



STUDENT HANDBOOK

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MISSION STATEMENT

The mission of the Chester Career College (CCC) is to provide educational career programs which prepare students to succeed in selected professions. Students at CCC are provided the opportunity to develop knowledge and skills; self-discipline and confidence; a professional attitude; and the ability to meet employer expectations in order to enter and advance in the job market.

Providing a quality educational experience to each individual student is a priority at CCC. The needs of the students remain in the forefront of the daily activities of each employee. The management of this school requires and expects that quality and prompt service will be provided to each student on a consistent basis.

SCHOOL HOURS

<i>Monday - Thursday</i>	<i>8:00 a.m. –10:30 p.m.</i>
<i>Friday</i>	<i>8:00 a.m. - 5:00 p.m.</i>
<i>Saturday - Sunday</i>	<i>Closed</i>

SCHOOL HOLIDAYS

<i>New Year's Day</i>	<i>Independence Day</i>
<i>Martin Luther King Day</i>	<i>Labor Day</i>
<i>Memorial Day</i>	<i>Thanksgiving Holiday</i>
<i>Good Friday</i>	<i>Christmas Vacation</i>

EDUCATIONAL EXPENSES

All applicants must pay a **non-refundable Application Fee of \$25.00** at the time of application for the Practical Nursing Program and the Allied Health Programs.

Tuition is due at the beginning of the semester.

PAYMENT SCHEDULE

Financial Aid is available to students who qualify. The financial aid available is based on student's financial need and may include grants and/or loans.

CCC determines tuition rates annually. This school reserves the right to make changes in the program start date, tuition, training hours, and content as it deems necessary.

Students are not allowed to attend class/clinical if the designated amount of tuition is late.

Dismissal from the curriculum may occur for: (a) Repeated late payment, (b) Non-redeemable check or money order, (c) Receipt with altered date, amount, or signature.

POLICIES AND PROCEDURES

Policies and procedures of each program promote professional conduct and guide behaviors for school and health agency environments. All students are expected to conform to all policies and procedures in the Student Handbook. A noncompliance will result in disciplinary action and could result in dismissal. Regulations of CCC and each health care agency applies when in class or clinical/externship.

STANDARDS

A high standard of personal appearance is required that reflects a sense of dignity and professionalism. Attire worn to classrooms should be consistent with CCC policy and the Student Handbook. A noncompliance with standards may result in dismissal.

DRESS CODE

1. Appearance should reflect professional standards at all times.
2. Good hygiene is important at all times. No perfume or cologne is to be worn on clinical sites. Chewing gum and excessive make-up are not permitted in clinical or classrooms.
3. Students are required to wear their appropriate colored program scrubs in order to attend class and at all times when on campus.
4. Students must wear clean comfortable athletic shoes.
5. Uniforms/scrubs must be wrinkle free and clean at all times.
6. All students must wear ID badges; report lost ID badges immediately.
7. Hair must be clean, simply styled and away from the face. Bright hair colors or highlights are not permitted.
8. Long hair is to be fastened with a small, simple holder and should not touch the collar.
9. Fingernails should not be seen past the fingertip when the palm is facing you. If nails are polished, it must be a neutral color.
10. Earrings should not be dangling or hoop (Can be dangerous when dealing with patients).
11. All jewelry should be kept to a minimum.
12. Any visible body piercing or tongue rings are prohibited. Tattoos should be covered at all times.
13. Scarves, caps or head coverings are not allowed at any time unless worn for religious reasons.
14. Students with inappropriate appearance will be dismissed from school and marked absent for the day.

STUDENT CONDUCT

1. The student is to arrive on time and dressed appropriately in uniform.
2. Students are to notify the instructor/school/clinical site prior to an absence/tardy. No call, No show may be grounds for immediate dismissal from clinical site.
3. Students coming in late must sign the tardy list located at the front desk.
4. Eating and drinking is only allowed in the designated break areas.
5. Breaks are to be taken at scheduled times only.
6. Assignments are due at the beginning of class. Points will be deducted for late assignments. Quizzes/exams are made up only at the discretion of the instructor
7. No call, No show on mid-term exam or final day will result in a "0" for the test with NO chance to re-take it at a later date.
8. The make-up work policy will be strictly enforced. The student must make up all assignments the day they return unless other arrangements have been made with the instructor. It is the responsibility of the student to obtain any missed assignments.
9. Students should raise their hand in class and be acknowledged to speak
10. Abide by the Honor Code
11. No guns or other weapons are allowed on campus.
12. No cell phones allowed in classrooms.
13. Disruptive behavior and use of profanity are grounds for termination.
14. Destruction or unauthorized removal of school property is grounds for termination.
15. Smoking ONLY allowed in the designated smoking areas outside of the school building.
16. Cigarettes are to be extinguished before walking into restricted areas.
17. Place all cigarette butts, ashes, trash, etc. in the appropriate receptacles.
18. It is the student's responsibility to become familiar with the student handbook as well as the school catalog.
19. Student understand that CCC is not responsible for any personal items or valuables brought onto the school campus.

STUDENT CONDUCT – CLINICAL/EXTERNSHIP

1. Students must be on time for ALL clinical/externship training. If a student is late twice, with-in a 5-week (day) / 6-week (night) rotation, he/she will be terminated from their assigned site. If terminated, the student will receive a failing grade and must repeat the rotation when a clinical/externship site becomes available.
2. **Surgical Technology** students are required to arrive early enough to change clothes and be in the operating room at least 15 minutes before the first surgical case of the day. This will allow time for assignments to be made. Students that arrive more than 15 minutes late will be asked to leave and be marked absent for that day unless they have notified the instructor of the tardy in advance.
3. Students must notify the school the day of any clinical absence. A NO CALL NO SHOW may be grounds for immediate dismissal from the program. Students can leave a voice message prior to normal operating hours.
4. ALL students must have a TB (PPD) test done and bring the record of results to the Academic Dean/Director of Nursing within the first three (3) weeks of class. No student will be allowed to enter their core programs without proof of a completed physical to include all immunizations, PPD and Hepatitis.
5. Professional behavior is expected at all times. No profanity or inappropriate behavior will be tolerated. No disrespectful behavior toward any individual will be tolerated. Specific rules of the facility are to be strictly adhered to. Violation of these rules is grounds for immediate dismissal from the program.
6. Students must dress appropriately for the working environment. CCC uniforms are to be worn to the externship assignment. Be conservative in application of make-up and jewelry. Female students may wear one pair of small, post earrings. No nose rings or body piercing are allowed. No more than one ring on the hand is allowed.
7. No perfume or cologne is to be worn on clinical sites. Chewing gum and excessive make-up are not permitted. Fingernails should not be seen past the fingertips when the palm is facing you. No acrylic or polished nails allowed.
8. Each student should be prepared with a pen and notepad to receive their report on time. The student should also have any other materials required to render patient care such as a stethoscope, penlight and bandage scissors.
9. Patient information is strictly confidential. No discussing patient information in public areas and do not remove any materials from the site containing any patient information.
10. Report any changes in the patient's condition to the instructor and/or nurse/supervisor in charge immediately. Student must give the nurse/supervisor in charge their report before leaving the unit for breaks and at the end of the day.
11. Drug cards are required on each medication to be administered during shifts.
12. It is the student's responsibility to know what procedures need to be performed and be prepared to perform them on time with the instructor's supervision. No procedures are to be performed without instructor supervision unless otherwise instructed.
13. Breaks are to be taken at scheduled times only. The instructor is to be informed before a student leaves the unit and when the student returns. **Students are not allowed to leave the clinical facility during breaks nor lunch.**
14. Eating and drinking is only allowed in the designated break areas.
15. In the clinical setting the instructor should be informed when a student leaves the assigned unit for any reason including emergencies.

16. No personal calls or visitors are allowed at the clinical site. In case of an emergency, the instructor will be notified. The instructor will notify the student and appropriate action will be taken.
17. Use extra time wisely for reviewing procedures, gathering information needed for assignments, reviewing medications, and to offer help to fellow students and staff.
18. It is the student's responsibility to become familiar with the student handbook as well as the school catalog.

Clinical/Externship evaluations will be done by instructor at midterm and end of term with the exception of Surgical Techs, which are done on a weekly basis. An instructor has the authority to ask a student to leave the clinical site for violation of any rules. The student will be asked to return to the school and see the Academic Dean, Director of Nursing Education or Clinical Coordinator. Refusal to leave the site will result in immediate termination from the program.

Allied Health students may not miss more than three (3) clinical/externship training days during the entire program. A passing grade on both lecture and clinical/externship are required to progress to the next levels of study.

Practical Nursing students may not miss more than five (5) clinical days throughout the entire program. Any student missing more than one (1) clinical per course will fail that course unless the absence has been excused by the Director of Nursing Education or the School Director.

ACADEMIC HONESTY

All students are required to maintain academic honesty while attending CCC. CCC has a no tolerance policy for plagiarism and disciplinary actions will be taken against any student who plagiarizes. Using information without properly notating its source is plagiarism. Submitting assignments using references that are not appropriately noted (quotes with author noted) is considered plagiarism. Distribution and use of copyrighted information is prohibited. This includes reproduction and distribution of materials by file sharing. Use of CCC's information technology system for the purpose of copyright infringement or plagiarism is prohibited.

