially or fail to return a leave of absence or dismissed from enrollment. The tuition returns policy is separate and distinct from the refund policy published in school catalog.

The Title IV, HEA funds are awarded to the student under the assumption that he/she will attend school for the entire period for which the aid is awarded. When student withdraws, he/she may no longer be eligible for the full amount of Title IV, HEA funds that were originally scheduled to be received. The amount of Title IV, HEA aid earned is based

on the amount of time a student spent in academic attendance. Therefore, the amount of Federal funds earned must be determined. If the amount disbursed is greater than the amount earned, unearned funds must be returned. The order of return of unearned funds do not include funds from sources other than the Title IV, HEA programs.

As per the rule, CTK has 45 days (forty-five) from the date that its financial aid office determines that the student has withdrawn to return all unearned funds for which it is required to notify through a written notice to the student if s/he owes a repayment. In the written notice, CTK will advise the student or parent that s/he has 30 (thirty) calendar days from the date that the school sent the notification to accept a post withdraw disbursement. In case a response is not received by our institute from the student or parent within the allowed time frame or the student declines the funds, the school will return any earned funds minus the allowable outstanding charges, that the school is holding to the Title IV, HEA programs.

Earned AID

As per the United States Department of Education, the Title IV, HEA aid is earned in a prorated manner on a per diem basis of calendar days or clock hours, up to the 60% point in the payment period, and the Title IV, HEA aid is viewed as a 100% earned after that point in time. At CTK, a copy of the worksheet used for this calculation is kept in file by financial aid officer and can be verified by the financial aid director.

Withdraw Before 60% and After 60%

As per the United States Department of Education, CTK must perform a R2T4 to determine the amount of earned aid through the 60% point in each payment period or period of enrollment. The financial aid office will use the Department of Education prorate schedule to determine the amount of the R2T4 funds a student has earned at the time of withdraw. However, after the 60% point in the payment period or period of enrollment, the student has earned 100% of the Title IV, HEA funds s/he was scheduled to receive during this period. At CTK, its business office must still perform a R2T4 to determine the amount of aid that the student has earned.

The financial aid office measures progress in Clock Hours, and uses the payment period for the calculation.

The Calculation Formula

To determine the amount of the Title IV, HEA aid that was disbursed plus Title IV, HEA aid that could have been disbursed, CTK calculates the percentage of the Title IV, HEA aid earned:

- a) Divide the number of clock hours scheduled to be completed in the payment period as of the last date of attendance in the payment period by the total clock hours in the payment period.

Hours Scheduled to Complete / Total Hours in Period = % Earned

- b) If this percentage is greater than 60%, the student earns 100%.

- c) If this percent is less than or equal to 60%, proceeds with calculation.

To calculate the amount of aid a student earned, the financial aid office of CTK follows this formula from the United States Department of Education-

- Amount of aid Student has earned
- Percentage earned from (multiplied by) Total aid disbursed, or could have been disbursed
- Amount to Be Returned = Subtract the Title IV aid earned from the total disbursed.
- Unearned Percent = 100% minus percent earned
- Unearned percent (multiplied by) total institutional charges for the period = Amount Due from the School.
- If the percent of Title IV aid disbursed is greater than the percent unearned (multiplied by) institutional charges for the period, the amount disbursed will be used in place of the percent unearned.
- If the percent unearned (multiplied by) institutional charges for the period are less than the amount due from the school, the student must return or repay one-half of the remaining unearned Federal Pell Grant.
- Student is not required to return the **overpayment** if this amount is equal to or less than 50% of the total grant assistance that was disbursed /or could have been disbursed. The student is also not required to return an overpayment if the amount is \$50 or less.
- The financial aid office of CTK will issue a grant overpayment notice to student within **30 days** from the date the school determine that the student withdrew, and gives student **45 days** to either:
- Repay the overpayment in full to CTK or Sign a repayment agreement with the U.S. Department of Education.

Order of Return

The Business Office of CTK is authorized to return any excess funds after applying them to current outstanding Cost of Attendance (COA) charges. A copy of the Institutional R2T4 work sheet performed is available through the office upon student request. At CTK, In accordance with Federal regulations, when the Title IV, HEA financial aid is involved, the calculated amount of the R2T4 Funds" is allocated in the following order:

- Unsubsidized Direct Stafford loans (other than PLUS loans)
- Subsidized Direct Stafford loans
- Parent Plus loans – received on behalf of the student
- Direct PLUS loans - received on behalf of the student
- Federal Pell Grants for which a Return is required
- Iraq and Afghanistan Service Grant for which a Return is required
- Federal Supplemental Educational Opportunity Grant
- Other Title IV, HEA assistance

Post-Withdrawal Disbursement policy

If a student did not receive all of the funds that s/he earned, student may be due a post-withdrawal disbursement. As per the United States Department of Education, If the post-withdrawal disbursement includes loan funds, CTK must get student's permission before it can disburse them. However, student may choose to decline some or all of the loan funds so that s/he does not incur additional debt. CTK may automatically use all or a portion of the students' post-withdrawal disbursement of grant funds for tuition and fees (as contracted with the school).

CTK needs student's permission to use the post-withdrawal grant disbursement for all other school charges. If the student does not give permission (CTK may ask for this when student enrolled), then the student will be offered the funds. However, it may be in the best interest of the student to allow the school to keep funds to reduce the debt at the school. The financial aid office attempts to disburse the funds by check. If the check is not cashed, it must return the funds no later than 240 days after the date the school issued the check. If a check is returned to CTK, or an EFT is rejected, the financial aid office may make additional attempts to disburse the funds, if those attempts are made not later than 45 days after the funds were returned or rejected. When a check is returned or EFT is rejected and the school does not attempt to disburse the funds, the funds must be returned before the end of the initial **45-day** period. CTK must cease all attempts to disburse the funds and return them no later than 240 days after the date it issued the first check.

Post Withdrawal Disbursement Procedures

At CTK, the following specific officers are assigned responsibilities to implement the disbursement.

Financial Aid Officer

- Students will sign a document during the enrollment process stating whether they would like post-withdrawal disbursements monies to be used to satisfy fees that may have occurred during their enrollment.
- Place the signed form in their Financial Aid folder for the record

Business Officer

- Will be responsible for any post-withdrawal disbursement within 180 days from the date of determination of withdrawal.
- Will return an unclaimed Title IV, HEA credit balance no later than 240 days after the date it issued the first check.

Institutional Responsibilities related to the return of Title IV, HEA funds

Responsibilities of CTK regarding the Title IV, HEA funds are as follows:

Provide students information with information in this policy

Identify students who are affected by this policy and completing the return of Title IV, HEA funds calculation for those student

Return any Title IV, HEA funds due to the correct Title IV, HEA programs

- CTK is not always required to return all of the **excess funds**; there are situations once the R2T4 calculations have been completed in which the student must return the unearned aid.

Over payment of Title IV, HEA Fund

Any amount of unearned grant funds that a student must return is called overpayment. The amount of grant overpayment that a student must repay is the prorated amount of grant funds received or were scheduled to receive. A student must make arrangement with the office of financial aid of CTK or Department of Education to return the amount of unearned grant funds

Student's Responsibilities related to the return of Title IV, HEA Fund

Returning to the Title IV, HEA programs any funds that were dispersed to the student in which the student was determined to be ineligible for via the R2T4 calculation.

At CTK, any notification of withdraw by the student should be in writing and addressed to the campus director or Financial Aid director. However, a student may cancel his or her notification of intent to withdraw by submitting a letter of intent to withdraw the cancellation notice in writing to the campus director.

The requirements for the Title IV, HEA program funds when a student withdraw are separate from any refund policy that CTK may have to return to the student is due to a cash credit balance. Therefore, a student may still owe funds to the school to cover unpaid institutional charges. CTK may also charge the student for any Title IV, HEA program funds that s/he is required to return on his/her behalf. It is the responsibility of the student to ensure the refund policy, by contacting to the admission officer of CTK .

Payment for Training

Payment for training offered by CTK Healthcare and Career Institute may be made by cash, credit or debit card, personal check, cashier's check or money order. A \$30.00 fee will be charged for personal checks returned for insufficient funds. There is no interest charged for using the installment plan.

Transcript Fee

The first copy of the official student transcript is provided to the graduate or prospective employer at no cost. Subsequent copies of official transcripts will be provided at a cost of \$25.00 per copy.

School Calendar

The following holidays will be observed, and school will be closed as follows:

President's Day

Memorial Day

Labor Day

Day after Thanksgiving

Juneteenth Day

Independence Day

Thanksgiving Day

Christmas Eve to Day after New Year's Day

Hours of Operation

School facility will be available for

Class Room: Monday – Friday 9:00AM. to 10:00PM.

Admin office: Monday – Friday, 9:00AM. - 5:00PM

Program Start Schedule

Nurse Aide: Enrollment into the nurse aide program is mandatory to be completed one week prior to the start of every new session. New class enrollment begins once the demand of number of students fulfills the minimum number of students required to make the class.

Continuing Education Seminar for Certified Nurse Assistant: Enrollment may be accomplished during normal office hours up to two-weeks before class begins. New class begins once the classroom activities of previous session ends.

Medication Aide Training: Enrollment may be accomplished during normal office hours up to two-weeks before class begins.

Multiple seminar classes: Enrollment may be accomplished during normal office hours up to two-weeks before class begins. New class begins once the classroom activities of previous session ends.

Pharmacy Technician, Patient care Technician, and Medical Assisting Programs

Depending upon the enrollment of students, new session in the morning or in the evening of Pharmacy Technician and Patient Care Technician programs are scheduled to maintain the continuation status of the program. So new session starts prior or right at the end of the completion of the current session, dictated by the number of students enrolled. Programs normally start on first Monday of the week and externship is scheduled towards the end of the session.

Note: The course end date may varies due to inclement of weathers, and/or if the proposed start day falls on weekend and, any other extenuating circumstances

Clinical sites

Students are practicing externship in various facility. Students have to follow the practice Guidelines provided by clinical sites and by CTK. After completion of the externship, students need to submit the proof of the document for the graduation purpose. However, if the facility is not available because of Pandemic, students need to attend and complete the extensive lab operated in the campus

Financial Aid

Pharmacy Tech and PCT programs are eligible for Federal Financial Aid

MORE ABOUT PHARMACY TECHNICIAN PROGRAM

Trainee License

Students are required to apply for the Pharmacy Technician Trainee License within two weeks of enrollment. Students can visit Texas Board of Pharmacy (<https://www.pharmacy.texas.gov/>) for more information. FAFSA covers fee for training license and fingerprints for the training license.

How to apply for training licensing

1. Tx state board of Pharmacy create Account (<https://www.pharmacy.texas.gov/>)
2. Apply for Ph tech training license
3. Schedule for finger printing

Failure to obtain Trainee License prohibits student from externship training.

Licensing Exam

Students are required to apply for the Pharmacy Technician licensing upon completion of the courses. Please visit Pharmacy Technician Certification Board (PTCB) (<https://www.ptcb.org/>) for the exam registration. Student will be able to apply for the job when they pass the PTC.

Fail Policy

Candidates can re-take exam 60 days after, for first 2 re-take attempts. Third retake attempt must be taken 6 months later. After that, appeal to PTCB board required.

PTCB review exam

Tutor and instructor at CTK will help students for the preparation of PTCB. Students may want to use computer lab and library of CTK for PTCB exam preparation.

CLASS SCHEDULES

Nurse Aide, Medication Aide, Patient Care Technician, Pharmacy Technician, & Medical Assisting Programs

CTK has open enrollment policy to enroll in Morning, evenings, afternoons and weekend Sessions. So the classes may be scheduled throughout the year, based on needs and enrollments numbers. Students may be allowed a 10-minute break every hour at 10 minutes until the hour during classroom training. Under no circumstance will break time exceed 10 minutes.

Continuing Education Seminar for Certified Nurse Assistant

Home Health Aide Seminar (HHA- Seminar), EKG/ECG Technician Training Seminar, EMR Technician Training Seminar, Phlebotomy Technician Training Seminar, Fundamentals of A & P and Medical Terminology Training Seminar, Continue Education Seminar for Pharmacy Technician, PTCB exam preparation review seminar, and Medical Coding and Billing seminars will be scheduled as per the needs of the students.

Breaks and Mealtimes

Students may be allowed a 10-minute break every hour at 10 minutes until the hour during classroom training. Under no circumstance will break time exceed 10 minutes. Students will not be allowed a meal break during the classroom portion of their training. During Externship, students may be allowed a one-hour meal break at a time determined by the clinical site supervisor.

Scheduled Vacation Periods

School has no Vacation Period but will observe all scheduled holidays.

GENERAL ADMISSION POLICY FOR ALL THE PROGRAMS

Students can apply for enrollment throughout the calendar year.

1. Students should be required to complete the pre enrollment form and will be evaluated by admission officer/admission committee.
2. US citizens and resident aliens are eligible to apply for admission. An adult (18 years or above) can apply directly for admission. However, a person with minimum age of 17 years can apply with written parental or legal guardian permission for admission.

Application for Admission must include the following documents:

3. A completed Admission Application. An application must be submitted prior to enrollment in classes. Applications completed by a third party on behalf of the candidate will not be accepted. Students who owe any fee or tuition will not be permitted to enroll until the debt is settled.
4. A non-refundable application fee of \$20.00 should be paid.
5. Every student be required to attend a New Student Orientation session and register for classes.
6. Show the original diploma or High School transcript from an accredited high school. OR General Education Development (GED): Provide official copies of your GED. OR, college transcript or Diploma.

