

Texas Healthtech Institute

9615 College St
Beaumont, Texas, 77707



Catalog

March 2017

Career School approved and regulated by
Texas Workforce Commission Career Schools and Colleges

Table of Contents

School Information		Problem Resolution and Grievance Procedure	9
Welcome	3	Financial Information	
History of the Institute	3	Cost of Programs	9
Institute Facilities	3	Required Fees	10
Administration	3	Payment Methods	10
Advisory Board	4	Cancellation Policy	11
Institute Administration	4	Refund Policy	11
Admission Information		Certification Programs	
Eligibility and Requirements	4	Pharmacy Technician	12
Credit for Previous Education	4	Program Description	12
Study Mode	4	Subject Description	13
Suggested Tips to Distance Education Students	5	Medical Coding and Billing	14
Academic Information		Program Description	14
Class Schedule	5	Subject Description	15
Institute Holidays	5	Medical Office Specialist	16
Attendance Policy	5	Program Description	16
Graduation Requirements	6	Subject Description	17
Leave of Absence	6		18
Make-up Standards	6	Home Health Aide	
Suspensions/Dismissals	6	Program Description	18
Withdrawal from the Institute	6	Subject Description	19
Academic Standards		Medical Assistant	20
Grading	7	Program Description	20
Academic Progress Standards	7	Subject Description	21
Probation Policy for Unsatisfactory Progress	7	Phlebotomy Technician	23
Student Information		Program Description	23
Placement Assistance	8	Subject Description	24
Student Rights and Responsibilities	8	Patient Care Technician	24
Code of Conduct	8	Program Description	25
		Subject Description	26
		Office Administrative Assistant	27
		Program Description	27
		Subject Description	28
		ESL Intensive Program	29
		Catalog Assurance and Statement	32

Welcome

The Texas Healthtech Institute offers education programs to students aspiring to get into entry level jobs in the healthcare industry. The healthcare sector of the economy is booming and new opportunities are being created as the healthcare practices and techniques are changing at a rapid pace. In general, there is a huge shortage of properly skilled labor force in the healthcare sector. The Institute focuses on teaching fundamental knowledge in health science, techniques for healthcare and appropriate job skills to adult students with great emphasis to the use of modern information technologies.

Our VISION is to be the leader in providing health related education with technology focus. Our MISSION is to deliver the best career development education every day.

The certificate programs of the Institute are approved and regulated by the Texas Workforce Commission. We are also approved by the Texas Veterans Commission as training provider. We hold the highest rating with the Better Business Bureau. The Institute is the Test Center for two prominent healthcare professional certification agency: NHA (National Healthcareer Association) and MedCA (Medical Career Assessments).

The Institute

The Texas Healthtech Institute is established by a group of educators and entrepreneurs who sensed the enormous need of skilled labor force in the healthcare sector. One of the major goal of the Institute is to provide highest quality education at an affordable cost. The costs are contained with the optimum utilization of modern education technologies. The Institute has invested heavily in developing electronic platform for delivery of education programs.

The Founder and Director of the Institute is Dr. Purnendu (PURU) Mandal (PhD, Bradford, England). He is an internationally recognized scholar in the field of technology, management education, and health sector management. He has over 30 years of teaching experiences in four continents, namely, Europe, Asia, Australia and North America. The Institute draws great support and cooperation of healthcare professionals from the Southeast Region of Texas.

Institute Facilities

The Institute is prominently located in the west end of Beaumont on a busy highway (US 90). The Institute facilities include lecture rooms, clinical lab, computer lab, library, reading room, student lounge. The campus is built on 2.5 acres commercial land with ample parking and recreational area. The Institute computers are connected to the Internet and the study materials are available at the Institute's computer servers. Students will be able to access the study materials from home computer if they want to do so.

We provide Certificate programs in high employment opportunity areas and these programs are available in several modes: full-time, part-time, on-campus or in hybrid mode. Some programs are available in distance education mode through our e-University portal via the Internet. E-University portal is a virtual campus for learning, hosted at the Institute's secured Servers. Students access course materials through this web portal, engage with other students and instructor, and complete course requirements/assignments through computer-based course management system. The distance education students must have access to a computer with high speed Internet connection.

