

**VOLUME 27**  
REVISION 08/24



## **PHARR CAMPUS**

Main Campus

213 E Ferguson Ave.  
Pharr, TX 78577

**(956) 782-7100**

## **LAREDO CAMPUS**

Branch Campus

1220 N Malinche Ave.  
Laredo, TX 78043

**(956) 727-4909**

## **SAN BENITO CAMPUS**

Branch Campus

1901. W. Hwy. 77.  
San Benito, TX 78586

**(956) 399-9698**

South Texas Training Center is approved and regulated by the Texas Workforce Commission Career Schools and Colleges 101 East 15th Street, Austin, Texas 78778-0001. The Texas Health and Human Services Commission (HHS), Regulatory Services Division, Nurse Aide Training (NATCEP) approves the Nurse Aide Program. South Texas Training Center is approved as a proctoring site through the American Medical Certification Association.

*South Texas Training Center is Accredited by the Commission of the Council on Occupational Education*

STUDENT CATALOG



# **CHOOSE YOUR CAREER PATH**

**NURSE AIDE/HOME HEALTH AIDE**

**NURSE AIDE/HOME HEALTH AIDE  
- BILINGUAL**

**NURSE AIDE/ HOME HEALTH AIDE  
- REHAB TECH**

**MEDICAL ASSISTANT**

**PATIENT CARE TECHNICIAN**

**MEDICAL OFFICE CODING AND  
BILLING SPECIALIST**



VOLUME 27  
REVISION 08/24  
PUBLICATION DATE 09/01/24  
EFFECTIVE DATE 09/01/24

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## MISSION STATEMENT

South Texas Training Center is committed to providing the highest standard of education. Our goal is to prepare students for employment and career advancement in today's job market.

## HISTORY AND PHILOSOPHY

In today's healthcare field, the demand for healthcare workers is soaring! South Texas Training Center has educated hundreds of South Texas residents to fill those needs. South Texas Training Center serves Hidalgo, Starr, Willacy, Cameron, and Webb counties.

The schools works with the students to provide them with the education that will prepare them to obtain certification as State Certified Nurse Aides, National Certified Medical Assistants, National Certified Patient Care Technicians, National Certified Phlebotomists, and National Certified Medical Office Specialists. With these certifications, students are able to secure employment in nursing homes, hospitals, clinics, assisted living homes, medical offices, doctor's offices, home health agencies, and much more.

South Texas Training Center was founded in 1997 and is committed to improving the quality of life for the residents of South Texas. The school is owned by a Registered Nurse who has extensive healthcare experience and is able to adapt to the changes in the healthcare community. Her commitment is to provide knowledge to their students and help to take them from a place of limited opportunities to a marketplace where their newly learned skills can earn them promising careers and a meaningful way of life.

South Texas Training Center - Pharr began operations in 1997 and was founded by Hilda C. Silva R.N., C and Elia Lopez R.N. in order to better serve the needs of the Rio Grande Valley. The school was located at 216 E. Expwy. 83, Ste. I Pharr, TX. During that time, the school mainly consisted of one large classroom area and one office space.

In 2001 the organization began an expansion effort and added additional classrooms and supplementary office and storage space. Today the school is located at 213 E. Ferguson and is equipped to hold 30 students. The school has various classrooms and simulation labs and has served as the institution's main campus location since 2023.

South Texas Training Center - San Benito was opened in Harlingen, Texas in 1999. In order to better serve the lower Rio Grande Valley, the school relocated to 551 N. Williams Rd. San Benito, Texas. During this time, the school had one large classroom and one office space. In 2002 the school expanded and added one additional classroom. In August 2004, the school relocated to 1901 W. Hwy 77, San Benito, TX.

South Texas Training Center - Laredo was opened in 2004 in order to better serve the South Texas region. The school was located at 5460 Springfield #111, Laredo, Texas. The school is dedicated to providing quality education in order to improve health care throughout South Texas. In September 2014, the Laredo campus relocated to 1220 Malinche Drive. Suite B. The move was done in order to meet the increased enrollment in that region.

South Texas Training Center is committed to providing knowledge to all its students. We pledge to instill in our students the thirst for knowledge, pride in achievement, quality in their work, and respect for each person as an individual regardless of race, creed, color, national origin, gender, age, or disability.

## CORPORATE AND OWNERSHIP

South Texas Training Center is a DBA of Silva & Lopez Associates Corporation. Key stakeholders include Hilda C. Silva, RN-BC, and Monica S. Garcia.

### **Chief Administrative Officer**

Hilda C. Silva, RN-BC  
(956) 782-7100  
hsilva@southtexastraining.com

## ACCOMMODATIONS/DESCRIPTION OF INSTITUTIONAL FACILITIES

Our San Benito location is located at 1901 W. Hwy 77 San Benito, Texas. The school consists of 5,000 square feet and consists of office spaces, four large classrooms, a lobby, a lab area, and a large computer lab with library.

Our Pharr location is located at 213 E. Ferguson in Pharr, Texas. The area consists of three classrooms, a laboratory area, one computer lab, one library resource room, large office spaces, and a storage area. The physical building consists of approximately 5,000 square feet of usable space. The classroom areas are equipped to hold a total of 30 students at one time. The laboratory area is equipped with hospital beds, wheelchairs, and other necessary equipment required to properly educate our students.

South Texas Training Center-Laredo is located at 1220 N. Malinche Ave. Suite B. The building consists of 7,821 square feet. It consists of six classrooms, a computer and medical lab. In addition it has a student break room and four office spaces.

A tour will gladly be provided to all interested applicants.

## EQUIPMENT

In keeping with the high educational standards of the school, the equipment utilized enhances the opportunity for students to develop a practical working knowledge of the equipment and materials they will be using on the job. The school provides their students access to equipment, which is utilized to teach proper skills and techniques: a hospital bed, medical equipment, and a wheelchair. Teaching aides include: blood pressure cuffs, stethoscopes, mannequins for performing skills, thermometers, personal care items, skills instructional videos, and reference books.

A partial list of instructional equipment utilized at the school includes:

- Workbooks
- Flashcards
- Television
- Audio Equipment
- Dry Erase Boards
- Resource Books
- Desktop/Mobile Computers
- Media Resources
- Mannequins
- Phlebotomy Arm
- Wheelchairs
- Life Size Skeleton
- EKG Machine

## LIBRARY

Each campus has a small library equipped with various books and general study information.

## APPROVALS AND MEMBERSHIPS

- U.S Department of Education
- The Texas Health and Human Services Commission

- Texas Workforce Commission, Career Schools & Colleges
- Accredited by the Commission of the Council on Occupational Education
- American Medical Certification Association

## ADMINISTRATIVE STAFF AND FACULTY

South Texas Training Center is proud of its carefully selected staff members who bring various expertise and experiences. A list of staff members is attached as an addendum to this catalog.

## ENTRANCE REQUIREMENTS

Submitting an application to the school does not guarantee acceptance. The school reserves the right to refuse admission or readmission to any applicant who does not meet the admission requirements or does not comply with the admission procedures. A prospective student may make a formal application by submitting the application for admission to the school.

## GENERAL ADMISSIONS REQUIREMENT & PROCEDURES

Requirements for admissions are identified in the South Texas Training Center catalog, and student handbook. In addition, the school clearly states admissions requirements on program flyers and website. The schools admissions policies are designed to determine the student's ability to successfully complete the desired program and eventually obtain employment in the field. The school aims to ensure that admissions policies and activities are ethical and presented to the student in an accurate manner. Prior to admission, all students receive the school catalog and student handbook.

The following is the procedure outlining the admission requirements:

1. All applicants must complete an admissions application.
2. Evidence of education must be presented to the school. This includes a copy of a High school diploma, GED, or high school transcript.
3. All applicants must have a Social Security Card and Driver's License or Texas Identification Card
4. All applicants must take the Wonderlic Personnel Test & Scholastic Level Exam administered by South Texas Training Center prior to beginning classes.

Students must make the minimum score of the following for the entrance exam:

- a. MA/PCT: A score of 14 or better.
  - b. Nurse Aide: A score of 10 or better.
5. All applicants must complete an informal interview.
  6. All applicants must complete an enrollment agreement.
  7. Documentation of any required health examinations must be presented prior to clinical course or externship experience, if applicable.



Registered school representatives make a determination as to which individual meets the entrance requirements. Upon completion of all admission requirements, a registered school representative will notify the student of their acceptance. If an individual does not agree with the school's decision, they may turn in a letter appealing the decision. A committee comprised of the school faculty will then meet and vote on the acceptance of the individual.

There are no legal requirements imposed upon our admission policy.

## **ACCEPTANCE TO THE SCHOOL**

Submitting an application to the school does not guarantee acceptance. The school reserves the right to refuse admission or readmission to any applicant who does not meet the admissions requirements or does not comply with the admissions procedures.

Upon completion of all admission requirements, the student will be notified of their acceptance into the school.

## **POLICY OF NON-DISCRIMINATION**

The school encourages diversity and welcomes applications from all minority groups. The school does not discriminate based on race, color, religion, ancestry, national origin, age, non-disqualifying disability, gender, sexual orientation, marital status, or Veteran status in the recruitment of students. Sexual harassment is prohibited.

Information pertaining to an applicant's disability is voluntary and confidential. If this information is given, it will be used to overcome the effects of conditions that limit the participation of qualified disabled students.

If you believe you have been discriminated against, please promptly notify the Campus director.

## **STUDENTS SEEKING REASONABLE ACCOMMODATIONS**

Reasonable accommodations will be made on an individual basis. However, it is the responsibility of persons with disabilities to seek available assistance and make their needs known at the time of enrollment. Documentation to support the disability must be provided to the School at the time of the request. All requests for accommodations should be made to the school director. The name, address, and telephone number of the school director is noted in a supplement to this catalog, is posted in the Admissions Office, or can be obtained from the Executive Director of the School. Instructors may also identify students who may require special accommodations. Reasonable accommodation may also include religion, ethnic or cultural requests all requests will be reviewed by a committee composed of the school staff members. The student will be notified in writing of the decision of the committee. The student may appeal the decision of the committee to the school director.

## **PREREQUISITES**

Previous school hours are not required for admission to the school. The student must pass through the application process in order to be admitted to the school. In addition, the student

must pass the school's entrance exam administered by the school.

## **Transfer of Student Credit from other Institutions**

The school will evaluate the previous education completed at other institutions and grant credit where appropriate.

Procedure:

1. The student is responsible to bring transcripts from any courses they have completed at other institutions.
2. The transcripts must be complete and include the name, address, and telephone number of the institution.
3. The student will complete the record of previous education form upon enrollment.
4. The student must have the required number of hours for the courses as prescribed by the Texas Department of Health and Human Services.
5. The school director will determine if credit will be granted upon evaluation of the transcript.
6. Students will be charged the prevailing tuition rate.

## **REGISTRATION**

The registration process must be completed in person at a prearranged time determined by the school. The process consists of the completion of required documentation, the administration of the entrance exam, a short interview session, a tour of the school's facilities, and an explanation of the school's policies and procedures. Registration should be completed before the first class day.

The school will maintain a file on each student. The file will consist of an admissions application, the school's entrance exam, a high school or college transcript, exam scores, completion certificates, record of tuition and fee amounts, change of student address, refund amount, grades, counseling records, attendance records, and any additional written correspondence. Student records are utilized by the school's staff, administration, and instructors for the purpose of counseling, academic advisement, and employment pursuits. The director is responsible for all student records.

Replacement copies are available for each student at a \$1.00 per page and should be formally requested with a money order. A student may request to examine their records at any time through the school's director.

## READMISSION AFTER BEING TERMINATED FOR UNSATISFACTORY ATTENDANCE

A student who has been terminated due to the attendance policy or unsatisfactory progress cannot be readmitted until a minimum of one grading period has passed.

## READMISSION AFTER TERMINATION FOR UNSATISFACTORY PROGRESS

A student may apply for readmission twice after being terminated for unsatisfactory progress. They cannot be readmitted until a minimum of one complete program course has passed. The student can be admitted to the next available program. Tuition will be determined by prorating the remaining clock hours.

## PROGRAM TRANSFERS

A student may request a program transfer.

Procedure:

1. The student is required to apply in writing to the school director for a program change.
2. A student status change notice must be completed.
3. The school must approve the program transfer.
4. Students may be assessed additional charges for a program transfer.
5. Students wishing to transfer to a new program must complete a new enrollment agreement.
6. Students will be charged the prevailing tuition rate for the newly selected program.

## ENROLLMENT PERIODS

A copy of scheduled enrollment dates can be supplied as a supplement to this catalog.

## EXTERNSHIP/CLINICAL POLICY

The school's program coordinator will make periodic phone calls to monitor the extern's progress. A weekly meeting will be held for the externs in order to discuss their experiences and observations. The weekly meeting will be scheduled in advance by the program coordinator. Each extern will be required to keep a daily journal in order to document their observations and experiences. The externship coordinator will evaluate the extern's daily journal on a weekly basis during the extern's weekly meeting. All externs will be required to write a final report on what they have learned throughout their externship experience. Each extern will be evaluated through the externship monitoring form. The form lists the specific knowledge and skills which are to be monitored and evaluated by their work site supervisor weekly.