Student can be admitted in “Conditional Status”. However, student cannot be graduated, failure to submit the missed items if s/he miss to provide any document per the program

enrollment requirements

For the enrollment, please contact at CTK Healthcare and Career Institute, 3455 N. Beltline Rd, Suites 203, Irving, TX 75062-7861, (214) 441 – 3556.

ENROLLMENT REQUIREMENTS

General requirements

To be accepted into all programs applicants must

1. complete a pre-enrollment form
2. complete a personal interview with the school director or enrollment representative
3. an application for admission
4. be at least 18 years of age. If a student is 16 or 17 years of age during admission, a legal guardian also has to sign in the application for admission.
5. present proof of secondary education (high school diploma or college transcript or GED certificate)
6. not be listed as unemployable on the Employee Misconduct Registry (EMR), or
7. not have been convicted of a criminal offense listed in the Texas Health and Safety Code §250.006

Prospective students will not be denied admission on the basis of race, color, national origin, sex, handicap, age or veteran status (except where age, sex or handicap constitute a bona fide occupational qualification necessary to proper and efficient administration).

Specific Requirements

Nurse Aide

****Note:** Prospective students who have some education and /or work experience but did not receive high school diploma would be given an opportunity to take the Wonderlic Basic Skills Test which measures for basic verbal and math test for adults for training program eligibility as follows: **TEST:** Wonderlic Basic Skills Test (Ability to Benefit) **SCORE:** 200 verbal / 210 quantitative skill of 500 (Note: Administer with paper & pencil and score using PC software)

8. not be listed on the Nurse Aide Registry in "revoked" status, or
9. not be listed as unemployable on the Employee Misconduct Registry (EMR), or
10. not have been convicted of a criminal offense listed in the Texas Health and Safety

Code §250.006

Continuing Education Seminar for Certified Nurse Assistant

1. Admission prerequisite will serve as continuing education requirement for Certified Nurse Assistant in the State of Texas.
2. Individuals must be certified nurse aide/ assistant as evident by their submission of license or letter from Health and Human Services or (HHS).
3. not be listed on the Nurse Aide Registry in "revoked" status, or
4. not be listed as unemployable on the Employee Misconduct Registry (EMR), or
5. not have been convicted of a criminal offense listed in the Texas Health and Safety Code §250.006

Medication Aide Training

1. be able to read, write, speak and understand English.
2. be free of communicable diseases and in suitable physical and emotional health to safely administer medications;
3. be able to qualify as per the background check requirement of the State's Medication Aide office and have a criminal background check to include and submitting fingerprints
4. be employed as a Certified Nurse Aide listed on the Texas Nurse Aide Registry in active status and currently employed in a facility licensed under Texas Health and Safety Code Chapter 242 on the class start date or
5. be employed on the class start date as a non-licensed direct care staff in a facility licensed under Chapter 247 or an ICF-MR facility, State School for the Mentally Retarded or for the Texas Department of Criminal Justice and have 90 days previous employment as non-licensed direct care staff in the year preceding the class start date and
6. provide a Long-Term Care Facility (LTC)** Commitment Form completed by authorized LTC Facility official.

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

Home Health Aide Seminar (HHA- Seminar)

In order to be accepted into the Home Health Seminar, applicants must:

1. have completed the Nurse Aide training administered as per the rules established state agency. A "Certificate of Completion" of Nurse Aide training must be submitted during enrollment.
2. not be listed on the Nurse Aide Registry in "revoked" status, or
3. not be listed as unemployable on the Employee Misconduct Registry (EMR), or
4. not have been convicted of a criminal offense listed in the Texas Health and Safety

Code §250.006

Pharmacy Technician Training

1. complete a personal interview with the school director or enrollment representative;
2. have a criminal background check to include submitting fingerprints
3. register with the Texas State Board of Pharmacy (Board) as a pharmacy technician trainee
4. not have been convicted of a criminal offense listed in the Texas Health and Safety Code §250.006

NOTE: Students enrolled in the pharmacy technician program failed to submit fingerprinting will not issue the Trainee license. Without a Trainee license, student cannot completes Externship portion of the program and cannot graduate from the program.

Patient Care Technician (PCT)

In order to be accepted into Patient Care Technician applicants must-

1. complete a personal interview with the school director or enrollment representative;
2. have a criminal background check to include submitting fingerprints and
3. not be listed on the Nurse Aide Registry in "revoked" status, or
4. not be listed as unemployable on the Employee Misconduct Registry (EMR), or
5. not have been convicted of a criminal offense listed in the Texas Health and Safety Code §250.006

Medical Assisting (MA)

In order to be accepted into Medical Assisting program, applicants must-

1. complete a personal interview with the school director or enrollment representative;
2. have a criminal background check to include submitting fingerprints and
3. not be listed on the Nurse Aide Registry in "revoked" status, or
4. not be listed as unemployable on the Employee Misconduct Registry (EMR), or
5. not have been convicted of a criminal offense listed in the Texas Health and Safety Code §250.006

CANCELLATION POLICY

A full refund will be made to any students who cancels the enrollment within 72 hours (until midnight of the third day excluding Saturdays, Sundays and legal holidays) after the enrollment. A full refund will also be made to any student who cancels enrollment within the student's first three scheduled class days. However, the school may retain administrative fees not to exceed \$100 along with extra expenses that are necessary for the portion of the enrolled

programs.

REFUND POLICY

1. Refund computations will be based on scheduled course time of class attendance through the last date of attendance. Leaves of absence, suspensions and school holidays will not be counted as part of the scheduled class attendance.
2. The effective date of termination for refund purposes will be the earliest of the following:
 - a. The last day of attendance, if the student is terminated by the school.
 - b. The date of receipt of written notice from the student; or
 - c. Ten school days following the last date of attendance.
3. If tuition and fees are collected in advance of entrance, and if after expiration of the 72-hour cancellation privilege the student does not enter school, a nonrefundable administrative fees shall be retained by the school for the entire residence program or synchronous distance education course not to exceed than \$100..
4. If a student enters a residence or synchronous distance education program and withdraws or is otherwise terminated, the school or college may retain not more than \$100 in nonrefundable administrative fees for the entire program. The minimum refund of the remaining tuition and fees will be the pro rata portion of tuition, fees, and other charges that the number of hours remaining in the 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. A student may not get a refund if the student has completed 75 percent or more of the total number of hours of the program for which the student has been enrolled and charged on the effective date of termination.
5. Refunds for items of extra expense to the student, such as books, tools, or other supplies should 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 they are required. Once these materials are purchased, no refund will be made. For full refunds, the school can withhold costs for these types of items from the refund if they were necessary for the portion of the program attended and separately stated in the enrollment agreement.
6. A student who withdraws for a reason not related to the student's academic status after the completion of 75 percent course work, the students shall be given a grade of "incomplete" upon the request and permitted to re-enroll in the course or program within 12-month period following the withdrawal date to complete the remaining courses without payment of additional tuition.
7. A full refund of all tuition and fees is due and refundable in each of the following cases:
 - a. If an enrollee is not accepted by the school;
 - b. If the course of instruction is discontinued by the school and this prevents the

- student from completing the course; or
- c. If the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or representations by the owner or representatives of the school.

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

8. Refund policy for students called to active military service.

When a student 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:

1. 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;
2. 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
3. the assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:
 - a. satisfactorily completed at least 90 percent of the required coursework for the program; and
 - b. demonstrated enough mastery of the program material to receive credit for completing the program.
 - c. 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.

GRADING POLICY

CTK uses the following individual letter and numeric grading systems for all programs that includes quizzes, exams, class activities, clinicals and exams.

CTK Healthcare & Career Institute uses the following grading scale and making system. Any grade of “C” or higher on the classroom quizzes are considered satisfactory:

CTK Healthcare & Career Institute Grading Scale

A = 90-100

B = 80-89

C = 75-79

D = 60-74

F = 59 and below

Clinical: Skill and Clinical performance will be evaluated as satisfactory, needs improvement or unsatisfactory (using on Texas Nurse Aide Performance Records checklist for skills and performance assessment) as below. Students must have a score of ‘S’ to pass.

“S” = Satisfactory

“NI” = Need Improvement

“U” = Unsatisfactory

Grades may be provided in the transcript to students at the end of the program. As needed, student progress report (SPR) may be provided to the students in the half way of the program. CTK Healthcare and Career Institute uses average grade points as they accumulate through each section of study to assess student performance. Grade percentage will then be translated into grade point for comparative performance evaluation. If a student must retake a subject, the most current grade will be used to determine the student's overall Grade Point Average (GPA).

Grades will be determined using the following scale:

91% - 100% tests, quizzes and performance of skills = A (4 Grade Points)

81% - 90% tests, quizzes and performance of skills = B (3 Grade Points)

71% - 80% tests, quizzes and performance of skills = C (2 Grade Points)

61% - 70% tests, quizzes and performance of skills = D (1 Grade Point)

0% - 60% tests, quizzes and performance of skills = F (0 Grade Points)

SATISFACTORY PROGRESS POLICY [SAP]

In our institute, Satisfactory Academic Progress (SAP) policy applies to all students enrolled in any authorized programs irrespective of the eligibility or ineligibility to the Title IV, HEA funds. Students should maintain SAP to continue eligibility for Title IV, HEA funding along with a good cumulative educational work during a length of the program. Students’ good attendance and excellence in academic will be considered toward meeting requirements for the Title IV, HEA funds throughout the program. Moreover, any low performing students will receive necessary advice to improve their academics as well as attendance in a timely manner.

At CTK, satisfactory progress in attendance and academic work are the requirements to receive the Federal Title IV, HEA funds. To determine SAP, all students are evaluated in their academic performance and attendance through the Evaluation point. The progress of evaluation period for Title IV purposes will be performed at the mid-point of the program. In addition, if the student meets a minimum grade of C or 70% GPA, by the end of the last payment period, the student will be meeting the SAP. The minimum requirement of pace of attendance of 67% is expressed in calendar time by reviewing hours and weeks at SAP checkpoints. This is measured by dividing the student's successfully completed clock hours by scheduled clock hours and by dividing the number of weeks successfully completed hours. Students will be awarded a diploma certificate upon successful completion of the program.

ACADEMIC PROBATION

Any student failing to maintain at least a 70% average score in the program of study as kept in student's record by the instructor or the record office, is subject to probation. During the Academic probation (which is not the same as a Title IV, HEA Warning and/or Probation) the student's performance will be monitored and additional academic assistance will be given in an effort to assist the student in being removed from Academic Probation. The student must correct the deficiency that caused the probation and must do so before the next evaluation period. Failure to improve during an Academic probationary period may subject the student to dismissal.

ATTENDANCE, LEAVE OF ABSENCE, WITHDRAWAL, AND MAKE-UP POLICY

Attendance Policy

In CTK, Students are expected to attend classes as per their enrollment agreement. Students are responsible to clock in and out appropriately to document their attendance. It is every instructor's responsibility to record the attendance of each student in case students miss the opportunity to mark their -in and -out time in the attendance sheet. Instructors/support staffs take class attendance and a student must make sure his/her attendance is recorded correctly, as Financial Aid Students must attend a minimum of 67% of the cumulative scheduled hours to maintain SAP and complete the course within the maximum allowed period. It is expected that students should begin to develop the qualities of promptness and dependability from the day they begin their training. Early departures, tardiness, and class cuts will be recorded in quarter-hour increments. A period of 15 minutes will be counted as a quarter-hour of absence. Instructor/support staff should provide the attendance record of each student to the Record officer each week who is responsible to maintain student's records as part of the student's permanent academic record.

Leave of Absence Policy

Students who need to interrupt their program of study because of a medical condition, for a Family Medical Leave Act (FMLA) circumstance, active military service, jury duty obligation, or other severe or unanticipated personal circumstance, may make an application for a Leave of Absence. Students experiencing these types of circumstances should discuss with the Director or his/her designee and take a Leave of Absence (LOA). The applicant for the LOA should be making Satisfactory Academic Progress, be current in his or her tuition and fees obligation. Students wishing to take a leave of absence for more than five (5) days shall apply to the director in writing stating the reason for the leave of absence. For valid reason, school director can approve the leave of absence for up to 180 (one hundred eight) class days. To receive the LOA, a student needs to submit documented proof of the reason for the leave of absence.

- Requests for a leave of absence will be made in writing.
- Students may have no more than two leave of absences in a 12-month period.
Students making payments on their tuition remain under that obligation during a Leave of absence.

Student must contact the School the week before the return so that arrangements can be made to accommodate in the classroom. Students returning from a leave of absence will reenter their program at the beginning of the subject they were completing at the time they began their leave of absence. Students who fail to return to class on their schedule date will be dropped from the course.

Withdrawal Policy

Should students be considering withdrawing from a course or from the Institute, they should meet with the Director, to gain an appreciation for what the Institute can do to help them solve their problems and to gain a complete understanding of the decision they are about to make. If a student decides to proceed with withdrawal, the student must provide notification to CTK in writing and meet with the Director of Financial Aid to understand the Student Responsibility (see below). Students who withdraw from a course or from the Institute will receive a grade of “W” if they withdraw before or at the time of attending 50% of the scheduled class days of the course. If students withdraw after attending 50% or more of the scheduled days of the course, they will receive a “WF” grade. The grade will be recorded on their transcript. A “WF” grade is regarded the same as an “F” grade in determining whether the student can remain enrolled in the program. A student who does not attend the classes of 14 days calendar period (excluding school holidays and breaks) without any written notice to the school will be considered as withdrawn from the classes. All students must satisfactorily complete the scheduled clinical or externship hours within the assigned grading period. If students withdraw without written or verbal notice, or if students fail to return from a Leave of Absence, termination shall take effect on their last day of attendance.