Administration

The Texas Healthtech Institute is supported by industry leaders and educators.

School Director: Dr. Puru Mandal.

Director of Education: Dr. Ratna Mandal, MD

Director of Marketing: Ms Elizabeth Garza

Director of Technology: Dr. Partha Mandal

Admission Information

Eligibility and Requirements

The Healthtech Institute has an open-entry, and open-exit enrollment policy. Students can apply at any time during the

calendar year and can graduate as soon as they complete all the requirements.

1. Eligibility to Apply for Admission

US citizens and resident aliens are eligible to apply for admission. The minimum age is 18 years, but with written parental or legal guardian permission students below the age of 18 years can be admitted.

2. General Requirements

Application for Admission must include the following:

- A completed Admission Application. An application must be submitted prior to the enrollment in classes. Applications completed by a third party on behalf of the candidate will not be accepted unless bearing the original signature of the applicant. Former students do not need to submit an application for re-admission but will be required to verify residency for tuition purposes. Students who owe any fee or tuition will not be permitted to enroll until the debt is settled through the appropriate office.
- Application Fee. A non-refundable application fee of \$25.00 is charged to all applicants.
- Every student will be required to attend a New Student Orientation session and register for classes.

3. Qualification Requirements

High School Graduate: Show the original diploma from an accredited high school. You may be asked for a transcript from your high school. OR

General Education Development (GED): Provide official copies of your GED. OR

TABE Assessment: If you have not graduated from high school and have not passed the GED test, you may still be admitted by taking TABE assessment test. Make an appointment to take the TABE assessment test for reading, language and mathematics. (TABE will not be available to Pharmacy Technician program). A student must score a grade 11 or higher on the A- level test in the Reading, Language and Math.

Credit for Previous Education

The Institute will grant credit as long as it pertains to the subject of study. A copy of transcript from the other school will be required for evaluation. You may earn credit for examination or national testing programs.

Study Mode

All programs offered at the Institute are available to students in three following modes:

1. **Full-Time Day Students.** These students take classes as per class schedule made by the school director and instructor during day time. With this class schedule, the students will be able to complete all requirements for Certificate at the end of specified time mentioned with each program.
2. **Part-Time Day or Evening Students.** These students take lessons as per class schedule made by school director and instructor. The course duration is more than that of full-time day students.
3. **Part-Time Distance Education Students.** These students study subject matter at their own pace at a place of their convenience. Study materials are delivered through the Internet and postal services. There is a maximum time limit for completion of all requirements for a program. Home Health Aide program is not available in distance education mode.

Suggested Tips to Distance Education Students

1. Ask for computer and software requirements for your program

You will require a fast running computer and Internet connection to access course materials from the Institute's servers. At a minimum a PC with 1 GB RAM, 200 GB hard drive, Windows 7 operating system is recommended. You will require either DSL, or Cable or wireless connection to the Internet. In general, you will need Microsoft Office 2007 products (Word, Excel, PowerPoint, and Access) to do usual class activities. There might be special software requirement depending on your program. This software may be supplied by the Institute or you will be directed to suitable vendors. In any case, check with your course advisor for the actual requirements.

2. Familiarize yourself with the course requirements

Spend time looking over the course syllabus and other important course materials. Make sure you understand the course objectives, the scope of the material you will cover, and when assignments are due.

3. Create a study schedule and stick to it

You are responsible to your own learning experience. Try to set aside a study time each day when your mind is fresh and you will not be interrupted. As an online learner you don't have to attend traditional classes, but you do have to do work on a regular schedule to succeed.

4. Establish good study skills

Remember that study includes many different tasks. When instructors talk about the need to study, they mean you should read review material, complete all homework, and review class notes, text assignments and supplementary material on a regular schedule.

5. Ask for help when you need it

Your instructor is there to help you, but since you are responsible of your learning experience, you will need to initiate the contact.

