



Medical Office Specialist

Technical Certificate

35 Credits

Semester 1

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| CIS 101 | Computer Information Systems | 3 |
| ENG 101 | English Composition | 3 |
| HCT 100 | Introduction to Health Professions | 2 |
| HCT 101 | Medical Terminology | 2 |
| HCT 103 | Introduction to Anatomy and Physiology and Laboratory | 4 |
| MAS 111 | Admin Skills for Medical Assistants I | 3 |

Semester 2

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| HCT 109 | Medical Ethics | 2 |
| HCT 113 | Medical Coding | 3 |
| HCT 114 | Medical Billing | 3 |
| MAS 112 | Admin Skills for Medical Assistants II | 3 |
| MAT 123 | Mathematics in Modern Society | 4 |

Summer Term

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| MAS 106 | Externship I | 3 |
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Enhancements

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| HCT 105 | Phlebotomy | 2 |
| MAS 101 | Pharmacology for Health Professions | 2 |

PRACTICAL NURSING

Length of Program

Advanced Technical Certificate: Approximately three semesters, one summer term

The Practical Nursing Program is operated with the approval of the State Board of Nursing. The student graduates with an Advanced Technical Certificate and is required to pass a state licensure examination to become a licensed practical nurse.

The first semester classes may be taken full-time or part-time in the fall or spring. Applicants who complete all prerequisite courses with a "C" or better and have fulfilled all of the other entrance requirements are eligible to be accepted into the nursing program.

Practical nurses are integral members of the health care team who care for the sick, injured, convalescent, and disabled under the direction of physicians and registered nurses. Practical nurses assess clients for educational, physiological, psychosocial, comfort, and safety needs; assist in planning and coordinating care; and gather data. They provide basic bedside care, take vital signs, do dressings and treatments, insert catheters, collect samples from clients for testing, perform routine laboratory tests, administer prescribed medications, and start intravenous fluids. Some experienced LPN's supervise unlicensed assistive personnel.

Practical nurses are employed in hospitals, long-term care facilities, behavioral health facilities, home health agencies, clinics, and physicians' offices. LPN's should have a caring, empathetic nature. They should be emotionally stable because work with the sick and injured can be stressful. As a part of the health care team, they must be able to follow orders and work under close supervision. Depending on the area, intermittent periods of sitting, standing,

walking, reaching and twisting; and occasional need for squatting, bending, kneeling, lifting, and carrying may be required. They require full range of body motion, manual and finger dexterity, and hand-eye coordination. Mental requirements include assessing and planning, calculating, analyzing, sorting, comparing, listening, decision-making, and reading comprehension.

Individuals who have been charged and/or convicted of a felony may not be able to sit for the licensure exam unless the Board of Nursing grants a waiver. Such individuals are encouraged to self-disclose to the program coordinator and contact the Board of Nursing before proceeding with the practical nursing program. Criminal background checks are a requirement of the Joint Commission on Accreditation of Healthcare Organizations (JCAHO). Criminal background checks are necessary to meet clinical practicum site requirements.

Entrance Requirements

In addition to the requirements for all health care programs, the applicant must have:

- Documentation of CNA certification
- Current Health Care Provider level CPR.
- Current First Aid certification.
- Two letters of recommendation from a professional (teacher or counselor) and an employer.
- Possible panel interview with the program coordinator/instructor may be required.
- Admission packet submitted by spring deadline of March 1. Incomplete packets will not be considered for admission.
- Pass criminal background check as mandated by program.

Program Costs

In addition to the registration fees, a Practical Nursing student can expect to spend an approximate total of \$3,500 on books, uniforms, supplies, criminal background check, and testing for the entire program.