All forms of cheating are prohibited. Copying answers to an examination from another student's paper or from a hidden source is considered to be cheating. Collaborating about information on the examination is also cheating. Using other student's written work without permissions is considered cheating and plagiarism.

Any type of cheating and/or plagiarism is serious and detrimental to the student. Therefore, any student involved in such activities will be terminated from his/her program. Plagiarism could be grounds for prosecution in accordance with the law.

CLASSROOM SAFETY

In order to have a safe and pleasant atmosphere for everyone in the classrooms, there will be no smoking, eating, drinking or use of cell phones in the classroom at any time.

Books, handbags, etc. should not be placed on the floor or aisle which would impede one's progress. (Place under the seat or desk.)

Students are responsible for removing papers, pens, books, etc. from the work area at the conclusion of their class. Leave the area the way you would like to find it.

VISITORS ON CAMPUS

All visitors are required to sign-in at the receptionist desk upon entering the building. Visitors are not allowed past the reception desk unless escorted by a staff or faculty member. Students are not to bring family members to class without the prior consent of the school director. Under no circumstances will children be permitted on campus.

MAKE-UP/INCOMPLETE CLASSES

Students are required to make up missed class work. It is the student's responsibility to obtain missed assignments by contacting a classmate or the instructor (before or after class). Make-up assignments must be completed within the timeframe given by the instructor.

Tutoring: Instructors are available for special tutoring and make-up work outside the normal class hours. Instructors are available by appointment to provide demonstrations, answer questions and/or review. Computers and other equipment are also available for the student to use outside of class hours. Students who desire special assistance are urged to take advantage of this help which is offered at no extra cost.

Allied Health Students may not miss more than five (3) clinical/externship training days during the entire program. A passing grade on both lecture and clinical/externship are required to progress to the next level of study.

Practical Nursing students may not miss more than five (5) clinical days throughout the entire program. Any student missing more than one (1) clinical per course will fail that course unless the absence has been excused by the Director of Nursing Education or the School Director.

Clinical / Leaving Classes

All students are required to attend clinical / externship assignments. Hours for these assignments may not coincide with normal school hours or days.

LEAVE OF ABSENCE

The School **does not** grant Leave of Absence. Students leaving the school must reapply to the school for re-entry.

AUDITING CLASSES

Students will be assigned and required to audit classes during any periods of enrollment when a matriculating class is not available. Any student that is assigned to an audit class **MUST** meet the program's Attendance Policy, **MUST** complete all classroom and clinical assignments including Care Plans (PN) and **MUST** perform all assigned tasks as scheduled or requested by the Program Director or assigned overseer. Failure to adhere to these expectations or to meet attendance requirements will result in dismissal from the program of study.

During periods of auditing; students are eligible to receive Federal Financial Aid however there are no additional charges to the student for auditing classes.

WITHDRAWAL PROCEDURE

A student who wishes to withdraw from school for compelling personal reasons should notify the Academic Dean/ Director of Nursing Education. When possible, written notice should be given to the Academic Dean/ Director of Nursing Education stating the reasons for withdrawal and whether or not the student intends to return at a later date to pursue a program of study.

Students who do not complete the program will be charged the application fee, and a portion of the tuition cost. The Enrollment Agreement is a legal binding document, and the terms therein must be adhered to by the student. If a student discontinues a program at any point, a charge will be assessed for tuition including the above fees. If at any time a student would like to know his/her financial obligations should he/she discontinue school, he/she should make an appointment to see the Academic Dean/ Director of Nursing Education.

Failure to complete classes does not release a student from liability toward repayment of any student loans obtained to attend school.

In summary, the consequences of early withdrawal can be significant, and any decision to do so should be given serious consideration and avoided whenever possible.

CHANGE OF ADDRESS

At any time that a student's residence, mailing address and/or phone number changes, it is the responsibility of the student to inform CCC of the new address/telephone number. The efforts of the school depend upon accurate information. The student must obtain a **Change of Address** form from the Campus Registrar and submit the correct information. CCC will not be responsible for any information not received by the student if a change of address form has not been turned in.

GRADING SCALE

The grading scale for the Allied Health Programs is as follows:

<u>Numerical Scale</u>	<u>Letter Grade</u>	<u>Points</u>
93 - 100	A	4.0
85 - 92	B	3.0
77 - 84	C	2.0
70 - 76	D	1.0
69 - Below	F	0.0
W	Withdrawn	0.0
I	Incomplete	0.0

Pass - Satisfactory completion of nongraded Externship.

Fail - Unsatisfactory completion of nongraded Externship.

The grading scale for the Surgical Technology Program is as follows:

<u>Numerical Scale</u>	<u>Letter Grade</u>	<u>Points</u>
94 -100	A	4.0
87 - 93	B	3.0
80 - 86	C	2.0
73 - 79	D	1.0
72 & Below	F	0.0
W	Withdrawn	0.0
I	Incomplete	0.0

Pass - Satisfactory completion of nongraded Clinical Training.

Fail - Unsatisfactory completion of nongraded Clinical Training.

The grading scale for Practical Nursing Program is as follows:

<u>Numerical Scale</u>	<u>Letter Grade</u>	<u>Points</u>
96 - 100	A	4.0
91 – 95.9	B	3.0
85 – 90.9	C	2.0
84.9 & Below	F	0.0
W	Withdrawn	0.0
I	Incomplete	0.0

Pass - Satisfactory completion of nongraded Clinical Training.

Fail - Unsatisfactory completion of nongraded Clinical Training.

- A passing grade of all lab/clinical/externship components is required to progress to the next level of study.
- Schedules permit students to complete programs within allotted time frames.
- Students who withdraw after completing 75% of the course will receive a failing grade for that course.
- All students required to take General Education Courses must pass them with a C or better in order to proceed to the Core curriculum.

Student Grievance Procedure

Any student who desires to file a grievance about any action, employee, or student of the school must follow the procedure outlined below:

1. The aggrieved student should first bring the matter to the attention of his/her instructor within 24 hours of the grievance. The instructor has two days to resolve the issue.
 2. If the student is not satisfied at this level or if the student for some reason feels unable to bring the matter first to the attention of the instructor, the matter should then be brought to the attention of the Program Director within one day. The Program Director has two days to resolve the issue.
 3. If the matter remains unresolved at this point the student may then bring it to the attention of the School Director within one day. The School Director should resolve the issue within four days.
1. If the matter cannot be resolved by the School Director, the student may appeal, **in writing within 14 days of grievance**, to the Board of Directors of CCC at 713 West Hundred Road, Chester, VA 23836. The Board of Directors will have 30 days to respond to the written complaint. Their decision ends the in-house process.

After a student has exhausted all means listed above, and the matter remains unresolved, he/she may contact the State Council of Higher Education for Virginia, **in writing**, at the following address:

State Council of Higher Education for Virginia
James Monroe Building
101 North Fourteenth Street
Richmond, VA 23218
www.schev.edu

Students may also contact the Council on Occupational Education, **in writing**, regarding any matters which they are unable to resolve by following the procedures outlined above. The address and phone number for the commission are:

Council on Occupational Education
7840 Roswell Road, Building 300, Suite 325
Atlanta, Georgia 30350
Phone: 770-396-3898

Students will not be subject to unfair actions as a result of initiating a complaint proceeding.

APPEAL PROCESS

A student who feels that Satisfactory Progress was not made due to extraordinary mitigating circumstances must submit a written appeal to the School Director within two weeks of being notified that he/she is about to be dropped from school. Mitigating circumstances are situations beyond your control (i.e., illness, accident, trauma).

Documentation of the situation must be provided. The School Director will make a decision within two (2) weeks.

DRUG and ALCOHOL PREVENTION and AWARENESS POLICY

CCC has adopted and implemented a program to prevent the illicit use of drugs and the abuse of alcohol by students. Written information regarding the program offered by CCC and other programs available in the community are housed in the Admissions office and School Director's office.

SCHOOL EQUIPMENT SAFETY

It is important to us at CCC that proper care is taken of our equipment. The correct use will prevent costly repairs and damage. Report to the instructor any equipment not working properly. Make certain all equipment is turned off after use.

CLASS CANCELLATIONS

Students should carefully listen to the cancelation/closing listings as announced through radio and television stations. Students may also check the school's answering machine for information regarding school closing or class cancellations.

RESCHEDULED CLASSES

Canceled classes will be rescheduled. Attendance for rescheduled classes is required. Rescheduled clinical/externship training will be scheduled by the Academic Dean and/or Director of Nursing Education.

STUDENT RECORDS

CCC will not release any information unless the student has signed a release form. Release forms are used to release information to prospective employers.

Financial matters of a student will not be discussed with a parent, spouse, etc., without the written authorization by the student.

Each student has the right to review his/her student record. The student also has the right to request a meeting to discuss materials which the student feels may be inaccurate, misleading, or in violation of the student's right to privacy. Any student requesting a review of his/her student record must submit a written request to the School Director. The School Director will set an appointment that will be convenient for both parties.

COUNSELING / CONFERENCE

CCC offers counseling to any student who has difficulty with academics. Counseling is also available if advice or help is needed in other areas. Students seeking counseling should contact their instructor, Academic Dean, Director of Nursing Education or School Director for further assistance.