## SCHOOL CALENDAR

The school observes the following holidays:

- New Years Day
- Christmas (1 Week)
- July 4<sup>th</sup> (1 Week)
- Memorial Day
- Thanksgiving Day
- Labor Day
- Good Friday

## TECHNOLOGY RESOURCES

As a student at South Texas Training Center, you have access to a variety of resources to effectively help you achieve student outcomes and objectives. Each campus is equipped with a computer lab that can be used for building resumes, research email, and other activities aimed at student success. Technology Resources Available include Computer Lab, Multifunction Printer, and Fax Machine. For any technical service or assistance, please contact your campus director.

## COURSE FREQUENCY

Courses within our programs are offered with sufficient frequency so that students may complete the training within the time frame outlined in the school catalog and student handbook.

At our institution, courses are offered within the programs. These programs are short-term and offered sufficiently throughout the year.

## OFFICE HOURS

The school's office hours are:  
Monday - Friday 8:00 a.m.- 12:00 p.m. and 1:00 p.m.- 5:00 p.m.

## TB AND HEPATITIS B SCREENING AND IMMUNIZATION

The school requires that all students obtain a tuberculosis test or chest x-ray if needed and obtain immunization against Hepatitis B if needed. The Texas Department of Health has dropped their statutory requirements for immunizations for Texas colleges and universities. The school recommends that students protect themselves from vaccine preventable diseases by having adequate levels of immunity against the following: tetanus, measles, mumps, rubella, and hepatitis B.

## GRADING SYSTEM

The standing of a student is expressed by grades.

A	Excellent	90-100
B	Good	89-80
C	Fair	79-70
D	Failure	69-Below



## **GRADING PERIOD AND FREQUENCY OF PROGRESS REPORTING**

A student's academic progress shall be evaluated at the midpoint and/or academic quarter, or at least every eight weeks. The school shall place a student making unsatisfactory progress for the program at the end of a progress evaluation on academic probation for the next progress evaluation period. If the student on academic probation achieves satisfactory progress for the subsequent progress evaluation period but does not achieve the required grades to meet overall satisfactory progress for the program the student may be continued on academic probation for one more progress evaluation period. A student who fails to achieve overall satisfaction progress for the program at the end of two successive probationary progress evaluation periods shall be terminated.

Students in the nurse aid program must pass each course with 70% or better, according to state regulations.

## **TUTORING**

Students who need extra assistance because of academic difficulties may arrange for tutoring through their instructor.

## **GUIDANCE SERVICES**

South Texas Training offers guidance services to all students. It is the school's primary responsibility to offer assistance to their students. The school's staff welcomes the opportunity to assist students in working out solutions to their problems. Students will receive academic advising as necessary in order to help them meet their educational goals. Students who require additional services will be given information about various agencies.

## **POLICY FOR INCOMPLETES OR WITHDRAWS**

A student may request a grade of incomplete if the student withdraws for an appropriate reason unrelated to the student's academic status. Tuition will be determined by academic hours attended by the student. If a refund has been given, tuition will be based on actual hours of attendance. The student will be eligible to re-enroll within a twelve-month period following the withdrawal date without payment of additional tuition. A student who withdraws with a WP may be readmitted in the next available course.

A student who withdraws from the program will receive a WP (Withdrew Passing) or WF (Withdrew Failing). A WP reflects a grade of 70% or better. In the case of a withdrawal the school will retain the \$100.00 registration fee and the minimum refund of the remaining tuition. A student who withdraws with a WP may be readmitted in the next available course.

## **REMEDIAL WORK**

Remedial work will be offered to students who may be weak in an area of study. Students will have the opportunity on an individual or group basis to review material or practice skills. This arrangement will be made with the instructor or director of the school.

## **CHANGES IN PROGRAMS OR POLICIES**

The School has the right, at its discretion, to make reasonable changes in program content, materials, schedules, sequence of courses in programs, or locations in the interest of improving the student's education, or where deemed necessary due to industry changes, academic scheduling, or professional requirements. The School is required to make changes in programs or policies when ongoing federal, state, or accrediting changes affect students currently in attendance.

## **REQUIRED STUDY TIME**

Students are required to study apart from classroom time in order to successfully complete the course. The amount of time will vary according to the student's abilities. All assignments must be turned in at a designated time. Students are responsible for reading any study materials issued by their instructors.

## **PLACEMENT**

South Texas Training Center offers placement assistance to all eligible graduates. Students are responsible for advising the school of their employment information Assistance in finding a part time or full time job is available. Job placement assistance includes resume writing assistance, letters of recommendation and referrals to available job openings. Job placement is not guaranteed. If a student fails to attend an interview scheduled by the school, the services may no longer be available to the student. Although average starting wage data is available to students, there is no guarantee that a student will earn a specific amount.

## **ACADEMIC ADVISEMENT SERVICES**

The institution provides academic advisement services to assist students in completing the occupational educational programs. The advisement services assist students to make decisions needed to enter the workforce. Students are most likely to seek and receive counseling assistance:

- In selecting a program that seems most realistic in keeping with their abilities, interest, and limitations
- In planning and carrying out their next step after completion of the program
- In solving financial problems
- In dealing with personal and academic problems
- In transferring from one course or program to another
- In considering withdrawal from school

Procedure:

1. Faculty and staff will maintain an open line of communication with students.
2. Students are encouraged to seek advisement services if experiencing personal and financial difficulties.
3. Faculty will closely evaluate a student's progress in the program including difficulty with class work, exams, or externship.
4. Faculty will assist students by providing advisement services to assist students with educational objectives.

5. Faculty will refer students who require additional advisement services to school director.
6. Faculty will refer students to appropriate community agencies and provide support.
7. Advisement services will be accessible to all students.

## MAKE-UP WORK

No more than 5% of the total course time hours for a program may be made up. Makeup work shall be supervised by an instructor for the class being made up. Makeups must be completed within 2 weeks of the end of the course in which the absence occurred. A student must sign a makeup sign in sheet to document and acknowledge the makeup session. The date and duration of the make session will be included in the sign in sheet and include the name of the instructor.

## SCHOOL CONDUCT

South Texas Training maintains high academic standards. Professional conduct is crucial in obtaining and keeping a job. The school emphasizes regular attendance, promptness, a positive attitude, and honesty. Students will be held accountable for and should report the following violations while in school

Each student is expected to:

- Demonstrate courtesy and respect for others
- Behave in a responsible manner
- Attend all classes and clinical and externship regularly and on time
- Be prepared for all classes and clinicals and externships.
- Take appropriate assignments to class
- Be well groomed and dress appropriately
- Obey all classroom rules
- Respect the rights and privileges of other students and instructors
- Respect the property of others including the school, clinical property, and facilities
- Cooperate with or assist the school staff to maintain safety and discipline

Students are prohibited from:

- Cheating, plagiarism and forgery
- Copying work from other students
- Stealing from students, staff, the nursing facility, residents, or the school
- Damaging or vandalizing property owned by the school, nursing facility, or others
- Engaging in verbal abuse or harassment (i.e..... name calling, racial/ethnic slurs or derogatory statements
- Violating safety rules
- Possessing fire arms
- Selling Drugs or like alike drugs
- Inappropriate or profane behavior that causes a disruption in teaching or the learning process.

A student may be terminated for not adhering to school policies and will not be re-admitted for six months. A student may be terminated without readmission for any actions which poses a threat to the safety of residents, other students, instructors, or staff, patients or others.

## ABSENCES

A student will be allowed to be absent no more than 20% of the time.

*Distance Education Students:*

Federal regulations require that online students establish attendance/participation in coursework each term to be eligible for federal financial aid. South Texas Training Center verifies student attendance in accordance with this regulation. Students must establish a record of participation in academically related activities in order to comply with this requirement.

## LEAVE OF ABSENCE

A student may be granted a leave of absence during the course. The school director must approve this leave of absence and written documentation will be kept in the individuals file. South Texas Training Center grants Leave of Absence as per regulation of Higher Education Reconciliation Act (HERA) 2006. Students who require a leave of absence from the program must do so in writing and be approved by the School Director prior to leave of absence. In one academic year, the total days in a leave of absence MUST NOT exceed 180 days. Students must document in writing a return date. If the student does not return on the date specified the school will drop the student. The school will refund as for school 's policy if the student is dropped.

## TERMINATION FOR UNSATISFACTORY ATTENDANCE

A student will be terminated if absent more than 20% of the time or 14 calendar days.

## REQUIREMENTS FOR GRADUATION

Requirements for graduation include:

- An average of 70% or better
- Attendance requirement throughout the course (See individual attendance requirements per program)
- Demonstration of proper clinical skills
- Externship/Clinical requirement

## CONFIDENTIALITY POLICY AGREEMENT/ACCESS TO STUDENT RECORDS

The institution maintains a procedure for access to student files to protect student confidentiality.

- Every student shall have confidentiality of his/her student records maintained at South Texas Training Center.
- All staff and faculty of the institution shall sign a Confidentiality Agreement form at the time of hire.
- The information contained in the student records is confidential and shall be disclosed only to school instructors, administrators, and staff.
- Staff completing the student information file shall maintain all information confidential.
- Access to student records is authorized to the school director and the student services representative.

- Instructors needing to review a student file must complete a sign-out form.
- The student service representative will access the record for the instructor.
- The student records will be kept locked at all times.

## VA/GI BILL GENERAL INFORMATION

South Texas Training Center allows any covered individual to attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility for entitlement to educational assistance under chapter 21 or 33 ( a “certificate of eligibility” can also include a “statement of benefits” obtained from the Department of Veterans Affairs’ (VA) website - ebenefits, or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:

1. The date on which payment from VA is made to the institution.
2. 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.

South Texas Training Center will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institution facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual’s inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33. Students utilizing the VA bill are required to take the following additional actions:

1. Submit a certificate of eligibility for entitlement to educational assistance no later than the first day of a course of education.
2. Submit a written request to use such entitlement.
3. Provide additional information necessary to the proper certification of enrollment by the educational institution.
4. South Texas Training Center reserves the right to require additional payment or impose a fee for the amount that is the difference between the amount of the student’s financial obligation and the amount of the VA education benefit disbursement.

## TRANSCRIPTS

Current or former students may request one free copy of their official transcript by submitting a written request to the School with the name and address where the transcript will be mailed. A fee will be charged for additional copies, and must be paid in advance before they are processed. Transcripts sent directly to the student will be marked to indicate they are unofficial copies. Official transcripts will not be released for students who have a past due account with the school.

## STUDENT GRIEVANCE POLICY AND PROCEDURE

Many questions or concerns that students may have can be resolved through discussion. The institution will make a good faith effort to resolve all concerns. Students with concerns should observe the following:

A student grievance should be brought up to their instructor. If the grievance is not resolved by the instructor, the student may bring the grievance to the school director. If the grievance is not resolved by the director, the grievance may be forwarded to administration. If the grievance is not resolved by administration; the grievance may be forwarded to the Texas Workforce Commission or Council on Occupational Education to the following addresses:

**Texas Workforce Commission**  
 Career Schools and Colleges  
 101 E 15th St. Austin, TX 78778  
 512-936-3100  
<https://twc.texas.gov/partners/career-schools-colleges-resources>

**Council of Occupational Education**  
 7840 Rosewell Rd. Suite 325  
 Atlanta, Georgia 30350  
 1-800-917-2081  
<http://council.org/>

If a student files a complaint, documentation of the complaint is filed in accordance with the school policy and stored at the director’s office for review.

## PARKING

Student parking has been designated in lots located in the front of the school building.

## SMOKING

Smoking is not allowed in the building or within the front areas of the building. A designated smoking area has been set up outside the rear of the building. An ashtray is furnished for cigarette butts. The privilege of smoking will be revoked if the smokers do not clean up after themselves.

## PHONE USAGE

A student should limit their phone calls to five minutes or less. Phone calls should be placed only during break times or in the event of an emergency.

## VOTING

We encourage all students to vote. Voter registration cards can be obtained from the office.

## DRESS CODE

Students are required to dress in an appropriate manner at all times. Students should show concern for their appropriate dress while performing their externship rotations and should be guided by the principle of what is proper for the workplace. Professional dress is as important as the development of their professional skills. Students are required to practice good personal hygiene and maintain a clean and neat appearance at all times. Students failing to meet the requirements will not be admitted to class. The school's faculty is responsible for enforcing the dress code. Inappropriate dressed student will be sent home and time missed will be counted as an absence.

