Administrative Health Care Management

This program is offered at **Hanford, Hesperia, Modesto, Rancho Cucamonga,** and **Temecula**.

Program Description

This is a 60 week program that provides specialized training for employment in physician offices, medical specialty clinics and hospitals. The curriculum includes medical terminology, computerized office organization, records management, HIPAA, bookkeeping and accounting, professional communications, insurance claims preparation, standardized medical coding and the professional operation of the health care facility.

Program Student Learning Outcomes

Upon completion of this program, the graduate will be able to:

1. Perform administrative skills such as scheduling and receiving patients as well as charting and maintaining patient records.
2. Operate and manage a computerized medical office and handle bookkeeping and accounting tasks.
3. Code, submit, and manage insurance claims accurately.
4. Communicate effectively orally and in writing using correct medical terminology and demonstrate the skills required to be prepared for professional certification exams.
5. Relate and apply concepts of communication, reasoning, critical analysis, ethical behavior and appropriate interpersonal interaction to situations in his or her career and personal life.
6. Demonstrate the social skills, professional appearance, attitudes and behavior that employers expect of all ***SJVC*** graduates.

The following courses are offered at **Hanford, Modesto, Rancho Cucamonga,** and **Temecula** and are required to obtain a degree in this field.

Course ID	Course Name	Credit Units
BCS 1	Basic Computer Skills 1	2.0
BCS 2	Basic Computer Skills 2	2.0
ECON 1	Economics	3.0
ENG 121	Composition and Reading – Part A	3.0
ENG 122	Composition and Reading – Part B	3.0
HCA 110	ICD-9-CM Coding	3.0
HCA 210	CPT and HCPCS Coding	3.0
HCA 502	Externship and Work Experience	3.0
HCA 503	Externship Seminar	1.0
HCM 40	Medical Insurance Principles	5.0
HCM 204*	Health Care Management & Computer Applications	3.0
HCM 210	Medical Terminology 1	3.0
HCM 304	Hospital Billing	2.0
HCM 310	Medical Terminology 2	3.0
HEA 10	Health and Wellness	3.0
MGT 104	Office Supervision and Organization	3.0
MTH 121	College Algebra – Part A	3.0
MTH 122	College Algebra – Part B	3.0
NSC 1	Introduction to the Natural Sciences	3.0
PHIL 1C	Ethics	3.0
PSY 1	General Psychology	3.0
SOC 1	Introduction to Sociology	3.0
SPC 1A	Introduction to Public Speaking	3.0
A.S. Degree Program Total		**66.0**

***This course satisfies the CSS100 graduation requirement.

Program Graduation Requirements:

Students must reach minimum keyboarding speed requirements of 35 net wpm and the minimum requirement of the HIPAA component to be eligible for graduation from this program.

Administrative Health Care Management

This program is offered at **Hanford, Hesperia, Modesto, Rancho Cucamonga** and **Temecula**.

Program Description

This 30 school week program provides specialized training for employment in physician offices, medical specialty clinics and hospitals. The curriculum includes medical terminology, computerized office organization, records management, bookkeeping and accounting, professional communications, insurance claims preparation, standardized medical coding and the professional operation of the health care facility.

Program Student Learning Outcomes

Upon completion of this program, the graduate will be able to:

1. Perform administrative skills such as scheduling and receiving patients as well as charting and maintaining patient records.
2. Operate and manage a computerized medical office and handle bookkeeping and accounting tasks.
3. Code, submit, and manage insurance claims accurately.
4. Communicate effectively orally and in writing using correct medical terminology and demonstrate the skills required to be prepared for professional certification exams.
5. Relate and apply concepts of communication, reasoning, critical analysis, ethical behavior and appropriate interpersonal interaction to situations in his or her career and personal life.
6. Demonstrate the social skills, professional appearance, attitudes and behavior that employers expect of all SJVC graduates.

The following courses are offered at **Hanford, Modesto, Rancho Cucamonga** and **Temecula** and are required to obtain a certificate in this field:

Course ID	Course Name	Credit Units
BCS 1	Basic Computer Skills 1	2.0
BCS 2	Basic Computer Skills 2	2.0
HCA 110	ICD-9-CM Coding	3.0
HCA 210	CPT and HCPCS Coding	3.0
HCA 502	Externship and Work Experience	3.0
HCA 503	Externship Seminar	1.0
HCM 40	Medical Insurance Principles	5.0
HCM 204*	Health Care Management & Computer Applications	3.0
HCM 210	Medical Terminology 1	3.0
HCM 304	Hospital Billing	2.0
HCM 310	Medical Terminology 2	3.0
Certificate Program Total		**30.0**

*This course satisfies the CSS100 graduation requirement.

Program Graduation Requirements:

Students must reach minimum keyboarding speed requirements of 35 net wpm and the minimum requirement of the HIPAA component in order to be eligible for graduation.

BCS 1: Basic Computer Skills 1
2.0 units – 45 hours
This course is designed to provide the student with an introduction to the components of the Microsoft Office Suite. Emphasis of this class will be Microsoft Word and PowerPoint. Students will be tested for skill competency on a regular basis. Keyboarding skills are part of each class session. Students will participate in timed keyboarding skill tests.

BCS 2: Basic Computer Skills 2
2.0 units – 45 hours
This course is designed to provide the student with an introduction to the components of Microsoft Office Suite. Emphasis of this class will be Microsoft Excel. Students will be tested for skill competency on a regular basis. Keyboarding skills are part of each class session. Students will participate in timed keyboarding skill tests.

BCS 100: Computer Concepts
2.0 units – 45 hours
This course is designed to provide the student with a basic overview of the components of a computer and how they work. The course will include the basics of starting up a computer and handling disks, common computer terminology, differences between hardware and software, input and output devices, software applications and printing. Keyboarding skills are part of each class session. Students will participate in timed keyboarding skill tests.

BCS 101: Basic Computer Skills
5.0 units – 90 hours
The course is designed to provide the student with an introduction to the components of the Microsoft Office Suite. Emphasis of the class will be Microsoft Word, Microsoft Excel, and PowerPoint. Students will be tested for skill competency on a regular basis. Keyboarding skills are part of each class session. Students will participate in timed keyboarding skill tests.

BIO 3: Introduction to General Biology
3.0 units – 45 hours
The introduction to general biology is designed to provide a basic foundation. The course will focus on the study of cell structure, function, and genetics. Evolution of life forms from bacteria to advanced species and principles of chemistry with an emphasis on the structure and function of biological molecules will also be covered.

BIO 10: Human Anatomy
4.0 units – 90 hours
This course provides the study of human body structure including cellular, tissue, organ, and system levels of organization. Classroom instruction is supported by laboratory activities of models, charts, specimens, and virtual laboratory exercises.