Instructors are available for special tutoring and make-up work outside the normal class hours. Instructors are available by appointment to provide demonstrations, answer questions and/or review. Computers and other equipment are also available for the student to use outside of class hours. Students who desire special assistance are urged to take advantage of this help which is offered at no extra cost.

Conferences are held initially between instructors and/or Program Director and the student to discuss problems/concerns. Conferences are a positive approach to resolving a problem. Conferences are recorded on Conference Forms, and the student and the CCC representative sign the Conference Form to clarify understanding of the meeting.

STUDENT LOUNGE

The student lounge area is to be used during breaks. Students are responsible for putting all trash in receptacles. Anything spilled is to be cleaned up. Please keep the lounge clean and pleasant.

TELEPHONES

Students may not use the school's phones for personal calls. Each student should ask friends and family not to call him/her while at school or at the clinical facility unless it is an extreme emergency. Students **will not** be allowed to accept phone calls while in **class or clinical training**. The staff will attempt to deliver emergency messages to a student in a timely manner. The use of cellular phones is permitted only in the student lounge. Cellular phones should be turned off during class.

Cellular Telephone Calls and Internet Usage

Cell phones or pagers must be turned off. Cell phones are NOT allowed in the laboratory or classroom setting. Students who must return a call should do so outside of class. Students are NOT to use the internet for personal use. This includes checking personal e-mails, instant messaging or research other than what pertains to an assignment.

LOST AND FOUND

Lost items should be reported to the receptionist. Give a complete description of the lost item. Any items found are to be turned in to the classroom instructor.

INSTRUCTOR / OFFICE STAFF / COURSE EVALUATIONS

Instructor Evaluation

Students will evaluate their instructor(s) at least once each semester/term. These evaluations are put into summary form and forwarded to the School Director. Evaluations will be reviewed with the instructor. Students are encouraged to make comments/suggestions to assist their instructors in helping them to be better teachers.

Staff Evaluations

Students will evaluate the staff also. Comments/suggestions help everyone to do a better job.

Course Evaluations

Students will be asked to complete a course evaluation at the end of the program. This information will be used to improve the quality of our programs. Evaluations need not be signed and are held in the strictest confidence.

STUDENT INCENTIVES

Students will be recognized for various outstanding achievements throughout their studies.

PERFECT ATTENDANCE /HONOR ROLL

Students who have had no absences during the entire program will receive a Certificate of Perfect Attendance at graduation. A student who has achieved a grade point average of 3.0 or above will receive an Honor Roll Certificate.

GRADUATION REQUIREMENTS

In order to graduate from a program, students must complete all required course work with a passing grade point average of at least 2.0 (C) and pass clinical/externship requirements. In addition, all financial obligations to the school must be current in order for a certificate to be issued.

GRADUATION DOCUMENTS

Upon successful completion of all graduation requirements, student will be awarded a Diploma or Degree of completion stamped with the official seal of the school and signed by the School Director.

JOB PLACEMENT

It is the goal of CCC to place each student in a job in his/her field. Although we cannot guarantee you a job, we make every effort to place you. You must, however, make yourself available for assistance. If you do not keep in contact with the school, it is very difficult to set up a job interview for you. Failure to show up for scheduled interviews with potential employers renders the student ineligible for job placement assistance.

If you obtain a job on your own, please contact the school to give us the job information. If the student changes jobs after graduation or after a period of time, he/she should contact the school to update the job information.

Students who have an outstanding balance on their account or who have not met the graduation requirements must make arrangements with the School Director prior to receiving placement assistance.

CERTIFICATION/LICENSE REQUIREMENTS

Depending on the program selected, you may be required to pass a certification or licensing examination in order to work in your chosen profession. Those programs that require certification or licensing are:

- Practical Nursing
- Massage Therapist
- Pharmacy Technician
- Nurse Aide

CCC is required to track students' progress in both licensing and job placement.

Once you have scheduled to take your examination, you are to report that date to the Career Services Department. Once you have taken your examination and have received your results, you are to report those results to the Career Services Department.

MEDICAL EMERGENCY PLAN

In the event of sickness or accident, the following plan is in effect:

1. All students are required to complete an Authorization to Render Emergency Medical Care Form upon acceptance into the programs at CCC. This form is completed at orientation.
2. Data on the above references forms includes information regarding family members to contact in case of sickness or injury. These forms also provide school personnel information regarding the student's medical history.
3. If a sickness or accident occurs, the instructor or staff person is instructed to contact the School Director.
4. If the illness or accident requires emergency care, the instructor or staff member is instructed also to summon an ambulance by dialing 911.
5. Students or employees may be assisted by registered nurses who serve as instructors in the Practical Nursing Program.
6. In non-threatening situations, a faculty or staff member may be asked to phone a family member whose phone number is on file in the student's permanent folder.
7. First aid kits are maintained throughout the school for minor emergencies. First aid supplies are also available in the nursing and medical labs.
8. The Director of Nursing Education, Academic Dean or School Director shall completely investigate the occurrence and complete the Accident/Incident Report. If neither of these individuals is available, the staff person on site shall complete this report and submit it to the School Director. The School Director will then conduct his/her independent investigation to confirm and verify accuracy of the report. The Accident/Incident Report must be completed in its entirety and signed by the person completing the report. A copy of the accident/incident report shall be placed in the student/employee file. A copy is also forwarded to the corporate office.

**CHESTER CAREER COLLEGE
PLAN FOR ASSURING THE HEALTH AND SAFETY
OF EMPLOYEES, STUDENTS AND GUESTS
(CAMPUS SECURITY POLICY)**

Purpose: The purpose of this plan is to ensure the safety and security of all students, faculty, administrative staff or others who may visit the campus for any reason. This procedure is designed to make these individuals aware of:

- campus security policies and statistics
- procedures for reporting crimes
- security policies
- policies regarding alcohol and drug-related violations
- sexual abuse policies and procedures
- crime prevention, campus security and substance abuse policies

Procedures:

Reporting Crimes and Emergencies. Anyone who has been the victim of a crime or emergency on campus should immediately contact the School Director; the Academic Dean; or the Director of Nursing Education. If the victim is unable to immediately contact one of these individuals, he/she should request the assistance of the nearest faculty, staff or student and request their assistance in making the necessary contact. The School Director, Academic Dean or Program Directors will notify the appropriate authorities. Depending upon the nature of the crime or emergency, they may contact the Chesterfield County Police at 804-748-1268 for a nonemergency or call 911 in case of an emergency.

The primary responsibility of the School Director, Academic Dean and/or Program Director is to ensure the safety and wellbeing of the victim. After which he/she must complete an incident report (form 520) detailing the specific nature of the alleged crime or emergency; possible offenders, time and location. It should also be noted if there are any injuries as a result of the crime.

An incident report must be completed after every alleged crime or emergency no matter how seemingly insignificant. The incident report file will be maintained by the School Director. The School Director is responsible for ensuring that all accidents are thoroughly investigated. Conversations and accompanying documents must be noted and attached to the incident report.

Disclosure of Crime Statistics. Chester Career College is required to collect data about the number and nature of crimes and fires on its campus each year. It is required that this information is made available to all students and employees. The CEO collects data each August through October and reports it on the government's website. This information is available on the Department of Education's website located at <http://ope.ed.gov/security> it is also available on the school's website at www.chestercareercollege.edu. A hardcopy is also available at the campus. Please contact the School Director if you would like to view or receive a hard copy.

Campus Security Procedures

One of the objectives of Chester Career College is to provide students and employees with a safe and secure environment. In order to achieve this objective, each individual must assume responsibility for his/her personal safety as well as the safety of others. Below are some ways that you may participate in ensuring your personal safety and security while on campus:

- Inform the School Director, Academic Dean, Program Director, college administrator or faculty member if you are the victim of an off-campus crime or if you are being stalked.
- Lock your car doors.
- Inform the School Director, Program Director, college administrator or faculty member if you see a suspicious person, activity or automobiles on campus.
- When exiting the building after dark, walk in groups.
- Park in well-lit areas.
- Leave valuables and personal belongings not required for the job or class at home.
- Do not carry large amounts of cash with you to school.
- Keep purses and other such valuables with you at all times.
- Pay attention to your surroundings when entering or exiting buildings. Cell phones and other electronic devices are a distraction and interfere with your ability to observe your surroundings.
- If you feel that you are in danger for any reason, report it to the School Director, Academic Dean, Program Director, college administrator or faculty member.

Chester Career College has procedures for ensuring the safety of students and employees in various threatening situations. Please familiar yourself with these procedures and precautions:

1. **Fire Safety and Emergency Response**

Precautions:

- A. The School Director is responsible for ensuring that all smoke detectors and fire extinguishers are inspected annually and remain in working condition. Any safety device which is determined to not be properly working should be immediately replaced or repaired.
- B. Fire evacuation routes must be posted in every classroom and office.
- C. Fire drills are to be conducted annually.
- D. All hallways must be kept clean of clutter and debris.
- E. All exits must be clearly marked and remain free from obstruction.

Fire Incident Response - In the event of a fire in the school building, students should:

- A. Immediately notify an instructor of the fire so that the fire drill may be initiated.
- B. Remain calm and cooperate with your instructor while he/she carries out the following steps:
 - Before opening a door in a burning building, the instructor will feel the door quickly with the back of his/her hand.
 - If the door is hot, the instructor will advise you to exit using an alternative route if possible. If the door is cool the instructor will kneel down and check the air coming in under the door. Cool air may suggest the room is safe to enter.