The school requires each student to wear a uniform to class. The uniform is to be worn at all times including the last day of attendance (graduation). The student will not be allowed in class without the appropriate uniform. The uniform will consist of:

- scrubs
- a white pair of shoes
- white socks
- a name tag

Additional requirements include:

- Hair should be clean and combed
- Long hair should be worn pulled up and away from the face
- A small hair ornament may be worn
- Finger rings should be kept at a minimum
- Dangling rings with large stone settings are not allowed
- Earrings should be small
- Large dangling earrings are not allowed
- Body piercing is not allowed
- Tattoos or body art should be hidden

A student may be terminated for violation of the dress code. A student who is terminated with satisfactory academic progress may apply for readmission in the next course. A student who is terminated with unsatisfactory progress may apply for readmission in six months. The student will be given credit for the courses completed successfully before the termination.

## PERSONAL PROPERTY

South Texas Training assumes no responsibility for loss or damage to a student's personal property or vehicle.

## BREAK TIMES

All classes break for 10 minutes between sessions.

## ACADEMIC FREEDOMS/STUDENT RESPONSIBILITIES

Students who have been accepted into the school have certain rights and responsibilities. These rights and responsibilities establish the student's code of conduct. Students have the right to access an environment free from the interference process.

- Students will be treated in a manner that will maintain their dignity. Students should be free from intimidation, harassment, mockery, insult, and physical aggression.
- Students will be given full disclosure and explanation of all fees and financial obligations to the school.
- Students have the right to receive a quality education. This right includes high-quality programs, appropriate instructional methods and content, instructors who have sufficient educational experience and practical expertise in their areas of instruction, the availability of adequate materials, resources, and facilities to promote the practice and application of theory, and an environment that will stimulate creativity in learning as well as professional and personal growth.
- Students are required to conduct proper relationships with the schools staff, faculty, peers, and their clients with honesty and respect.
- Students have the right to develop their personal growth through the education and work.
- Students have the right to an objective evaluation of their performance. Students will receive at the beginning of each course information about course goals and objectives and the method by which their final grade is determined.
- Students have the right and responsibilities in course and instructor evaluations and give constructive criticism of the services provided by the school.
- Students have the responsibility to conduct themselves in a professional manner and abide by the schools policies and procedures.
- Students are to comply with the direction of the schools faculty and staff members.

## REQUIREMENTS FOR CERTIFICATION

### Nurse Aide State Licensure

The Omnibus Budget Act of 1987 requires that all nurse assistants be certified. Candidates for the nurse aide competency examination must complete a state-approved nurse aide training course. Students who complete a nurse aide course will receive a certificate indicating the satisfactory completion of the course. Satisfactory completion will be based on test scores, demonstration of skills learned, and observation of care assigned to the resident.

The school will schedule candidates for the state testing process once a certificate of completion has been granted. The examination is administered by Prometric.

The examination process is composed of two sections. The first portion of the exam is a demonstration of manual skills. The second portion of the exam is a multiple-choice exam.

Exam options include:

- Written/English
- Written/Spanish
- Oral/English
- Oral/Spanish

Questions regarding the Nurse Aide examination processes can be directed toward the school's staff, instructors, and directors, or you may visit the Texas Health and Human Services Commission website to obtain information about the Texas Nurse Aide Registry or additional training and testing information.

**Texas Health and Human Services**

<https://hhs.texas.gov/doing-business-hhs/licensing-credentialing-regulation/nurse-aide-training-competency-evaluation-program-natcep>

Questions regarding the written/oral exam can be directed to

**Prometric - TX Nurse Aide**

7941 Corporate Dr.  
Nottingham MD 21236  
Phone: 800.488.5787

Or you may go to the Texas Health and Human Services Commission website at:

<https://hhs.texas.gov/doing-business-hhs/licensing-credentialing-regulation/nurse-aide-training-competency-evaluation-program-natcep>

**American Medical Certification Association**

All students who successfully complete a training program are eligible to test for national certification through the American Medical Certification Association. Any questions regarding AMCA testing can be directed toward the school’s staff, instructors, or directors, or you may visit the American Medical Certification Association website to obtain information about national certification requirements and processes.

**American Medical Certification Association**

310 Passaic Ave, Suite 204B, Fairfield, NJ 07004  
Fax to: 973.582.1801  
Website: www.amcaexams.com  
Phone: 888-960-2262

**FEES & PAYMENT PLANS**

Students are not required to purchase their TB skin Test, X-Ray, or Hepatitis Injection through the school if they have proof of a current immunization record. Scrubs are required to be worn by each student attending the school. The student will be required to wear white shoes (white tennis shoes are acceptable), a watch with a second hand, back support belt, a gait belt, and a stethoscope with blood pressure cuff. The student is responsible for providing all of the above materials, which are available for purchase through the school.

All tuition and fee amounts should be paid to the school by the scheduled completion dates. Any pending balances will result in the holding to the student’s certificate of completion.

Fees can be paid by cashier’s check or money order. \$100.00 is required to reserve a space in the class during registration; this is a non-refundable fee as stated in the refund policy. The registration fee is applied to the tuition fee.

**ADDITIONAL FEES**

Please see individual program for program detailed cost.

Nurse Aide/Home Health Aide.....pg. 22  
Nurse Aide/Home Health/Rehab Tech.....pg. 23  
Patient Care Technician.....pg. 24  
Medical Assistant.....pg. 25  
Medical Office Coding and Billing Specialist.....pg. 26

First Certificate of Completion - Free  
Replacement Certificate - \$3.00  
Copies of Permanent File (1st Copy) - Free  
Additional Request - \$1.00 (Per Page)

**FINANCIAL AID SERVICES**

Prior to enrolling at South Texas Training Center, all applicants are encouraged to explore the availability of financial aid funding through the following agencies:

- Facility Sponsorship (Nursing Home, Home Health Agencies, Clinics and Hospital)
- Texas Workforce Commission Workforce Innovation and Opportunity Act
- Department Assistive & Rehabilitative Services (Students can go to these individual agencies for qualification requirements)
- Department of Education Title IV Programs

**Continued on Next Page**



## CANCELLATION POLICY (PROGRAMS)

A full refund will be made to any student who cancels the enrollment contract within 72 hours (until midnight of the third day, excluding Saturdays, Sundays, and legal holidays) after the enrollment contract is signed. A full refund will also be made to any student who cancels enrollment within the student's first three scheduled class days, except that the school may retain not more than \$100 in any administrative fees charged, as well as items of extra expense that are necessary for the portion of the program attended and stated separately on the enrollment agreement.

## REFUND POLICY (PROGRAMS)

1. Refund computations will be based on scheduled clock hours of classes through the last documented day of an academically related activity. Leaves of absence, suspensions and school holidays will not be counted as part of the scheduled classes.
2. The effective date of termination for refund purposes will be the earliest of the following:
  - a. the date of termination, if the student is terminated by the school;
  - b. the date of receipt of written notice from the student; or
  - c. the first of the following dates when the student's participation in an academically related activity cannot be documented: at the end of the first week of each academic term, at the end of the first month of each academic term, at the midpoint of each academic term, and at the end of each academic term.
3. If tuition and fees are collected in advance of entrance, and if after expiration of the 72-hour cancellation privilege the student does not enter school, not more than \$100 in nonrefundable administrative fees shall be retained by the school for the entire residence program or synchronous distance education course.
4. If a student enters a residence or synchronous distance education program and withdraws or is otherwise terminated, the school or college may retain not more than \$100 in nonrefundable administrative fees for the entire program. The minimum refund of the remaining tuition and fees will be the pro-rate portion of tuition, fees, and other charges that the number of hours remaining in the portion of the course or program for which the student has been charged after the effective date of termination bears to the total number of hours in the portion of the course or program for which the student has been charged, except that a student may not collect a refund if the student has completed 75 percent or more of the total number of hours in the portion of the program for which the student has been charged on the effective date of termination.
5. Refunds for books, tools, or other supplies should be handled separately from refund of tuition and other academic fees. The student will not be required to purchase instructional supplies, books and tools until such time as these materials are required. Once these materials are purchased, no refund will be made.
6. A student who withdraws for a reason unrelated to the student's academic status after the 75 percent completion mark and requests a grade at the time of withdrawal shall be given a grade of "incomplete" and permitted to re-enroll in the course or program during the 12-month period following the date the student withdrew without payment of additional tuition for that portion of the course or program.
7. A full refund of all tuition and fees is due and refundable in each of the following cases:
  - a. an enrollee is not accepted by the school;
  - b. if the course of instruction is discontinued by the school and this prevents the student from completing the course; or
  - c. if the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or representations by the owner or representatives of the school.

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

### 8. REFUND POLICY FOR STUDENTS CALLED TO ACTIVE MILITARY SERVICE.

A student of the school or college who withdraws from the school or college as a result of the student being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled:

- (a) if tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal;
  - (b) a grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or
  - (c) the assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:
    - (1) satisfactorily completed at least 90 percent of the required coursework for the program; and
    - (2) demonstrated sufficient mastery of the program material to receive credit for completing the program.
9. The payment of refunds will be totally completed such that the refund instrument has been negotiated or credited into the proper account(s) within 45 days (1) the last day of attendance if written notification has been provided to the institution by the student (2) from the date the institution terminates the student.
  10. Refunds when due are made without the request of the student.

## REFUND POLICY FOR SEMINARS

1. Refund computations will be based on the period of enrollment computed on basis of course time (clock hours).
2. The effective date of termination for refund purposes will be the earliest of the following:
  - (a) the last date of attendance; or
  - (b) the date of receipt of written notice from the student.
3. If tuition and fees are collected in advance of entrance, and the student does not enter school, not more than \$100 shall be retained by the school.
4. If the student fails to enter the seminar, withdraws, or is discontinued at any time before completion of the seminar, the student will be refunded the pro rata portion of tuition, fees, and other charges that the number of class hours remaining in the seminar after the effective date of termination bears to the total number of class hours in the seminar.
5. A full refund of all tuition and fees is due in each of the following cases: (a) an enrollee is not accepted by the school; (b) if the seminar of instruction is discontinued by the school and thus prevents the student from completing the seminar; or (c) if the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the



6. REFUND POLICY FOR STUDENTS CALLED TO ACTIVE MILITARY SERVICE.

A student of the school or college who withdraws from the school or college as a result of the student being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled:

- (a) if tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal; (b) a grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or (c) the assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has: (1) satisfactorily completed at least 90 percent of the required coursework for the program; and (2) demonstrated sufficient mastery of the program material to receive credit for completing the program.

7. Refunds will be totally consummated within 60 days after the effective date of termination.

1. More simply, the refund is based on the precise number of clock hours the student has paid for, but not yet used, at the point of termination, up to the 75% completion mark, after which no refund is due. Form PS-1040 provides the precise calculation.

It is sometimes necessary to change the course outline as offered or to change any of its policies, programs, requirements, and class schedules. This school retains rights to catalog changes by obtaining the Texas Workforce Commission Proprietary School Sections' approval and to change instructor assignment and will do so to better prepare the student for employment upon graduation from this school.

All refunds based on the above policy are calculated by the Accounting Office manually. All refunds due to student shall be made within 30 days of formal cancellation by the student or formal dismissal by the school. The student is notified of the results of the refund calculation and notified of his/her liabilities in writing. A follow-up phone call must be made by the Accounting Office. The financial aid office performs the Title IV refund calculation and determines student's and institution's liability for program specific return of overpayments to the Department of Education.

#### Institutional Refund Repayment Appeals

South Texas Training Center does not have any provisions for students to appeal the amount of an institutional refund, the amount of outstanding charges, or the repayment process. However, the student may contact the Accounting Office and speak to a representative to further discuss their outstanding charges if he/she wishes to do so.

## TITLE IV FUNDING

The following policies pertain to students participating in Title IV Funding

## ADMISSIONS POLICY

The programs offered at South Texas Training Center are designed to prepare an individual for employment in their field of study.

The programs offered by South Texas Training Center are open for regular enrollment to men and women who possess a high school diploma or the equivalent, and the ability to benefit from the training offered. Prospective students are invited to visit the school and discuss their needs, goals and objectives with an Admissions representative.

A student interested in applying to South Texas Training Center may begin the process by completing the Application for admissions. This may be obtained by calling the school admissions office at (956) 782-7100.

Applicants must meet the following requirements to be admitted to the South Texas Training Center:

- Complete the application and submit it to the Admissions Office via application portal.
- Submit official transcript, diploma, or recognized equivalency confirming High School Graduation, G.E.D., or Ability to Benefit Test Scores. The school will consider a non-high school graduate for enrollment if they exhibit and possess the ability-to-benefit from the education and training offered, and have met all other standards for admissions
- Though homeschooled students are not considered to have a high school diploma or equivalent, they are eligible to receive FSA funds if their secondary school education was in a home school that state last treats as a home or private school. equivalent, they are eligible to receive FSA funds. If the state where the student was homeschooled requires a credential to be eligible for FSA funds, they student must obtain this. The student may self-certify that they completed high school in a home school.
- Students who have graduated from a foreign high school are required to provide a copy of their diploma, which must be equivalent to a U.S. High School diploma.
- A student may self-certify that they have received a high school diploma or GED or that they have completed secondary school through home schooling as defined by state law. If a student indicates on their FAFSA that they have a diploma or GED, then a copy of the document isn't required.
- Submit proof that you are a U.S. Citizen or Permanent Resident.