BIOL 14: Microbiology
4.0 units- 90 hours
An introduction to microbiology covering the fundamental aspects of morphology, classification, genetics and reproduction, physiology, nutrition, growth and control, microbial metabolism, molecular biology and genetics. Emphasis will be on the diversity of the microbial world, including taxonomy and phylogeny, ecology and symbiosis, the pathogenicity of microbes and the immune response of the human body, as well as environmental and food microbiology. Basic techniques for culturing, staining, counting and identifying pathogenic and non-pathogenic microorganisms will be devoted during laboratory sessions.

BIO 24: Human Anatomy and Physiology
4.0 units – 75 hours
This course provides an introduction to the structure and function of the major organs, essential structures, and physiological principles of the human body with emphasis on primary organ systems to students in health majors. Integration of multi-organ functions and relevant terminology will be included.

BIO 31: Microbiology
4.0 units – 75 hours
This course provides an introduction to microbiology covering the fundamental aspects of taxonomy, morphology, classification, genetics and reproduction, physiology, nutrition and growth, control, host – parasite relationships, and immunology. Bacteria, fungi, protozoa, and viruses and their roles and importance in the biological world will be covered. Basic techniques for culturing, staining, counting and identifying microorganisms are emphasized in the laboratory.

BIO 110: Clinical Pathology
3.0 units – 45 hours
An introduction of the major systems of the human body, signs and symptoms of various diseases, indications and extreme cautions of Therapeutic Massage for various disorders, and the physiology of the disease process. Emphasis on the abnormal health conditions frequently encountered in a Therapeutic Massage practice and gives special attention to massage contraindications, precautions and indications. The symptomology and etiology of each condition, review of medical approaches to treatment and positive or negative impact of Therapeutic Massage on the particular pathology are also discussed. Students will study the principles of disease control and universal precautions; learn symptoms of infectious diseases and how these diseases are transmitted. Students will learn to develop the necessary skills to make safe and effective decisions in the Therapeutic Massage practice.

BIO 210: Palpation and Kinesiology
3.0 units – 45 hours
Kinesiology is an in-depth study of the anatomy and physiology of the human body in motion. This course discusses the scope of kinesiology, a definition of movement as it applies to the body, basic biomechanical concepts and principles as they relate to the dynamics and analysis of human motion and the attachments of major muscle groups are emphasized as they relate to types of muscle contraction. Some commonly seen pathologies with kinesiological origins are covered with respect to their soft tissue assessment, massage approaches, and exercise indications. Students will learn to consider their clients' biomechanical histories and apply their understanding of human motion to serve their clients' soft tissue conditions.

BIOL 45: Human Physiology
5.0 units – 105 hours

vascular ultrasound examinations of the carotid arteries, upper and lower extremity arteries, upper and lower extremity veins, and abdominal vessels. The course is designed to prepare the student to perform the most common vascular ultrasound studies that may be required of the general sonographer. DMS 230 didactic instruction and laboratory instruction approximately coincide to integrate and reinforce theory and hands on scanning skills.

DMS 235: Professional Aspects of Sonography
1.0 unit – 15 hours
The aspects of sonography as a career will be examined in this course. Topics of discussion include sonography career ladder opportunities, benefits of professional organizations, certification and registration advantages, medical ethics and legal aspects of sonography, professional behavior, sonographer employment venues, resume writing and interview techniques.

DMS 240: Physical Principles & Instrumentation of Ultrasound
6.0 units – 96 hours
This course provides a firm foundation in the basic physical principles of ultrasound and the instrumentation relating to the ultrasound unit. Coursework includes the basic acoustic principles of ultrasound, propagation of ultrasound in tissue, the physics of pulsed ultrasound, Doppler principles, the components of the ultrasound imaging instrument, common artifacts in imaging, quality assurance, bio-effects, and safety in operation of the ultrasound imaging system.

DMS 240L: Physical Principles & Instrumentation of Ultrasound Laboratory
5.0 units – 150 hours
This course emphasizes operation of the instrumentation controls required for optimum operation of the ultrasound imaging instrument. Students are provided with hands on instruction in equipment operation and adjustment of gray scale and Doppler controls required for the production of ultrasound images. Maintenance of the ultrasound scanning unit and patient safety considerations in equipment operation are also covered. DMS 240 didactic instruction and laboratory instruction approximately coincide to integrate and reinforce theory and hands on scanning and equipment operation skills.

DMS 250: Clinical Practicum I
10.0 units – 480 hours
During this course, the student will be assigned and directly supervised in a Diagnostic Medical Ultrasound imaging facility such as a hospital, clinic or imaging center. The student will be introduced to the clinical setting and departmental organization. Under direct supervision of a supervising sonographer or supervising physician and the school's Clinical Coordinator, the student will begin to acquire the hands-on skills necessary for the sonographer in a clinical site. This is accomplished through both observation of and participation in clinical case studies of patients undergoing ultrasound examinations. The student will be assessed on supervised clinical practice and completion of clinical assignments and task based performance objectives.

DMS 260: Clinical Practicum II
10.0 units – 480 hours
This course is designed as a more advanced continuation of Clinical Practicum I. The student will continue to perfect scanning skills in the clinical environment and to learn more advanced imaging techniques, protocols, and procedures required of the sonographer. The student will gain more experience in performing various ultrasound images of the patient undergoing abdominal, small parts, gynecological, obstetric, or vascular ultrasound examinations. The student will be assessed on supervised clinical practice and completion of clinical assignments and task based performance objectives.

DMS 300: ARDMS Certifying Examination Review
1.0 unit – 20 hours
This course covers the application process and content specific outlines information for the ARDMS Sonography Principles and Instrumentation examination, the Abdominal and Small Parts specialty examination, and the Obstetrics and Gynecology specialty examination. Registry examination preparation techniques and strategies for achievement of successful examination outcomes are included. Administration of mock examinations will enable the student to identify specific strengths and weaknesses in subject matter in order to self-correct and improve performance on the ARDMS examinations. Guidance and direction toward additional registry preparation tools and resources are provided.

EC 100: Basic Electricity Theory and Applications
5.0 units – 90 hours
This course introduces, discusses and applies electron flow theory, magnetism, electrical generation and power distribution, conductors, insulators, fuses, DC and AC electricity and circuits, motors and motor circuits, air conditioning and refrigerating system components and circuits.

EC 200: Intermediate Electricity 1
5.0 units – 90 hours
This course identifies and discusses the control devices used in refrigeration and air conditioning systems, practice of electrical drafting skills, interpretation of pictorial and ladder writing diagrams, and problem analysis, using various diagnostic techniques for domestic and light commercial ventilation, refrigeration, and air conditioning systems.

