

HEALTH CARE ASSISTANT

TECHNICAL CERTIFICATE

This technical certificate of credit provides students with general education, supporting core, and major courses that serve as a foundation for further study in the life sciences field or employment in a non-technical healthcare environment in an entry-level position. The general studies component develops students' written and oral communication skills and computational skills. The professional core provides students with a broad background in health science core courses.

CAREER OPPORTUNITIES

Students may seek employment in a non-technical health care environment in an entry-level position.

PROGRAM EXPENSES

The recent reauthorization of the Higher Education Act requires all colleges and universities to notify students and prospective students of all program costs for which they will be responsible. Students will be responsible for the following expenses:

- Quarterly tuition (\$45 per credit hour)

- Quarterly student activity fees (\$16)
- Quarterly registration fee (\$26)
- Quarterly accident insurance fee (\$4)
- Quarterly instructional and technology supply fee (\$35)
- Program equipment (\$50)
- Program supply fee (Varies – See course descriptions for specific information)
- Textbooks (Approximately \$950 for entire program)

The expenses are based on costs in effect at the time this catalog was published. Prices are subject to change.

ADMISSION REQUIREMENTS

Applicants to this program must submit the following information to the Admissions Office:

- a. Completed and signed application for admission and a \$20 nonrefundable application fee;
- b. Official high school or GED transcripts and/or official college transcripts from all colleges attended in the past (see *General Admission Requirements*); and
- c. Valid COMPASS, ASSET, SAT, or ACT test scores (see *ASSET and COMPASS Placement Tests*).

HEALTH CARE ASSISTANT CURRICULUM OUTLINE

Technical Certificate of Credit (Major Code: 5CJ1)
Credit Required for Completion: 23-37 quarter credit hours

	Credits
General Core	15
ENG 1010 Fundamentals of English I	5
MAT 1012 Foundations of Mathematics	5
OR	5
MAT 1013 Algebraic Concepts	5
PSY 1010 Basic Psychology	5
Essential Technical and Occupational Courses <i>(Completion of one concentration is required for graduation.)</i>	8-22
Business Administrative Technology (BAT2)	22
BUS 1100 Introduction to Keyboarding	3
BUS 1130 Document Processing	6
BUS 1140 Word Processing	5
BUS 1240 Office Procedures	5
MAS 101 Legal Aspects of the Medical Office	3
Dental Assisting (DA02)	11
AHS 104 Introduction to Health Care	3
AHS 1011 Anatomy and Physiology	5
SCT 100 Introduction to Microcomputers	3

Medical Assisting (MA02)			14
AHS	104	Introduction to Health Care	3
AHS	109	Medical Terminology for Allied Health Science	3
AHS	1011	Anatomy and Physiology	5
SCT	100	Introduction to Microcomputers	3
Paramedic Technology (EM02)			8
AHS	1011	Anatomy and Physiology	5
SCT	100	Introduction to Microcomputers	3
Practical Nursing (PN04)			14
AHS	104	Introduction to Health Care	3
AHS	109	Medical Terminology for Allied Health Science	3
AHS	1011	Anatomy and Physiology	5
SCT	100	Introduction to Microcomputers	3
Surgical Technology (ST02)			14
AHS	104	Introduction to Health Care	3
AHS	109	Medical Terminology for Allied Health Science	3
AHS	1011	Anatomy and Physiology	5
SCT	100	Introduction to Microcomputers	3

ALLIED HEALTH SCIENCE

Department Code: AHS

AHS 104

Introduction to Health Care (2-3-3)

Banner Title: Intro to Health Care

Instructors introduce a grouping of fundamental principles, practices, and issues common to many specializations in the health care profession. In addition to the essential skills, students explore various delivery systems and related issues. Topics include basic life support and cardiopulmonary resuscitation (CPR); basic emergency care, first aid, and triage; vital signs; infection control; and blood and airborne pathogens. Students must pay a \$30 supply fee when registering for this course.

Prerequisite: ENG 097 with a grade of C or better and RDG 097 with a grade of C* or better or placement by diagnostic testing*

Offered quarterly – (Students accepted into the Practical Nursing program must take this course the Fall term immediately before the Winter term in which they begin taking the Practical Nursing (NPT and NSG) courses.)

AHS 109

Medical Terminology for Allied Health Science (3-0-3)

Banner Title: Medical Terminology for AHS

This course introduces the elements of medical terminology. Instructors place

emphasis on building familiarity with medical words through knowledge of roots, prefixes, and suffixes. Topics include origins (roots, prefixes, and suffixes), word building, abbreviations and symbols, terminology related to the human anatomy, reading medical orders and reports, and terminology specific to the students' programs of study.

Prerequisite: ENG 097 with a grade of C or better and RDG 097 with a grade of C* or better or placement by diagnostic testing*

Offered quarterly

AHS 1011

Anatomy and Physiology (5-0-5)

Banner Title: Anatomy and Physiology

This course focuses on the basic, normal structure and function of the human body. Instructors provide an overview of each body system, how the systems coordinate activities to maintain a balanced state, and how these systems recognize deviations from the normal. Topics include general plan and function of the human body, integumentary system, skeletal system, muscular system, nervous and sensory systems, endocrine system, cardiovascular system, lymphatic system, respiratory system, digestive system, urinary system, and reproductive system.