In order to determine eligibility for Title IV funds, student must:

1. Comply with our SAP policy included in the student catalog.
2. Cannot be in default on a loan made under any title IV, HEA loan program.
3. Not have obtained loan amounts that exceed annual or aggregate loan limits made under any title IV, HEA loan program.
4. Not have property subject to a judgment lien for a debt owed to the US.
5. Is not liable for a grant or Federal Perkins loan overpayment.
6. Be enrolled at least half time to receive assistance from the Stafford and PLUS loan programs. (The Pell Grant program does not require half time enrollment, but the student's enrollment status does affect the amount of Pell a student may receive.)

South Texas Training Center considers one academic year as 30 weeks of instructional time.

Once accepted to the program, a student must complete an Enrollment Agreement, provide a copy of their social Security Card and Driver's License and complete all necessary paperwork.

Applicants are encouraged to visit the Admissions Office.

A student should be aware of the following:

### Conviction for possession or sale of illegal drugs

A federal or state drug conviction can disqualify a student for FSA funds. The student self-certifies on the FAFSA that he or she may be eligible for aid. South Texas Training Center is not required to confirm this unless there is evidence of conflicting information. A conviction that was reversed, set aside, or removed from the student's record does not count, nor does one received when the student was a juvenile, unless he or she was tried as an adult.

The Chart below illustrates the period of ineligibility for FSA funds, depending on whether the conviction was for sale or possession and whether the student had previous offenses. (A conviction for sale of drugs includes convictions for conspiring to sell drugs.)

	Possession of Illegal Drugs	Sale of Illegal Drugs
1 <sup>st</sup> Offense	1 year from date of conviction	2 years from date of conviction
2 <sup>nd</sup> Offense	2 years from date of conviction	Indefinite Period
3 <sup>rd</sup> Offense	Indefinite Period	

If the student was convicted of both possessing and selling illegal drugs, and the periods of ineligibility are different, the student will be ineligible for the longer period.

A student regains eligibility the day after the period of ineligibility ends or when he or she successfully completes a qualified drug rehabilitation program. Further drug convictions will make him or her ineligible again. When a student regains eligibility during the award year the institute may award Pell for the current payment period and FFEL loans for the period of enrollment.

## **STANDARDS FOR A QUALIFIED DRUG REHABILITATION PROGRAM:**

A qualified drug rehabilitation program must include at least 2 unannounced drug tests and must satisfy at least one of the following requirements:

- Be qualified to receive funds directly or indirectly from a federal, state, or local government program
- Be qualified to receive payment directly or indirectly from a federally or state-licensed insurance company
- Be administered or recognized by federal, state or local government agency or court.
- Be administered or recognized by a federally or state-licensed hospital, health clinic, or medical doctor.

## **INCARCERATED APPLICANTS:**

An applicant is considered to be incarcerated if he or she is serving a criminal sentence in a federal, state, or local penitentiary, prison, jail, reformatory, work farm, or similar correctional institution (whether it is operated by the government or a contractor). An applicant is not considered to be incarcerated if he or she is in a half-way house or home detention or is sentenced to serve only weekends. Incarcerated applicants will not be admitted to the institution. Applicants who have been convicted of a felony, but are not currently incarcerated can potentially be admitted pending a review by the SOUTH TEXAS TRAINING CENTER admissions committee.

## **SELECTIVE SERVICES REGISTRATION:**

To be eligible to receive title IV, HEA program funds, a male student who is subject to registration with the Selective Services must register with the Selective Service (a male student does not have to register with the Selective Service if the student is below the age of 18 or was born before January 1, 1960).

## **CITIZENSHIP AND RESIDENCY REQUIREMENTS:**

Except as provided in paragraphs (b) and (c) of section 668 of title 34-EDUCATION, to be eligible to receive title IV, HEA program assistance, a student must:

- Be a citizen or national of the United States or
- Provide evidence from the US Immigration and Naturalization Service that he or she is a permanent resident of the US or
- Be in the US for other than a temporary purpose with the intention of becoming a citizen or permanent resident or
- Be a citizen of the Federated States of Micronesia, Republic of the Marshall Islands, or the Republic of Palau. (These students are eligible under FWS, FSEOG, and Pell programs)

These students must be enrolled as regular student in an eligible program in order to participate in title IV.

## **ADMISSIONS / ENROLLMENT REQUIREMENTS:**

An applicant MUST complete the entire admissions process as outlined by our admission committee. To receive Federal Aid, the student must meet the criteria outlined in this policy.

## **SATISFACTORY ACADEMIC PROGRESS**

### **Process Overview & Responsibilities**

To be eligible for Title IV aid, a student must maintain satisfactory academic progress (SAP) as per section 668.16(e) of HEA 1965. South Texas Training Center developed policies to determine the academic standards that students are expected to meet and then a means and schedule of measuring the achievement of those qualitative and quantitative standards. If the student has made acceptable qualitative and quantitative progress for that particular increment, then South Texas Training Center reviews the 150 percent of the maximum allowable time frame criterion to measure student 's SAP.

SAP standards are established by the Office of Academic Affairs. The relevant SAP policies are summarized below.

All students must maintain Satisfactory Progress according to the following standards in order to continue enrollment. Satisfactory Progress is measured at the beginning of each term/semester, and will be checked prior to disbursement of aid.

### **SAME AS OR STRICTER THAN:**

South Texas Training Center SAP policy for Title IV students is the same as the school 's standards for students enrolled in the same educational programs who are not receiving Title IV aid. The Title IV SAP policy is the same as the school 's academic policy as indicated above.

The Director in the financial aid office reviews the Title IV SAP policy to ensure it meets all federal requirements. The Director of Academic Affairs notifies financial aid office if the school changes its academic policies.

## **TRANSFER STUDENTS:**

South Texas Training Center will count those transfer credits that apply toward the student 's current program in determining SAP. A student who transfers in to another program will be considered a transfer student into the new program.

## WITHDRAWALS:

A student who withdraws from a course and receives a "W" in the course will have that course counted in the quantitative component of Academic Progress.

## INCOMPLETES:

A student who receives an incomplete in a course must complete the course within 60 days or the "I" grade automatically changes to an "F".

## REPEATED COURSES:

If a student repeats a course only the highest grade will be counted and previous grades will be deleted. The previous grades will be excluded when considering the qualitative progress standard, but the credits will be counted when determining the qualitative SAP standard.

## QUANTITATIVE MEASURE OF SATISFACTORY ACADEMIC PROGRESS (SAP)

South Texas Training Center's satisfactory academic progress policies also contain a quantitative measure. The policies specify a maximum time frame not to exceed federally required 150 percent of the published length of the program in which a student must complete his or her academic program. The time frame may be measured in credit hours earned. The maximum time frame set as 150 percent of scheduled number of semesters in the program.

Timeframe - All students must satisfactorily complete their program within 150% of the normal timeframe.

Diploma	Normal Timeframe	Maximum Program Timeframe
Medical Assistant	30 Weeks	45 Weeks
Patient Care Technician	23 Weeks	34.5 Weeks
Medical Office Coding and Billing Specialist	28 Weeks	42 Weeks

At the midpoint of the maximum timeframe, students must have successfully completed 1/2 of the program's credit hour requirements. For example: The maximum timeframe for the Medical Assistant program is 30 weeks. The total credit hours needed for completion of this program is 41.5 quarter credit hours. By the time the student has been in the program for 22.5 weeks (1/2 of the maximum time frame), they must have earned at least 21 credits. This time frame is applicable for all students including those who did not receive financial aid.

The students who have failed to meet the quantitative standards are placed on probation or the student is denied future Title IV aid. The Director of Financial Aid in coordination with the Office of Academic Affairs monitors quantitative progress. The financial aid office receives quantitative information about Title IV recipients from the Office of Academic Affairs. The quantitative SAP is reviewed manually, and a copy of the latest transcript is kept in the student file. The office of financial aid notifies students in writing their progress or lack of progress at the end of each enrollment period or term.

## GRADING SYSTEM

The grading scale for the Programs is as follows:

Numerical Scale	Letter Grade	Points
100 - 90	A	4.0
89 - 80	B	3.0
79 - 70	C	2.0
69 - 60	D	1.0
59 - Below	F	0.0
W	Withdrawn	0.0
I	Incomplete	0.0

Pass - Satisfactory completion of non-graded Externship | Fail - Unsatisfactory completion of non-graded Externship.

## INCREMENTS

To ensure the student is making sufficient progress both quantitatively and qualitatively, South Texas Training Center's SAP policy divides the maximum time frame into equal evaluation periods called increments. These increments generally coincide with payment periods. But in any case, it cannot be longer than half the program or one academic year, whichever is less. For example, in a 22-credit program, an increment must not exceed 11 clock hours. See sections 668.16(e)(2)(ii) (B) and 668.34(e) of HEA 1965 for details on the federal regulations.

## QUALITATIVE MEASURE OF SATISFACTORY ACADEMIC PROGRESS (SAP)

As per sections 668.16(e)(2)(i) and 668.34 of HEA 1965, South Texas Training Center follows a qualitative measure. The measurement is graduated. The following policy provides a detailed description of how qualitative progress is monitored and by whom. South Texas Training Center realizes that, oftentimes, students must make an adjustment to the academic demands of pursuing an education.

## **PROBATIONARY PERIOD**

A student being placed on academic probation for the following period if he/she fails to achieve a cumulative grade point average (CGPA) of "C" (2.0/4.0 scale) or better in the preceding semester or term. A conference is held between the Director of School (or his/her designee) and the student.

Indication of academic probation is designated on the student's official transcript.

## **ATTENDANCE POLICY**

South Texas Training Center is not required to take attendance.

### *Distance Education Students:*

Federal regulations require that online students establish attendance/participation in coursework each term to be eligible for federal financial aid. South Texas Training Center verifies student attendance in accordance with this regulation. Students must establish a record of participation in academically related activities in order to comply with this requirement.

## **TREATMENT OF REPEATED COURSES, PASS/FAIL COURSES, INCOMPLETES, WITHDRAWALS & ABSENCES**

### **Repeated Course**

A course may not be repeated more than once without the approval of the Director. The student may not repeat the course until a minimum of one grading period has passed. The approval must be based on unusual and documented mitigating circumstances such as hospital stay of more than five (5) consecutive days or ambulatory surgical procedures that warrants bed rest for 10 days as certified by the hospital or primary care physician.

### **Pass/Fail Courses**

All non-graded Externship and Clinical Training are pass/fail courses. The satisfactory completion of non-graded Externship and Clinical Training is treated as Pass and unsatisfactory completion of non-graded Externship and Clinical Training is considered as Fail.

A passing grade in all clinical/externship components is required to progress to the next level of study.

### **Incompletes**

Incomplete grades will convert to an "F" if work is not completed within two weeks, and will impact on the qualitative GPA, timeframe, and incremental completion rate. A withdrawal or repetition will be counted in the calculation of the timeframe and incremental completion rates.

### **Withdrawals**

A student who wishes to withdraw from school for compelling personal reasons should notify the Director of Academic Affairs in writing stating the reasons for withdrawal and whether the student intends to return at a later date to pursue a program of study.

Students who fail to complete the program will be charged the application fee and a portion of the tuition cost. The Enrollment Agreement is a legally 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 desires to know his/her financial obligations in the event he/she should discontinue school, he/she should make an appointment to see the Director of Academic Affairs.

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.

## **LEAVE OF ABSENCE (LOA)**

South Texas Training Center grants Leave of Absence as per regulation of Higher Education Reconciliation Act (HERA) 2006. Students who require a leave of absence from the program must do so in writing and be approved by the Director of Academic Affairs prior to leaving the program. In one academic year, the total days in a leave of absence MUST NOT exceed 180 days. Students must document in writing a return date. If the student does not return on the date specified, the school will drop the student. The school will refund as for school's policy if the student is dropped.

The Office of Academic Affairs uses faculty inputs, registration, and attendance records to track and monitor students who have repeated courses, pass/fail courses, incompletes, withdrawals and absences. The financial aid office is notified about these students at the end of each term/semester.

## **COMPLETION OF PROGRAM REQUIREMENTS**

The student is expected to complete all program requirements as stipulated in the enrollment agreement. The Office of Academic Affairs provides a report of all financial aid and Title IV funds recipients who have fulfilled all degree or certificate requirements.

## **APPEALS**

Appeals are rarely granted and require sufficient documentation.

**Continued on Next Page**

## DOCUMENTATION

As with any use of professional judgment, adequate documentation is critical. Since third parties may sometimes be used to document the mitigating circumstances surrounding a SAP appeal, the following provides some acceptable documentation that may be submitted in support of an appeal. Some examples might include but are not limited to:

- A. Newspaper obituaries or death certificates to substantiate death.
- B. Physician's statement to substantiate illness or accident.
- C. Statement from clergy or family member who knows the student's situation.
- D. Statement from academic advisor or professor

## REGAINING ELIGIBILITY

As per section 668.16(e)(6) of the HEA 1965, a student not making SAP may re-establish eligibility on his or her own, either because an appeal was denied or because he or she did not submit an appeal.