EC 302: Intermediate Electricity 2
3.0 units – 45 hours
This course applies pictorial and schematic wiring diagrams, interpretation and various techniques for problem analysis and troubleshooting of domestic and light commercial refrigeration and air conditioning circuits.

EC 400: Advanced Electricity
2.0 units – 45 hours
This course applies pictorial and schematic wiring diagrams interpretation, problem analysis, and the application of the, "Hop-Scotch" diagnostic technique for commercial refrigeration and air conditioning systems. This course also prepares students for the EPA Section 608, Technician's Certification Examination.

ECON 1: Economics

3.0 units – 45 hours
This course provides a general introduction and overview of economics and the role economics play in society today. Topics in the course include business and consumer loans, taxes, depreciation methods, financial statements, business statistics, the roles of supply and demand, and competitive pricing and the role of money in the economy. Students will conduct office and business simulations using the most appropriate software applications.

ENG 1: Writing and Composition
3.0 units – 45 hours
This course is designed to provide competency in accurate and effective written expression of the English language. Examples of English written expression will be reviewed for the organization of material, clarity and directness of style, and idiomatic correctness. A wide variety of poetry, prose, and expository types of literature will be explored. Experience in the preparation of a formal research paper is included.

ENG 121: Composition and Reading – Part A
3.0 units – 45 hours
This is the first in a 2-part college level English course. In this course, students will learn the foundation of critically reading and writing in a variety of rhetorical modes. Students will read various essays and literature, and apply critical analysis to their own writing. Students will practice all aspects of the writing process, and by the end of Part B, they will meet a goal of writing a minimum of 6000 words through a variety of assignments.

ENG 122: Composition and Reading – Part B
3.0 units – 45 hours
This course is the second portion of our college level English course. By building on the skills learned in Part A, students will continue to critically read and write in a variety of rhetorical modes. Students will read various essays and literature, and apply critical analysis to their own writing. In this course they will build information literacy skills through research, and describe the connection between effective communication and professionalism. Students will complete their goal of writing a minimum of 6000 words.

ESSM 1: OSHA Regulations and Compliance
5.0 units – 90 hours
Fundamentals of health and safety management are covered with strategies for Cal-OSHA compliance, including hazard identification, emergency action planning, Senate Bill-198, and OSHA's General Duty Clause and inspection procedures. Topics include: proper record keeping, selection and evaluation of personal protective equipment, ergonomics, fire safety, hazardous material identification, illness/injury prevention, and accident investigation. Employee training techniques and creation of a corporate safety plan are also covered.

ESSM 2: Health Care Security and Safety Administration
2.0 units – 45 hours
This course covers the International Association for Healthcare Security and Safety curriculum and safety training for security officers. Topics include: public and community customer relations, self-protection and defense, report preparation and writing, judicial process, courtroom procedures, testimony, criminal and civil law, fire safety and emergency preparedness, hazardous materials and emergency response, and techniques for effective assault management.

ESSM 3: Environmental Management
3.0 units – 45 hours
This course provides an overview of the issues, impacts, legislation, technologies and strategies of environmental managers in public and private sectors. Students will learn to use research resources available to become familiar with current environmental events and issues in the workplace.

ESSM 21: Applied Anatomy and Physiology
2.0 units – 45 hours
This course focuses on basic anatomy and physiology of the human body. Emphasis is placed on the use of anatomical knowledge to identify and assess critical emergency situations. Students will be prepared to effectively understand the process of human anatomy in relation to mental preparedness for emergency situations.

ESSM 30: Safety in Construction Occupations
2.0 units – 45 hours
This course meets the requirements of Title 8 (GISO Construction Safety Orders). This course examines the human factors in construction safety, the results of research studies in construction safety, and safety and health team building. The student will be able to describe the similarities between construction quality and safety, including the scope, causes, and effects of associated problems.

ESSM 31: Safety in Agriculture Occupations
2.0 units – 45 hours
This course focuses on the health and risk factors in agriculture occupations. Students will learn to identify and manage the most common environmental and health risks seen in agriculture today.

ESSM 33: HazMat/HazWoper
2.0 units – 45 hours
This course meets the requirements of Title 19 (Public Safety). This course examines the role of the first responder (peace officer, firefighter, emergency medical technician) in the handling of hazardous materials, as well as the role of all employers in hazardous materials waste operations and emergency response. The student will be familiar with the indicators and warning systems that identify specific types of hazardous materials in order to respond safely and effectively to hazardous materials incidents. The student will demonstrate a clear understanding of the need for safety, isolation and notification when acting as a first responder at the scene of a hazardous materials incident.

ESSM 43: Campus Security
2.0 units – 45 hours
This course focuses on the role and responsibilities of school security officers, security awareness in the educational environment, mediation and conflict resolution, strategies for management of disasters and emergencies, the dynamics of student behavior, and the law and liability issues inherent in the school environment. This course prepares the student with all of the necessary "Basic" training that allows them to be considered as a viable candidate to become an entry level Campus Security Officer. This course meets all

of the requirements of the Bureau of Security and Investigative Services of the State of California for Campus Security Officer.

ESSM 44: Professional Security Officer Training
2.0 units – 45 hours
This course is designed to meet the requirements of AB 2880 training for Private Security Officers as mandated for registered Security Guards in sections 7593.6(b) and 7581 of the California Business and Professions Code. The Department of Consumer Affairs, BSIS has adopted this course of study under regulation in Division 7, Title 16 of the California Code of Regulations. In this course, students will be introduced to the basic elements of security service. Topics include: exposed firearms for security officers; concepts and laws regarding search, arrest, and self-defense; crime scene investigation, report preparation and writing; emergency preparedness and emergency response related to terrorism and weapons of mass destruction; courtroom procedures, testimony, criminal and civil law; and public and community customer relations. This course prepares students to obtain the Security Guard Training Certification and BSIS Exposed Firearm Certificate of Completion.

ESSM 45: Supervision & Management in Security Organizations
3.0 units – 45 hours
This course examines the Emergency Services Manager's environment, including social responsibility, law, efficient organizational structure and human resources management. The course will compare elements of Public Service organization and theory to Private Security and other emergency services organizations. Students will conduct management and supervisory simulations using the most appropriate methodologies available.

ESSM 500: Professional Seminar
3.0 units – 45 hours
This course provides an in-depth study of current events and topics related to the field of emergency services and safety management. Students will participate in job shadowing and internship experience as available. Professional development and employment skills including resume writing, interview techniques, and personalized job search planning will be covered in this class. Federal Emergency Management Agency (FEMA) material will be utilized for the successful student to obtain certification in Incident Command System (ICS) Basic. The final grade in this class includes projects and assignments related to professional development and employment skills, and FEMA.