- All students should remain together; follow the instructor calmly until everyone has exited the building.
 - Assist the instructor in closing all windows and doors behind you as you leave.
 - If you see smoke, crawl low under the smoke continuing towards the nearest exit.
- C. If escape from the building is not possible, the following steps should be carried out.
- Protect your hands, face, nose and mouth with wet cloths and dampen your clothes if possible.
 - The instructor should place a wet cloth (dry cloths should be used when it is not possible to use a wet one) at the bottom of the door to prevent smoke from entering the room.
 - If your clothing catches fire, stop right where you are (or stop the person that's on fire). Drop to the floor; roll over to put the flames out. Request emergency medical help immediately.

2. **Natural Disasters**

In the event of natural disasters, students and employees should listen to television, view text messages, twitter, Facebook, etc. for weather update information. In addition, the following procedures should be followed:

- A. Hurricanes - Stay away from windows and stay inside until given instruction to evacuate.
- B. Floods and Flash Floods – Do not evacuate unless you are told to do so.
- C. Severe Thunderstorms and Lightening – Stay inside, away from windows, water facets, sinks and metal objects. Do not use land line telephones or computers. Turn off electrical equipment you may be using.

3. **Bomb Threats**

In the event of a bomb threat against the school, the following procedures should be followed:

- A. Calmly call 911 and report the threat.
- B. Immediately evacuate students, faculty and staff from building.
- C. Instructors should assist in quickly moving their class through the evacuation route. Instructors should remain calm and assist in keeping students calm.

4. **Acts of Violence or Terrorism**

In the event of a violent or terrorist act against the school, the following procedures should be followed:

- A. Calmly call 911 and report the incident. Request emergency medical services if applicable.
- B. Quickly work to evacuate students and employees if possible.
- C. If evacuation is not possible, instructors should remain in the classrooms with their students.
- D. Everyone should remain calm and keep quiet within their classroom until further instruction is given.

5. **Pandemic Illness Response**

Preplanning – Preparations for the prevention and rapid containment of a pandemic illness are imperative to the health and safety of employees and students. Educating students and employees on ways to implement and maintain good infection control measures such as proper hygiene and hand washing is a necessary part in preventing the spread of a pandemic illness. The Chesterfield County Health Department resources should be used to obtain educational information.

Monitoring – In the wake of a pandemic illness, monitoring is very important. Over reactions can create chaos. Following these procedures can reduce the likelihood of chaotic responses ensuring the students and employees react calmly:

- A. Distribute educational information to all staff, faculty and students.
- B. Review this information to ensure that it is understood.
- C. Assure students and employees that the school will take reasonable precautions to prevent the spread of the illness.
- D. Take appropriate measures to enact voluntary quarantine measures for any employee or student who exhibits symptoms.
- E. Upon confirmation of the illness on campus, make efforts to reschedule group activities, limit visitors coming onto the campus and restrict campus movement to the minimum requirements to prevent further spread of the illness.

Onset of Pandemic – In the event of the onset of a pandemic illness the following procedures should be followed:

- A. All employees should make reasonable efforts to attend work if they do not exhibit any signs of illness or outbreak.
- B. Any employee or student who exhibits symptoms of the identified illness should be sent home immediately. He/she will not be able to return until a doctor authorizes him/her to return with certification that he/she is symptom free and no longer a carrier of the illness.
- C. Upon recognizing symptoms of the illness, the staff member or student should be referred to their private physician or the local health department.
- D. Universal precautions and good hand hygiene should always be used and should be strictly enforced among students and employees.
- E. The campus should provide alternative means for practicing universal precautions such as hand sanitizer, disinfectant cleaner and alcohol wipes. Requirements for other personal safety equipment or supplies will be determined by the local health department assessments.

Campus Alerts. In case an emergency response or evacuation of the campus is necessary, students and employees will be alerted by an emergency text message alert. The school's intercom system will also be utilized to broadcast the message throughout the school buildings.

Drug Prevention Policy. It is Chester Career College's objective to establish and maintain a work and educational environment free from the adverse effects of alcohol and other drugs. The effects of alcohol and other drugs in the workplace and school could undermine the productivity of students and employees. The adverse effects of alcohol and other drugs create a serious threat to the welfare of fellow students and employees. Chester Career College, therefore, adopts the following policy and procedures to address alcohol and other drug problems in the public work force.

1. Resources

Although some of the risk factors that increase a person's chances of using drugs are similar to other behavioral problems, many risk factors are unique to drug use (such as access to drugs and/or favorable attitudes toward drug use). These resources available at www.whitehouse.gov provide information on evidence-based drug prevention strategies:

- [Directory of Federally Funded Prevention Programs](#)
- [National Registry of Evidence-Based Programs and Practices](#)
- [Center for Program Evaluation and Performance Measurement](#)
- [Drug-Violence Prevention](#)
- [Law Enforcement Prevention Resources](#)

2. Standards of Conduct

The following conduct is strictly prohibited. Any student or employee found in violation of these standards of conduct will be subjected to disciplinary actions up to and including termination from employment/school. Any illegal activity including but not limited to drug and alcohol offenses will be reported to law enforcement authorities.

- Reporting to work or school under the influence of illegal drugs or alcohol.
- Consumption of alcoholic beverages during the work/school day or evening.
- Possession, use, or sale of illegal drugs.
- A guilty conviction for a drug or alcohol offense.

CCC will abide by the underage drinking laws of Virginia.

3. Community Resources

Help with substance abuse problems is available at treatment centers through out the tri-cities area. Information on local chapters of Alcoholics Anonymous (AA) and other substance abuse centers are available in the school library and on the internet.

Sexual Abuse Prevention Program

Chester Career College's objective is to maintain an employment and educational environment free of sexual abuse. Any student or employee found guilty of committing a sexual abuse offense will be terminated from employment/school. Victims of sexual abuse must know that they can turn to the school for support and assistance.

1. **What is sexual abuse?** Sexual abuse is any sort of non-consensual sexual contact. Sexual abuse can happen to men or women of any age. The abuser may be a stranger or partner/intimate individual. It can include derogatory name calling, refusal to use contraception, deliberately causing unwanted physical pain during sex, deliberately passing on sexual diseases or infections and using objects, toys, or other items (e.g. baby oil or lubricants) without consent and to cause pain or humiliation.

2. What to do if you are a victim of sexual abuse

- If you are a victim of sexual abuse while on or off campus you must know that you always have the right to call 911. The School Director or Program Director will assist the victim in calling 911 and reporting the crime. Other procedures may be followed if you feel that you are no longer in danger.
- If you are a victim of sexual abuse while on campus, you should notify the School Director, Program Director, college administrator or faculty member immediately. If you are not able to notify one of these individuals, seek out a faculty member or fellow student for assistance.
- The School Director, Program Director, college administrator or faculty member will assist in notifying the proper authorities. They may also assist the victim in securing counseling or other services as required.
- Care must be taken not to disturb the crime scene.
- All alleged sexual offense will be investigated. The accuser and accused are permitted the opportunity to have others present, including an attorney during a disciplinary proceeding.
- The accuser and accused will be notified of the results of any institutional disciplinary proceeding brought alleging a sex offense. This can include suspension, dismissal or termination.
- Any appeals to this action would involve both the accused and the accuser.
- CCC will, upon written request disclose a report to the alleged victim of a forcible or non-forcible sex offense. This report will include the results of any disciplinary actions conducted by the school against a student who is the alleged perpetrator of such crime or offense. If the alleged victim of such crime or offense is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purpose of this paragraph.

3. Sex Offenders Registry

Students and employees may find information regarding registered sex offenders provided by the State of Virginia at <http://sex-offender.vsp.virginia.gov/sor>

Campus Alerts

In case an emergency or a dangerous situation, upon confirmation by the School Director, Program Director, college administrator or faculty member students and employees will be alerted by an emergency text message alert. Unless issuing a notification will, in the professional judgment of the responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the outcome of the investigation. In such instances, CCC will in a timely manner notify students and employees of the occurrence of the crime. The decision of when to notify all parties of a criminal occurrence will be decided by the School Director or Program Director.

Note: Chester Career College does not have campus law enforcement or housing.

Clinical/Externship Requirements
REQUIRED DOCUMENTATION FOR CLINICAL PLACEMENT

Health Physicals

Students must understand and be prepared to meet all requirements for participation in all clinical rotations. These requirements include the passing of an appropriate health examination and tests per CCC guidelines:

- Complete Blood Count
- Urinalysis
- Complete Hepatitis B Vaccination Series – Series of three
- Annual TB screening
- MMR vaccination or positive titers
- Tetanus – within last 5 years.

CPR Requirements/PPD

At the end of the first year, for those students who submitted a PPD test, the student must have a new PPD test completed to cover them through the end of the program. Results should be submitted to the Program Director.

CPR certifications or renewals are usually good for two years but must be current for the two years the student is enrolled. If CPR certification is to expire at any time during the two years, students are required to renew the certification prior to expiration. Certification must be obtained through the American Heart Association or American Red Cross. The certification level must be for Basic Life Support (BLS) for Health Care Providers.