A student can re-establish eligibility if he/she secures the cumulative grade point average 2.0 before or during the Title IV aid period by completing incompletes and receiving a letter grade. The student will then resume receiving aid for the current aid period after re-establishing eligibility.

The Office of Academic Affairs provides a report to the financial aid office once a student has re-established Title IV eligibility because he or she is making acceptable SAP. It is also the responsibility of the student to notify the financial aid office or the bursar's office. The aid office reviews student's SAP and process all Title IV aid that the student is eligible for. The office prepares the award package, contacts the student via telephone or email, and completes all required paperwork and initiates processing of Title IV aid with the school's third-party service provider Campus Ivy.



## RETURN OF TITLE IV

### PROCESS OVERVIEW & APPLICABILITY

The return of Title IV funds requirement is a complex process involving a great deal of interoffice cooperation and coordination between South Texas Training Center and Campus Ivy. The Office of Academic Affairs is designated as contact points for students who wish to withdraw. Inter-Office email may be used to communicate that information to faculty, program office, bursar's office, and the office of financial aid. The Office of Academic Affairs determines the withdrawal date and reports it to other institutional offices and the Department of Education. The Office of Financial Aid calculates the return of Title IV funds using federal formulas, notifies Campus Ivy in writing to complete recovery of Title IV funds to specific program funds, notifies the student of his or her obligation to repay funds if applicable, tracks the repayment, and refers overpayments to ED. It also offers the student any earned post-withdrawal. A student who has completed at least one class within the payment period but drops other classes is treated as having changed enrollment status rather than as having withdrawn as per section 668.22(a)(1) of HEA 1965. The award package must be revised based on the revised enrollment status and students must be notified about the changed award amounts and status. 2008-09 FSA Handbook, Vol. 2, Ch. 6 provides details on R2T4 calculations and regulations.

The date of South Texas Training Center's determination that a student withdrew is identified through faculty input, student's failure to return from an approved leave of absence, student's verbal or written notification to any office such as Office of Academic Affairs, Office of Financial Aid etc.

In the event of any unofficial withdrawals, R2T4 refund calculation must be done within 45 days from the date of determination of such withdrawal.

All enrolled students are notified through South Texas Training Center catalog about the withdrawal process and the student's rights and responsibilities including how a student reports the intent to withdraw and how the student begins the withdrawal process.

### WITHDRAWAL DATE

South Texas Training Center will use the date of withdrawal as the date the student officially notified the school of their intent to withdraw. The Withdrawal Date for a student who ceases attendance and does not provide notification to South Texas Training Center is the midpoint of the payment period, known as the 50% point or the "Academically Related Activity Date", whichever is later. The date of Determination shall not be prior to the end of the current Payment Period in which the student withdrew.

South Texas Training Center grants Leave of Absence (LOA) as per regulation of Higher Education Reconciliation Act (HERA) 2006. Students who require a leave of absence from the program must do so in writing and be approved by the Director of Academic Affairs prior to leaving the program. If a student does not return from his/her LOA, the Office of Academic Affairs will notify the Office of Financial Aid. The school will assume the student has unofficially withdrawn on the following day of the date of return from his/her LOA. This begins the withdrawal process. The office of Financial Aid will complete the R2T4 (Return to Title IV) process as per regulations as described in the manual.

### FORMULA CALCULATION

The South Texas Training Center's Financial Aid Office is required by federal statute to recalculate federal financial aid eligibility for students who withdraw, drop out, are dismissed, or take a leave of absence prior to completing 60% of the payment period. The federal Title IV financial aid programs must be recalculated in these situations.

If a student leaves the institution prior to completing 60% of a payment period or term, the financial aid office recalculates eligibility for Title IV funds. Recalculation is based on the percentage of earned aid using the following Federal Return of Title IV funds formula:

Percentage of aid earned = the number of scheduled days in the payment period completed up to the withdrawal date divided by the total days in the payment period (excluding any breaks of 5 days or more).

If this percentage is greater than or equal to 60%, the student earns 100% of the disbursed Title IV funds or aid that could have been disbursed.

If this percentage is less than 60%, then the percentage earned is equal to the calculated value.

Aid to be returned = (100% of the aid minus the percent earned) multiplied by the amount of aid disbursed toward institutional charges. If a student earned less aid than was disbursed, the institution would be required to return a portion of the funds and the student may be required to return a portion of the funds. All Title IV funds that the institution must return will be made no later than 45 calendar days after the date the school determines that the student withdrew.

When Title IV funds are returned, the student may owe a balance to the institution.

If a student earned more aid than was disbursed to him/her, the institution must send written notification to the student (or parent for PLUS loan funds) to offer a post-withdrawal disbursement for any amount not credited to the student's account no later than 30 calendar days after the date that the school determines that the student withdrew. The institution is required to make a post-withdrawal disbursement within 45 days of the student's date of determination that they withdrew for grants and 180 days of the student's date of determination that they withdrew for loans.

Refunds are allocated in the following order:

1. Unsubsidized Federal Stafford Loan
2. Subsidized Federal Stafford Loan
3. Federal Parent (PLUS) Loan
4. Federal Pell Grant
5. Federal Supplemental Opportunity Grant
6. Other Title IV assistance
7. State Tuition Assistance Grants (if applicable)
8. Private and institutional aid
9. The student

*The following is a step-by-step process that is followed in all R2T4 calculations:*

Step 1: Determine the percentage of aid earned by calculating the percentage of the scheduled days that the student completed.

Step 2: Determine the amount of earned aid by applying the percentage to the total Title IV aid that was or could have been disbursed.

Step 3: Determine the amount of unearned aid by subtracting earned aid from disbursed aid or determine the amount of a post-withdrawal disbursement by subtracting disbursed aid from earned aid.

Step 4: If unearned funds must be returned, determine the schools and the student's shares; or if a post-withdrawal disbursement is due, determine the sources from which it will be funded.

Step 5: If unearned funds must be returned, allocate unearned aid to programs from which student was funded; or if a post-withdrawal disbursement is due, send student applicable notification.

Step 6: Return the institution's share and any funds repaid by the student or refer the student to ED; or make the post-withdrawal disbursement.

The department of Education provides return of Title IV funds worksheets in Volume 2, Chapter 6 of the FSA Handbook. It has also developed software that automates the calculation. This software can be downloaded via <http://www.sfadownload.ed.gov/ReturnT4Funds.htm>. These are used to calculate all R2T4 calculations. A copy of the worksheet for manual calculation and a computer printout in the event of automated calculation is placed in student's file for records. The office of financial aid performs all R2T4 calculations as it has all Title IV award and institutional charges information which are required in the calculations.

## **POST-WITHDRAWAL DISBURSEMENTS**

In the event a student is eligible for a post-withdrawal disbursement based on student's budget, awarded financial aid and Title IV funds and R2T4 calculations, a post-withdrawal disbursement must be made only after the following conditions are met.

1. Student and parents were in most cases verbally notified of the availability of post-withdrawal disbursements by the Office of Financial Aid within one week from the date of R2T4 calculation was performed.
2. Student and parents in most cases verbally notified the Office of Financial Aid within a reasonable time indicating their acceptance of available post-withdrawal disbursement amounts. The reasonable time refers to allowing sufficient time to school to process a post-withdrawal disbursement within the deadlines set by the Department of Education.
3. Student has outstanding institutional charges that are due and wants to pay off those charges by applying his/her post-withdrawal disbursement.
4. Student/Parents completed all necessary paperwork related to such post-withdrawal disbursement within a reasonable time. The Office of Financial Aid must track the notification and authorization to make the disbursement and meet deadlines as prescribed by ED. The institution is required to make a post-withdrawal disbursement within 45 days of the student's date of determination that they withdrew for grants and 180 days of the student's date of determination that they withdrew for loans.

The post-withdrawal disbursement must be applied to outstanding institutional charges before being paid directly to the student. See sections 668.22(a)(4) of HEA 1965 and GEN-04-03 for details on Post-Withdrawal Disbursement regulations.

## **POLICIES & SANCTIONS RELATED TO COPYRIGHT INFRINGEMENT**

South Texas Training Center prohibits copyright infringement. The school will take disciplinary action against any student who distributes unauthorized copyrighted materials including peer to peer file sharing and the prohibited use of the institution's information technology system for those activities. Any student involved in such an act will be reported to the proper authorities and charges will be pressed.

## **FIRE SAFETY INFORMATION**

The Regulation on fire safety relates only to schools that have living facilities on campus. Since South Texas Training Center does not have dormitories, this regulation does not apply.

## **TITLE IV LOAN CODE OF CONDUCT**

South Texas Training Center disseminates the following information annually to all of the institution's officers, agents, and employees.

The institution's officers, agents and employees may not receive directly or indirectly points, premiums, payments, stocks, or other securities, prizes, travel entertainment expenses, tuition payment or reimbursement, the provision of information technology equipment at below market value, additional financial aid funds or any other independent from a guaranty agency or eligible lender in payment for recurring applicants for Title IV loans.

The institution or its employees may not provide names and addresses and/or e-mail addresses of students or prospective students or parents to eligible lenders or guaranty agencies for the purpose of conducting unsolicited mailing, by either postal or electronic means, of student loan applications.

The institution will not allow any employee of the guaranty agency or eligible lender to perform any school-required function for a school participating in the Loan Program, except exit counseling. The institution will not permit guaranty agencies to conduct fraudulent or misleading advertising concerning loan availability, terms or conditions.

South Texas Training Center will not permit an employee to enter into a consulting arrangement or other contract with an eligible lender.

The institution will not permit an employee working in the student financial aid office to serve on an advisory board for an eligible lender.

National student loan data system (NSLDS) any Title IV loan obtained for education at South Texas Training will be submitted to the National Student Loan Data System (NSLDS) and will be accessible by guaranty lenders, and institutions determined to be authorized users of the data system.

## **CAMPUS SECURITY COORDINATION WITH STATE AND LOCAL ENFORCEMENT AGENCIES / DISCIPLINARY HEARINGS**

Security on campus is handled by administrative personnel. The department is empowered to enforce South Texas Training Center school regulations, to investigate incidents and to apprehend those who violate the regulations to commit crimes on campus. Criminal violators who are apprehended will be turned over to local police precinct for arrest processing. When necessary, South Texas Training Center will press charges against criminal violators. Criminal violations will be suspended from South Texas Training. The crime victim will be informed of all actions taken by the institution.

## **CAMPUS COMMUNITY- EMERGENCY RESPONSE**

Text messages will be sent to students, faculty, and administration to inform them of any emergency on campus. On specific days the system will be checked each year. The evacuation plan is the same as the fire evacuation plan which is posted throughout the building. All personnel will be advised of this plan each year.

# 148 CLOCK HOUR NURSE AIDE/HOME HEALTH AIDE & NURSE AIDE/HOME HEALTH AIDE - BILINGUAL

## OVERVIEW

Course offered in **Pharr, San Benito & Laredo locations**  
Program Description

**Course Objective:** To prepare nurse aides with the knowledge, skills, and abilities essential for the provision of basic care to residents in long term care facilities.

- To provide basic care to residents in long term care facilities
- To communicate and interact effectively with residents and their families based on sensitivity to the psychosocial needs of residents
- To assist residents in attaining and maintaining in a maximum functional independency
- To support and promote the rights of residents
- To provide safety and preventive measures in the care of residents
- To demonstrate skills in observing and reporting
- To function effectively as a member of the health care team

The approximate time to complete is 6 weeks for full time students and 12 weeks for part time students.  
The total program length is 148 clock hours and 10.5 quarter credit hours.

## Class Schedule

### Full Time Day Classes

Monday-Thursday 8:45am-3:45pm  
or Monday - Friday 8:45 a.m - 3:45 p.m.