EXT 101: Externship
4.0 units – 180 hours
Students will work at a pharmacy experiential learning site under the direct supervision of a pharmacist, performing the duties of a pharmacy technician through practical application of acquired skills and knowledge.

HCA 100: ICD-9-CM Coding
2.0 units – 45 hours
This course covers the study of three volumes of the International Classification of Diseases, 9th Edition, and Clinical Modification codebook. Upon completion of this course the student will know the skills and techniques to code medical diagnoses accurately for proper reimbursement of payments for health services rendered by medical providers.

HCA 110: ICD-9-CM Coding
3.0 units – 45 hours
This course covers the study of three volumes of the International Classification of Diseases, 9th Edition, and Clinical Modification codebook. Upon completion of this course the student will know the skills and techniques to code medical diagnoses accurately for proper reimbursement of payments for health services rendered by medical providers.

HCA 200: CPT and HCPCS Coding
2.0 units – 45 hours
This course covers the study of Current Procedural Terminology, 4th Edition and the HCFA Common Procedural Coding System codebooks. Upon completion of this course the student will be able to code inpatient and outpatient procedures and supplies performed by medical teams accurately for payments by government and private health care insurance programs.

HCA 210: CPT and HCPCS Coding
3.0 units – 45 hours
Students will learn coding concepts associated with the Current Procedural Terminology manual and the HCPCS code book. The Evaluation and Management, Anesthesia, Surgery, Radiology, Pathology/Laboratory, and Medicine sections will be covered with emphasis on Section Guidelines and proper code selection.

HCA 501: Externship and Work Experience
4.0 units – 180 hours
Work experience in a healthcare facility under direct supervision of the professional office manager or medical director. Students are required to turn in completed hours and evaluations.

HCA 502: Externship and Work Experience
3.0 units – 135 hours
Students will utilize their skills and knowledge by working in a medical office, hospital, billing office, or insurance company under direct supervision of the professional office manager or medical director. Students are required to turn in completed hours and evaluations.

HCA 503: Externship Seminar
1.0 unit – 15 hours
Students will return to campus during their clinical externship to meet with an instructor on a weekly basis over a period of five (5) weeks. IN this workshop style course, students will assess their performance and application of acquired skills and knowledge. This course will also assure appropriate professional direction and will reinforce basic knowledge and skills. The grade earned in this course is Pass/Fail and is based largely on attendance, consistent portrayal of professionalism, and demonstration of skills aptitude.

HCA: 504: Externship Seminar
2.0 units – 30 hours
Students will return to campus during their clinical externship to meet with an instructor on a weekly basis over a period of five (5) weeks. In this workshop style course, students will assess their

performance and application of acquired skills and knowledge. This course will also assure appropriate professional direction and will reinforce basic knowledge and skills. The grade earned in this course is Pass/Fail and is based largely on attendance, consistent portrayal of professionalism, and demonstration of skills aptitude.

HCI 20: International Classification of Diseases
2.0 units 45 hours

This course covers the study of the different volumes of the ICD-9-CM including: Volume 1, the tabular listing of diseases and injury, and Volume II, the alphabetical index of conditions used as a guide to assist in locating the complete code. Other topics include: how to code accurately, medical codes and how they are used to facilitate payment of health services.

HCI 30: Current Procedural Terminology
2.0 units – 45 hours

Students will learn coding concepts associated with the Current Procedural Terminology manual and the HCPCS code book. The Anesthesia, Surgery, Radiology, Pathology and Medicine sections are covered with emphasis on Section Guidelines and proper code selection.

HCI 35: Current Procedural Terminology Coding 2
2.0 units – 45 hours

Students will learn coding concepts associated with the Current Procedural Terminology manual. The Evaluation and Management & Surgery sections will be covered with emphasis on Section Guidelines and proper code selection.

HCI 500: Externship and Professional Work Experience
5.0 units – 225 hours

Work experience in a medical office, hospital, billing office or insurance company under direct supervision of the professional office manager, or medical director. Students are required to return to campus once per week to turn in completed hours and evaluations.

HCM 20: Medical Insurance Principles 1
3.0 units – 45 hours

This course covers career role and responsibilities of an insurance billing specialist. Topics and subjects include: the basics of health insurance; CPT (procedural coding) and ICD-9-CM (diagnostic coding).

HCM 21: Medical Insurance Principles
3.0 units – 45 hours

This course covers career role and responsibilities of an insurance billing specialist. Topics and subjects include: the basics of health insurance; health care payer and managed care systems; CPT coding; ICD-9 coding; governmental and private health insurance plans.

HCM 30: Medical Insurance Principles 2
3.0 units – 45 hours

This course covers health care payers and managed care systems. Special plans such as Medicaid and other state programs, Medicare, CHAMPUS and CHAMPVA, worker's compensation, and disability income insurance along with its benefits are included. Other topics include employment opportunities as an insurance billing specialist.

HCM 40: Medical Insurance Principles
5.0 units – 90 hours

This course covers career role and responsibilities of an insurance business billing specialist. Topics and subjects include: the basics of health insurance; CPT (procedural coding) and ICD-9-CM (diagnostic coding). This course also includes health care payers and managed care systems. Special plans which include Medicaid and other state programs, Medicare, TriCare, worker's compensation, and disability income insurance along with its benefits. Other topics include employment opportunities as an insurance billing specialist.

HCM 101: Medical Insurance Principles & Billing
5.0 units – 90 hours

This course covers the career role, employment opportunities, and responsibilities of an insurance billing specialist. Topics and subjects include: the basics of health insurance including health care payers and managed care systems, medical office billing, and hospital billing. Emphasis will be placed on special plans which include Medicaid and other state programs, Medicare, TriCare, worker's compensation, and disability insurance along with its benefits.

HCM 102: CPT, HCPCS, and ICD Coding
5.0 units – 90 hours

Students will learn coding concepts associated with the Current Procedural Terminology manual and the HCPCS code book. The Evaluation and Management, Anesthesia, Surgery, Radiology, Pathology/Laboratory, and Medicine sections will be covered with emphasis on Section Guidelines and proper code selection. The student will also cover 3 volumes from the International Classification of Diseases and Clinical Modification codebook. This will prepare the student to code medical diagnoses accurately for proper reimbursement of payments for services rendered by the medical provider.

HCM 103: Health Care Management
5.0 units – 90 hours

Fundamental office procedures applied to health care administration. Principles and applications of common office procedures such as: telephone techniques, scheduling, bookkeeping, banking procedures, and office management. Computer applications are emphasized in this course. Computerized medical office management systems are used for practical applications of insurance billing, records management, and practice management.

HCM 105: Hospital Billing and Legal Issues in Insurance
5.0 units – 90 hours

This course is designed to introduce the student to the basics of hospital billing and correct completion of the UB-04 claim form through a practical, focused approach. Students will also learn and respond to patient right to privacy laws, collection procedures, medical ethics and legal ramifications as they relate to health care insurance procedures.