Drug and Alcohol Screening

Drug Test and alcohol screening tests may be required by the Facility/Clinical Site

Criminal Background Checks

All enrolled Allied Health students must complete a criminal background check. Enrolled students are advised to this procedure by the Admissions Representative prior to enrollment. Individual hospital affiliation agreements will affect the reports that are required.

Health and Accident Insurance

In the case of accidents or illness which occurs during school hours, the following policies will apply. If a student becomes ill or injured while in clinical, he/she should report to the clinical instructor or designate. Follow your affiliate's policy in reporting incidents. If possible, a copy of the report should be sent to the Academic Director or Director of Nursing Education. The student will be financially responsible for his/her treatment. A student reserves the right to refuse treatment.

Liability (Malpractice) Insurance

A student is responsible for his/her actions when in contact with patients and others at clinical affiliates. All accidents that occur while on clinical assignments, resulting in patient, hospital personnel or personal injury and/or damage to equipment must be reported immediately to the Clinical Instructor and Program Director. An incident report must be written to document what took place and if possible, a copy should be forwarded to the School. CCC carries a liability policy for Clinical externship assignments.

Clinical Assignment Policy – Allied Health Only

Students enrolled in the CCC programs will be assigned randomly to their rotations. Student clinical assignments are non-negotiable and faculty will not allow students to change sites. While the faculty recognizes that students may be assigned to sites that are a distance from their job or home, students must be prepared to make accommodations to get to their sites. Remember, clinical assignments are made in conjunction with the clinical site requirements and needs; therefore, it is possible a student may be required to have an academic leave before receiving an assignment.

Students are required to be at the clinic for a total of eight (8) hours per day, for the number of days per week stated in each course syllabus, but for no more than 40 hours in any one week. For each rotation a certain number of hours are assigned as leave hours to accommodate excused absences.

Clinical assignments for Practical Nursing students vary per term.

If the student needs to make an appointment for personal issues, it should be scheduled at the beginning or end of the clinical day to minimize time away from the clinical area. Notification of this appointment will be given to both hospital personnel and Program Director as soon as possible prior to the appointment.

If the student is asked by the clinical site to leave and not return in violation of the established rules and regulations, the student will not be placed at another clinical site for the duration of that semester and must follow the policy for re-entry into the program.

Any student having a problem with a Clinical Instructor, Supervisor, or Technologist may ask for a conference, and the Program Director must be informed. A conference date may then be arranged with the student.

Externship/Clinical Requirements

To be eligible for externship/clinical assignments, students must provide the school with a completed physical and required inoculation report including HBV and PPD (TB skin test) report, ten weeks prior to their assignment. Student must have fulfilled their financial obligations and be cleared by the Finance Department.

Clinical Attendance

Time Sheets: Time sheets are to be completed each day; Both student and clinical instructor are to sign the bottom of the time sheets and fax them to the campus by the end of the week.

Banking Clinical Hours: Banking Clinical Hours is not permissible. CCC does not want to discourage a student from staying late occasionally to participate with an exam that runs past their scheduled time, however, early or late times will not be considered legitimate unless initialed by the technologist who was working with the student.

Lunch Policy: During the clinical rotation, lunch policies are at the discretion of the clinical site. Students must be given at least a 30-minute lunch break.

Policy for Clinical Assignment at Agency of Employment

Students should not do clinical rotations at their place of employment. A student who is employed in any capacity at a health care facility used for clinical lab must inform the appropriate faculty member and request in writing to be placed at their place of employment. Decisions will be made on individual circumstances.

HIPAA/Confidential Information

All AAS Degree and Practical Nursing students prior to entering their core classes must accomplish the HIPPA Training Certification. A copy of this certification is maintained in the students file. Students cannot enter the core without this certification. All hospital and patient records are confidential in nature. Requests for information concerning a patient should be referred to the clinical supervisor or designate. Students are expected to maintain the confidentiality of patients in a professional manner.

CAREER PROGRAMS

Major: Massage Therapy Program
Diploma Program/750 Clock Hours

Diploma Program Length: Minimum weeks of instruction, 41 weeks. Maximum satisfactory time frame completion, 61.5 weeks.

Description: The Massage Therapy diploma program provides both technical and practical training which will enable the graduate, upon licensure and/or certification, to function as a competent entry-level massage therapist. The program provides the student with the basic knowledge of the practice in introduction to massage therapy, massage fundamentals, massage and bodyworks, anatomy and physiology, business and success skills, and health and wellness. Also, covered in this program are psychological concepts, kinesiology and muscle movement, professional health, hygiene, and boundaries. The program emphasizes theory, as well as hands-on practice. Upon completion of this program, the graduate will be fully prepared to take the Massage & Bodywork Licensing Exam (MBLEx), offered by the Federation of State Massage Therapy Boards.

Program Outline:

<u>Course Number</u>	<u>Course Title</u>	<u>Clock Hours</u>
MT308	Massage I	80
MT309	Allied Modalities	80
MT310	Therapeutic Massage	80
MT311	Massage II	80
MT312	Kinesiology	80
MT313	Pathology	80
MT314	Massage Clinical	190
MT315	Massage III	80
	Total	750

Major: Medical Assistant Program

A.A.S. Degree/62 Semester Credit Hours

A.A.S. Degree Program Length: Minimum weeks of instruction, 70 weeks. Maximum satisfactory time frame completion, 105 weeks

Description: The objective of the Medical Assistant Program is to provide graduates with the skills and knowledge that will enable them to qualify for entry-level positions as Medical Assistants. Since Medical Assistants are trained in both administrative and clinical procedures, they are capable of filling a variety of entry-level positions including clinical or administrative assistant, medical receptionist and medical insurance biller. Upon satisfactory completion of the program, graduates are eligible to take the National College Competency Test (NCCT) for Medical Assistant and earn the credentials of National Certified Medical Assistant (NCMA).

Program Outline

General Education Core Hours (required)		24 Semester Credit Course
<u>Number</u>	<u>Course Title</u>	<u>Credit Hours</u>
MA612	Patient Care and Communication	4
MA613	Medical Office and Health Sciences	4
MA614	Clinical Assisting and Pharmacology	4
MA615	Cardiovascular and Respiratory System	4
MA616	Maternal Child	4
MA617	Laboratory Procedures	4
MA618	Psychology, Medical Law & Ethics	4
MA619	Externship I	4
MA629	Externship II	4
CD101	Career Development	2
Total		62

Major: Nurse Aide Program
Diploma Program/130 Clock Hours

Diploma Program Length: Minimum weeks of instruction, 5 weeks. Maximum satisfactory time frame completion,
7.5 weeks.

Description: The Nurse Aide program offers students the opportunity to train for a rewarding career as a Certified Nurse Aide (CNA). As a CNA, you will be responsible for providing care to clients who require basic nursing care. Students are introduced to the role of the Nurse Aide. Discussion and implementation of nursing process with emphasis on the physical, emotional, social, and spiritual needs of the client, and critical thinking are covered. Care of the patients with common disease processes are also covered. Test questions will be in NCLEX format utilizing critical thinking concepts. Legal and ethical aspects, licensure and current trends in health care are noted. The lab portion of this course provides opportunities for the student to observe demonstrations of selected skills and to demonstrate proficiency through a return demonstration. The skills are correlated with the units of study as well as the NNAAP® skills listing. Upon satisfactory completion of the program, graduates are eligible to apply for the NNAAP® Certification Exam which will allow students to petition the Board of Nursing for licensure as a Certified Nurse Aide.

Program Outline:

<u>Course Number Course Title</u>	<u>Classroom/ Lecture</u>	<u>Shop/Lab</u>	<u>Work-Based Activities</u>	<u>Total Hours</u>
NUR531 Nurse Aide	70	20	40	130

Major: Pharmacy Technician Program
Diploma/ 36 Semester Credit Hours

Length: Minimum weeks of instruction, 30 weeks. Maximum satisfactory time frame completion, 67.5 weeks.

Description: The Pharmacy Technician Program will prepare graduates to work under the direct supervision of a registered pharmacist in the dispensing of prescription medication. In addition, the Pharmacy Technician assists in the control of pharmacy inventory, patient education regarding prescription medications, and inpatient record maintenance. A key role of the Pharmacy Technician is direct customer contact, requiring excellent customer service and communication skills. Upon satisfactory completion of the program, graduates are eligible to take the Pharmacy Technician Certification Examination and earn the credentials of Certified Pharmacy Technician.

Program Outline:

<u>Course Number</u>	<u>Course Title</u>	<u>Credit Hours</u>
PHT708	Introduction to General Pharmacy	4
PHT709	Pharmaceutical Calculations	4
PHT710	Drug Therapy I	4
PHT711	Pharmacy Operations	4
PHT712	Pharmacy Community Relationships	4
PHT713	Sterile Products	4
PHT714	Drug Therapy II	4
PHT715	Externship I	4
PHT716	Externship II	4
	Total	36

Major: Practical Nursing Program
Diploma/ 77.8 Semester Credit Hours

Diploma Program Length: Minimum weeks of instruction, 65 weeks for day and 76 weeks for night. Maximum satisfactory time frame, 97.5 weeks for day and 114 weeks for night.