## Admissions Requirements:

The school requires the following criteria for admission to the course:

- Applicant must be 18 years of age or older
- Applicant must have acceptance letter issued by the school director
- Applicant must meet education requirements and pass the school entrance exam.
- Student cannot be listed as unemployable on the employee misconduct registry and cannot have been convicted of a criminal offense as listed in the Texas Health and Safety Code 250.006

## CURRICULUM

Course #	Course Name	Lecture	Lab	Externship	Total	Qtr Credit Hrs.
101.1	Introduction to Long Term Care	18	0	0	18	2.0
102.1	Personal Skills	12	6	0	18	1.0
103.1	Basic Nursing Skills	8	4	0	12	1.0
104.1	Restorative Care	6	0	0	6	.5
105.1	Mental Health & Social Service Needs	12	0	0	12	1.0
155.1	Social Skills	6	0	0	6	.5
107.1	Nurse Aide Externship	0	0	48	48	1.5
106.1	Home Health	8	2	0	10	1.0
108.1	Job Readiness/ State Exam Review	18	0	0	18	2.0
<b>Total:</b>		<b>88</b>	<b>12</b>	<b>48</b>	<b>148</b>	<b>10.5</b>



## PAYMENT PLAN - DAY COURSE

Registration	\$100.00	Registration Fee
First day of the <b>first</b> week of school	\$687.50	Tuition, book, materials
First day of the <b>second</b> week of school	\$687.50	<b>2nd</b> Installment - Tuition
First day of the <b>third</b> week of school	\$687.50	<b>3rd</b> Installment - Tuition
First day of the <b>fourth</b> week of school	\$687.50	<b>4th</b> Installment - Tuition

Registration	\$100	Registration Fee
First day of the <b>first</b> week of school	\$343.50	Tuition, book, materials
First day of the <b>second</b> week of school	\$343.50	<b>2nd</b> Installment - Tuition
First day of the <b>third</b> week of school	\$343.50	<b>3rd</b> Installment - Tuition
First day of the <b>fourth</b> week of school	\$343.50	<b>4th</b> Installment - Tuition
First day of the <b>fifth</b> week of school	\$343.50	<b>5th</b> Installment - Tuition
First day of the <b>sixth</b> week of school	\$343.50	<b>6th</b> Installment - Tuition
First day of the <b>seventh</b> week of school	\$343.50	<b>7th</b> Installment - Tuition
First day of the <b>eighth</b> week of school	\$343.50	<b>8th</b> Installment - Tuition

## FEES

Tuition	\$2,200.00
Books	\$125.00
State Exam Fee	\$150.00
Complete Uniforms	\$205.00
Nursing Equipment	\$70.00
TB testing or Chest X-Ray	\$100.00
<b>Total Program Cost</b>	<b>\$2850.00</b>

# 226 CLOCK HOUR NURSE AIDE/HOME HEALTH AIDE REHAB TECH

## OVERVIEW

Course offered in **Pharr, San Benito & Laredo locations**  
Program Description

This Nurse Aide/Home Health Aide/Rehab Tech program is a comprehensive course designed to teach student the skills and abilities essential to the provision of basic care to residents, clients and patients in long term care facilities, hospitals, and home health care. Graduates from this program will be able to communicate and interact effectively with patients, assist patient in attaining and maintaining maximum functional independence, while observing patient right. They will learn how to perform basic nursing care skills, take vital signs, apply the element of basic nutrition in meal planning and follow infection control measure, apply proper body mechanics in bed making, lifting, and turning patients.

Additionally, they will assist clients with bed mobility exercises, therapeutic exercises, heat applications, resistive exercises, techniques to assist clients with dysphasia and in the use of self-help adaptive devices for activities of daily living and will provide services as identified with the information in the Nurse Aide/Home Health Aide/Rehab Tech program. Graduates of this program may find entry level employment as a nurse aide/home health aide/rehab tech in nursing homes, clinics, home health care agencies, private care or hospitals.

The approximate time to complete the program is 10 weeks for full time students. The total program length is 226 hours and 14 quarter credit hours.

## Class Schedule

### Full Time Day Classes

Monday-Thursday 8:45am-3:45pm  
or Monday - Friday 8:45 a.m - 3:45 p.m.

## Admissions Requirements:

The school requires the following criteria for admission to the course:

- Applicant must be 18 years of age or older
- Applicant must have acceptance letter issued by the school director
- Applicant must meet education requirements and pass the school entrance exam.
- Student cannot be listed as unemployable on the employee misconduct registry and cannot have been convicted of a criminal offense as listed in the Texas Health and Safety Code 250.006

## FEES

Tuition	\$2,455.00
Books	\$135.00
State Exam Fee	\$125.00
Complete Uniforms	\$205.00
Nursing Equipment	\$100.00
TB testing or Chest X-Ray	\$100.00
<b>Total Program Cost</b>	<b>\$3,120.00</b>

## CURRICULUM

Course #	Course Name	Lecture	Lab	Externship	Total	Qtr Credit Hrs.
101.1	Introduction to Long Term Care	18	0	0	18	2.0
102.1	Personal Skills	12	6	0	18	1.0
103.1	Basic Nursing Skills	8	4	0	12	1.0
104.1	Restorative Care	6	0	0	6	.5
105.1	Mental Health & Social Service Needs	12	0	0	12	1.0
155.1	Social Skills	6	0	0	6	.5
107.1	Nurse Aide Externship	0	0	48	48	1.5
106.1	Home Health	8	2	0	10	1.0
108.1	Job Readiness/ State Exam Review	18	0	0	18	2.0
109.1	Activities/Recreational services	4	2	0	6	0
110.1	Rehabilitations services	16	8	0	24	2.0
111.1	Rehabilitation Clinical	0	0	48	48	1.5
<b>Total:</b>		<b>108</b>	<b>22</b>	<b>96</b>	<b>226</b>	<b>14</b>



## PAYMENT PLAN - DAY COURSE

Registration	\$100.00	Registration Fee
First day of the <b>first</b> week of school	\$687.50	Tuition, book, materials
First day of the <b>second</b> week of school	\$687.50	<b>2nd</b> Installment - Tuition
First day of the <b>third</b> week of school	\$687.50	<b>3rd</b> Installment - Tuition
First day of the <b>fourth</b> week of school	\$687.50	<b>4th</b> Installment - Tuition



# 608 CLOCK HOUR PATIENT CARE TECHNICIAN

## OVERVIEW

Course offered in **Pharr, San Benito & Laredo locations**  
Program Description

The patient care technician program provides entry level employment as a phlebotomist, EKG Technician, Nurse Aide & Home Health Aide. The PCT program provides instruction in the basic nursing care of adults, children and the elderly. Students will learn basic nursing skills, basic anatomy, medical terminology, rehabilitation care, care of the surgical patient, and skills to assist in medical offices. The patient care technician program will teach students the skills essential to the provision of basic care to residents in long term care and patients in home care. Students will gain specialized skills for patients in acute care, rehab and surgical centers, doctor's offices and clinics. In addition they will gain entry-level skills in phlebotomy and EKG. Students completing the course are eligible to take the state Competency exam for Nurse Assistants and the American Medical Certification Association examination for Patient Care Technician and ECG Technicians and Phlebotomy Technicians. Upon completion of the program students may gain entry level employment in hospitals, clinics, medical labs, nursing homes, home health agencies, surgical centers, rehab hospitals, rehab clinics & doctor's offices.

The total program length is 608 clock hours and 38.0 quarter credit hours.

The retail price of each book is \$275.00  
ISBN #978-1-60425-0619 and  
ISBN 978-1-60925-062-6 and 978-0323279406

## Class Schedule

Monday-Thursday 8:45am-3:45pm or  
Monday - Friday 8am - 1pm  
Monday - Friday 12pm - 5pm

*Scheduling availability to be determined by institution.  
The approximate time to complete the program is 6 months.*

## Admissions Requirements:

The school requires the following criteria for admission to the course:

- Applicant must be 18 years of age or older
- Applicant must have a high school diploma or G.E.D. equivalent
- Applicant must meet education requirements and pass the school entrance exam.
- Student cannot be listed as unemployable on the employee misconduct registry and cannot have been convicted of a criminal offense as listed in the Texas Health and Safety Code 250.006

### FEES

Tuition	\$12,020.00
Books	\$400.00
Nurse Aide State Exam, PCT National Exam, EKG National Exam, Phlebotomy National Exam (AMCA)	\$600.00
Complete Uniforms	\$115.00
Hepatitis Injections	\$115.00
TB testing or Chest X-Ray	\$100.00
Equipment	\$100.00
Technology Fee	\$50.00
<b>Total Program Cost</b>	<b>\$13,500.00</b>

## CURRICULUM

Course #	Course Name	Lecture	Lab	Externship	Total	Qtr Credit Hrs.
101.1	Introduction to Long Term Care	18	0	0	18	2.0
102.1	Personal Skills	12	6	0	18	1.0
103.1	Basic Nursing Skills	8	4	0	12	1.0
104.1	Restorative Care	6	0	0	6	.5
105.1	Mental Health & Social Service Needs	12	0	0	12	1.0
155.1	Social Skills	6	0	0	6	.5
107.1	Nurse Aide Externship	0	0	48	48	1.5
106.1	Home Health	8	2	0	10	1.0
112.1	Medical Terminology	8	0	0	8	1
113.1	Basic Anatomy	40	0	0	40	4.0
114.1	Legal Aspects in Healthcare	8	0	0	8	1
115.1	Patient Care I	32	8	0	40	3.5
117.1	Patient Care II Care of Mother & Children Care of Surgical Patients	14	0	0	14	1
118.1	Basic Rehab Procedures	20	10	0	30	2.5
119.1	Introduction to Phlebotomy	5	0	0	5	.5
120.1	Phlebotomy Safety, Regulations, Infection Control	5	0	0	5	.5
121.1	Equipment & Lab Values	10	10	0	20	1.5
122.1	Venipuncture Procedures	5	15	0	20	1.5
123.1	Externship - Phlebotomy	0	0	131	131	4
124.1	Introduction to ECG	5	0	0	5	.5
125.1	Equipment & Safety	5	0	0	5	.5
126.1	Lead Placement & Connecting Cables	25	.5	0	30	2.5
127.1	Externship ECG	0	0	61	61	2.0
128.1	Externship PCT	0	0	38	38	1.0
108.1	Job Readiness	18	0	0	18	2.0
<b>Total:</b>		<b>270</b>	<b>60</b>	<b>278</b>	<b>608</b>	<b>38.0</b>

## PAYMENT PLAN

Registration	\$100.00	Registration Fee
First day of the <b>first</b> week of school	\$2233.33	Tuition, book, materials
First day of the <b>second</b> week of school	\$2233.33	<b>2nd</b> Installment - Tuition
First day of the <b>third</b> week of school	\$2233.33	<b>3rd</b> Installment - Tuition
First day of the <b>fourth</b> week of school	\$2233.33	<b>4th</b> Installment - Tuition
First day of the <b>fifth</b> week of school	\$2233.33	<b>5th</b> Installment - Tuition
First day of the <b>sixth</b> week of school	\$2233.35	<b>6th</b> Installment - Tuition



# 760 CLOCK HOUR MEDICAL ASSISTANT

## OVERVIEW

Course offered in **Pharr, San Benito & Laredo locations**

### Program Description

This course will prepare the student for entry level positions as a medical assistant. Job skills the student will learn include:

- front office administrative skills
- medical terminology, ethics and law
- word processing
- phlebotomy techniques
- injections
- universal precautions
- vital signs
- pharmacology
- cardiopulmonary resuscitations
- urinalysis
- application of aseptic techniques and infection control
- emergency first aide
- electrocardiograph
- interviewing & recording of patient history
- and the use and care of diagnostic equipment

Upon completion of the program graduates will become eligible for positions in a medical clinic, doctor's office, and many other medical facilities. Students successfully completing the course will become eligible to become national certified Medical Assistants through the American Medical Certification Association (AMCA).

The total program length is 760 clock hours and 42.5 quarter credit hours.

The retail price for the textbook is \$150. ISBN #9781-45570-152-0

## Class Schedule

### Full Time Day Classes

Monday-Thursday 8:45am-3:45pm or  
Monday - Friday 8am - 1pm  
Monday - Friday 12pm - 5pm

*Scheduling availability to be determined by institution.  
The approximate time to complete the program is 8 months.*

## Admissions Requirements:

The school requires the following criteria for admission to the course:

- Applicant must be 18 years of age or older
- Applicant must have a high school diploma or G.E.D. equivalent
- Applicant must meet education requirements and pass the school entrance exam.

## FEES

Tuition	\$12,860.00
Books	\$360.00
National Exam Fee	\$400.00
Hepatitis Injections	\$115.00
TB/X/Ray	\$100.00
Scrubs (2)	\$115.00
Technology Fee	\$50.00

**Total Program Cost \$14,000.00**

## CURRICULUM

Course #	Course Name	Lecture	Lab	Externship	Total	Qtr Credit Hrs.
150.1	MA Basic Anatomy	40	0	0	40	4.0
129.1	Basic Anatomy	35	5	0	40	3.5
130.1	MA Medical Terminology I	44	0	0	44	4.0
131.1	MA Medical Terminology II	44	0	0	44	4.0
132.1	Clinical Skills I	10	50	0	60	3.5
133.1	Clinical Skills II	10	50	0	60	3.5
134.1	Clinical Skills III	10	50	0	60	3.5
135.1	MA Medical Office Mgmt.	20	10	0	30	2.5
136.1	Keyboarding I	0	30	0	30	1.0
137.1	Word Processing I	0	30	0	30	1.0
138.1	Medical Information Systems	15	15	0	30	2.0
139.1	MA Externship	0	0	280	280	9.0
108.1	Job Readiness/ National Exam Review	12	0	0	12	1.0
<b>Total</b>		<b>240</b>	<b>240</b>	<b>280</b>	<b>760</b>	<b>42.5</b>



Registration	\$100	Registration Fee
First day of the <b>first</b> week of school	\$1737.50	Tuition, Books, Materials
First day of the <b>second</b> week of school	\$1737.50	<b>2nd</b> Installment - Tuition
First day of the <b>third</b> week of school	\$1737.50	<b>3rd</b> Installment - Tuition
First day of the <b>fourth</b> week of school	\$1737.50	<b>4th</b> Installment - Tuition
First day of the <b>fifth</b> week of school	\$1737.50	<b>5th</b> Installment - Tuition
First day of the <b>sixth</b> week of school	\$1737.50	<b>6th</b> Installment - Tuition
First day of the <b>seventh</b> week of school	\$1737.50	<b>7th</b> Installment - Tuition
First day of the <b>eighth</b> week of school	\$1737.50	<b>8th</b> Installment - Tuition

# 772 CLOCK HOUR MEDICAL OFFICE CODING AND BILLING SPECIALIST

## OVERVIEW

Course offered in **Laredo location**

### Program Description

This program will prepare students to work in the office in medical settings such as a medical clinic, healthcare facility or doctor's office. Employment opportunities can range from receptionist in a hospital or physicians office, insurance specialist or billing and collection coding specialist. The student will learn:

- Verbal and written communication skills
- Health information management
- Patient and insurance billing
- Managing patient records and running the physician's office

Upon completion of the program the student will become eligible to take the certification exam.