PROGRAM COMPLETION/GRADUATION POLICY

General

- ❖ Complete all required coursework with a minimum 2.0 GPA
- ❖ Satisfy all financial obligations to CTK Healthcare and Career Institute
- ❖ Satisfactorily complete all skills identified on the CTK Healthcare and Career Institute program Externship Monitoring Form
- ❖ Completion duration of programs as shown under the program outline
- ❖ Complete all required coursework with a minimum of 77% completion of contact hours (Pharmacy Technician and Patient Care Technician). For Nurse Aid & Medication Aide- students need to complete all the contact hours as per THHSC
- ❖ Submitting official transcript and/or the Diploma of all the coursework attempted at previous career schools when required
- ❖ Satisfy all obligations including financials to CTK Healthcare and Career Institute
- ❖ Complete all the forms needed as provided by the Financial Aid Officer or School Director
- ❖ Return all the borrowed items to CTK Healthcare & Career Institute

TRANSFER POLICIES

Transfer of students between programs within the institution

If a student who is enrolled in one program at this institution and desires to transfer to another program, he or she may contact the School Director or Academic Dean to discuss the matter. In order to be considered for any transfer, the student must be in good standing in the current training program. For example, the student must have an attendance rate of 80% or above, and must be maintaining a grade of “C” or better in the course work. Any transfer of a training program is evaluated on a case-by-case basis and must be agreed upon by the Admission Committee comprising the Academic Dean, Chief Administrative Officer and the School Director.

Transfer of Students to Other Institutions

The transferability of credits and certificate you earn at CTK Healthcare Institute is at the complete discretion of an institution to which you may seek to transfer. . If the certificate that you earn at CTK is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending

CTK Healthcare Institute.

Transfer of Credits Earned at any Other Institutions

CTK may grant academic credit for courses which have successfully completed the same or substantially the same subjects on a post-secondary level as listed in the Catalog. The student must have earned a grade of "C" or better and the student must have been taking coursework at the postsecondary level prior to their expected start date. Student should provide the following documents requesting the transfer of credit.

- Request for the transfer of credit
- Copy of transcripts or Diploma
- In exceptional cases, CTK accepts the Skills earned through taking continue education and/or seminar courses from the previous institute

CTK admission committee comprised of Academic Dean, Financial Aid Director and Director of the school, has full authority to evaluate the student's academic credentials to provide credit towards the intended program. Transfer of credit is evaluated on a case-by-case basis. The final decision to grant credit for prior schoolwork shall be approved by the Campus Director and shall be placed in the student's file for the record. If a student believes that, his/her prior knowledge or experience is sufficient to waive a class requirement, a comprehensive test will be administered to the student. A minimum grade of "B" is required in order to waive the class. This test is to be taken in advance, if possible, but not later than the first week of the class. Upon successful completion of the test, CTK may waive the class in favor of reducing time in school. At CTK, the maximum transfer or waiver has a limit of up to 299 clock hours in Pharmacy technician and Patient Care Technician program. However, there is no transfer of credit for Nurse Aide and Medication aid program as the contact hours are set by the state agency of the respective program.

In exceptional cases, CTK may consider granting credit from previous work experiences in the program related filed as per the decisions of admission committee.

GRIEVANCES/COMPLAINT RESOLUTION POLICY

If you are or were recently a student of CTK Healthcare and Career Institute (licensed by the Texas Workforce Commission) and are having a problem with the school, you should first attempt to get the school to address your concerns, following the "Grievance" or "Complaints" policy explained below. If your problem is not resolved, you may file a complaint with Career Schools and Colleges.

Any student complaint must be discussed or directed to the Instructor following the appropriate chain of commands. This complaint must be in writing. If the student and the Instructor or Program Director cannot come to an agreement, the complaint must be presented to the School Administrator to resolve.

Student may choose to email the school Administrator directly at ctkhealthcare@gmail.com

OR

Call 940-594-8910 with compliant.

Students are advised to direct an unresolved grievance to:

**Texas Workforce Commission
Career Schools and Colleges
101 East 15th Street
Austin, Texas 78778-0001**

And/ OR

**Council on Occupational Education (COE)
7840 Roswell Rd
Building 300, Suite 325
Atlanta, GA 30350
Ph # 800-917-2081**

BEHAVIOR AND STUDENT CONDUCT/Dismissal policy

The following are student responsibilities: Failure to follow the following rule results the dismissal of student from the program

- Maintain satisfactory scores of at least 70% in the program of study
- Not to discriminate against any other person because of race, age, sex, sexual orientation national origin, or handicap.
- Discuss grievances informally with the persons involved before invoking formal grievance action. Formal grievance action is outlined in the Catalog.
- Respect persons and the property of others. At all times, all personal property is the sole responsibility of the student, and the Institute does not assume liability for any loss or damage. Clothing and other small items should be marked clearly with the student's name and address. Vehicles should always be locked to avoid theft.
- Unauthorized use of notes or materials in exams, including talking to other students
- Forging or altering assignments
- Refusal to follow instructor's instructions during clinical, didactic and Media class
- Allowing others to copy or use work that is not his or her own
- Knowingly furnishing false information to the Institute
- Theft of the Institute's property; theft, damage, forgery, alteration, misuse or mutilation of the Institute's documents, records, identification, educational materials, or property
- Interfering with the right of others to an education; violation of safety and security rules, bringing animals or children into class
- Hazing, on or off Institute property

- Discourteous, disruptive or disrespectful to fellow students, faculty, and staff on or off campus
- Physical or verbal abuse of any person or engaging in conduct like beating, which threatens or endangers the health or safety of others
- Unauthorized entry or use of facilities
- Intentional or unauthorized interference with a right of access Institute facilities or freedom of movement or speech of any person on the premises
- Unlawful possession, use, or distribution of illicit drugs, smoking and alcohol on campus or during any student activities. If a student appears to be under the influence of drugs or alcohol in a clinical, class, or laboratory experience, that student will be removed from the learning experience. A student thought to be under the influence of drugs or alcohol will be mandated to have a Rapid Drug Screen and/or a Breath Alcohol level performed within 45 minutes of being removed from the learning experience; these tests will be at the Institute's expense.
- Use or possession of firearms, ammunition, or other dangerous weapons or substances prohibited by law
- Disorderly, lewd, indecent, obscene, or sexually harassing conduct or expression
- Violation of federal, state, or local ordinances including, but not limited to, those covering alcoholic beverages, narcotics, gambling, sex offenses or arson, of which violation occurs on Institute property or at a Institute function (Please refer to the Drug Free Policy established by the Institute for further information.)
- Unauthorized solicitation of students, staff, or faculty on- campus or online for any product or service
- Misuse of electronic equipment, copiers, faxes, e-mail accounts, or internet services, including viewing any material or sending any message that is obscene, harassing, or threatening to any individual
- Aiding, abetting, encouraging, or participating in a riot
- Failure to comply with the verbal or written directions of any Institute official acting within the scope of his or her authority, or resisting a security officer performing his or her duty

INTERNET USAGE POLICY

- Students should always ensure that the information contained in the Internet email messages and other transmissions is accurate, appropriate, ethical, and lawful.
- The equipment, services, and technology provided via the Internet are the property of the Institute. As such, the Institute reserves the right to monitor Internet traffic, and retrieve and read any data composed, sent, or received through its online connections and stored in its computer systems.

- Data that is composed, transmitted, accessed, or received via the Internet must not contain content that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating, or disruptive to any employee or other person. Examples of unacceptable content may include, but are not limited to, sexual comments or images, racial slurs, gender-specific comments, or any other comments or images that could reasonably offend someone on the basis of race, age, sex, religious or political beliefs, national origin, disability, sexual orientation, or any other characteristic protected by law.
- The unauthorized use, installation, copying, or distribution of copyrighted, trademarked, or patented material on the Internet is expressly prohibited. As a general rule, if a student did not create the material, does not own the rights to it, or has not secured authorization for its use, it should not be put on the Internet.
- The following behaviors are examples of previously stated or additional actions and activities that are prohibited and can result in disciplinary action: Sending, printing or posting discriminatory, harassing, or threatening messages or images. Stealing, using, or disclosing someone else's code or password without authorization. Copying, pirating, or downloading software and electronic files without permission. Violating copyright law. Participating in the viewing or exchange of pornography or obscene materials · Sending or posting messages that defame or slander other individuals. Posting on behalf of the Institute, without explicit permission from the Campus President of the Institute. Posting or discussing confidential patient/client information related to externship and clinical experiences, or any information or photographs concerning patients/clients or their families. Posting work-related pictures of Institute employees, students, or anyone associated with the Institute, without that person's permission. Attempting to break into the computer system of another organization or person. Performing operations against another organization's computers or networks intended to identify security vulnerabilities or disrupt service
- Students presently enrolled at the school must know that they are liable and responsible for anything they post to social media sites, such as Facebook, LinkedIn, Twitter, YouTube, texting, blogs, and online discussion groups.
- Students are prohibited from posting confidential or proprietary information about the school, its students, and faculty or staff members on a social media site.
- Students are prohibited from sharing, disseminating or transmitting electronic information that reveals any private or confidential information they may have learned about others (including patients) during their tenure at the school or externship sites.
- Applicable federal and state requirements, such as FERPA and HIPAA, are to be followed at all time. When participating in any form of social media, students are encouraged not to misrepresent themselves, and to make postings that are both meaningful and respectful without any kind of slanderous or offensive language that may be aimed at any member or group of the college community. The use of any social

media sites to harass, intimidate or bully a fellow student, faculty, member of the college and/or affiliate is strictly prohibited and will not be tolerated. When posting on social media sites, students must be mindful of all copyright and intellectual property rights, especially those reserved by the school.

- The use of the school logo, image, or iconography on personal social media sites to endorse a particular political party or candidate or to promote a product, cause, or event is strictly prohibited.
- Students are expected to obey the Terms of Service of any social media site.
- Students who violate this policy may face disciplinary actions, up to and including dismissal from school.

EDUCATIONAL DELIVERY SYSTEMS

At CTK, courses are taught through a combination of didactic, media service, laboratory, library reading hours, one to one or group discussion with instructor, and practical learning through techniques used to engage all kind of learners, identified on each syllabus/supplementary techniques and curriculum for Patience Care Technician and Pharmacy Technician programs. Lab hours may be scheduled differently from classroom hours and may vary continuously throughout the program. Lecture classes are delivered by qualified instructors, in a traditional classroom with appropriate learning resources such as textbooks, handouts and other resources. In exceptional circumstances, CTK may use technology to remotely engage synchronously in the class activities. In order to engage the students more effectively, instructors may take help of support staff to run the classes using multimedia materials through internet access and computer projection devices in Media room. Lab classes, media service, one to one or group discussion and hands-on learning verbal activities either led, guided, or supervised by an instructor, or performed by students in groups or individually with the help of qualified support staff. Such learning activities may take place in a dedicated laboratory, office desks, media center, library or a regular classroom with the appropriate learning resources and/or equipment and tools, as needed. Clinical and/or externship courses typically take place at a qualified clinical/externship site, and students perform tasks under the guidance of a site supervisor and/or a clinical instructor.

Dress Code policy or Nurse Aide Clinical

Students will need to acquire the following personal items that may be purchased locally or ordered from a catalog.

- Scrubs
- 1 pair of clinic type shoes. (Athletic shoes are acceptable if they are clean and very white)
- Wristwatch with a second hand.

Note: Nail polish or artificial nails are not allowed, and long hair must be pulled back for clinical.

Policy for Community Grant Award

In an aim to help the needy student, CTK collects the funds from Non for profit or from for profit organizations to set up “Community Grant”. Students may be able to receive the community grant for the needy student, shall the grant is available. If the community grant is available, the admission committee comprised of Academic Dean, Financial Aid Director and Director of the school, has full responsibility to evaluate the student's financial and academic status to award the grant to a particular student to the extend the fund is available.

Job Placement Policy *(Note: CTK does not guarantee job placement)*

CTK has developed a plan to assists its students for their placement in the job market. The purpose of this plan is to ensure to assist its student ready from preparation to place in job market.

Responsible person: The student service Coordinator is responsible for implementing the plan.

Outlines of the activities: Following are the outlies of activities to achieve the objectives of the plan

1. Resume preparation class and help
2. Career counseling and job search tips including assist in resume preparation
3. Inform the students for the job fair/Availability in healthcare facility
4. Connect students with job placement agencies
5. Establish social media, communication network with former graduates in the job market including staff and instructors to find the avenues to grab the opportunity for its students.
6. Be proactive to find the job fairs, hiring through direct communication or by electronic means and post the opportunity in the campus for the student access and/or call, text, email them.
7. Track of employment, license pass rate records and employer information of the completers
8. Interview preparation skills

Review, Evaluation & Revision of the Plan: The plan will be reviewed at least once a year in the staff meeting and/or to the Institutional Advisory Board. The plan once revised will be made public in the notice board of the campus.

Student Retention Plan

CTK has established its institutional retention plan to increase the rate of completion and success in the program.

