2023-24 Catalog Addendum

Adoptions with Updates:
      2023-24 Academic Calendar Addendum Approved by Board of Regents on December 18, 2023.

Personnel:
      Pooja Ahuja, Chemistry
      Jana Arant, LVN
      Jeremy Brannon, Government
      Jennifer Brown, Mathematics
      David Clemons, History
      Asia Coulter, Agriculture
      Shelby Flanagan, ADN
      Julie Matthews, Government
      Dustin Peoples, HVAC
      Curt Sanders, Fire Science
      Britney Spiegel, ADN
      Richard Walker, Accounting
      Kayla West, English

Central Service/Sterile Processing OSA: (page 227) Program changed from institutional credential to an Occupational Skills Award (OSA).
- SRGT 1040 Perioperative Nursing - 48 contact hours
- SRGT 1091 Special Topics in Surgical/Operating Room Technician - 112 contact hours
    Total Contact Hours – 160 hours

EKG Technician: (page 227)
    Course Added:
- ECRD 1011 Electrocardiography

Medical Coding and Insurance Specialist OSA: (page 227) Program changed from institutional credential to an Occupational Skills Award (OSA).
    Courses Added:
- HITT 1001 Health Data Content and Structure - 64 contact hours
- HITT 1041 Coding and Classifications Systems - 48 contact hours
- HITT 1013 Coding and Insurance - 48 contact hours
    Total Contact Hours – 160 hours

Medical Office Technology OSA: (page 227) Medical Office Technology OSA removed from program offerings.
    Courses (which may be part of other programs):
- HITT 1305 Medical Terminology
- HITT 1213 Coding and Insurance
- ITSW 1301 Introduction to Word Processing
- ITSW 1304 Introduction to Spreadsheets
- EECT 1300 Technical Customer Service
    Total Credit Hours -14 hours

Pharmacy Technician OSA: (page 227) Program changed from an institutional credential to an Occupational Skills Award (OSA).
    Courses Added:
- PHRA 1001 Introduction to Pharmacy - 32 contact hours
- PHRA 1002 Pharmacy Law - 16 contact hours
- PHRA 1009 Pharmaceutical Mathematics - 32 contact hours
- PHRA 1041 Pharmacy Drug Therapy and Treatment - 64 contact hours
- PHRA 1064 Practicum Pharmacy Technician - 112 hours
    Total Contact Hours – 256 hours

Phlebotomy: (Page 227) New WECM Course Code for existing practicum course.
    Course Added:
- PLAB 1064 Practicum Phlebotomy

Course Removed:
- PLAB 1060 Phlebotomy Technician Externship

EMT OSA: (page 243) The EMS Program can award students an OSA for completing EMT Basic. Program changed from an institutional credential to an Occupational Skills Award (OSA).
- EMSP 1501 Emergency Medical Technician
- EMSP 1160 Emergency Medical Technician/Technology
- VNSG 1420 Anatomy & Physiology for Allied Health

Bookkeeping Level 1 Basic Certificate: (page 266) Revised program start date to Summer 2024. Students earning the Level 1 Basic Certificate can sit for the AIPB Certified Bookkeeper exam in the summer.
- ACNT 1303 Introduction to Accounting I
- ACNT 1304 Introduction to Accounting II
- ACNT 1311 Introductions to Computerized Accounting
- ACNT 1329 Payroll and Business Tax Accounting
- ACNT 1305 Forensic Accounting
- AIPB Certified Bookkeeper (CB) Bootcamp & Exam

Data Analytics OSA: (page 267) Program added for an entry-level career in business analytics. Courses focus on database functions, data management, and problem solving and decision making.

Medical Administrative Assistant OSA: (page 268) Program changed to an Occupational Skills Award (OSA) and some courses changed to align with National Certification Exam.
Courses added:
- HPRS 1005 Essentials of Medical Law/Ethics for Health Professionals - 16 contact hours
- POFM 1017 Medical Administrative Support - 48 contact hours
- POFM 1064 Practicum Medical Administrative Assistant - 112 contact hours
  Total Contact Hours – 176 hours

Dental Assisting: Program removed from offerings.
Courses removed:
- DNTA 1015 Dental Assisting
- DNTA 1060 Dental Assistant Externship

Course Descriptions:

ECRD 1011 – Electrocardiography
Fundamentals of cardiovascular anatomy and physiology. Includes basic electrocardiography procedures, interpretation of basic dysrhythmias, and appropriate treatment modalities.