## Class Schedule

### Hybrid/Online Course

### Full Time Day Classes

Monday-Thursday 8:45am-3:45pm

## Admissions Requirements:

The school requires the following criteria for admission to the course:

- Applicant must be 17 years of age or older
- Applicant must have a high school diploma or G.E.D. equivalent
- Applicant must obtain a score of 14 on the schools entrance exam provided by the school.



## CURRICULUM

Course #	Course Name	Lecture	Lab	Externship	Total	Qtr Credit Hrs.
136.1	Keyboarding	0	30	0	30	1.0
137.1	Word Processing	0	30	0	30	1.0
143.1	Business Math	12	0	0	12	1.0
135.1	Medical Office Mngt.	20	10	0	30	2.5
138.1	Medical Info System	15	15	0	30	2.0
130.1	MA Medical Term I	44	0	0	44	4.0
131.1	MA Medical Term II	44	0	0	44	4.0
149.1	Private & Managed Care Insurance Plans	24	0	0	24	2.5
156.1	Inpatient Coding	30	18	0	48	3.5
151.1	Government & State Insurance Plans	30	18	0	48	3.5
152.1	Reimbursement & Collection Procedures	54	18	0	72	5.5
153.1	ICD 10 & CPT Coding	48	48	0	96	6
108.1	Job Readiness	12	0	0	12	1.0
154.1	Externship	0	0	252	252	8.0
<b>Total</b>		<b>333</b>	<b>187</b>	<b>252</b>	<b>772</b>	<b>45.5</b>

## PAYMENT PLAN

Registration	\$100	Registration Fee
First day of the <b>first</b> week of school	\$1914.28	Tuition, book, materials
First day of the <b>second</b> month of school	\$1914.28	<b>2nd</b> Installment - Tuition
First day of the <b>third</b> month of school	\$1914.28	<b>3rd</b> Installment - Tuition
First day of the <b>fourth</b> month of school	\$1914.28	<b>4th</b> Installment - Tuition
First day of the <b>fifth</b> month of school	\$1914.28	<b>5th</b> Installment - Tuition
First day of the <b>sixth</b> month of school	\$1914.28	<b>6th</b> Installment - Tuition
First day of the <b>seventh</b> month of school	\$1914.32	<b>7th</b> Installment - Tuition

## FEES

Tuition	\$12,020.00
Textbooks	\$1,100.00
Certification Exam	\$300.00
Uniforms	\$80.00
<b>Total Program Cost</b>	<b>\$13,500.00</b>

## **CARING FOR THE PERSON WITH DEMENTIA - SEMINAR**

### **Seminar Objective**

- Identify the strategies for communication with persons with dementia
- Identify ways to connect with persons with dementia
- List behavior management strategies through a better understanding of the disease process

### **Main Skills Learned**

Participants will learn the skills to care for individuals with dementia by learning communication and behavior strategies.

### **Admission Requirements:**

Previous related work experience or education in the field.

### **Targeted Audience**

Certified Nurse Assistants

### **Seminar Length**

6.0 Hours to be completed in one day

### **Seminar Fees**

\$60.00 per individual

## **PREVENTION AND CARE OF PRESSURE SORES - SEMINAR**

### **Seminar Objective**

- List 3 risk factors for development of pressure sores
- List 10 guidelines for prevention of pressure sores
- Describe and demonstrate positioning in preventing pressure treatment and prevention
- List 5 guidelines for foot care to prevent ulcers

### **Main Skills Learned**

Participants will have the skills and knowledge to prevent pressure sores in high risk individuals.

### **Admission Requirements:**

Previous related work experience or education in the field.

### **Targeted Audience**

Certified Nurse Assistants

### **Seminar Length**

6.0 Hours to be completed in one day

### **Seminar Fees**

\$60.00 per individual

## **FALLS IN ELDERLY - SEMINAR**

### **Seminar Objective**

- Identify risk factors and 3 disease processes that may lead to falls
- List 3 environmental situations that may lead to a fall
- Discuss how ROM exercises and physical therapy can help prevent falls
- List 3 changes to observe and report that may lead to falls

### **Main Skills Learned**

Participants will gain skills and knowledge to prevent falls in elderly patients.

### **Admission Requirements:**

Previous related work experience or education in the field.

### **Targeted Audience**

Certified Nurse Assistants

### **Seminar Length**

6.0 Hours to be completed in one day

### **Seminar Fees**

\$60.00 per individual

## **CARING FOR YOU GERIATRIC RESIDENT - SEMINAR**

### **Seminar Objective**

- Describe the normal physical changes that occurring during the aging process
- List four ways to facilitate communication with the elderly
- List three indications that a resident is at risk for malnutrition and dehydration.
- List three complications frequently related to inactivity in the elderly

### **Main Skills Learned**

Participants will gain skills in geriatric care by learning ways to prevent dehydration and inactivity, and increase ways to increase communication.

### **Admission Requirements:**

Previous related work experience or education in the field.

### **Targeted Audience**

Certified Nurse Assistants

### **Seminar Length**

6.0 Hours to be completed in one day

### **Seminar Fees**

\$60.00 per individual

## **INFECTION CONTROL - SEMINAR**

### **Seminar Objectives**

- Define Infection Control and Discuss Types of Infection
- Describe the chain of infection
- Explain Standard Precautions
- Discuss the use of personal protective equipment

### **Main Skills Learned**

Participants will gain the skills to prevent the transmission of infections by learning standard precaution and strategies in infection control.

### **Admissions Requirements**

Previous work experience or education in the field.

### **Targeted Audience**

Certified Nurse Assistants

### **Seminar Length**

6.0 hours to be completed in one day

### **Seminar Fees**

60.00

## **PHLEBOTOMY BASICS - SEMINAR**

### **Seminar Objective**

- Individual will describe the steps to perform a venipuncture
- Individual will list 4 requirements of infection control/Osha requirements
- Individual will list and locate the three major veins used in venipunctures

### **Main Skills Learned**

Participants will learn and be able to demonstrate correct techniques in performing a venipuncture

### **Admission Requirements:**

Previous work experience or education in the medical field.

### **Targeted Audience**

Individual with previous work experience or education in the medical field

### **Seminar Length**

48 hours to be completed in 4 12 hour weeks.

### **Seminar Fees**

\$855.00 per individual

## **PERSONAL CARE - SEMINAR**

### **Seminar Objectives**

- Explain personal care skills of residents
- Demonstrate personal care skills
- Explain and demonstrate safety guidelines while performing personal care skills

### **Main Skills Learned**

Participants will learn and be able to demonstrate correct techniques in performing personal care skills on residents/patients

### **Admissions Requirements**

Previous work experience or education in the field.

### **Targeted Audience**

Certified Nurse Assistants

### **Seminar Length**

6.0 hours to be completed in one day

### **Seminar Fees**

60.00

## **CPR/AED SEMINAR**

### **Seminar Objectives**

- Check for risks to the victim, any bystanders, and yourself.
- Assess the victim for unresponsiveness.
- Open the airway.
- Establish absence of normal breathing.
- Call 911.
- Perform chest compressions.
- Give rescue breaths.
- Maintain CPR with the correct ratio of chest compressions to rescue breaths.

### **Main Skills Learned**

Rescue Breaths - Demonstration of two effective rescue breaths sufficient to cause the chest to rise and fall as in normal breathing.  
Chest Compressions - Demonstrates 30 compressions to 2 breaths

### **Admissions Requirements**

N/A

### **Targeted Audience**

Open to public

### **Seminar Length**

4-6 Hours

### **Seminar Fees**

\$25.00



# **MEDICAL ASSISTANT CERTIFICATION SEMINAR**

## **Seminar Objectives**

This seminar is designed to give individuals with experience or who have completed a Medical Assistant course additional skills and knowledge to improve job performance.

The students will review:

- Administration
- Medical Law & Ethics
- Medical Terminology
- Human anatomy & Physiology
- Healthcare Systems
- EKG
- OSHA and Infection Control
- Patient Care
- Phlebotomy

## **Main Skills Learned**

- Obtain and Record a Patient Health History
- Measure and record vital signs
- Prepare and Maintain Examination and Treatment Areas
- Disinfecting and Sterilizing surgical instruments
- Patient preparation and lead placement for EKGs

## **Admissions Requirements**

Previous Medical Assistant training (school certificate/transcript) and or employment letter from medical facility for the last 2 years.