Responsible Person:

This responsibility goes to Student Service Coordinator (SSC) who organizes meeting of low perform student with the class instructor and the student advising headed by the Director.

List of Activities:

1. Instructor inform the SSC about the low performance of student in the class
2. SSC organize meeting of instructor, student and Director
3. Director Includes input from faculty and students and makes a creative plan for the student in concern
4. Director suggest using the recommended plan to the students for his/her success in the course.

Reviewed, evaluated and revised: This policy is evaluated on an annual basis by the staff meeting and/or by the institutional advisory board, as needed. The results of the plan are shared with faculty and staff by SSC

Approved and Regulated Statement

CTK Healthcare and Career Institute is Approved and Regulated by the Texas Workforce Commission, Career Schools and Colleges, Austin, Texas.

True and Correct Statement

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



Dr. Prem Adhikari
School Administrator/Director

PROGRAM OUTLINES

Nurse Aide

Subject #	Subject Title	Clock Hours
		Lec / Lab / Ext / Total
NA 101	Introduction to Long Term Care (LTC)	16 / 00 / 00 / 16
NA 102	Personal Care Skills	08 / 06 / 00 / 14
NA 103	Basic Nursing Skills	06 / 04 / 00 / 10
NA 104	Restorative Services	06 / 00 / 00 / 06
NA 105	Mental Health and Social Service Needs	08 / 00 / 00 / 08
NA 106	Social Skills	06 / 00 / 00 / 06
NA 107	Nurse Aide Clinical Practice	00 / 00 / 40 / 40
Total Hours		50 / 10 / 40 / 100

The approximate time required to complete the Nurse Aide program is of 3 weeks up to four weeks.

Maximum time allowed for completion of this program is seven weeks.

Graduates of the Nurse Aide Training Program will be awarded a Certificate of Completion.

Continuing Education Seminar for Certified Nurse Assistant

Course Number	Subject Title	Number of Hours
CE 101	Introduction to Long Term Care (LTC)	4
CE 102	Personal Care Skills	4
CE 103	Basic Nursing Skills	4
CE 104	Restorative Services	4
CE 105	Mental Health and Social Service Needs	4
CE 106	Social Skills	4
Total		24

Students satisfactorily completing this program will be awarded a Certificate of Completion.

Medication Aide Training

Subject #	Subject Title	Clock Hours
		Lec / Lab / Ext / Total
MA 101	Introduction, Orientation and Basic Concepts	07 / 01 / 00 / 08
MA 102	Administration of Medications	19 / 07 / 00 / 26
MA 103	Drugs Affecting the Cardiovascular System	04 / 01 / 00 / 05
MA 104	Drugs Affecting the Urinary System	04 / 00 / 00 / 04
MA 105	Drugs Affecting the Respiratory System	04 / 01 / 00 / 05
MA 106	Drugs Affecting the Digestive System, Vitamins and Minerals	05 / 01 / 00 / 06
MA 107	Drugs Affecting the Central Nervous System	04 / 00 / 00 / 04
MA 108	Drugs Affecting the Musculoskeletal System	04 / 00 / 00 / 04
MA 109	Drugs Affecting the Endocrine System	07 / 02 / 00 / 09
MA 110	Antibiotics and Other Anti-Infective Agents	04 / 00 / 00 / 04
MA 111	Drugs Affecting the Eye	04 / 02 / 00 / 06
MA 112	Drugs Affecting the Ear	04 / 01 / 00 / 05
MA 113	Drugs Affecting the Skin	03 / 02 / 00 / 05
MA 114	Alzheimer's Disease and Related Disorders	12 / 00 / 00 / 12
MA 115	Immuno-Compromised Residents	04 / 01 / 00 / 05
MA 116	Pediatric Patients	07 / 01 / 00 / 08
MA 117	Care Planning Assistance	04 / 00 / 00 / 04
MA 118	Medication Aide Clinical Externship	00 / 00 / 10 / 10
MA 119	Return Skills Lab	00 / 10 / 00 / 10
Total Hours		100 / 30 / 10 / 140

The approximate time required for students to complete this program is nine (9) weeks. Maximum time allowed for completion of the Medication Aide Training Program is fourteen (14) weeks. Students satisfactorily completing Medication Aide Training will be awarded a Certificate of Completion.

Home Health Aide Seminar (HHA- Seminar)

Subject Title	# hours
Qualities & Characteristics of a home health aide	2
The home environment	2

Ethics	2
Infection Control	2
Housekeeping skills	2
Safety Issues	2
Dietary considerations & meal planning	2
Personal care	2
Observation, reporting, and recording	2
Personal safety	2
Total	20

Pharmacy Technician Training

Subject #	Subject Title	Clock Hours Lec/Lab/Ext/Total
PT 101	The Profession of Pharmacy, Pharmacy Law, Regulations and Standards for Technicians	10 / 00 / 00 / 10
PT 102	Drugs, Dose Forms, Delivery Systems and Routes of Administration	10 / 00 / 00 / 10
PT 103	Basic Pharmaceutical Measurements and Calculations	100 / 60 / 00 / 160
PT 104	Medical Anatomy and Physiology	30 / 20 / 00 / 50
PT 105	Medical Terminology	04 / 04 / 00 / 08
PT 106	Pharmacology I	40 / 00 / 00 / 40
PT 107	Dispensing Medications in the Community Pharmacy	04 / 04 / 00 / 08
PT 108	Pharmacology II	40 / 00 / 00 / 40
PT 109	Medication and Prescription Orders and Their Calculations	40 / 40 / 00 / 80
PT 110	Extemporaneous Compounding	06 / 04 / 00 / 10
PT 111	Hospital Pharmacy Practice, Infection Control, Hospital Calculations	20 / 20 / 00 / 40
PT 112	Preparing Sterile Intravenous Products	10 / 10 / 00 / 20
PT 113	Pharmacology III	40 / 20 / 00 / 60
PT 114	Medication Safety	40 / 24 / 00 / 64
PT 115	Role of Pharmacy Technician, Health Insurance billing and Employment Strategies	10 / 05 / 00 / 15

PT 116	Pharmacy Technician Clinical Externship	00 / 00 / 180 / 180
PT 117	PTCB Exam Preparation	85 / 20 / 00 / 105
Total		489/ 231/ 180 / 900

The approximate time required to complete Pharmacy Technician program is twenty-six (26) weeks along with practical/clinical work. Maximum time allowed for completion of the program is thirty-four (34) weeks.

Mode of delivery will be hybrid that includes the combination of face to face, externship, and online learning through Learning Management System (LMS) to provide audio, visual and conferencing tools as needed.

Patient Care Technician

	Subject Title	Clock Hours Lec / Lab / Clinical / Total
NA 100-1	Introduction to Long Term Care (LTC)	16/00/00/16
NA 100-2	Personal Care Skills	08/06/00/14
NA 100-3	Basic Nursing Skills	06/04/00/10
NA 100-4	Restorative Services	06/00/00/06
NA 100-5	Mental Health and Social Service Needs	08/00/00/08
NA 100-6	Social Skills	06/00/00/06
NA 100-7	Nurse Aide Clinical Practice	00/00/40/40
PHIT 200-1	Technology in Health Care [Part I]	30/15/10/55
PHIT 200-2	Technology in Health Care [Part II]	30/15/20/65
PBIS 300-1	Principle, Scope and Role of Patient Care Technician	12/00/00/20
PPNC 300-2	Pre-Professional and Professional Nursing Concepts	15/10/00/25
PNSP 300-3	Nursing and Medication Pathways	100/10/20/130
HHA 300-4	Home Health Aide	10/05/05/20
PAAP 400-1	Anatomy & Physiology for Allied Health	30/20/10/60
PMET 500-1	Medical Terminology	10/05/00/15
PCPR 600-1	Cardio Pulmonary Recitation	20/10/00/30
PEKG 600-2	Basic Electro Cardiography	10/50/00/60
PEKG 600-3	Advanced Electro Cardiography	30/10/10/50
PHEL 700-1	Introduction to Phlebotomy Procedures	10/05/00/15

PHEL 700-2	Terminology & functions of Body system related to Phlebotomy	10/05/00/15
PHEL 800-1	Fundamental of Diseases	30/10/00/40
PHEL 800-2	Infection, Process and control techniques	30/30/20/80
PHEL 800-3	Clinical Theory in Safety and Confidentiality	20/00/05/25
PHEL 900-1	Venipuncture	10/10/05/25
PHEL 900-2	Types of Phlebotomy Practices	10/05/05/20
PHEL 900-3	Specimen Collection & Use of Equipment Lab I	10/10/05/25
PHEL 900-4	Specimen Collection and Urinalysis Lab II	10/10/05/25
Total Hours		487/253/160/900

The approximate time required to complete Patient Care Technician program is twenty-six (26) weeks along with practical/clinical work. Maximum time allowed for completion of the program is thirty-four (34) weeks. Once completed students will also receive the seminar certificates for Phlebotomy, EKG, EMR and Anatomy & Physiology, Infection control Technician and Medical Terminology including certificate for Nurse Aide Training and Patient care Technician.

Mode of delivery will be hybrid that includes the combination of face to face, externship, and online learning through Learning Management System (LMS) to provide audio, visual and conferencing tools as needed.

Medical Assisting

Subject#	Subject Title	Clock Hours Lec / Lab/ Ext/Total
Medical Secretaries		
MS 101	Medical Office Study	10/00/10/20
MS 201	Medical Office Management I	20/04/06/30
MS 202	Medical Office Management II- Mastering Medical Language	20/10/10/40
MS 301	Medical Insurance, Law, and Ethics	20/06/04/30
MC 501	Computer Basics [EMR]	15/05/00/20
Administrative Medical Assisting		
MA 101	Basic Anatomy and Physiology Medical Terminology	20/05/00/25
MA 201	Vital signs & Documentation of Medical Histories	10/05/00/15

MA 301	Medical Office Manager procedures I	10/05/05/20
MA 302	Medical Office Manager procedures II	15/05/05/25
PH 101	Basic Pharmacology	15/00/05/20
EK101	Electrocardiogram [EKG]	20/10/00/30
Medical Coding and Billing		
MC 601	Coding for Medical Procedures	30/20/50/100
MC 701	Medical Billing/Office Software	00/50/00/50
MC 801	CPT Coding	50/50/00/100
MC 901	ICD-10 Coding	50/50/00/100
Clinical Medical Assisting		
PHL 101	Introduction to Phlebotomy Types and Procedures	15/05/10/30
PHL 201	Infection, process, and Control techniques	10/05/20/35
PHL 301	Clinical Theory in Safety and Confidentiality	08/02/00/10
PHL 401	Venipuncture	10/06/05/21
PHL 501	Specimen collection & Use of Equipment Lab	15/05/15/35
PH 201	Medications & Dosage Calculations	15/05/15/35
REV 201	Medical Assistant Certification, Practicum and skills Review	24/05/00/29
LMP 101	Certification Review and Exam Preparation	80/00/00/80
Total		493/247/160/900

The approximate time required to complete Medical Assisting program is twenty-six (26) weeks. Maximum time allowed for completion of the program is thirty-four (34) weeks.

EKG/ECG Technician Training Seminar

Subject #	Subject Title	Clock Hours Lec/Lab/Total
EK 101	Introduction, Orientation and Basic concepts	06/00/06
EK 102	Administration of EKG/ECG procedure	14/00/14
EK 103	Operation of EKG/ECG equipment	09/00/09
Total		29/00/29

EMR Technician Training Seminar

Subject #	Subject Title	Clock Hours Lec/Lab/Total
EM 101	Introduction, Orientation and Basic concepts	05/00/05

EM 102	Administration of EMR techniques	14/00/14
EM103	Operation of EMR techniques	10/00/10
Total		29/00/29

Phlebotomy Technician Training Seminar

Subject #	Subject Title	Clock Hours Lec/Lab/Total
PH 101	Introduction, Orientation and Basic concepts	06/00/06
PH 102	Administration of Medicines related to Phlebotomy	14/00/14
PH 103	Phlebotomy procedure	09/00/09
Total		29/00/29

Fundamentals of A & P and Medical Terminology Training Seminar

Subject #	Subject Title	Clock Hours Lec/Lab/Total
AP 101	Introduction, Orientation and Basic concepts	06/00/06
AP 102	Administration of A&P systems and medical terminology	15/00/15
AP 103	Application of medical terminology	08/00/08
Total		29/00/29

COURSE DESCRIPTIONS

Nurse Aide

NA 101: 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 residents injury free free from any types of accidents including fire safety, biohazards and etc. They will compare and

contrast what constitutes appropriate and inappropriate relationships with a 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 one's self. (Lec 16 Cl Hrs / Lab 00 Cl Hrs / Ext 00 Cl Hrs / Total 16 Cl Hrs) [Prerequisite: None]

NA 102: 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 08 Cl Hrs / Lab 06 Cl Hrs / Ext 00 Cl Hrs / Total 14 Cl Hrs) [Prerequisite: NA 101: Introduction to Long Term Care (LTC)]

NA 103: Basic Nursing Skills

Students will learn the skills of basic nursing such as 1) promoting a restraint-proper environment, 2) correctly take, record and report vital signs, height and weight, 3) observing, reporting and charting resident condition, 4) nurse aide's role in admission, transfer and discharge of residents and 5) describe coping with death. Upon completion of this 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 06 Cl Hrs / Lab 04 Cl Hrs / Ext 00 Cl Hrs / Total 10 Cl Hrs) [Prerequisite: NA 102: Personal Care Skills]