HCM 202: Medical Insurance Computer Applications
2.0 units – 45 hours

Computerized medical office management systems are used for practical applications of insurance billing and coding, records management, and practice management.

HCM 203: Health Care Management 1

2.0 units – 45 hours

This course focuses on the fundamental office procedures applied to the health care setting. Principles and applications of common health facility procedures such as telephone techniques, scheduling, bookkeeping, banking procedures, office management, and managing medical records are covered. Computer applications are emphasized in this course. This course also teaches Cardiopulmonary Resuscitation/Basic Life Support for Healthcare Providers (CPR/BLS), First Aid, and emergency procedures according to the standards established by the American Heart Association (AHA).

HCM 204: Health Care Management & Computer Applications

3.0 units – 45 hours

Fundamental office procedures applied to health care administration. Principles and applications of common office procedures such as: telephone techniques, scheduling, bookkeeping, banking procedures, and office management. Computer applications are emphasized in this course. Computerized medical office management systems are used for practical applications of insurance billing, records management, and practice management.

HCM 210: Medical Terminology 1

3.0 units – 45 hours

This course provides an overview of basic principles of anatomy and physiology of various systems of the human body. Medical terminology, vocabulary, and applications are the focus of this course. Human relations, customer service, medical specialties and the role and responsibilities of the medical assistant are topics covered in this class.

HCM 302: Human Relations in Health Management

2.0 units – 45 hours

This course examines the role of the health care professions in real life situations of dealing with individual differences, personalities, social differences, and the skills necessary to relate to a variety of socioeconomic and personality differences among human beings. CPR and First Aid techniques are included in this course.

HCM 304: Hospital Billing

2.0 units – 45 hours

This course is designed to introduce the student to the basics of hospital billing and correct completion of the UB-04 claim form through a practical, focused approach.

HCM 306: Professional Development & Exam Preparation

2.0 units – 45 hours

This course covers the test taking and coding skills necessary for the student to be eligible for a national coding/billing certification. Students will review content related to medical terminology and coding manuals, as well as prepare personal test taking strategies to be ready to take exam(s) upon graduation.

HCM 310: Medical Terminology 2

3.0 units – 45 hours

This course covers terminology related to advanced function of the body, along with pathology, diagnostic imaging, surgical and laboratory terms. A variety of reference materials are used to seek and verify information, including medical dictionaries and drug references. Topics include hospital and surgical records.

HEA 10: Health and Wellness

3.0 units – 45 hours

This course is designed to promote desirable health attitudes and practices. Students will examine the various dimensions of health, which include physical, psychological, social, and environmental health. Students will also review a variety of health related topics, including stress, nutrition, fitness, sexuality, disease, and drug use and abuse, and evaluate healthy lifestyle choices in their own lives.

HIST 10: Contemporary U.S. and World History

3.0 units – 45 hours

This course will enable the student to evaluate how the world has arrived at its present state. Students will explore the influence of geography, history, technology, and economics on world events in relation to the United States and our national security. Discussions will include the lingering impact of Colonialism and the Industrial Revolution on the world, the influence of Capitalism on today's global economy, and how it all affects U.S. and world politics and society. The course will highlight specific topics concerning the relationship between nationalism and globalism and trends toward the establishment of democracy throughout the world.

HR 100: Human Resource Management and Administration

2.0 units – 45 hours

This course will provide an overview of the tasks and responsibilities associated with the administration of human resources in the business environment. Topics include: recruitment, selection, and hiring practices, legal and regulatory factors, employee and labor relations, and compensation and benefits. This course addresses diversity and equal employment opportunity, sexual harassment, discrimination, employee handbooks, employee privacy, performance management and appraisal, and issues related to worker's compensation and investigation.

HR 155: Human Resource Management and Administration

5.0 units – 90 hours

This course will provide an overview of the tasks and responsibilities associated with the administration of human resources in the business environment. Topics include: recruitment, selection, and hiring practices; legal and regulatory factors; employee and labor relations; and compensation and benefits. This course addresses diversity and equal employment opportunity, sexual harassment, discrimination, employee handbooks, employee privacy, performance management and appraisal, and issues related to worker's compensation and investigation.

HRA 21: Human Resource Fundamentals

5.0 units – 90 hours

This course introduces the fundamentals of staffing and personnel decisions. It incorporates concepts of diversity and Equal Employment Opportunity into strategic human resource planning and management. Students will analyze and evaluate job components, recruitment, selection, retention, and placement of employees. Students will also learn the essentials of benefits and compensation management. Topics include the basics of compensation

This course prepares the student to successfully perform spa modalities either as a sole practitioner adding spa services to a massage practice, or as a valuable employee in a spa. The course covers the theory behind these techniques, contraindications, the benefits of each treatment, the history of spas and bathing, the roots of spas in antiquity, and the differences in Asian, European and American spa models as they developed over time.

MCA 101: Clinical Applications 1
2.0 units – 45 hours

This course focuses on the basic pre-clinical skills such as sterile techniques, OSHA regulations, and equipment operation and maintenance. Basic instrument identification, sanitation, disinfecting, sterilizing and autoclaving are covered in this course.

MCA 102: Clinical Applications 2
2.0 units – 45 hours

This course teaches CPR, First Aid, vital signs, and emergency procedures. Taking and recording vital signs are part of each class session.

MGT 104: Office Supervision and Organization
3.0 units – 45 hours

This course emphasizes functional office practices necessary in the operation of any business. Students will examine the manager's environment including social responsibility, law and ethics, efficient business organization, and human resources management. Other topics covered include an introduction and overview of office operations, an overview of typical business structure, day-to-day operations and procedures, and information systems.

MGT 110: Career Development
3.0 units – 45 hours

This course helps to prepare the online student with certain skills that are useful for the job search as well as for career development. Professional development and employment skills are the focus and topics covered include resume and professional letter writing, interview techniques, and conducting the job search through the internet. In addition, planning strategies and resources are also examined with an emphasis on maximizing career advancement potential and long-term professional growth. Students will complete assignments, projects, exams, and a final portfolio that emphasize career development and employment skills.

MKT 100: Marketing
3.0 units – 45 hours

This course provides a foundational and comprehensive overview of marketing philosophies, activities, practices, and processes. Additional topics include external and internal factors of marketing, business ethics, market segmentation, global marketing concepts, decision-making, consumer products, and customer value. A strategic marketing plan will be defined and developed.

MTC 1: Massage Therapy Clinic 1
2.0 units – 60 hours

Massage Therapy Clinic 1 challenges the student practitioners to integrate all aspects of their education during an intense internship. This phase of training offers students the excitement and responsibility of applying the knowledge & skills they have learned to the treatment of clients from the community under direct supervision of their instructors. Graduates are offered their final preparation & transition for occupational certification into the professional Massage Therapy arena.