Prerequisite: ENG 097 with a grade of C or better and RDG 097 with a grade of C* or better or placement by diagnostic testing*

Offered quarterly

BUSINESS ADMINISTRATIVE TECHNOLOGY

Department Code: BUS

BUS 1100

Introduction to Keyboarding(1-4-3)

Banner Title: Introduction to

Keyboarding

This course introduces the touch system of keyboarding placing emphasis on correct techniques. Topics include computer hardware, computer software, file management, learning the alphabetic keyboard, the numeric keyboard and keypad, building speed and accuracy, and proofreading. Students attain a minimum typing speed of 30 gross words a minute (GWAM) on 3-minute timings with no more than 3 errors. Students who already have credit for BUS 1130 or BUS 101 are not eligible to take this course for program credit.

Prerequisite: Provisional admission

Offered quarterly

BUS 1130

Document Processing (2-8-6)

Banner Title: Document Processing

This course reinforces the touch system of keyboarding, placing emphasis on correct techniques with adequate speed and accuracy and producing properly formatted business documents. Topics include reinforcing correct keyboarding technique, building speed and accuracy, formatting business documents, language arts, proofreading, and work area management.

Prerequisite: BUS 1100

Offered quarterly

BUS 1140**Word Processing (2-6-5)**

Banner Title: Word Processing

This course emphasizes an intensive use of word processing software to create and revise business documents. Topics include creating, organizing, and formatting content; collaborating on documents; formatting and managing documents.

Prerequisites: SCT 100 and BUS 1100 or BUS 1130

Offered Summer and Winter terms

BUS 1240**Office Procedures (2-6-5)**

Banner Title: Office Procedures

This course emphasizes the essential skills required for the business office. Topics include office protocol, time management, telecommunications and telephone techniques, office equipment, workplace mail, records management, travel/meeting arrangements, electronic mail, and workplace documents.

Prerequisite: SCT 100

Offered Summer and Winter terms

ENGLISH

Department Code: ENG

ENG 1010**Fundamentals of English I (5-0-5)**

Banner Title: Fundamentals of English I

This course emphasizes the development and improvement of written and oral communication abilities. Topics include analysis of writing techniques, applied grammar and writing skills, editing and proofreading skills, research skills, and oral presentation skills.

Prerequisites: ENG 097 with a grade of C or better and RDG 097 with a grade of C* or better or placement by diagnostic testing*

Offered quarterly

MATHEMATICS

Department Code: MAT

MAT 1012**Foundations of Mathematics (5-0-5)**

Banner Title: Foundations of Mathematics

This course emphasizes the mathematical skills that can be applied to the solution of occupational and technical problems. Topics include properties of numbers, fractions, decimals, percents, ratios and

proportions, measurement and conversions, formula manipulation, technical applications, and basic statistics.

Prerequisite: MAT 097 with a grade of C or better or placement by diagnostic testing*

Offered quarterly

MAT 1013**Algebraic Concepts (5-0-5)**

Banner Title: Algebraic Concepts

Instructors introduce concepts and operations which can be applied to the study of algebra. Course content emphasizes basic mathematical concepts and both basic and intermediate algebraic concepts. Class includes lecture, applications, and homework to reinforce learning.

Prerequisite: MAT 098 with a grade of C or better or placement by diagnostic testing*

Offered quarterly

MEDICAL ASSISTING

Department Code: MAS

MAS 101**Legal Aspects of the Medical Office (3-0-3)**

Banner Title: Legal Aspects/Medical Office

This course introduces the basic concept of medical assisting and its relationship to other health fields. Instructors focus on medical ethics, legal aspects of medicine, and the medical assistant's role as an agent of the physician. Students develop knowledge of medical jurisprudence and the essentials of professional behavior. Topics include an introduction to medical assisting; medical law; the physician-patient-assistant relationship; the medical office in litigation; as well as ethics, bioethical issues and HIPPA.

Prerequisite: Program admission

Offered quarterly

PSYCHOLOGY

Department Code: PSY

PSY 1010**Basic Psychology (5-0-5)**

Banner Title: Basic Psychology

This course presents the basic principles of human behavior and their application to everyday life and work. Topics include an introduction to psychology; social environments; communications and group processes; personality; emotions

and motives; conflicts, stress, and anxiety; perception and learning; life span development; and abnormal psychology.

Prerequisites: ENG 097 with a grade of C or better and RDG 097 with a grade of C* or better or placement by diagnostic testing*

Offered quarterly

SCIENCE AND TECHNOLOGY

Department Code: SCT

SCT 100**Introduction to Microcomputers (1-4-3)**

Banner Title: Intro to Microcomputers

This course introduces the fundamental concepts and operations necessary to use microcomputers. Course content emphasizes basic functions and familiarity with computer use. Topics include computer terminology and an introduction to the Windows environment, networking, word processing, spreadsheets, presentation graphics, and databases.

Prerequisite: Provisional admission

Offered quarterly