NA 104: 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 Cl Hrs / Lab 00 Cl Hrs / Ext 00 Cl Hrs / Total 06 Cl Hrs) [Prerequisite: NA 103: Basic Nursing Skills]

NA 105: 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 05 Cl Hrs / Lab 00 Cl Hrs / Ext 00 Cl Hrs / Total 05 Cl Hrs) [Prerequisite: NA 104: Restorative Services]

NA 106: 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 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 06 Cl Hrs / Lab 00 Cl Hrs / Ext 00 Cl Hrs / Total 06 Cl Hrs) [Prerequisite: NA 105: Mental Health and Social Service Needs]

NA 107: Nurse Aide Clinical Practice

During this course, students will put into practice knowledge and skills acquired in previous subjects. Side by side with employed staff (all nurses of a long term care facility), students will learn: 1) interpersonal skills with peers in the health field, 2) direct care and communication with residents, 3) how to work under direction and independently and 4) how to take and follow nurse's orders. They 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. They will demonstrate proper body mechanics in bed making, lifting, and turning and positioning residents. (Lec 00 Cl Hrs / Lab 00 Cl Hrs / Ext 40 Cl Hrs / Total 40 Cl Hrs) [Prerequisite: NA 106: Social Skills]

Continuing Education for Nurse Aide

CE 101: Introduction to Long Term care

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 residents injury free. They will compare and contrast what constitutes appropriate and inappropriate relationships with a 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. (Lec 02 Cl Hrs / Lab 02 Cl Hrs / Ext 00 Cl Hrs / Total 4 Cl Hrs) [Prerequisite: Certified Nurse Assistant]

CE 102: 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. ((Lec 02 Cl Hrs / Lab 02 Cl Hrs / Ext 00 Cl Hrs / Total 4 Cl Hrs) [Prerequisite: Certified Nurse Assistant]

CE 103: Basic Nursing Skills

Students will learn the skills of basic nursing such as 1) promoting a restraint-proper environment, 2) correctly take, record and report vital signs, height and weight, 3) observing, reporting and charting resident condition, 4) nurse aide's role in admission, transfer and discharge of residents and 5) describe coping with death. Upon completion of this 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 02 Cl Hrs / Lab 02 Cl Hrs / Ext 00 Cl Hrs / Total 4 Cl Hrs) [Prerequisite: Certified Nurse Assistant]

CE 104: 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. ((Lec 03 Cl Hrs / Lab 01 Cl Hrs / Ext 00 Cl Hrs / Total 4 Cl Hrs) [Prerequisite: Certified Nurse Assistant]

CE 105: 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 ((Lec 03 Cl Hrs / Lab 01 Cl Hrs / Ext 00 Cl Hrs / Total 4 Cl Hrs) [Prerequisite: Certified Nurse Assistant]

CE 106: 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 ((Lec 04 Cl Hrs / Lab 00 Cl Hrs / Ext 00 Cl Hrs / Total 4 Cl Hrs) [Prerequisite: Certified Nurse Assistant]

Medication Aide

MA 101: Introduction, Orientation and Basic Concepts

Upon completion of this course, students will be able to explain the basic roles and responsibilities of a Medication Aide in relation to the health care team. They will learn safety of patients including emergency health, biohazard, and fire safety. Students will discuss the legal and ethical implications involved in caring for patients. They will recall procedures, according to current rules and regulations, set forth by the Department of Aging and Disability Services for the correct preparation and administration of drugs prescribed by the physician. Students will learn to monitor their patients' normal behavior and prescribed medications, so that they may spot possible drug induced deviations. Students will learn to classify the three categories of drugs, identify drugs from these groups and be able to list the different reasons for giving the medications. They will also be able to describe problems relating to the administration of particular drugs. They will discuss drug legislation and classification of controlled substances. Additionally, students will memorize and be able to identify common medical terminology, symbols and abbreviations. Finally, students will learn to do simple

mathematical calculations and conversions of weights and measures as they relate to preparation of medications. (Lec 07 Cl Hrs / Lab 01 Cl Hrs / Ext 00 Cl Hrs /Total Cl Hrs 08)
[Prerequisites: None]

MA 102: Administration of Medications

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

MA 103: Drugs Affecting the Cardiovascular System

Upon completion of this course, students will be able to classify basic structures of the cardiovascular system and detail their various functions. Students will discuss physiological changes to the cardiovascular system associated with aging. They will be able to identify and describe cardiac disorders and list the drugs used for treatment of each disorder. Students will be able to explain the action of various drugs in treatment and discuss possible side effects that may take place when administered. Students will learn to recognize signs of drug toxicity and be able to describe the steps to be taken to ensure safe administration. They will detail the similarities in appearance and labeling to emphasize the need to read labels closely. They will be able to describe how to measure, prepare and where to apply various ointments and patches. Students will identify the action and main side effect of anticoagulant medication and discuss disease conditions such as peripheral vascular disease, diabetes, etc. They will also learn how to obtain accurate vital signs. (Lec 04 Cl Hrs / Lab 01 Cl Hrs / Ext 00 Cl Hrs / Total 05 Cl Hrs) [Prerequisite: MA 102: Administration of Medications]

MA 104: Drugs Affecting the Urinary System

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

MA 105: Drugs Affecting the Respiratory System

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

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

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

MA 107: Drugs Affecting the Central Nervous System

Students completing this course are prepared to identify and list the structure and functions of the central nervous system and describe changes consequential to aging. They will learn to identify medications used as cerebral stimulants, antidepressants, analgesics (narcotics, non-narcotics), sedatives, and anticonvulsants, anti-Parkinson agents, psychoactive medications,

and then describe their actions, side effects, and discuss implications for care. Students will define and discuss various types of organic brain syndromes and finally discuss the treatment ramifications of drugs used as related to Omnibus Budget Reconciliation Act of 1987 (OBRA 87) and Federal Regulations governing the use of unnecessary drugs and antipsychotic-drugs. (Lec 04 Cl Hrs / Lab 00 Cl Hrs / Ext 00 Cl Hrs / Total 04 Cl Hrs) [Prerequisite: MA 106: Drugs Affecting the Digestive System, Vitamins and Minerals]

MA 108: Drugs Affecting the Musculoskeletal System

Students will acquire skills that will enable them to identify the structures, define functions of musculoskeletal system and explain the effects from aging. They will be able to list drugs used to treat musculoskeletal disorders or diseases, describe their actions, side effects, and state the implications of treatment. (Lec 04 Cl Hrs / Lab 00 Cl Hrs / Ext 00 Cl Hrs / Total 04 Cl Hrs) [Prerequisite: MA 107: Drugs Affecting the Central Nervous System]

MA 109: Drugs Affecting the Endocrine System

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

MA 110: Antibiotics and Other Anti-Infective Agents

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

MA 111: Drugs Affecting the Eye

Students completing this subject will be able to describe the structure and function of the eye and changes associated with aging. They will recognize and recall the Latin abbreviations used. Students will demonstrate procedures and sterile techniques for administration of eye medications. They will learn to identify the action, use and name for eye lubricant. They will be able to identify reasons and give examples of anti-infective drugs that may be used in the eye. (Lec 04 Cl Hrs / Lab 02 Cl Hrs / Ext 00 Cl Hrs / Total 06 Cl Hrs) [Prerequisite: MA 110:

Antibiotics and Other Anti-Infective Agents]

MA 112: Drugs Affecting the Ear

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

MA 113: Drugs Affecting the Skin

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

MA 114: Alzheimer's Disease and Related Disorders

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

MA 115: Immuno-Compromised Residents

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

MA 116: Pediatric Patients

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

MA 117: Care Planning Assistance

Students will discuss the purpose of care planning and be able to explain how their role as a

medication aide in the healthcare team is important in patient care planning. (Lec 04 Cl Hrs / Lab 00 Cl Hrs / Ext 00 Cl Hrs / Total 04 Cl Hrs) [Prerequisite: MA 116: Pediatric Patients]

MA 118: Medication Aide Clinical Externship

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

MA 119: Return Skills Lab

During this portion of the training students will reinforce the skills learned in previous subjects and practiced during the clinical externship by demonstrating procedures and methods involved with various medication forms and methods of administration. (Lec 00 Cl Hrs / Lab 10 Cl Hrs / Ext 00 Cl Hrs / Total 10 Cl Hrs) [Prerequisite: MA 118: Medication Aide Clinical Externship]

Pharmacy Technician

PT 101: The Profession of Pharmacy, Pharmacy Law, Regulations and Standards for Technicians

[Prerequisite: None]

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 obtaining Pharmacy Technician Certification Board (PTCB) certification and the benefits of active involvement in local, state

and national pharmacy organizations. (Lec 10 Cl Hrs / Lab 00 Cl Hrs / Ext 00 Cl Hrs / Total 10 Cl Hrs)

PT 102: Drugs, Dose Forms, Delivery Systems and Routes of Administration

Upon completion of this subject, students will be able to define the term “drug” and distinguish between over-the-counter (OTC) and legend drugs. They will learn to identify the parts of a National Drug Code (NDC) number and; categorize drugs by source. Students will also learn to identify the uses of drugs. Students will be able to define and differentiate between the terms dose form and delivery system and be able to elaborate on the advantages and disadvantages of each. Students will also learn about the various reference texts commonly used in a pharmacy and be able to describe their use and purpose. Students will learn the different routes of drug administration and be able to 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. Students completing this subject will be able to list the major routes of drug administration and the advantages and disadvantages associated with each dose form and delivery system; and discuss correct techniques for administration of oral, topical and parenteral dose forms including IV, IM, ID, and subcutaneous forms of drug administration. (Lec 10 Cl Hrs / Lab 00 Cl Hrs / Ext 00 Cl Hrs / Total 10 Cl Hrs) [Prerequisite: PT 101: The Profession of Pharmacy, Pharmacy Law, Regulations and Standards for Technicians]

PT 103: Basic Pharmaceutical Measurements and Calculations

This subject introduces students to the measurement systems used in the pharmacy and calculations they may be required to perform as a Pharmacy Technician. Upon completion of this subject, students will be able to describe the four systems of measurement commonly used in a pharmacy and be able to convert units from one system to another. They will gain an understanding of prefixes used in the metric system and will be able to explain those meanings. 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 very proficient in performing basic operations with proportions, including identifying equivalent ratios and finding an unknown quantity in a proportion, converting percentage to and from fractions and ratios and converting percentage to a decimal. They will perform elementary dose calculations and conversions; solve problems involving powder solutions and dilutions; and learn to use the allegation method. (Lec 100 Cl Hrs / Lab 60 Cl Hrs / Ext 00 Cl Hrs / Total 160 Cl Hrs) [Prerequisite: PT 102: Drugs, Dose Forms, Delivery Systems and Routes of Administration]

PT 104: Medical Anatomy and Physiology

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 these systems. Functional concepts and internal structure are related to surface anatomy as a basis for performing a physical examination. The physiology lectures will provide the overall physiology of the human body, but will also relate how that physiology breaks down or malfunctions in time of infection, disease, trauma and aging. Upon completion of this 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 aging process and how the physiology breaks down or malfunctions due to infection, disease, trauma and aging. (Lec 30 Cl Hrs / Lab 20 Cl Hrs / Ext 00 Cl Hrs / Total 50 Cl Hrs) [Prerequisite: PT 103: Basic Pharmaceutical Measurements and Calculations]

PT 105: Medical Terminology

This course is a study of the medical vocabulary system specifically for 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. (Lec 04 Cl Hrs / Lab 04 Cl Hrs / Ext 00 Cl Hrs / Total 08 Cl Hrs) [Prerequisite: PT 104: Medical Anatomy and Physiology]

PT 106: Pharmacology I

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 reactions and will learn to use drug reference materials normally found in the pharmacy practice. 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 affecting the nervous system and psychiatric disorders. To achieve this they first master an understanding of basic anatomy and physiology of the nervous system. They then learn 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, and dosage 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. (Lec 40 Cl Hrs / Lab 00 Cl Hrs / Ext 00 Cl Hrs / Total 40 Cl Hrs) [Prerequisite: PT 105: Medical Terminology]

PT 107: Dispensing Medication in the Community Pharmacy

This subject introduces students to duties and responsibilities they may 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 prescription and 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 the computer system and will be able to explain the parts of a computer system. They will learn about third party benefit insurance and claims adjudications 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. A coverage of pharmacy inventory will assure comprehension and skill in performing procedures for 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. (Lec 04 Cl Hrs / Lab 04 Cl Hrs / Ext 00 Cl Hrs / Total 8 Cl Hrs) [Prerequisite: PT 106: Pharmacology I]

PT 108: Pharmacology II

This subject familiarizes students with the use and side effects of prescription medications, nonprescription medications, and alternative therapies commonly used to treat diseases affecting the muscular system (bones and joints). To achieve this student will first master 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 will learn how to prepare and dispense pharmacologic agents and will be able 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 muscular system. (Lec 40 Cl Hrs / Lab 00 Cl Hrs / Ext 00 Cl Hrs / Total 40 Cl Hrs) [Prerequisites: PT 107: Dispensing Medication in the Community Pharmacy]

PT 109: Medication and Prescription Orders and their calculations

This continuation of basic pharmaceutical measurements and calculations expands on skills previously learned in PT 103. 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 and calculate solid and liquid medications. They will also be able to reconstitute powders and crystals into liquid medications. (Lec 40 Cl Hrs / Lab 40 Cl Hrs / Ext 00 Cl Hrs / Total 80 Cl Hrs) [Prerequisite: PT 108: Pharmacology II]