HITT 1001 Health Data Content and Structure
Introduction to systems and processes for collecting, maintaining, and disseminating primary and secondary health related information including content of health record, documentation requirements, registries, indices, licensing, regulatory agencies, forms, and screens.

Upon course completion, students will be able to:
- Analyze health record content
- Describe health information management department function and purpose
- Differentiate the various types of health care facilities and their records
- Identify the various licensing and regulatory agencies in the healthcare industry

32 lecture hours & 32 lab hours

Restrictions: Acceptance into the program.

HITT 1013 Coding and Insurance
An overview of skills and knowledge in ICD and CPT coding and claims forms for reimbursement of medical services.

Upon course completion, students will be able to: apply ICD and CPT rules and guidelines to complete claims forms for submission.

24 lecture hours & 24 lab hours

Restrictions: Acceptance into the program.

HITT 1041 Coding and Classifications Systems
Fundamentals of coding rules, conventions, and guidelines using clinical classification systems.

Upon course completion, students will be able to: apply nomenclatures and classification systems and assign codes.

24 lectures hours & 24 lab hours

Restrictions: Acceptance into the program.

HPRS 1005 – Essentials of Medical Law/Ethics of Health Professionals
Course Description – 16 hours

PHRA 1001 – Introduction to Pharmacy
An overview of the qualifications, operational guidelines, and job duties of a pharmacy technician.

Upon course completion, students will be able to:
- Outline the history of the pharmacy profession
- Describe the role of the pharmacy technician in a variety of settings
- List the qualifications required for obtaining certification and registration
- Identify standards of law and ethics governing pharmacy practice; define key medical terms and abbreviations related to pharmacy practice
- Explain the importance of utilizing pharmacy resource materials
- Summarize safety standards

32 lecture hours

Prerequisites: May be taken concurrently with PHRA1002
Restrictions: Acceptance into the program.

PHRA 1002 – Pharmacy Law
Overview of federal state laws governing the practice of pharmacy. The role of the pharmacy technician and the pharmacist and their associated responsibilities. Includes Code of Ethics, patient confidentiality, and a comparison of legal and ethical aspects.

Upon course completion, students will be able to:
- Distinguish between the responsibilities of pharmacy technicians and pharmacists in the pharmacy settings
- Explain federal and state laws that govern pharmacy practice and the Code of Ethics guiding the practice of the pharmacy.

16 lecture hours

Prerequisite: May be taken concurrently with PHRA1001.
Restrictions: Acceptance into the program.

PHRA 1009 – Pharmaceutical Mathematics I
Solving pharmaceutical calculation problems encountered in the preparation and distribution of drugs.

Upon course completion, students will be able to:
- Solve basic math problems ad demonstrate conversion between various systems of measurement including household, metric, and apothecary
- Perform adult and pediatric dosage calculations

16 lecture hours & 16 lab hours

Prerequisite: May be taken concurrently with PHRA1041.
Restrictions: Acceptance into the program.

PHRA 1041 – Pharmacy Drug Therapy and Treatment
Study of therapeutic agents, their classifications, properties, actions, and effects on the human body and their role in the management of disease.

Upon course completion, students will be able to:
- Categorize the major therapeutic classification of drugs
- Differentiate the generic and trade names of drugs
- Describe the therapeutic use of drugs
- Recognize appropriate dosing intervals for drugs, in consideration of side effects, toxicity, incompatibility and interactions

32 lecture hours & 32 lab hours

Prerequisite: May be taken concurrently with PHRA1309.
Restrictions: Acceptance into the program.

PHRA 1064 – Pharmacy Technician Practicum Externship
Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

Upon course completion, students will be able to:
- As outlined in the learning plan, apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry
- Will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry.

112 clinical hours

Prerequisites: PHRA1001, PHRA1009, PHRA1041, PHRA1002

POFM 1064 – Practicum Medical Administrative Assistant
Course description – 112 contact hours

SRGT 1040 – Perioperative Nursing
Introduction of the basic principles and practices of sterile technique, sterilization, preparation, and use of surgical instruments, supplies and equipment; ethical/legal implications; surgical pharmacology and anesthetic agents; and basic care and safety of the surgical patient.

Upon course completion, students will be able to
- Identify surgical legal aspects
- Describe surgical pharmacological drugs and anesthetic agents
- Apply principles and practices of sterile technique
- Use instruments, equipment, and supplies in the perioperative role
- Apply basic care and safety principles to the surgical patient

24 lecture hours & 24 lab hours

SRGT 1091 – Special Topics in Surgical/Operating Room Technician
Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency.

Learning outcomes/objectives are determined by local occupational need and business and industry trends.

112 external hours