## **Targeted Audience**

Open to public

Offered at the following locations

**Pharr Campus - San Benito Campus**

## **Seminar Length**

16.0 hours

## **Seminar Fees**

\$350.00

- 101.1**  
Introduction to Long Term Care 18 clock hours (18 lecture, 0 lab, 0 externship) The student will learn aspects of long term care facilities, residents, duties, responsibilities of the nurse aide. The student will learn O.B.R.A., OSHA, regulations regarding resident's rights, restorative care, psychosocial needs, and preventative care.
- 102.1**  
Personal Skills 18 clock hours (12 lecture, 6 lab, 0 externship) This course gets in the "nuts and bolts" of resident care. The student will learn to care for the residents' room, personal belongings, all aspects of personal care and skin care are emphasized. The student will learn through theory and lab skills. The student will prepare for the nurse aide role in day to day resident care.
- 103.1**  
Basic Nursing Skills 12 clock hours (8 lecture, 4 lab, 0 externship) This course will prepare the student for the technical "what to look for" aspects of nursing care within the long term care facility. As the first line of defense in the health care setting, the nurse aide is an extension of the nurse to the resident. The student will learn to promote a restraint proper environment and general observations.
- 104.1**  
Restorative Care 6 clock hours (6 lecture, 0 lab, 0 externship) The student will learn the nurse aides role in assisting the resident to function independently. It focuses on O.B.R.A. and approaches to restorative care. In addition the student will learn to focus on the nurse aides role in assisting the resident to attain and maintain a maximum level of functioning.
- 105.1**  
Mental Health & Social Service Needs 12 Clock hours (12 lecture, 0 lab, 0 externship) The student will learn psychological needs of residents, developmental tasks, and changes associated with gaining.
- 106.1**  
Home Health Care 10 clock hours (8 lecture, 2 lab, 0 externship) This course will prepare students for the special needs of home health clients. Emphasis is placed on safety factors in the home, principals of household management, and providing basic nursing skills in the home. Student
- 107.1**  
Nurse Aide Externship 48 clock hours (0 lecture, 0 lab, 48 externship) Externship is done in a long-term care facility under the supervision of a licensed nurse. This course provides student with opportunity to practice "hands on care with residents" and apply principals learned in the classroom. Externship consists of clinical hours in a nursing home under the supervision of a nurse instructor. The student will practice hand on with residents as to how to perform the required nurse aide/home health aide skills. The students will learn additional clinical applications in Restorative nursing principals, techniques and skills.
- 108.1**  
Job Readiness/State Exam Review 18 clock hours (18 lecture, 0 lab, 0 externship) This course prepares the student for employment. The student will learn interview techniques and role playing situations that will be useful in applying for a job. Mock interviews will be done and practice job applications filled out. Instructors will review key issues and situations involving the care of the elderly. Students will have the opportunity to take practice tests and exams. The instructor will further classify the practice tests.
- 109.1**  
Activities Recreational Services 6 clock hours (4 lecture, 0 lab, 2 externship) The student will learn to demonstrate recreational activities for bed bound residents using visual, sensory, and auditory devices. They will be able to demonstrate these activities in long term care facilities.
- 110.1**  
Rehabilitation Services 24 clock hours (16 lecture, 8 lab, 0 externship) The student will learn: rehabilitation activities, and how to assist therapist with therapeutic exercises, board transfers, gait training, intervention for dysphasia residents, how to use assistive devices for activities of daily living, and therapeutic methods of heat/cold applications.
- 111.1**  
Rehabilitation Clinical 48 clock hours (0 lecture, 0 lab, 48 externship) The student will practice and demonstrate the principals of basic rehabilitation services. The student will be supervised by a clinical instructor at all times.
- 112.1**  
Medical Terminology 8 clock hours (8 lecture, 0 lab, 0 externship) The student will learn-medical abbreviations, symbols, prefixes, suffixes and root words.
- 113.1**  
Basic Anatomy 40 clock hours (40 lecture, 0 lab, 0 externship) The student will demonstrate the basic understanding of the functioning of the organs of the human body. They will describe the body's basic systems and functions.
- 114.1**  
Legal Aspects in Healthcare 8 clock hours (8 lecture, 0 lab, 0 externship) The student will learn how to apply ethical responsibilities. The student will learn the legal aspects of the healthcare provider when providing quality care to patients.
- 115.1**  
Patient Care I 40 clock hours (32 lecture, 8 lab, 0 externship) Students will learn of the various systems including the : GI, Urinary, Reproductive, Integumentary, Circulatory, Respiratory, musculoskeletal, Endocrine, Immune, Lymphatic System The student will learn of the sub acute care.
- 117.1**  
Patient Care II - Care of Mothers & Children/Care of Surgical Patients 14 clock hours (14 lecture, 0 lab, 0 externship) The student will learn about the care needed by mothers and childbirth, and care of infants and children. The student will learn how to meet the needs of children with special needs. Will learn types of wounds, dressings and healing process.
- 118.1**  
Basic Rehab Procedures 30 clock hours (20 lecture, 10 lab, 0 externship) The student will learn rehabilitation activities and how to assist the therapist with the therapist with therapeutic exercises, gait training, and activities of how daily living. Achieving patient outcomes will be emphasized.
- 119.1**  
Basic Introduction to Phlebotomy 5 clock hours (5 lecture, 0 lab, 0 externship) The student will identify the vital anatomy of the vascular system and identify laboratory equipment and laboratory tests. The student will identify all anatomy for vascular access for phlebotomy. The student will learn the role of phlebotomist in healthcare.
- 120.1**  
Basic Phlebotomy Safety Regulations, & Infection Control 5 clock hours (5 lecture, 0 lab, 0 externship) The student will learn OSHA and CLIA regulations for laboratory procedures, universal precautions, and safety standards for the phlebotomist and the role of the phlebotomist in healthcare.
- 121.1**  
Basic Equipment & Lab Values 20 clock hours (10 lecture, 10 lab, 0 externship) The student will identify the appropriate equipment needed and blood collection tube needed for a venipuncture. The student will learn the common labs tests and normal values.
- 122.1**  
Basic Venipuncture Procedures 20 clock hours (5 lecture, 15 lab, 0 externship) The student will identify the vital anatomy of the vascular system and select venipuncture or capillary site. The student will demonstrate capillary and venipuncture procedure, and practice of blood cultures. They will demonstrate hematocrit and centrifuge machine, and use microscope techniques to analyze urine.
- 123.1**  
Phlebotomy Externship 131 clock hour (0 lecture, 0 lab, 131 externship) The student will perform venipuncture skills in a variety of clinical settings such as a doctor's office, lab, or hospital. The student will apply all phlebotomy skills learned in the clinical experience. Instructors will maintain contact with the student and the healthcare facility three times a week. Students will be required to report their clinical experience weekly.



- 124.1**  
Introduction to ECG 5 clock hours (5 lecture, 0 lab, 0 externship) The student will describe the structure of the heart and electrical impulses of the heart. Students will learn all the electrical activity of the heart, including contraction and relaxation, systole and diastole. Students will learn all medical terminology related to ECG procedure.
- 125.1**  
Equipment & Safety 5 clock hours (5 lecture, 0 lab, 0 externship) The student will identify all equipment in performing an ECG. Students will demonstrate proper care and maintenance of equipment. Students will demonstrate a safe working environment and demonstrate the production of tracings & ECG readings.
- 126.1**  
Lead Placement & Connecting Cables 30 clock hours (25 lecture, 5 lab, 0 externship) Students will be taught correct placement of electrodes and able to demonstrate correct placement on the chest area of the following leads: V1, V2, V3, V4, V5, V6. Students will recognize the aspects of normal ECGs versus the abnormal. The student will demonstrate all ECG equipment and safety procedures.
- 127.1**  
ECG Externship 61 clock hours (0 lecture, 0 lab, 61 externship) The student will complete ECG procedures under supervision which will include correct use of ECG equipment, lead placement. Students will be able to produce ECG readings, recognize abnormal readings, interpret tracing and record readings. Students will be in a setting where they will be supervised. Instructors will maintain contact with the student and healthcare setting 3 times a week. Students will be required to report weekly their clinical experiences.
- 128.1**  
PCT Externship 38 clock hours (0 lecture, 0 lab, 38 externship) Students will demonstrate skills in a variety of healthcare settings. These will include clinics, physician's offices, hospitals, outpatient surgical and rehabilitation facilities. Students will develop clinical skills and demonstrate competency. Students will be in a setting where they will be supervised. Instructors will maintain contact with the students and the healthcare setting. Students will be required to report weekly their clinical experiences.
- 129.1**  
Basic Anatomy II 40 clock hours (35 lecture, 5 lab, 0 externship) The student will learn of the urinary, endocrine, and reproductive system. The course will include the circulatory, lymphatic, and immune systems. Emphasis will be placed on anatomy, physiology and disease processes related to each of the systems. The student will learn of the senses, the digestive system, respiratory system, and the nervous system.
- 130.1**  
MA Medical Terminology I 44 clock hours (44 lecture, 0 lab, 0 externship) The student will learn the basics of medical terminology including prefixes, suffixes and combining forms. The student will identify the major structures and functions of each system and recognize spelling & defining selected terms related to pathology and procedures.
- 131.1**  
MA Medical Terminology II 44 clock hours (44 lecture, 0 lab, 0 externship) The student will identify the major structures and functions of each system and recognizing, spelling, and defining selected terms related to pathology and procedures. Emphasis is placed on the major structures and functions of each systems and discussions on word definition, pathology and diseases.
- 132.1**  
Clinical Skills I 60 clock hours (10 lecture, 50 lab, 0 externship) The student will learn the guidelines for personal safety for the patient and medical personnel. The student will learn hand washing techniques as well as lab safety guidelines. Disease transmission and prevention as well as infection control are stressed. The student will take a patient's history, vital signs, and body measurements. The student will take a patient history vital signs and body measurements. The student will learn procedures and exams including caring for instruments, examining ears and eyes and setting up exam trays.
- 133.1**  
Clinical Skills II 60 clock hours (10 lecture, 50 lab, 0 externship) In addition the student will learn how to collect various body fluid test that include blood and urine specimens. The student will collect body fluids for cultures and exams. The student will learn how to use a centrifuge and the proper techniques for venipunctures including the use of butterfly needles. The student will learn gloving techniques as well as infection control and personal safety. The student will learn how to use the EKG machine and EKG strip interpretations. The student will learn how to administer injections, intramuscular, & subcutaneous. The student will learn emergency life saving measures such as vital signs, including blood pressure, CPR and the Heimlich Maneuver.
- 134.1**  
Clinical Skills III 60 clock hours (10 lecture, 50 lab, 0 externship) The student will learn special diagnostic procedures. The student will discuss medical, legal, and ethical aspects. In addition the student will be introduced to minor surgical procedures and review of sterile gloving. The student will learn minor surgical procedures, sterile trays and infection control. The student will learn of administering medications and drug reactions through oral routes and injections.
- 135.1**  
MA Medical Office Management 30 clock hours (20 lecture, 10 lab, 0 externship) The student will learn communication and telephone skills including: generalized office duties, scheduling appointments, and answering telephone calls. The student will learn of medical ethics, various types of insurance, and the fundamental of medical coding are discussed.
- 136.1**  
Keyboarding I 30 clock hours (0 lecture, 30 lab, 0 externship) The student will learn basic typing techniques. The student will learn basic functions of the computer including word processing. The student will learn proper fingering techniques and limited speed and accuracy. Emphasis will be placed on the alphanumeric keyboard.
- 138.1**  
Medical Information Systems 30 clock hours (15 lecture, 15 lab, 0 externship) The student will learn how to process medical records on the computer. The student will receive an overview of the total office practice. The student will learn of legal documents, accounts management, and computerized code diagnosis.
- 139.1**  
MA Externship 280 clock hours (0 lecture, 0 lab, 280 externship) The student will perform on the job training under the guidance of a facility supervisor. Support will be maintained through the instructional staff at the school. The student will apply the skills gained in the classroom. Prerequisite: All courses in the MA program
- 140.1**  
Keyboarding II 32 clock hours (0 lecture, 32 lab, 0 externship) The student will improve their speed and accuracy with frequent speed drills. The course will emphasize speed and accuracy.
- 141.1**  
Medical Transcription I 44 clock hours (4 lecture, 40 lab, 0 externship) The student will be introduced and advance their skills in medical transcribing based on medical terminology knowledge. The student will learn of lab reports, medical documents such as X-Ray reports and findings, notes to charts, referral letters as well as progress and operative reports.
- 142.1**  
Medical Transcription II 44 clock hours (4 lecture, 40 lab, 0 externship) The student will enhance their skills in transcribing by completing autopsy report, extensive consultation reports, lengthy operative reports, and other medical data.
- 143.1**  
Business Math 32 clock hours (2 lecture, 30 lab, 0 externship) The student will develop their mathematical skills including addition subtraction, multiplication and division utilizing a calculator. The student will perform various key drills in order to improve accuracy and speed
- 144.1**  
Word Processing I 30 clock hours (0 lecture, 30 lab, 0 externship) The student will learn word processing skills on the computer. The student will learn of the various tool bars along with the varied computer functions. The student will learn how to create and edit a letter as well as deleting, moving saving and printing text.
- Word Processing II 32 clock hours (0 lecture, 30 lab, 0 externship) The student will improve their word processing skills by preparing various types of documents. The student will be introduced to various office programs including: Microsoft Excel, PowerPoint and Access.
- 146.1**  
Office Management 32 clock hours (2 lecture, 32 lab, 0 externship) The student will learn records management by a filing system. The student will learn alphanumeric and various other filing methods.
- 147.1**  
Medical Office Management I 37 clock hours (16 lecture, 21 lab, 0 externship) The student will learn communication and telephone skills including: generalized office duties, scheduling appointments, and answering telephone calls. The student will learn of medical ethics, various types of insurance, and the fundamental of medical coding are discussed.
- 148.1**  
Medical Office Management II 37 clock hours (16 lecture, 21 lab, 0 externship) The student will learn advance their skills in coding along with the use of CPT and ICD-9 manuals. The student will be given simulated charges and diagnoses. The student will learn procedures to evaluate and code.
- 150.1** MA basic anatomy: 40 clock hours (40 lecture, 0 lab, 0 externship) The student will demonstrate the basic understanding of the functioning of the organs of the human body. They will describe the body's basic systems & functions.
- 155.1** Social Skills 6 clock hours (6 Lecture, 0 lab, 0 externship) The student will learn to communicate in regards to conflict resolution.

**149.1**

Private and Managed Care Insurance Plans 48 Clock Hours (30 Lecture, 18 Lab, 0 Externship)

**Subject Description:**

Student will be taught various billing guidelines of various types of insurance plans. Students are taught the billing guidelines surrounding private and managed care insurance plans. Students will be taught the features and functions of the practice management system

**156.1**

Inpatient Coding 48 Clock Hours (30 Lecture, 18 Lab, 0 Externship)

**Subject Description:**

The student are taught about documentation used for coding in an inpatient setting and on utilization diagnostic and procedure codes. Students are also taught inpatient billing and coding using the industry standard claim form as well as specialty coding procedures.

**153.1**

ICD 10 & CPT Coding 96 Clock Hours (48 Lecture, 48 Lab, 0 Externship)

**Subject Description:**

In this course students will learn the official coding rules, guidelines and classification systems for assigning valid diagnostic and or procedure codes utilizing ICD-10. Students will learn information pertaining to regulatory guidelines.

**151.1**

Government & State Insurance Plans 48 Clock Hours (30 Lecture, 18 Lab, 0 Externship)

**Subject Description:**

In this course students are taught about the billing guidelines for the different government programs including Medicare, Medicaid, TRICARE, CHAMPVA, workers compensation and disability insurance. Students will learn of diagnostic and medical coding.

**152.1** Reimbursement and Collection Procedures 48 Clock Hours (30 Lecture, 18 Lab, 0 Externship)

**Subject Description:**

In this course students are taught reimbursement and methodologies and procedures. Student are also taught how to collect and code for the highest reimbursement possible in an outpatient setting. Students will learn how to use reference materials to facilitate coding.

**OWNERSHIP**

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**THE INFORMATION IN THIS CATALOG IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.**

---

HILDA C. SILVA RN-BC  
**PRESIDENT**



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