PT 110: Extemporaneous Compounding

Students will learn via classroom theory and lab skill sessions what extemporaneous compounding is and when to use 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 06 Cl Hrs / Lab 04 Cl Hrs / Ext 00 Cl Hrs / Total 10 Cl Hrs) [Prerequisite: PT 109: Medication and Prescription Orders and their calculations]

PT 111: Hospital Pharmacy Practice, Infection Control and Hospital Calculations

This subject introduces the student to 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. The institutional pharmacy practice setting is very different from the retail environment. Students 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. Students will learn 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 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 20 Cl Hrs / Lab 20 Cl Hrs / Ext 00 Cl Hrs / Total 40 Cl Hrs) [Prerequisite: PT 110: Extemporaneous Compounding]

PT 112: Preparing Sterile Intravenous Products

This course exposes students to the characteristics of intravenous solutions including solubility, osmolality and pH. They will learn to identify common vehicles for intravenous solutions, describe the equipment and procedures used in preparing parenterals and identify the components of an intravenous administration set. Students will learn how to perform intravenous 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 intravenous rates and administration. (Lec 10 Cl Hrs / Lab 10 Cl Hrs / Ext 00 Cl Hrs / Total 20 Cl Hrs) [Prerequisite: PT 111: Hospital Pharmacy Practice, Infection Control and Hospital Calculations]

PT 113: Pharmacology III

Students learn the use and side effects of prescription medications, nonprescription medications, and alternative therapies commonly used to treat diseases of the 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 will learn how to prepare and dispense pharmacologic agents and will be able 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 40 Cl Hrs / Lab 20 Cl Hrs / Ext 00 Cl

Hrs / Total 60 Cl Hrs) [Prerequisites: PT 112: Preparing Sterile Intravenous Products]

PT 114: Medication Safety

This subject provides Students with an appreciation for medication safety by learning the extent and possible effects of medication errors on patient health and safety. 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 40 Cl Hrs / Lab 24 Cl Hrs / Ext 00 Cl Hrs / Total 64 Cl Hrs) [Prerequisites: PT 113: Pharmacology III]

PT 115: Role of Pharmacy Technician, Health Insurance billing and Employment Strategies

This course provides the students with an introduction to medical insurance as it pertains to the job of the pharmacy technician. The students will focus on three key aspects of insurance billing - knowledge of procedures, health information technology skills, and communication skills. Furthermore, this course will cover the role of the pharmacy technician as a member of the customer care team in a pharmacy that may include emergency health, biohazard and safety. Students will learn to use verbal and non-verbal communication skills in dealing with customers and coworkers. 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. Students 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 10 Cl Hrs / Lab 05 Cl Hrs / Ext 00 Cl Hrs / Total 15 Cl Hrs) [Prerequisite: PT 114: Medication Safety]

PT 116: Pharmacy Technician Clinical Externship

During the clinical portion of training, students will put into practice skills they have gained during their classroom training. They will refine their customer service skills, assist fellow workers and supervising pharmacists in filling prescription orders; input insurance information; assists customers; maintain inventory control, and develop an effective career

success strategy. Clinical rotations will be accomplished in either a retail or hospital pharmacy. Students will be evaluated using the CTK Healthcare and Career Institute Pharmacy Technician Externship Monitoring Form. Upon completion of their clinical rotation students will be fully qualified in all areas identified on the monitoring form. (Lec 00 Cl Hrs / Lab 00 Cl Hrs / Ext 180 Cl Hrs / Total 180 Cl Hrs) [Prerequisites: PT 115: Role of Pharmacy Technician, Health Insurance Billing and Employment Strategies]

PT 117: PTCB Exam Preparation

This subject provides students with an intensive review for the pharmacy technician examination given by the Pharmacy Technician Certification Board (PTCB). It encompasses everything learned to date in Pharmacy Technician Training, as well as thorough review, discussions, questions & answers and memorization of the Top 200 drugs, their pharmacological class, indications and schedule, as well as brand and generic names. The competency will be evaluated through Exit Exam. Upon completion of this subject, students will be fully prepared to sit for the PTCB certification examination. (Lec 85 Cl Hrs / Lab 20 Cl Hrs / Ext 00 Cl Hrs / Total 105 Cl Hrs) [Prerequisites: PT 116: Pharmacy Technician Clinical Externship.

Patient Care Technician

NA100-1: Introduction to Long Term Care (LTC): Prerequisite, None

This subject details the history and importance of nurse aides on patient care. It will review the Omnibus Budget Reconciliation Act (OBRA) of 1987 and its impact on improving the quality of life for residents of skilled nursing facilities. It also state the intent of OBRA and its requirements for Nurse Aide training and placement on the Texas Nurse Assistant Registry. It also provides detail study of LTC facilities, types of its residents, common human needs and myths & feelings about aging, role of the Nurse Aide in LTC facilities and their own safety, compare and contrast appropriate and inappropriate relationships with a residents, ensure to maintain proper relationships with residents, proper procedures in case of accident or incident and proper emergency measures/procedures, proper infection control procedures and the rights of residents in LTC facilities. [Lec 16 Cl Hrs / Lab 00 Cl Hrs / Ext 00 Cl Hrs / Total 16 Cl Hrs]

NA 100-2: Personal Care Skills: Prerequisite, NA 100-1

This subject describe body mechanics and positioning when moving and lifting residents to avoid injury to themselves and residents. It demonstrate skill in positioning and supporting residents in good body alignment in bed, chair and wheelchair. It also state the guidelines and precautions for all of the moving and lifting procedures. This course demonstrates various moving and lifting procedures, various care of the resident's environment and the importance of respecting the resident's right to privacy and independence, their personal belongings, bathing, personal hygiene, grooming, proper nutrition, hydration, bladder and

bowel elimination and incontinence, in maintaining residents' health. [Lec 08 Cl Hrs / Lab 06 Cl Hrs / Ext 00 Cl Hrs / Total 14 Cl Hrs]

NA 100-3: Basic Nursing Skills: Prerequisite, NA 100-2

This course identify 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. It 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. It explain the vital signs, and their skills of observation, reporting, admission, transfer and discharge on the residents' state of mind how to cope with death and how residents cope with their impending death. This course recognize signs of approaching death and explain their role as a Nurse Aide in meeting the emotional needs of a dying resident. [Lec 06 Cl Hrs / Lab 04 Cl Hrs / Ext 00 Cl Hrs / Total 10 Cl Hrs]

NA 100-4: Restorative Services: Prerequisite, NA 100-3

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. It also discuss the Nurse Aide's role in restoration care. [Lec 06 Cl Hrs / Lab 00 Cl Hrs / Ext 00 Cl Hrs / Total 06 Cl Hrs]

NA 100-5: Mental Health and Social Service Needs: Prerequisite, NA 100-4

During this portion of the program, students will learn about basic human needs. This course describe the five basic human needs as expressed in Maslow's Hierarchy of Needs. It describe how cognitive impairment may lead to the resident's perception that his or her needs not being met. Describe developmental tasks of older adults and normal psychological responses to loss and/or change. [Lec 05 Cl Hrs / Lab 00 Cl Hrs / Ext 00 Cl Hrs / Total 05 Cl Hrs]

NA 100-6: Social Skills: Prerequisite, NA 100-5

This subject describes to avoid, recognize and resolve conflict. It describe to recognize the potential for conflict as the first step in prevention. [Lec 00 Cl Hrs / Lab 00 Cl Hrs / Ext 40 Cl Hrs / Total 40 Cl Hrs]

NA 100-7: Nurse Aide Clinical Practice: Prerequisite, NA 100-6

This portion of the course utilizes the knowledge and skills acquired in previous subjects to care the residents in health care facility, side by side with employed staff (all nurses of a long term care facility). [Lec 0 Cl Hrs / Lab 00 Cl Hrs / Ext 40 Cl Hrs / Total 40 Cl Hrs]

PHIT 200-1: Technology in Health Care [Part I] Prerequisite, None

It introduces the students the use of personal computer technology. Students will learn various programs of Microsoft office - Microsoft word, Excel, Access, Power point, email, iCloud, outlook, and Provides opportunities for practical applications of computer skills to care patient. [Lec 30 Cl Hrs / Lab 15 Cl Hrs / Ext 10 Cl Hrs / Total 55 Cl Hrs]

PHIT 200-2: Technology in Health Care [Part II] Prerequisite, PHIT 200-1

It includes the concepts of software applicable to health care that includes Electronic Medical Record (EMR) System. This course introduces basic features of selected software, terminology related to hardware, software and uses for patience. Students will learn about how to communicate as an effective partner in a healthcare team, managing patient-specific data to protect patient confidentiality and privacy, and teaches the skills to navigate an electronic health record system to protect the confidentially work in a variety of healthcare settings. [Lec 30 Cl Hrs / Lab 15 Cl Hrs / Ext 20 Cl Hrs / Total 65 Cl Hrs]

PBIS 300-1: Principle, Scope and Role of Patient Care Technician: Prerequisite, NA 100-7

This subject introduces the learner about the profession and Job responsibility of a patience care technician, including policy, procedure such as HIPAA Policy Manual, Client Grievance Policy – Patient Care Manual, Confidentiality of Clients and Client Records – Patient Care Manual, emergency health including Biohazards, and Fire Safety policy. Students will learn the rights of each patient and is committed to ensuring the protection of those rights in its provision of care, treatment and services; the procedure to post the patient right in a language comfortable to read and visible to the patience. The students will learn about the types of information they can gather from the patience including the proper documentation, filing and hand over procedures in addition to ethics, safety, and various types of conflict. Students will identify the various types of risk in the profession and way to avoid them. [Lec 12 Cl Hrs / Lab 00 / Ext 00 hrs/ Total 20]

PPNC 300-2: Pre Professional and Professional Nursing Concepts. Prerequisite, PBIS 300-1

The course includes the introduction to the nursing profession including, standards of practice, legal and ethical issues, and role of the patient care technicians. Topics include mental health, therapeutic communication, cultural and spiritual diversity, and holistic awareness. Upon completion of this course, the students will able to discuss the personal adjustments essential to the development of the patient care technician, identify the role of the patient care technicians and discuss the legal and ethical responsibilities for their job. [Lec 15 Cl Hrs / Lab 10 / Ext 00 hrs/ Total 25]

PNSP 300-3: Nursing and Medication Pathways: Prerequisite; PHIT 200-2.

Introduces students the Pathway to various certificate and degrees in Nursing Program. Students will learn the role of various types of Nurses in healthcare discipline, safety and quality improvement. Introduces nursing as a profession including roles and responsibilities,

essential knowledge, skills, interpersonal communication abilities critical to the nurse patient relationship and attitudes required to be a professional nurse.

[Lec 100 Cl Hrs / Lab 10 Cl Hrs / Ext 20 Cl Hrs / Total 130 Cl Hrs]

HHA 300-4: Home Health Aid Prerequisite, PPNC 300-2

The course describes qualities and characteristics of HHA, infection control along household environments and applications for precautions procedure for prevention. Additionally, the students will learn the house keeping tasks, safety hazards, dietary and meal planning, personal care and safety, record keeping and reporting. Students will be introduced with communication skills in healthcare professions [Lec 10 Cl Hrs / Lab 5 Cl Hrs / Ext 5 Hrs / Total 20 Hrs]

PAAP 400-1: Anatomy & Physiology for Allied Health: Prerequisite, PNSP 300-1

This course is a study of human anatomy and physiology. Student will go from the microscopic level through the formation of organ systems, with emphasis on the interdependence of these systems. Functional concepts and internal structure are related to surface anatomy as a basis for performing a physical examination. The students will learn overall physiology of the human body, and how that physiology breaks down or malfunctions in time 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 aging process and how the physiology breaks down or malfunctions due to infection, disease, trauma and aging. [Lab 30 Cl Hrs / lab 20 Cl Hrs / Ext 10 Cl Hrs/ Total 60 Cl hrs]

PMET 500-1: Medical Terminology: PAAP 400-1 Prerequisite: None

This course is a study of the medical vocabulary system specifically for 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 entry level Patient care.[Lec 10 Cl Hrs / Lab 5 Cl Hrs / Ext 00 Cl Hrs / Total 15 Cl Hrs]

PCPR 600-1: Cardio Pulmonary Recitation: Prerequisite; PAAP 400-1

Students will be able to learn the concept and procedures of CPR. They will be able to demonstrate both CPR and First Aid for an emergency situation on infant, child and adult. It meets the requirements for American Heart Association Basic Life Support (BLS) for those in Health Care and other professional areas. in this course, the materials presented are the basic patient assessment, basic airway management, rescue breathing, AED use, and Choking management. [Lec 20 Cl Hrs / Lab 10 Cl Hrs / Ext 00 Cl Hrs / Total 30 Cl Hrs]

PEKG 600-2: Basic Electro Cardiography: Prerequisite: PCPR 600-1

Students will learn to interpret EKG strips, anatomy & physiology of the heart, using three-lead monitoring as a guide. Students learn to perform basic electrocardiography procedures; and interpret basic dysrhythmias. Total 53 Cl Hrs. [Lec 10/Lab 50/Ext 00/Total650]

PEKG 600-3: Advanced Electro Cardiography: Prerequisite: PEKG 600-1

Students will demonstrate skills in performing cardiac stress testing for patient preparation, correct lead placement, patient assessment, vital signs, and necessary intervention by the cardiac technician, if needed. [Lec 30/Lab 10/Ext 10/Total 50]

PHEL 700-1: Introduction to Phlebotomy Procedures: Prerequisite: PNSP 300-3, and PAAP 400-1

This course briefly explain phlebotomy and professional profile of health professionals who perform phlebotomy procedures including their importance to the overall care of the patient. Student will learn skills including active listening, verbal communication, and phlebotomy services for routine performance. They will also learn how a phlebotomist can participate in improving activities. Through the course, they will be able to apply the basic ethics, legal terms, functions of the medical record and informed consent. Litigation as relates to blood collection and procedure to avoid. Identification of key elements of the health insurance portability and accountability Act (HIPAA). [Lec 10/Lab 05/Ext 00/Total 15 hrs]

PHEL 700-2: Terminology & functions of Body system related to Phlebotomy.