MTC 2: Massage Therapy Clinic II
2.0 units – 60 hours

Massage Therapy Clinic II is the training ground where student practitioners are challenged to integrate all aspects of their education during an intense internship. During this second phase of clinic, students will be required to apply deeper levels of their knowledge, assessment and technical skills and abilities during a series of different treatment sessions. They will treat, make recommendations, care for, and follow-up on their clinic clients presenting with various pathological conditions.

During Massage Therapy Clinic II, student clinicians are required to complete at least 25 one-hour, full-body treatments on no less than 4 individual clients and no more than 6, that are focused on the client's particular problems, conditions, complaints or pathologies and which are meant to be therapeutic and remedial. It is recommended that when working on a particular client with a specific complaint or pathology that the client be given 4-6 consecutive, weekly or otherwise properly spaced, treatments. This affords the best educational experience for the student clinician providing enhanced opportunities for supervision and follow-up. It also allows for continued dialog about client symptomology, and experience in adjusting treatment protocol to better promote healing and the overall well-being of the client. During these treatment series the student clinician can integrate additional techniques and treatment modalities learned in the second term including integrated deep tissue, sports massage, appropriate spa techniques, points, strokes, stretches, exercises and recommendations as instructed during supervision.

Supervisors discreetly monitor students throughout the progress of their treating and are available at any time for regular conferences regarding treatment preparations, recommendations, documentation of treatments, the use of specific points and techniques, the progress of the individual client, or difficult situations that may arise. Students keep accurate records, participate in administrative duties and receive feedback from their supervisors in addition to written evaluations completed by the clients at the end of client-pathology series.

At the end of the term students will submit a clinic term paper based on each of their clinic-pathology case studies during Massage Therapy Clinic II.

MTH 55: Elementary Algebra
3.0 units – 45 hours

This course provides fundamental algebraic concepts and operations on whole numbers and fractions, expressions, variables, solving and graphing linear equations and inequalities, signed numbers, exponents, monomials and polynomials. Emphasis is placed on operations involving radicals, solving quadratic equations, factoring, problem-solving, formulas, and functions.

MTH 90: Introductory Algebra

3.0 units – 45 hours
This course provides an introduction to the fundamentals and terminology of algebra, including real numbers, linear equations and inequalities, use of formulas, algebraic expressions and polynomials, systems of equations, graphing and quadratic equation basics. Practice assignments, homework assignments, quizzes, and tests will be completed through MyMathLab.

MTH 121: College Algebra – Part A
3.0 units – 45 hours
This course integrates technology with mathematics through the use of online learning resources, and covers the fundamentals and terminology of algebra. Topics include real numbers, complex numbers, order of operations, ratios/proportions, single and multiple step linear equations and inequalities, use of formulas, algebraic expressions, polynomials, systems of equations, graphing and quadratic equations. Students will utilize the metric and U.S. standard systems, and scientific notation. The fundamentals and terminology of Geometry, including geometric shapes and the Pythagorean Theorem, will be provided. This course offers hands-on applications that allow students to relate to and to apply concepts to their field of study.

MTH 122: College Algebra – Part B
3.0 units – 45 hours
This course integrates technology with mathematics through the use of online learning resources, and covers the fundamentals and terminology of algebra. Topics include use of formulas, algebraic expressions, polynomials, systems of equations, exponential and logarithmic expressions and quadratic equations. Students will utilize rational and radical expressions, conics and functions. This course offers hands-on applications that allow students to relate to and to apply concepts to their field of study.

NSC 1: Introduction to the Natural Sciences
3.0 units – 45 hours
This course presents an overview of the basic concepts of the natural sciences, emphasizing biology, chemistry, physical, earth and space science. These concepts are taught both as a technical foundation and from a historical perspective. The subject matter is integrated into lecture discussions covering he environment, ecology, and the relevance of natural science to human affairs. Subjects discussed include current and relevant social, scientific and economic issues. Special projects and activities may be required.

PAS 101: Anatomy and Physiology 1
2.0 units – 60 hours
This course focuses on the structure and function of the human body with emphasis on the HEENT, cardiovascular, pulmonary, gastrointestinal, and genitourinary systems. This course is designed to provide the student with an examination of the anatomical structure and function of the human body through virtual cadaver dissection and lecture.

PAS 102: Adult Medicine 1
8.0 units – 108 hours
The student is exposed to the systematic approach to the theory of clinical medicine including the pathophysiology of human disease, illness and injury. Topics include dermatology, ophthalmology, otolaryngology, cardiovascular, respiratory, gastrointestinal, genitourinary, and health promotion disease prevention.

PAS 103: History and Physical Assessment 1
4.0 units – 116 hours
The student is exposed to clinical gathering skills, how to elicit and write a medical history, introduction to physical examination using the problem oriented medical record and patient simulation. Emphasis will be placed on a normal history and physical exam, which correlate with the organ systems, covered in the PAS 102 Adult Medical 1 course.

PAS 104: Diagnostic Studies 1
1.0 unit – 24 hours
The student will learn basic clinical skills applicable to interpretation and theory of body fluids/tissues analysis, electrocardiographs and pulmonary tests necessary to arrive at a preliminary diagnosis. Topics include clinical biochemistry; hematology; urinalysis; principles of electrocardiology; interpretation of 12 lead EKG and rhythm strips; basic principles and interpretation of arterial blood gases.

PAS 105: Pharmacology 1
2.0 units – 32 hours
The student is introduced to the basic principles of pharmacology including pharmacokinetics, drug actions, drug interaction and drug toxicities involved in the clinical use of drugs. Emphasis will be placed on the physiological and biochemical actions, absorption, distributions, metabolism, excretions and therapeutic use of drugs, which correlate with the organ systems and diseases covered in the PAS 102 Adult Medicine 1 course.

PAS 107: Pathophysiology 1
2.0 units – 60 hours
The course exposes the student to the pathophysiology of common disease processes in man for the following organ systems: integument, special senses, and pulmonary, cardiovascular, gastrointestinal, and genitourinary systems.

PAS 200: Anatomy and Physiology 2
2.0 units – 44 hours
This course focuses on the structure and function of the human body with emphasis on the endocrine, musculoskeletal, neurological, hematological, immunological, and reproductive systems. This course is designed to provide the student with an examination of the anatomical structure and function of the human body through virtual cadaver dissection and lecture.

PAS 201: Adult Medicine 2
8.0 units – 108 hours
The student is exposed to the systematic approach to the theory of clinical medicine including the pathophysiology of human disease, illness and injury. Topics include Endocrinology, Rheumatology, Orthopedics, Psychiatry, Neurology, Hematology, Oncology, and Infectious Diseases.