Description: The purpose of the Practical Nursing Program is to prepare a student who is clinically competent and capable of functioning as a productive member of the health care team in compliance with the educational preparation and the Commonwealth of Virginia, Statutes and Regulations. Chester Career College is accredited by the Council on Occupational Education. The Practical Nursing Program, however, is not accredited by a nursing education accrediting body. This program is not required to be accredited by a nursing education body. Students who successfully complete this program may petition to take the National Council Licensure Examination for Practical Nurses (NCLEX-PN). After passing the examination, graduates will carry the title Licensed Practical Nurse and will qualify to work as an entry-level practitioner.

Course Number Course Title	Classroom/ Lecture		Shop/Lab		Work-Based Activities		Total Hours	
	<i>Clock</i>	<i>Credit</i>	<i>Clock</i>	<i>Credit</i>	<i>Clock</i>	<i>Credit</i>	<i>Clock</i>	<i>Credit</i>
BSC250 Anatomy & Physiology	45	3					45	3
BSC260 Anatomy & Physiology	45	3					45	3
IDS130 Strategies for Success	45	3					45	3
MGF210Math	45	3					45	3
PN531 Fundamentals of Nursing I	90	6	30	1			120	7
PN532 Fundamentals of Nursing II	45	3	15	.5	60	1.3	120	4.8
PN519 Pharmacology	105	7	15	.5			120	7.5
PN522 Medical-Surgical Nursing I	60	4			30	.6	90	4.6
PN523 Growth and Development	30	2					30	2
PN524 Maternal-Child Nursing	90	6			30	.6	120	6.6
PN525 Medical-Surgical Nursing II	60	4			60	1.3	120	5.3
PN526 Medical-Surgical Nursing III	60	4			60	1.3	120	5.3
PN527 Medical-Surgical Nursing IV	80	5.3			40	.8	120	6.1
PN528 Medical-Surgical Nursing V	60	4			60	1.3	120	5.3
PN529 Geriatric Nursing	60	4			60	1.3	120	5.3
PN530 Leadership	60	4	60	2			120	6
Program Totals	980	65.3	120	4	400	8.5	1500	77.8

Major: Surgical Technology
A.A.S. Degree /76 Semester Credit Hours

A.A.S. Degree Program Length: Minimum instruction, 80 weeks. Maximum satisfactory time frame, 120 weeks.

Description: The Surgical Technology program provides students with the technical ability, knowledge, and skills required for entry-level employment as a member of the healthcare team in hospital or surgical center operating rooms. Students receive training in the essentials of healthcare, surgical instrumentation, anatomy, physiology, medical language and pharmacology. Graduates will be prepared for employment as a Surgical Technologist. A degree will be awarded upon successful completion of this program.

Program Outline

General Education Core (required): 24 Semester Credit Hours

<u>Course Number</u>	<u>Course Title</u>	<u>Credit Hours</u>
STS650	Health Care Concepts	5
STS660	Body Structure and Function	6
STS670	Surgical Technology Theory	5
STS672	Surgical Techniques and Procedures I	4
STS674	Surgical Techniques and Procedures II	4
STS676	Surgical Techniques and Procedures III	4
STS680	Surgical Specialties I with Lab	4
STS682	Surgical Specialties II with Lab	4
STS684	Surgical Specialties III with Lab	4
STS690	Externship I	4
STS692	Externship II	4
STS696	Externship III	4
	Total	76

Course Descriptions

Course Description – General Education

ENG 115 English Composition

This course provides instruction and practice in expository writing and emphasizes grammatical and mechanical accuracy and proper essay form. Emphasis is placed on clarity, logical organization, unity, and coherence of central idea and supporting material (3 credit hours)

LIT 118 Literature

This course concentrates on the major writers of Modern Literature. Historical background and social forces, which shape literature, are emphasized. (3 credit hours)

IDS 130 Strategies for Success

Drawing on learning and cognitive theory, this course teaches persistence and high achievement skills to enable students to establish foundations upon which to build in college and later in the business world. Central to the philosophy of the course is the concept that individuals are responsible for their own actions and can regulate their own behavior through goal-setting, self-reflections, and self-evaluation not only in an academic environment, but also in the corporate world. (3 credit hours)

BSC 250 – Anatomy & Physiology: Cell Structure and Function

Students will study the basic cell structure within the human body and their functions as it relates to health and science. Topics covered include basic physiology cell to organ system, integumentary system, skeletal system, muscular system, nervous system and sensory system. (3 credit hours)

BSC 260 – Anatomy & Physiology: Body Systems

This course introduces the principles of classification and briefly surveys the five kingdoms of living organisms. Students will study the maintenance of the body system. Topics such as blood, heart and blood vessels, Lymphatic System, Respiratory System, Digestive System, urinary System, Reproductive System, plus pregnancy, prenatal development and Genetics. (3 credit hours)

MFG 210 – Math

This course presents a comprehensive review of computational skills as they apply to the business world. Topics include fractions, decimals, banking and credit card transactions, equations, percents, discounting process (trade and cash), markups and markdowns, simple and compound interest, and payroll functions. (3 credit hours)

CGS 200 – Intro to Computers

This course is an introduction to the fundamentals of operating personal computer equipment including the basics of word processing, database management, electronic spreadsheets and presentation graphics. Experience with computers and selected software is stressed. (3 credit hours)

SPC 240 – Speech

This course is designed to develop the students' ability to communicate effectively. Emphasis is placed upon the basic elements of communication in order to strengthen the students' interpersonal and professional speaking skills. (3 credit hours)

PSY 120 – Introduction to Psychology

This course is designed to provide students with the understanding of the general principles of theories underlying modern psychology. (3 credit hours)

Course Descriptions – Massage Therapy Program

MT308 Massage I

This course examines the history of massage. Topics covered include indications, contraindications, and areas of endangerment; health, hygiene, sanitation and safety standards; and general principles of giving a massage. The course examines Swedish massage techniques that form the basis for therapeutic massage. (Lect-60/Lab-40)

MT309 Allied Modalities

This course is designed as an overview of various allied modalities of massage therapy. The topics covered include health related areas such as sports medicine, clinical pathology, exercise physiology and range of motion. Also covered are the Asian bodyworks such as Shiatsu, Tai Massage, and Chinese Medicine. Other modalities including energy techniques, NMT, Trigger Point, Myofascial Release, Rolfing, etc. will be reviewed and demonstrated. Additionally, students study first aid, CPR, and HIV/AIDS. (Lect-60/Lab-40)

MT310 Therapeutic Massage

This course focuses on the overall therapeutic massage experience. Areas of concentration include therapist care and body mechanics, client draping, client positioning, interpersonal communication, palpatory skills, and joint movement. (Lect-40/Lab-60)

MT311 Massage II

This course examines how the human body responds to various sports related activities. There is an emphasis on injuries, pain and sports movement. Students are exposed to pre/post sports massage techniques and routines. Also covered is the scientific application of water for the purpose of therapy and rehabilitation. An overview of current trends in spa therapy, spa operations and the study of paraffin baths, hot stone therapy, and various spa applications will be covered. Students will also learn key points of Sports massage, examining how the human body responds to various sports related activities. There is an emphasis on injuries, pain and sports movement. (Lect-60/Lab-40)

MT312 Kinesiology

This course is an overview of human anatomy, structural kinesiology, and their relation to movement. Lecture to familiarize students with basic techniques and/or improving techniques of advanced students in the use of Swedish massage strokes while applying practical applications. (Lect-60/Lab-40)

MT313 Pathology

This course focuses on the most common disease conditions a massage therapist encounters. The etiology, prevention and appropriate massage interventions are examined. (Lect-100)

MT314 Massage Clinical

Upon completion of the core program, Massage Therapy students participate in a 180-hour clinical massage experience. The clinical massage provides the student an opportunity to apply principles and practices learned in the program and utilize entry level massage therapy skills in working with patients and clients. Students must successfully complete their clinical massage experience in order to fulfill requirements for graduation. Prerequisite: Completion of MT308- MT313

MT315 Massage III

This course focuses on muscle and bone palpation with attention to trigger points, pain referral patterns, and stretching in a lab setting. Muscles will be addressed in groups according to their location. Completion of this course will allow the student to effectively create client treatment plans as related to massage therapy. (Lect-60/Lab-40)

Course Descriptions – Medical Assistant Program

MA612 Patient Care and Communication

This Course emphasizes patient care, including examinations and procedures related to the eyes and ears, the nervous system, and the integumentary system. Students will have an opportunity to work with and review patient charts and perform front office skills related to records management, appointment scheduling, and bookkeeping. Students gain an understanding of the importance of communication (verbal and nonverbal) when working with patients both on the phone and in person. Students develop an understanding of basic anatomy and physiology of the special senses (eyes and ears), nervous and integumentary systems, common diseases and disorders, and medical terminology related to these systems. Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self-directed job search process by learning how to cultivate the right on-the-job attitude, assembling a working wardrobe and identifying the strategies it takes to become the best in your new job so that you can advance in your career. (4 credit hours)

MA613 Medical Office and Health Sciences

The Medical Office and Health Sciences course introduces students to the health care environment and office emergencies and first aid, with an emphasis on bandaging techniques for wounds and injuries. Students study medical insurance, billing and coding, bookkeeping procedures, accounts payable and receivable, financial management, banking, and check writing procedures that are essential to the successful operation of the medical office. Students develop an understanding of good health nutrition and weight control and strategies in promoting good health in patients. Students gain an understanding of basic anatomy and physiology of the digestive system, common diseases and disorders, and medical terminology related to this system. Students study essential medical terminology, build on their keyboarding and word processing skills, and become familiar with the self-directed job search process by developing career networking techniques that will assist you in being successful in the medical field. (4 credit hours)