Prerequisite PHEL 800-1

Student will learn Physiology and pathology of cardiac system, directional terms, anatomic surface regions and cavities of the body. Students will learn the role of homeostasis in normal body functioning including the purpose, function, and structural components of the 11 body systems, disorders associated with each organ system and list of common diagnostic tests associated with each organ system; identification and description of structures and functions of the heart, trace the flow of blood through the cardiovascular system; identification and description of structures and functions of different types of blood vessels; identification and description of cellular and non-cellular components of blood, location and name of the veins most commonly used for phlebotomy procedures. [Lec 10/Lab 05/Ext 00/Total 15 hrs]

PHEL 800-1: Fundamentals of Disease. Prerequisites PAAP 400-1

This course is designed to provide general principles of diseases and major disorder affecting the human body systems. The students will assess the common symptoms and signs in the lab and during the internship. The course includes topics on major diseases related to most of the human body system. Upon the completion of this courses student will be able to learn the mechanism of diseases, diagnostic process, cure and infectious process. In addition, students will be able to explain signs and symptoms, diagnostic procedures and treatments for the major diseases. [Lec 30/Lab 10/Ext 00/Total 40 hrs]

PHEL800-2: Infection, Process and Control techniques. Prerequisite PHEL 800-1

Student will learn the terms of health-care acquired (nosocomial) infection- by identifying the basic programs for infection control with explanation on the proper techniques for hand washing, gowning, gloving, masking, double bagging, entering and exiting the various isolation areas, Identify the potential routes of infection and methods for preventing transmission of microorganisms through these routes, identify steps to avoid transmission of blood borne pathogens and describe the various isolation procedures and reasons for their use. It describe safety awareness for health care workers, explain the safety policies and procedures for specimen collection including the measures that should be taken for fire, electrical, radiation, mechanical safety in a health care facility, and the essential elements of a disaster emergency plan for a health care facility. It explains the safest way of using equipment in health care facilities and also the best ways of reducing risk of injury to patients. [Lec 30 Cl Hrs/Lab 30 Cl Hrs/ Ext 20 Cl Hrs/ Total 80 Cl hrs.]

PHEL800-3- Clinical Theory in Safety and Confidentiality. Prerequisites PHEL800-2

Student will learn the basic components and uses of medical records, acceptable guideline for maintaining privacy and confidentiality, essential elements of requisition and report forms and will also learn the proper method of transporting specimen. It describes various types of anticoagulants used in blood collection, their mechanism for preventing blood from clotting, and the vacuum collection tube colour codes for these anticoagulant. Description of the latest phlebotomy safety supplies and equipment, their effectiveness in blood collection, supplies that should be carried on a specimen collection tray when a skin puncture specimen collected and also type of safety equipment needed to collect blood by venepuncture. Furthermore, it describes the special precautions that should be taken and the techniques that should be used when various types of specimens must be transported to the clinical laboratory. [Lec 20 Cl Hrs/Lab 00 Cl Hrs/ Ext 05 Cl Hrs/ Total 25 Cl hrs]

PHEL900-1:Venipuncture: Prerequisite PHEL800-3

Student will learn; patient identification process, supplies used in a typical venipuncture procedure, hygiene, appropriate sites for venipuncture and situations when these sites might not be acceptable and identify alternative sites for the venipuncture procedure, the process and time limit for applying a tourniquet to a patients arm, the decontamination process and the agents used decontaminate skin for routine blood tests and blood cultures, steps of a venipuncture procedure, order of drawing for collection tubes, explain the importance of collecting timed specimens at the requested times. It explains the term FASTING and STAT when referring to blood tests, explain the reason for acquiring capillary blood specimen, and identify the proper sites for performing a skin puncture procedure. It explains ways to control the depth of the incision, describing the procedure for making a blood smear, including to explain why capillary blood from a skin puncture is different from blood taken by venipuncture. [Lec 10 Cl Hrs/Lab 10 Cl Hrs/ Ext 05 Cl Hrs/ Total 25 Cl Hrs]

PHEL900-2: Types of Phlebotomy Practices: Prerequisites, PHEL900-1

Students will be able to describe pre-analytical complications related to phlebotomy procedure and also explain how to prevent and or handle complications in blood collection, list at least five factors about a patient's physical disposition that can affect blood collection. It will also list examples of substances that can interfere in clinical analysis of blood constitution and describe methods used to prevent these interferences. This course can describe fears or concerns that children in different developmental stages might have towards the blood collection process, able to list suggestions that might be appropriate for parental and health care workers behaviour during venepuncture or skin puncture. Identification of puncture sites for a heel stick on an infant and describe the procedure, can describe the venepuncture sites for infants and young children, including to describe the types of equipment and supplies that must be used during micro collection and venepuncture of infants and children. This course further details the procedure for specimen collection for neonatal phenylketonuria (PKU) and metabolic screening. [Lec 10 Cl Hrs/Lab 05 Cl Hrs/ Ext 05 Cl Hrs/ Total 20 Cl Hrs]

PHEL900-3: Specimen Collection & Use of Equipment Lab I. Prerequisite, PHEL 900-2

Student will be able to explain the special precaution and types of equipment needed to collect capillary or arterial blood gases, describe the equipment that is used to perform the bleeding time test, discuss the requirements for the glucose and lactose tolerance test, differentiate cannulas from fistulas, list the steps and equipment in blood culture collections, list the special requirement for collecting blood through intravenous {IV} catheters. It explains the difference therapeutic phlebotomy from autologous transfusion, the special precautions needed to collect blood in therapeutic drug monitoring {TDM} procedures, list the types of patient specimen that are need for trace metal analyses, list terms that are synonymous with point-of-care testing, able to define five physical and / or emotional changes that are associated with the aging process. Describe how a health care worker should react to physical and emotional changes associated with the elderly ,able to identify four analytes whose levels can be determined through point-of-care testing, and to describe the most widely used application of point-of-care testing, quality assurance and its requirements. [Lec 10 Cl Hrs/Lab 10 Cl Hrs/ Ext 05 Cl Hrs/ Total 25 Cl Hrs]

PHEL900-4: Specimen Collection and Urinalysis Lab II, Prerequisite, PHEL 900-3

Student will be able to describe the body fluid specimens other than blood that are analysed in the clinical laboratory; explain the types of specimen, correct procedures for collecting and or transporting these specimens to the laboratory for microbiological, throat and nasopharyngeal culture, and the protocol that must be followed when transporting these specimens. It lists specimens that are needed for gastric analyses, types of urine specimen collections and differentiate the uses of the urine specimens obtained from these collections. It further define toxicology and forensic toxicology with examples of specimens that can be used for forensic analysis. Describe the role of the health care worker or collector in federal drug testing programs, describe the function of a chain of custody, and examples of situations where drug testing might be valuable. It describe the detection of adulteration of urine specimens. [Lec 10

Cl Hrs/Lab 10 Cl Hrs/ Ext 05 Cl Hrs/ Total 25 Cl Hrs]

Medical Assisting Program

[MS 101] Medical Office Study

Prerequisite: None

Students will learn the fundamentals of worktypes in a medical office, including the types of equipment that are used in a medical office. [Lec/Lab/Ext/Total: 010/00/10/20]

[MS 201] Medical Office Management I

Prerequisite: [MS 101]

This course describes the best practices of medical office management including staffing, policy making, scheduling and issues of various types of equipment needed to run the medical office.

[Lec/Lab/Ext/Total: 20/04/06/30]

[MS 202] Medical Office Management II- Mastering Medical Language

Prerequisite: [MS 201]

This course teaches the way to pluralize medical terminologies that has been extensively used in medical field. Furthermore, it identifies the common medical slang, jargon, and common foreign terms. [Lec/Lab/Ext/Total: 20/10/10/40]

[MS 301] Medical Insurance, Law and Ethics

Prerequisite: None

Students will learn to fill out insurance paperwork, for not only the insurance companies, but also for Medicare and government insurance forms and be able to reclaim and

Investigate any amounts that are not reimbursed to the doctor's office. Students will learn to process insurance paperwork including claim forms and reimbursement procedure for various insurances policies. [Lec/Lab/Ext/Total: 20/06/04/30]

[MA 101] Medical Terminology and Professional Development

Prerequisite: None

This course will introduce students to complex language of medicine associated with medical

language. An individual pursuing career in healthcare profession must understand the structure of medical language, suffixes, root words and medical abbreviation. By the completion of the course, students will be able to spell, analyze, pronounce and define medical terms and standard abbreviations. Along with new vocabulary, students will be introduced to the professional standards of the healthcare environment. [Lec/Lab/Ext/Total: 20/05/00/25]

[MA 201] Vital Signs & Documentation of Medical Histories

Prerequisite: AP401

Students will learn to demonstrate the measurement of vital signs to include temperature, Respirations, pulse and blood pressure. Students will also learn to document these findings accordingly into the patients chart. [Lec/Lab/Ext/Total: 10/05/00/15]

[MA 301] Medical Office Manager Procedures I

Prerequisite: [MS 201]

Students will learn to assimilate the patient information as it is acquired from the patient. Students will also be able to communicate with the patient enter the data that is attained from the patient into the permanent record of the patient in medical software Electronic Healthcare Record. It also teaches how to manage phone call, day to day activities of medical office. [Lec/Lab/Ext/Total: 10/05/05/20]

[MA 302] Medical Office Manager Procedures II

Prerequisite: MA301

Students will learn to demonstrate the skills acquired to use Electronic Health Record[EHR] system and to assimilate the information from the patient. [Lec/Lab/Ext/Total: 15/05/05/25]

[PH 101] Basic Pharmacology

Prerequisite: None

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. 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. [Lec/Lab/Ext/Total: 15/05/00/20]

[AP 101] Basic Anatomy and Physiology

Prerequisite: None

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 these systems. Functional concepts and internal structure are related to surface anatomy as a basis for performing a physical examination. The physiology lectures will provide the overall physiology of the human body, but will also relate how that physiology breaks down or malfunctions in time of infection, disease, trauma and aging. Upon completion of this 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 aging process and how the physiology breaks down or malfunctions due to infection, disease, trauma and aging. [Lec/Lab/Ext/Total: 20/10/00/30]

[CB-601] Computer Basics [EMR]

Prerequisite: None

Students will learn skills to work on a computer in the doctor's office, hospital and laboratory and to refine this skill to input information gathered from patient in computer soft wares including Microsoft Office Word and Excel. This course provides an introduction to the parts of the medical office computer system – maintaining, inputting, filing, retrieving and storing medical records, setting up an appointment matrix, scheduling appointments, managing the appointment schedule, making appointments for diagnostic procedures and admissions. Students also learn how to look up diagnostic and procedure codes and identify different types of insurance plans as well as methods of reimbursement for medical services. This course will include out-of-class work such as: reading and writing assignments, practice and practical application assignments, and projects. A few hours out-of-class work will be assigned. [Lec/Lab/Ext/Total: 15/05/00/20]

[MC 601] Coding for Medical procedures

Prerequisite: [CB 601]

During this course, students will explore the fundamentals of paper and electronic record management, fee determination, billing methodology, and collection process. Students will be able to perform basic bookkeeping, coding, and third-party billing procedure. Students will be introduced to various medical insurance plans, terminology and legal regulations along with financial management of medical office.

This course also describes the roles and responsibilities of medical coders and medical billers. It also describes the basics of the ICD-10-CM diagnostic classification system, including its history, current purposes, and future implications including the basics of ICD-10-CM, CPT®, and HCPCS procedural classification systems, including their history, current purposes, and future implications on healthcare finance in the United States. Furthermore, it teaches to recognize ICD-10-CM diagnosis codes and use code reference books to verify their appropriate use and to recognize ICD-10-PCS, CPT®, and HCPCS procedure codes and use code reference books to verify their appropriate use. [Lec/Lab/Ext/Total: 30/20/50/100]

[MC 701] Medical Billing/Office Software

Prerequisite: [MC 601]

This course is designed to build fundamentals of insurance and billing information along with introduction of ICD-10 manual for diagnostic coding and CPT. Student will learn proper procedures for coding on all aspects like Office visit, disease diagnoses, signs and symptoms, investigations, medical Intervention, treatment, drugs. The course also introduces about CPT and HCPCS. [Lec/Lab/Ext/Total: 00/50/00/50]

[MC 801] CPT Coding

Prerequisite: [MC 701]

The course describes the coding rules and procedures for the CPT by converting descriptions of medical procedures into numerical codes to provide a uniform language to identify medical, surgical, and diagnostic services. [Lec/Lab/Ext/Total: 50/50/00/100]

[MC 901] ICD-10 Coding

Prerequisite: [MC 801]

The course introduces the criteria of the conversions of descriptions of diagnosis into numerical 3,4, and 5 digit and alphabetical codes to provide uniform language to identify etiology, site, and manifestations of disease. [Lec/Lab/Ext/Total: 50/50/00/100]

[PHEL 101] Introduction to Phlebotomy Types and Procedures

Prerequisite: [PNSP 300-1, PAAP 400-1]

This course briefly explains phlebotomy and professional profile of health professionals who perform phlebotomy procedures including their importance to the overall care of the patient. It list skills for active listening and effective verbal communication including the examples of positive and negative body language. It explains health care setting of phlebotomy service for routine performance. It also explains examples of how a phlebotomist can participate improvement activities, basic ethics, legal terms, functions of the medical record and informed consent. Litigation as relates to blood collection and procedure to avoid. Identification of key elements of the health insurance portability and accountability Act (HIPAA) in relation with phlebotomy works.