PAS 202: History and Physical Assessment 2
4.0 units – 124 hours

PAS 502: Clinical Rotation 2
14.0 units – 560 hours
Students are exposed to continuation of clinical experiences described in PAS 402. Students are assigned to four week clinical rotations in one of the following specialties: Family Medicine, Internal Medicine, Pediatrics, Women's Health, Emergency Medicine, Geriatrics, General Surgery and Psychiatry. Students are assigned patients for medical history, physical examination, diagnostic testing and patient education, management and, supportive involvement in major and minor surgical procedures. When applicable, students attend daily grand rounds, attending physician's seminars and additional continuing medical education. Students are required to return to campus once a week for lectures on Evidence-Based Medicine, give case presentations and testing.

PAS 602: Preceptorship
15.0 units – 576 hours
Students are assigned to a sixteen-week outpatient primary care clinical experience. Under supervision, students participate in patient care experiences including: taking a medical history, physical examination, diagnostic testing, patient education, management and referral. Students are required to return to campus once a week for additional didactic lectures, presentations and testing.

PHAR 21: Pharmacology
2.0 units – 30 hours
This course will study the drugs administered to treat pulmonary disease. It will also include other classifications of drugs that have an effect on cardiopulmonary status. Areas will include drug calculations, indications, classification, proper dosage, modes of administration, the physiological actions of pharmacokinetics, pharmacodynamics, and pharmacogenetics, side effects, precautions, hazards, therapeutic effects and patient monitoring.

PHIL 1C: Ethics
3.0 units – 45 hours
This course provides an introduction to the ethical problems and issues in modern society. Students will discuss current events related to ethical issues and participate in group discussions.

PHR 1: Pharmacy Science
3.0 units – 45 hours
This course provides a comprehensive overview of anatomy and physiology of the body systems emphasizing medical terminology as it relates to anatomy, physiology and pharmacology. This course includes an introduction to pharmaceutical dosage forms, medicinal chemistry, basic pharmacokinetics, and basic pharmacology with emphasis on the mechanism of action of medications, therapeutic classifications of the drugs, side-effects, and indications. **A grade of "C" or better is required for successful completion of the course.**

PHR 2: Pharmacy Law and Ethics
3.0 units – 45 hours
This course establishes an overview of the opportunities for the pharmacy technician as well as their duties and responsibilities. The laws governing pharmacy practice are emphasized, including prescription labeling requirements, hypodermics, and controlled substances. Current ethical issues will be thoroughly analyzed. This course also gives a summary of HIPAA (Health Insurance Portability and Accountability Act) and its statutes and regulations. **A grade of "C" or better is required for successful completion of the course.**

PHR 3: Pharmacy Math and Computations
3.0 units – 45 hours
This course focuses on arithmetic calculations involving fractions, decimals, ratios, and percentages including both the metric and apothecary systems allowing for pharmaceutical applications required for usual dosage determination and preparation. **A grade of "C" or better is required for successful completion of the course.**

PHR 15: Pharmacy Science and Applications 2
5.0 units – 90 hours
This course emphasizes the theory of anatomy, physiology, pathophysiology, and related pharmacology of the urinary, circulatory, and respiratory systems. Lab applications involving drug information retrieval and prescription processing serve to reinforce theory of pharmacological effects and mechanisms of action of urinary, circulatory, and respiratory system agents. Preparation for CPR and First Aid certification is an integral component of this course. Also presented in this course are procedures for the generation and maintenance of accurate pharmacy records, insurance claims and the use of pharmacy reference materials. Computerized pharmacy systems are utilized. Emphasis is placed on the importance of diligence in documentation and related issues of potential liability. Employment Services Seminar in this course includes an overview of the role of the pharmacy technician in the professional environment, employment opportunities and National Certification.

PHR 20: Pharmacy Law and Ethics
3.0 units – 45 hours
This course presents an overview of the history of the pharmacy as well as the duties and responsibilities of a pharmacist and the State and Federal laws governing pharmacy practice, standards and regulations. This course includes HIPAA (Health Insurance Portability and Accountability Act) statutes, regulations, and preparation for certification. Current ethical issues in pharmacology will be discussed.

PHR 22: Pharmacy Records and Documentation
2.0 units – 45 hours
This course focuses on enhancing the skills to properly interpret, fill and label prescription orders. An emphasis of this course is to train students to properly maintain and document pharmacy records. Students will be introduced to the duties of inventory control in a pharmacy practice and explore legal parameters of dispensing medications. **A grade of "C" or better is required for successful completion of the course.**

PHR 30: Pharmacy Math and Calculations
3.0 units – 45 hours
This course covers mathematical calculations involving fractions, decimals, ratios, and percentages including both the metric and apothecary systems. This course will utilize these learned mathematical skills during pharmaceutical applications which are

pharmacy applications to enhance competency, efficiency, and camaraderie in the execution of pharmacy technician related tasks.

PHR 331: Anatomy, Physiology, and Pharmacology 2
3.0 units – 45 hours
This course emphasizes the theory of pharmacology, pathophysiology, and indications of the pharmacological drug classes. This course also includes the function and structure of the respiratory, digestive and endocrine systems identifying the disease states of these systems and the effects of therapeutic agents. **A grade of C or better is required to pass this course.**

PHR 371: Professional Development
2.0 units – 45 hours
Students will participate in professional development activities designed to offer insight into the behaviors and attitudes of the pharmacy technician. They will practice drug calculation skills, review federal and state regulations, drug information, and the use of pharmaceutical reference guides. Through this practice and review, students will prepare for the national certification exam. **A grade of C or better is required to pass this course.**

PHR 502: Pharmacy Clinical Experience/Externship
2.5 units – 120 hours
Students will participate in professional development activities and employment skills including interview techniques, professionalism, and job search strategies. The student will also prepare for the national exam, PTCB, by reviewing math skills, federal and state regulations, drug information, and the use of pharmaceutical reference guides. The final grade in this class includes projects and assignments related to professional development and employment skills. **Attainment of 35 wpm typing speed and negative drug screen test prior to extern assignment.**

PHR 503: Externship Seminar
0.5 units – 7.5 hours
Students will return to campus during their clinical externship to meet with an instructor for 1&1/2 hours per week, over a period of 5 weeks. In this workshop style course, students will assess their performance and application of acquired skills and knowledge. This course will also assure appropriate professional direction, reinforce knowledge base, and refresh skills as needed. The grade earned in this course is Pass/Fail based largely on attendance and consistent portrayal of professionalism. **Attainment of 35 wpm typing speed and negative drug screen test prior to extern assignment.**

PHY 100: Physics for Health Professions
4.0 units – 75 hours
This course provides an introduction to the physical world to students in health majors. Topics will include classroom theory and laboratory exploration of physical dynamics as they relate to health professions, with an emphasis in respiratory care. **A grade of "C" or better is required for successful completion of the course.**

PSY: 1: General Psychology
3.0 units – 45 hours
This course covers the study of human behavior, moral development, and psychological theory as it applies to the individual, group and community. Behavioral disorders and treatment; social perceptions; emotions and motivation, social influence and group processes are topics included in this course.