MA614 Clinical Assisting and Pharmacology

The Clinical Assisting and Pharmacology course stresses the importance of asepsis and sterile technique in today's health care environment. Students learn about basic bacteriology and its relationship to infection and disease control. Students identify the purpose and expectations of the Occupational Health and Safety Administration (OSHA) and the Clinical Laboratory Improvement Amendments (CLIA) regarding disease transmission in the medical facility. Students become familiar with the principles and various methods of administering medication. Basic pharmacology, therapeutic drugs, their uses, inventory, and classification and effects on the body are included. Students participate in positioning and draping of patients for various examinations and prepare for and assist with minor office surgical procedures. Students gain an understanding of basic anatomy and physiology of the muscular system, common diseases and disorders, and medical terminology related to this system. Students study essential medical terminology, build on their keyboarding and word processing skills, and become familiar with the self-directed job search process by identifying their personal career objective, create a neat, accurate, well-organized cover letter, resume, and job application. (4 credit hours)

MA615 Cardiovascular and Respiratory System

The Cardiovascular and Respiratory System course examines the circulatory and respiratory systems, including the structure and function of the heart and lungs and diseases, disorders, and diagnostic tests associated with these systems. Students learn about the electrical pathways of the heart muscle in preparation for applying electrocardiography (ECG or EKG) leads and recording a 12-lead electrocardiogram. A cardiopulmonary resuscitation (CPR) course is taught which enables students to respond to cardiac emergencies. Students check vital signs and differentiate between normal values for pediatric and adult patients. They obtain blood samples, and prepare syringes and medications for administration. Students study essential medical terminology, build on their keyboarding and word processing skills. Students become familiar with the self-directed job search process by identifying and demonstrating what a successful job interview contains and how to answer common interview questions accurately. (4 credit hours)

MA616 Maternal Child

The Maternal Child course covers general anatomy and physiology, including an overview of the study of biology and the various body structures and systems. This module also identifies and examines the basic structural components and functions of the skeletal, endocrine and reproductive systems. Students learn about child growth and development, and how heredity, cultural and the environmental aspects affect behavior. Students gain an understanding about assisting in a pediatrician's office and learn the important differences that are specific to the pediatric field. Some of the skills students learn in this area are height, weight, measurements and restraining techniques used for infants and children. They check vital signs, assist with diagnostic examinations and laboratory tests, instruct patients regarding health promotion practices, and perform certain invasive procedures. Students study essential medical terminology, build on their keyboarding and word processing skills, and become familiar with the self-directed job search process by learning all about how to become and learn from mentoring. (4 credit hours)

MA617 Laboratory Procedures

The Laboratory Procedures Course introduces Microbiology and laboratory procedures commonly performed in a physician's office or medical clinic. Students learn specimen identification, collection, handling and transportation procedures, and practice venipuncture and routine diagnostic hematology. Maintenance and care of laboratory equipment and supplies are discussed. Students gain knowledge in radiologic and nuclear medicine and become familiar with various radiologic examinations and the patient preparation for these exams. Anatomy and physiology of the Urinary system, Blood and Lymphatic system, and the body's immunity including the structure and functions, as well as, common diagnostic exams and disorders related to these systems. Students perform common laboratory tests, check vital signs, and perform selected invasive procedures. Students study essential medical terminology, build on their keyboarding and word processing skills, and become familiar with the self-directed job search by learning how to set their own career goals. (4 credit hours)

MA618 Psychology, Medical Law & Ethics

Psychology, Medical Law and Ethics covers the history and science of the medical field, as well as, the medical assisting profession and how it fits into the big picture. Students gain an understanding of concepts related to patient reception and the medical office and preparing for the day. Students become familiar with what it takes to become an office manager and the responsibilities an office manager has to the office, the staff, and the physician. Students are introduced to medical office safety, security, and emergency provisions, and how they can best be dealt with. Students learn how to maintain equipment and inventory. Computers in the medical office are discussed and how ergonomics plays an important role in the health of the staff and patients. Students learn how to provide mobility assistance and support to patients with special physical and emotional needs. Basic principles of psychology are discussed, as well as, psychological disorders and diseases and treatments available. Medical law and ethics and various physical therapy modalities are discussed. Students check vital signs, obtain blood samples, and prepare and administer intramuscular injections. Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self-directed job search process by learning how to dress for success. (4 credit hours)

MA619 Medical Assisting Externship I

Upon successful completion of Modules A through G, Medical Assisting students participate in a 180-hour externship at an approved facility. The externship provides the student an opportunity to apply principles and practices learned in the program and utilize entry level Medical Assisting skills in working with patients. Medical assisting externs work under the direct supervision of qualified personnel at the participating externship sites, and under general supervision of the school staff. Externs are evaluated by supervisory personnel at the site at 90- and 180-hour intervals. Completed evaluation forms are placed in the students' permanent records. Students must successfully complete their externship experience in order to fulfill requirements for graduation. Prerequisite: MA612-618 (4 credit hours)

MA629 Medical Assisting Externship II

This section of the course is designed to simulate the working environment of a health care facility. The student will demonstrate competency in the administrative and clinical aspects of Medical Assisting. Prerequisite: MA619 (4 credit hours)

CD101 Career Development Skills

Students are provided with the resources necessary to develop a self-directed career search plan to match their individual goals. To ensure job-readiness and marketability, students will be instructed in all facets of the job search to include networking, lead sources, telephone etiquette, interview preparation and interview techniques. In addition, students will receive instruction and assistance with the preparation of marketing tools such as resumes, cover letters, and various correspondences. Instruction will be delivered through a variety of methods to include lecture, literature, demonstration and role playing. The use of outside sources to include motivational speakers and facility tours also play a key role in the overall Career Development curriculum. (2 credit hours)

Course Descriptions – Pharmacy Technician

PHT708 Introduction to General Pharmacy

This course is an overview of the allied health professions including the roles of pharmacy support personnel, pharmacy law, medical terminology and pharmaceutical abbreviations.

PHT709 Pharmaceutical Calculations

This course will cover the necessary mathematic concepts and skills used on the job by the pharmacy technician. Basic knowledge of mathematics essential for the understanding of drug dose calculations will also be covered.

PHT710 Drug Therapy I

The student will learn the relationships between anatomy, physiology, disease states, and pharmaceutical therapy. It will also include the origins, dosage forms, indications, action, routes of administration and side effects of both prescriptions and non-prescription drugs used in diseases of the central nervous system and the autonomic nervous system.

PHT711 Pharmacy Operations

This course will cover the technical aspects of computer operation. There is an emphasis on software designed for the use in pharmacy and the necessary skills for the pharmacy technician to communicate effectively. This course will also teach the basic concepts of community pharmacy calculations.

PHT712 Pharmacy Community Relationships

This course covers the basic concepts of computer operation. There is an emphasis on software designed for the use in pharmacy and the necessary skills for the pharmacy technician to communicate effectively. This course will also teach the basic concepts of community pharmacy calculations.

PHT713 Sterile Products

The student will learn the proper application of aseptic techniques and use of the laminar flow hood in the preparation of sterile products.

PHT714 Drug Therapy II

This course will cover the relationship between anatomy, physiology, disease states, and pharmaceutical therapy. It will include the origins, dosage forms, and indications, and actions, routes of administration and side effects of both prescription and non-prescription drugs used in diseases of the cardiovascular, endocrine, respiratory, digestive and reproductive systems.

PHT715 Pharmacy Externship I

This course will provide on-site training in outpatient and inpatient pharmacy services under direct supervision of a designated pharmacist. Student will return to campus for one week of Career Development skills.

PHT716 Pharmacy Externship II

A continuation of on-site training in outpatient and inpatient pharmacy services under direct supervision of a designated pharmacist.

CD101 Career Development

Students are provided with the resources necessary to develop a self-directed career search plan to match their individual goals. To ensure job-readiness and marketability, students will be instructed in all facets of the job search to include networking, lead sources, telephone etiquette, interview preparation and interview techniques. In addition, students will receive instruction and assistance with the preparation of marketing tools such as resumes, cover letters, and various correspondences. Instruction will be delivered through a variety of methods to include lecture, literature, demonstration and role playing. The use of outside sources to include motivational speakers and facility tours also play a key role in the overall Career Development curriculum.

Course Descriptions – Practical Nursing Program

PN 531 Fundamentals of Nursing I

Fundamentals of Nursing I focuses on the history of nursing, an overview of the nursing profession, and professionalism, discusses laws and ethics, health and illness, culture and ethnicity, and communication. The lab portion of this course provides opportunities for the student to observe demonstrations of selected skills and show proficiency through return demonstration. Lecture - 90 hours; Lab - 30 hours

PN532 Fundamentals of Nursing II

Fundamentals of Nursing II continue to develop knowledge and ability through emphasis toward more complex client needs. Utilization of the nursing process to meet client needs is emphasized. Problems related to the integumentary system are discussed. Clinical training allows the student an opportunity to develop skills and attitudes necessary to work as a member of the health care team.