This course will also be able to describe pre-analytical complications related to phlebotomy procedure and also explain how to prevent and or handle complications in blood collection, list at least five factors about a patient's physical disposition that can affect blood collection. It will also list examples of substances that can interfere in clinical analysis of blood constitution and describe methods used to prevent these interferences. This course can describe fears or concerns that children in different developmental stages might have towards the blood collection process, able to list suggestions that might be appropriate for parental and health care workers behaviour during venepuncture or skin puncture. Identification of puncture sites for a heel stick on an infant and describe the procedure, can describe the venepuncture sites for infants and young children, including to describe the types of equipment and supplies that must be used during micro collection and venepuncture of infants and children. This course further details the procedure for specimen collection for neonatal phenylketonuria [PKU] and metabolic screening. [Lec/Lab/Ext/Total: 15/05/10/30]

[PHEL 201] Infection, Process and Control techniques

Prerequisite: [PHEL 101]

This course defines the terms of health-care acquired (nosocomial) infection- Identifying the basic programs for infection control, explain the proper techniques for hand washing, gowning, gloving, masking, double bagging, entering and exiting the various isolation areas, Identify the potential routes of infection and methods for preventing transmission of microorganisms through these routes, identify steps to avoid transmission of blood borne pathogens and describe the various isolation procedures and reasons for their use. It describes safety awareness for health care workers, explain the safety policies and procedures for specimen collection including the measures that should be taken for fire, electrical, radiation, mechanical safety in a health care facility, and the essential elements of a disaster emergency plan for a health care facility. It explains the safest way of using equipment in health care facilities and also the best ways of reducing risk of injury to patients. [Lec/Lab/Ext/Total: 10/05/20/35]

[PHEL 301] Clinical Theory in Safety and Confidentiality

Prerequisite: [PHEL 201]

This course describes the basic components and uses of medical records, acceptable guideline for maintaining privacy and confidentiality, essential elements of requisition and report forms and will also learn the proper method of transporting specimen. It describes various types of anticoagulants used in blood collection, their mechanism for preventing blood from clotting, and the vacuum collection tube colour codes for these anticoagulants. Description of the latest phlebotomy safety supplies and equipment, their effectiveness in blood collection, supplies that should be carried on a specimen collection tray when a skin puncture specimen collected and also type of safety equipment needed to collect blood by venepuncture. Furthermore, it describes the special precautions that should be taken and the techniques that should be used when various types of specimens must be transported to the clinical laboratory.

[Lec/Lab/Ext/Total: 08/02/00/10]

[PHEL 401] Venepuncture

Prerequisite: [PHEL 301]

This course explains the following: patient identification process, supplies used in a typical venepuncture procedure, hygiene, appropriate sites for venepuncture and situations when these sites might not be acceptable and identify alternative sites for the venepuncture procedure, the process and time limit for applying a tourniquet to a patients arm, the decontamination process

and the agents used decontaminate skin for routine blood tests and blood cultures, steps of a venepuncture procedure, order of drawing for collection tubes, explain the importance of collecting timed specimens at the requested times. It explains the term FASTING and STAT when referring to blood tests, explain the reason for acquiring capillary blood specimen, and identify the proper sites for performing a skin puncture procedure. It explains ways to control the depth of the incision, describing the procedure for making a blood smear, including to explain why capillary blood from a skin puncture is different from blood taken by venepuncture.

[Lec/Lab/Ext/Total: 10/06/05/21]

[PHEL 501] Specimen Collection & Use of Equipment Lab

Prerequisite: [PHEL 401]

This course explains the special precaution and types of equipment needed to collect capillary or arterial blood gases, describe the equipment that is used to perform the bleeding time test, discuss the requirements for the glucose and lactose tolerance test, differentiate cannulas from fistulas, list the steps and equipment in blood culture collections, list the special requirement for collecting blood through intravenous {IV} catheters. It explains the difference therapeutic phlebotomy from autologous transfusion, the special precautions needed to collect blood in therapeutic drug monitoring {TDM} procedures, list the types of patient specimen that are need for trace metal analyses, list terms that are synonymous with point-of-care testing, able to define five physical and / or emotional changes that are associated with the aging process.

Describe how a health care worker should react to physical and emotional changes associated with the elderly ,able to identify four analytes whose levels can be determined through point-of-care testing, and to describe the most widely used application of point-of- care testing, quality assurance and its requirements.

Additionally, this course describes the body fluid specimens other than blood that are analysed in the clinical laboratory. It explains the types of specimen, correct procedures for collecting and or transporting these specimens to the laboratory for microbiological, throat and nasopharyngeal culture, and the protocol that must be followed when transporting these specimens. It lists specimens that are needed for gastric analyses, types of urine specimen collections and differentiate the uses of the urine specimens obtained from these collections. It

further define toxicology and forensic toxicology with examples of specimens that can be used for forensic analysis. Describe the role of the health care worker or collector in federal drug testing programs, describe the function of a chain of custody, and examples of situations where drug testing might be valuable. It describe the detection of adulteration of urine specimens.

[Lec/Lab/Ext/Total: 15/05/15/35]

[MC 1101] Medications & Dosage Calculations and Basic Pharmacology

Prerequisite: None

Students will learn to accurately calculate the dosages of medications using a patient's weight, Age, height and on occasion body mass. The student will learn to identify and know the uses of

each medication and reaction to medications.

This subject also 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. 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. [Lec/Lab/Ext/Total: 15/05/15/35]

[MC 1201] Medical Assistant Certification, Practicum and Skills Review

Prerequisite: All subjects previously noted that apply to either Medical Assistant.

This course provides procedure to interpret EKG strips, anatomy & physiology of the heart, using three-lead monitoring as a guide. Students learn to perform basic electrocardiography procedures; and interpret basic dysrhythmias. [Lec/Lab/Ext/Total: 24/05/20/29]

[LMP 101] Certification Review and Exam Preparation

Prerequisite: All subjects previously noted that apply to either Medical Assistant.

This course is designed to prepare students for the licensure exam. Students will revise and

practice the questionnaires related to the courses they did. [Lec/Lab/Ext/Total: 80/00/00/80]

EKG technician training seminar

EK 101: Introduction, orientation and Basic concepts

This seminar course is a study of functioning of heart movement through EKG/ECG recording basic concepts and procedure. This seminar systematically take the student from the basic knowledge on components of EKG/ECG to monitoring electrical activity of heart muscles with emphasis on the interdependence of these systems. Functional concepts and electrical depolarization of heart muscle cells are related to heart activity as a basis for performing a graphical examination of heart activities. The EKG/ECG lectures will provide the overall heart's electrical activity recorded from the electrodes placed in body surface. Upon completion of this seminar, students will be able to review the magnitude and direction of the heart's electrical rhythm including changes in the normal heart activities pattern occur during numerous cardiac abnormalities, including cardiac rhythm disturbances, inadequate coronary artery blood flow, and electrolyte disturbances. They will be able to review the description of the different components to an EKG/ECG (P wave, QRS complex, and T wave). Additionally, they will be able to review for interpretation the records generated by EKG/ECG machines. (Lec 06 hours.)

EK 102: Administration of EKG/ECG procedure

Upon completion of this seminars, students will be able to describe the various ways to monitor heart electrical activities. They will be able to be prepare for longer or more specialized monitoring of patient's heart activities. They will be able to follow the procedure to prepare patients for the record of heart activities including body surface cleaning for the placement of pads, connection of electrodes via electrical leads (wires) to the EKG machines. Upon completion of this course, student will be able to administer the proper position of the patients for the EKG/ ECG records which include Stress test, Holter monitor, Event recorder. (Lec 14 hours)

EK 103: Operation of EKG/ECG equipment

PT 103 seminar is designed to focus on operation of EKG/ECG machines. They will be able to learn to connect or disconnect the electrodes to body surface and electrodes wire to the EKG/ECG machines. Student will learn to place adhesive electrode pads across the chest and limbs. They will be able to label and attach the insulated wires/lead to each of the ten electrodes. They will be able to push the EKG/ECG bottom to generate the heart movement in graphical patterns. Finally, they will be able to verify and print the copy for the chart. (Lec 9 hours.)

EMR technician training seminar

EM 101: Introduction, Orientation and Basic concepts

This course is designed to review excellent EMR training and carrier preparation for growing health care industry. The EMR includes medical history, diagnoses, medications, immunizations and dates, allergies etc. This seminar systematically takes the student from the basic skill of coding manuals and how they apply to insurance with emphasis on the interdependence of these systems. This course will prepare students to review to speak appropriate language for a solid understanding of medical terminology. Using practice management software, EMR courses help to create records and scheduling appointments. They will be able to learn ethics and legal issue, medical terminology, dividing and combining medical terms, medical abbreviations, symbols, and special terms. In addition, the students will be able to perform coding for the EMR specialist, they will be able to use Practice Management Software to generate patient's census data. (Lec 04 hours.)

EM 102: Administration of EMR Techniques

Upon completion of this seminars, students will be able to review medical records of the patients. They will be able to manage the healthcare practice responsible for all records throughout their lifecycle. They will be able to follow the procedure to release or transfer information in a timely manner without duplication efforts. They will review how to link medical records management systems with patient management systems, billing, and other systems. Upon completion of this course, student will be able to generate digital version of a paper chart for the healthcare professionals to use mainly for diagnosis and treatments. (Lec 10 hours)

EM 103: Operation of EKG/ECG equipment

EM 103 seminar is designed to focus on operation of EMR software, sharing medical records upon the request of patient, and electronically capturing of health information in a standardized format. They will be able to learn to manage medical records including patient charts, X-ray, images, scans, and even emails. They will be able to make sure all of these items are accessible, safe and secure. (Lec 6 hours.)

Phlebotomy technician training seminar

PH 101: Introduction, Orientation and Basic concepts

This course is designed to prepare students with theory and laboratories related to various techniques to perform blood collection, labelling, and transporting specimens required to diagnosis and care of patients. Seminars systematically take the student from the basic knowledge on Phlebotomy with emphasis on the interdependence of these systems. This course offers programs covering healthcare settings, medical terminology, basics of human

anatomy, clinical chemistry, microbiology and immunology, blood collection procedures emphasizing methods for infection. The course will be focused on the fundamentals of laboratory procedures with some life venipunctures practice under the supervision in a controlled setting. Student will learn quality control and safety procedure, blood collection procedures and techniques, urinalysis specimen collection and drug testing, capillary blood drawing procedure (Lec 06 hours.).

PH 102: Administration of Phlebotomy procedure

Upon completion of this seminars, students will be able to describe the various techniques to draw blood samples, method to specimen collection and drug testing for urinalysis. They will be prepared for capillary blood draw using vacuum collection. The course offers student to be familiar with syringes, capillary skin puncture techniques, and butterfly needles. Upon completion of this course, student will be primarily learn to administer the proper techniques for venipuncture and blood sample preparation. (Lec 14 hours)

PH 103: Operation of Phlebotomy tools/equipment

PH 103 seminar is designed to focus on operation of tools and equipment related to collection of blood samples using syringes and other equipment. They will be able to process blood samples. In addition, they will learn safety measure while drawing the blood and collecting specimen for. (Lec 09 hours.)

Fundamentals of A & P and Medical Terminology Training Seminar

AP 101 Introduction, orientation, and Basic concepts

This course is designed to review the basic knowledge of human anatomy and physiology. The course reviews concepts of the structure and function of the human biology including cells, tissues and organs of the different human biological systems including integumentary, skeletal, muscular, nervous and special senses. The course emphasizes on interrelationships among the systems, coordination of physiological functions involved in maintain homeostasis. In addition, the course provides an overview of medical languages. During this seminar, student will emphasize on the temps that are practical and commonly used in the day-to-day work with medical professionals. They will understand basic principles of the languages with an overview of various terms of many medicinal areas. (Lec 06 hours.)

AP 102 Administration of A&P systems and medical terminology

Students will be able to overview the essential principles of human anatomy and physiology. Student will be familiarized with learning resources of different human body systems. This course is a review of the medical vocabulary system specifically for 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 review to recognize, pronounce and define medical terms common to the pharmacy practice. (Lec 15 hours.)

AP 103 Application of medical terminology

This course will allow students to terminology for effective communication. The students will be able to review condition, medicine, or procedure to fulfill their roles accordingly either in delivering or billing for a medicine. Upon completion of this seminar course students will be able to review for communication effectively by using scribble common abbreviations. (Lec 8 hours.)