RF 100: Basic Refrigeration Theory and Applications
5.0 units – 90 hours
This course introduces, discusses, and practices the physical laws of matter, heat, transfer, gas laws and equations, pressure and temperature conversions, refrigerants and refrigerant recovery-recycle-reclaim methods and equipment. The refrigeration cycle, basic refrigerating systems and applications, codes, installation, safety practices, and EPA information are topics covered in this course.

RF 200: Intermediate Refrigeration 1
2.0 units – 45 hours
This course discusses and applies the principles of theory and fundamentals to problem analysis and diagnostics for residential, light commercial, and commercial refrigeration systems. Students will practice the basics of brazing.

RF 302: Intermediate Refrigeration 2
5.0 units – 90 hours
This course discusses and applies the principles of theory and fundamentals to problem analysis, diagnostics, and repair of small commercial refrigeration systems.

RF 400: Advanced Refrigeration
2.0 units – 45 hours
This course applies the principles of theory and fundamentals to problem analysis and diagnostics for light commercial refrigeration systems. Students will describe typical commercial refrigeration problems and the possible factors that make the problems occur. Both self-contained and remote refrigeration systems are analyzed under proper performance and typical running conditions and compared to systems with air-flow problems, undercharge conditions, overcharge conditions and box temperature controls (both pressure and temperature) along with system safety switches and flow controls. In addition, this course prepares students for the HVAC-R industry certification.

RN 10: Foundations of Nursing Theory
3.0 units – 45 hours
This course is an introduction of the foundation of nursing theory and concepts to promote and maintain safe, effective health care with culturally diverse patients. Students will integrate the professional nursing roles of clinician, teacher, leader, and advocate while demonstrating critical thinking and utilizing the nursing process in the promotion of health and the foundational care of client response to physiological and psychosocial health conditions of the adult client.
A grade of "C" or better is required for successful completion of the course.

RN 10L: Foundations of Nursing Clinical
3.0 units – 135 hours

completion of clinical assignments and performance objectives. **A grade of "C" or better is required for successful completion of the course.**

SIFE 100: Small Business Internship
2.0 units – 45 hours
This course provides practical experience (Working Education) in establishing and operating a small business. All aspects of a typical, small business operation are practiced: financing, staffing, pricing, purchasing, inventory control, advertising and promotion. Working Education (WE) is an integral part of the Students in Free Enterprise (SIFE) program.

SOC 1: Introduction to Sociology
3.0 units – 45 hours
This course includes a survey of social structure and theory, and their implications for individuals in a dynamic environment. Cultures, family, organizations, groups, ethnic and political influences and politics are topics covered.

SOC 125: Diversity in the Workplace
3.0 units – 45 hours
This course looks at the realities of working in a diverse environment. It also provides the tools that can be used by managers and employees to recognize and value differences. Students will examine stereotypical thinking, behaviors, attitudes, and how stereotypical thinking can impact the workplace, breakdown communication, and create obstacles to effective teamwork. Legal implications will also be studied.

SPC 1A: Introduction to Public Speaking
3.0 units – 45 hours
The theory and techniques of public speaking will be addressed in this course. Emphasis on the logical organization and composition of informative and persuasive speeches and practice in clearly stating and developing ideas will be covered. Techniques and tools for confidence building and reducing anxiety are also included in this course.

STC 399: Clinical Experience 1
5.0 units – 225 hours
Under direct supervision, at the assigned clinical site, the student will perform basic non-sterile and sterile surgical case management duties. Assignments may include the sterile processing department, preoperative holding area, surgery department, and the post-anesthesia care unit. The clinical sites are located within a 60-mile radius of the campus. **A grade of "C" or better is required for successful completion of the course.**

STC 400: Clinical Rotations 1
5.0 units – 225 hours
On the basis of instruction received in theory and laboratory classes the student will possess knowledge of CPR, aseptic technique, and basic instrumentation. During the three 5-week rotations of this class, the student will be equipped to participate, under direct supervision, in basic duties of surgical technology including: surgical scrub, gowning, gloving, opening of sterile supplies, and performing in the role of "second scrub." In addition to these duties, the student will be involved in room preparation and turnover procurement of supplies for specific procedures, and will assist in positioning, preparation, and draping of the patient. When applicable the student will be assigned to pre-op holding and recovery areas. Central Service and workroom duties will be assigned by the preceptor according to facility policy. **A grade of "C" or better is required for successful completion of the course.**

STC 499: Clinical Experience 2
7.0 units – 315 hours
Under direct supervision, at the assigned clinical site, the student will independently perform non-sterile and sterile surgical case management duties. The student must scrub in on a minimum of 125 select surgical cases. The clinical sites are located within a 60-mile radius of the campus. **A grade of "C" or better is required for successful completion of the course.**

STC 500: Clinical Rotations 2-Externship
7.0 units – 315 hours
In addition to the duties described in STC 400 (Clinical Rotations 1), the student should now be able to scrub alone on selected cases, assist in circulating duties including urethral catheterization, sterile preparation of the surgical site, and electrocautery ground placement. **A grade of "C" or better is required for successful completion of the course.**

STL 100: Introduction to Surgical Technology Concepts Applications and Lab
1.0 unit – 30 hours
The hands-on applications of the surgical technology concepts and theory studied in STT 10 and STT 20, with emphasis on skills to be mastered on the skills completion transcript for Term 1.

STL 151: Surgical Case Management Lab
2.0 units– 45 hours
Basic skills related to the principles of asepsis, the practice of sterile technique, and the three phases of surgical case management are learned in the simulation lab. Corresponds with STT 110: Surgical Case Management. **A grade of "C" or better is required for successful completion of the course.**

STL 251: Basic Surgical Procedures Lab
2.0 units – 45 hours
Basic skills learned in STL: 151 Surgical Case Management are assimilated as mock surgical procedures are carried out in the simulation lab. **A grade of "C" or better is required for successful completion of the course.**

STL 300: Surgical Technology Concepts Application and Lab
1.0 unit – 30 hours
The hands-on applications of the concepts and theory studied in STT 30, with emphasis placed on skills to be mastered on the skills completion transcript for Term 2, as well as the practical review of skills mastered in STL 100.

STT 10: Introduction to Surgical Technology Concepts
4.0 units – 60 hours