Lecture - 45 hours; Lab - 15 hours; Clinical - 60 hours

Prerequisite: Fundamentals of Nursing I

PN519 Pharmacology

This course is designed to build an understanding of safe drug administration through the use of the nursing process. Concentration is placed on routes of administration, the responsibilities of the LPN when administering medications, calculation of dosages for the adult and child, and the “six rights” in administering medications. Drug classifications are discussed and student is taught how to research specific actions and uses, side effects by body system, contraindications, and nursing implementations before administering medication. Lab portion of this course covers preparation of medications and administration. **A proficiency test must be passed with a 90% or better prior to administering medications at the clinical site.**

Lecture - 105 hrs; Lab - 15 hrs

PN522 Medical-Surgical Nursing I

This course is designed to provide the student with basic knowledge of Psychiatric Nursing, and common medical surgical problems related to the integumentary system and musculoskeletal system. Theory course content is correlated with clinical experience in all areas of clinical instruction. Lecture - 60 hours; Clinical - 30 hours

PN523 Growth and Development

This course discusses physical and psychological development from birth through geriatrics and how it affects an individual in wellness and illness. Content includes death, dying and bereavement. Lecture - 30 hours

PN524 Maternal-Child Nursing

This course is designed to provide knowledge and develop skills essential to caring for the client during intra partum, post-partum and neonatal period. This course includes the care of children of various ages in wellness and illness. The special nutritional needs of both these groups are discussed. The clinical practicum allows the student to observe clients of both groups in a medical environment. Lecture - 90 hours; Clinical - 30 hours

PN525 Medical-Surgical Nursing II

This course is designed to provide the student with basic knowledge of common medical surgical disorders related to gastrointestinal, urinary and endocrine systems. Fluids and electrolytes are also discussed. Theory course content is correlated with clinical experience in all areas of clinical instruction.

Lecture - 60 hours; Clinical - 60 hours

PN526 Medical-Surgical Nursing III

This course is designed to provide the student with basic knowledge of common medical surgical disorders related to the HIV and AIDS, immune, urinary and reproductive systems. Theory course content is correlated with clinical experience in all areas of clinical instruction. Lecture - 60 hours; Clinical - 60 hours

PN527 Medical-Surgical Nursing IV

This course is designed to provide the student with basic knowledge of common medical surgical disorders related to blood, lymphatic system, respiratory system, cardiovascular system, and reproductive system. Theory course content is correlated with clinical experience in all areas of clinical instruction. Lecture - 80 hours; Clinical - 40 hours

PN528 Medical-Surgical Nursing V

This course is designed to provide the student with basic knowledge of common medical surgical disorders related to the nervous system, sensory disorders and musculoskeletal disorders. Theory course content is correlated with clinical experience in all areas of clinical instruction.

Lecture - 60 hours; Clinical - 60 hours

PN529 Geriatric Nursing

This course is designed to develop an understanding of normal processes of aging and common health problems of older adults. Students compare developmental tasks and identify differences among young-old, middle-old and old-old individuals. Students gain understanding of the impact of older adulthood on society and healthcare systems in the United States. Attitudes toward older adults are discussed. Theoretical content is correlated with patient care experiences in the clinical environment with an emphasis on rehabilitation. Modifications to nursing practice related to the geriatric patient are discussed. Lecture - 60 hours; Clinical - 60 hours

PN530 Leadership

This course is designed to develop and strengthen leadership skills within the scope of practice of a LPN. The student will be prepared to take the National Council Licensure Examination for Practical Nurses (NCLEX-PN). A comprehensive review of the PN Program is followed by several practice exams. A comprehensive exam must be taken and passed in order to successfully complete the PN Program. The course focuses on skills that assist the student in obtaining a job in the healthcare field to include resume writing, interview skills and critical thinking skills. Lecture - 60 hours; Lab - 60 hours

Course Descriptions – Surgical Technology Program

STS650 Health Care Concepts

This course teaches the necessary concepts for entry into the healthcare field. This course discusses the historical developments of surgery, information on the healthcare delivery system and facilities, roles and responsibilities of the surgical team, and presents legal/ethical issues. Personal and professional relations, job seeking skills, communication skills, and stress management will be discussed. Students will be introduced to the basic principles of pharmacology. Students will calculate drug levels based on patient's statistics. The principles of anesthesia administration will be addressed. Medical terminology, medical errors and reporting systems will be discussed. Additionally, students study CPR and blood borne diseases including HIV/AIDS. (5 credit hours)

STS660 Body Structure and Function

This course provides instruction on the structure and function of the human body. Emphasis will be on the structure and function of body organs and systems including cellular biology and related terminology. (6 credit hours)

STS670 Surgical Technology Theory

Operating room theory and the role of the surgical technologist in the operating room, delivery room, and related areas will also be covered. This includes a basic knowledge of equipment, supplies and instrumentation. The physical environment of the surgical suite will be discussed. An introduction to microbiology and infection control as well as medical as surgical asepsis will also be provided. (5 credit hours)

STS672 Surgical Techniques and Procedures I with Lab

This course teaches the skills necessary to function as a surgical technologist in the operating room; including principles of aseptic technique, correct posture for scrubbing, gowning and gloving, draping and handling of specimens. The basic concepts of microbiology as they apply to the practice of surgery will be covered. Patient psychological needs and assessment, and the processes for obtaining consent for surgery will be covered. (4 credit hours)

STS674 Surgical Techniques and Procedures II with Lab

This course teaches the skills necessary to function as a surgical technologist in the operating room including principles of aseptic technique, care and counting of sponges, sharps and instruments. Wound Principle classifications and the surgical procedures for each will be discussed. In addition, patient transfer and positioning techniques will be covered. Identification of emergency situations and the appropriate action for patient care will be discussed. Application of thermoregulatory devices, vital signs, urinary catheterization, hemostasis and blood replacement will be discussed. (4 credit hours)

STS676 Surgical Techniques and Procedures III with Lab

This course teaches the skills necessary to function as a surgical technologist in the operating room including aseptic technique, and a basic understanding of robotics and their use in the operating room setting. In addition, an understanding of the principles of physics and electricity as it relates to the operating room environment will be covered. Students will gain computer knowledge as it relates to the surgical application of computers, computer hardware, computer software, graphics and internet basics. (4 credit hours)

STS680 Surgical Specialties I with Lab

This course teaches pre-operative theory, detailed surgical procedures, and special techniques involving the multiple surgical specialties. The peri-operative care of the individual patient is also covered. Specialties include diagnostic procedures, general surgery, plastic and reconstructive surgery, obstetrics and gynecology. Cell pathology, tumors, and disorders of each body system and the diagnostic tests associated with each will be covered. Prep of operative site, handling of specimens, and post-operative care and methods of assessment for discharge are covered. Anatomy, surgical pathology, instrumentation, room setup, positioning, draping, incisions, and surgical procedures of each specialty area will be covered. (4 credit hours)

STS682 Surgical Specialties II with Lab

This course teaches pre-operative theory, detailed surgical procedures, and special techniques involving the multiple surgical specialties. The peri-operative care of the individual patient is also covered. Specialties include urological, ophthalmic and orthopedic surgery. Anatomy, surgical pathology, instrumentation, room setup, positioning, draping, incisions, and surgical procedures of each specialty area will be covered. (4 credit hours)

STS684 Surgical Specialties III with Lab

This course teaches pre-operative theory, detailed surgical procedures, and special techniques involving the multiple surgical specialties. The peri-operative care of the individual patient is also covered. Specialties include otorhinolaryngologic, oral/maxillofacial, neurosurgery, cardiothoracic surgery, and peripheral vascular surgery. Anatomy, surgical pathology, instrumentation, room setup, positioning, draping, incisions, and surgical procedures of each specialty area will be covered. (4 credit hours)

STS690 Surgical Technology Externship I

This course teaches the clinical procedures of surgical applications through observation and participation under professional supervision (pre-requisite). (4 credit hours)

STS692 Surgical Technology Externship II

This course teaches the clinical procedures of surgical applications through observation and participation under professional supervision (pre-requisite). (4 credit hours)

STS696 Surgical Technology Externship III

This course teaches the clinical procedures of surgical applications through observation and participation under professional supervision (pre-requisite). (4 credit hours)

PROGRAM LENGTH

Degree Programs (or may lead to a degree)

Medical Assistant– Day & Evening

First Semester	20 weeks
Second Semester	15 weeks
Third Semester	20 weeks
Fourth Semester	15 weeks

Pharmacy Technician – Day & Evening

First Semester	20 weeks
Second Semester	15 weeks
Third Semester	20 weeks
Fourth Semester	15 weeks

Surgical Technology – Day & Evening

First Semester	20 weeks
Second Semester	20 weeks
Third Semester	20 weeks
Fourth Semester	20 weeks

Diploma Programs

Massage Therapy- Day & Evening

First Semester	25 weeks
Second Semester	16 weeks

Pharmacy Technician – Day & Evening

First Semester	30 weeks
Second Semester	15 weeks

Practical Nursing – Day

First Semester	18.75 weeks
Second Semester	16.25 weeks
Third Semester	15 weeks
Fourth Semester	15 weeks

Practical Nursing – Evening

First Semester	20.5 weeks
Second Semester	19.5 weeks
Third Semester	18 weeks
Fourth Semester	18 weeks