Academic Information

Class Schedule

Day students will attend classes Monday through Saturday from 9:00 A.M. to 5:00 P.M. depending on the class schedule. Class for part time students will be Monday through Saturday from 9 AM to 5 PM or 6:00P.M. to 9:00 P.M. depending on the class schedule. For day students, five to ten minutes break will be taken every hour beginning at ten-minutes until the hour, and lunch will be from 12:00 P.M. to 1:00 P.M. For evening students there will be no meal time allowed and five to ten-minutes break will be taken every hour beginning at ten-minutes until the hour.

Institute Holidays

New Year's Day	Martin Luther King Day	Presidents' Day	Good Friday
Memorial Day	Independence Day	Labor Day	Veteran's Day
Thanksgiving Day	Christmas Day		

Attendance Policy

Each student has the responsibility for attending class and pursuing the objectives of the subject (s) for which he/she is officially enrolled in order to develop the skills and attitudes necessary to be competitive in the labor market and since the instruction is mostly hands on, attendance is critical for proper skill building.

The requirements for attendance are as follows:

- Students who miss over 10% of the total program hours will be dismissed from the course, even if the student starts the course late (Maximum of three days allowed for starting the course late), the time missed becomes part of the 10% absence.
- Excused absences count toward the 10% of allowable absences and will not be removed from student's record.
- Students absent from school ten (10) consecutive class days will be dismissed from the school.
- Students having excessive non-consecutive absences or that have half of the allowable absences will be placed on probation for the remainder of the course.
- Students that do not meet attendance requirements will be terminated.
- Students dismissed from school due to lack of attendance may be readmitted only at the discretion of the Director and no sooner than the next grading period.
- Student may appeal to the Director if they feel an error has been made in their attendance computation.

Tardiness is not allowed, 3 late arrivals to class will count as one absence (15 minutes late from start of class is considered late to class). Tardiness disrupts classes and is discouraged, excessive tardiness or absences, will lead to disciplinary action up to and including expulsion from school.

Graduation Requirements

The Institute provides the following form of recognition for satisfactory completion of work: Certificate of Completion. A student may be awarded a Certificate by:

- Completing all required courses for the specific certificate. Courses listed in the catalog are acceptable as requirements or electives applicable to the certificate program.
- Completing the prescribed number of contact/clock hours for the specific certificate.
- Achieving a cumulative grade point average of 2.0.
- For the certificate program, completing each course required with a grade of “C” or better.
- Submitting official transcript of all coursework attempted at other career school or colleges.

Leave of Absence

The School Director may grant, on a limited basis, a leave of absence if good cause is shown.

- Requests for a Leave of absence will be made in writing on a provided form.
- Students may have no more than two leave of absences in a 12 month period.
- For courses 200 clock hours and under students may not have more than 30 calendar days. For courses over 200 clock hours students may not have over 60 calendar days.
- Students making payments on their tuition remain under that obligation during a Leave of absence.
- Students who fail to return to class on their schedule date will be dropped from the course.

Make-Up Standards

- Students are required to be in class on time every-day for the duration of their course. It is the student’s responsibility to learn the material covered when absent and to see that all missed work is made up in compliance with the School guidelines.
- Hours of make-up work will not be accepted as hours of class attendance with the purpose of canceling absences.

Suspensions/Dismissals

All students are expected to conduct themselves respectfully and properly, attend classes as assigned by the Institute and to maintain a satisfactory academic level, the Institute reserves the right to dismiss or suspend any student that:

- Is found by the administration to show a conduct that is detrimental to fellow students, other individuals, the community or the Institute itself.

Time on suspension will count toward absence from the Institute and cannot exceed the allowed amount.

Withdrawal from the Institute

All students are encouraged to complete their education at the Institute. But sometimes, however, there are conditions or circumstances beyond the student’s control that require him or her to withdraw from school. Students who cannot complete their studies must follow these steps:

- Meet with the Director and discuss their decision. The Institute will make every effort to help student continue his or her education.
- Meet with the office to determine any financial obligations pending.

Academic Standards

Grading

<i>Grade</i>	<i>Interpretation</i>	<i>Grade Point Value</i>
A	= Excellent	4
B	= Good	3
C	= Average	2
D	= Poor	1
F	= Failure	0
I	= Incomplete	Not Computed
W	= Official Withdrawal	Not Computed
WF	= Withdrawn Failing	0
WP	= Withdrawn Passing	Not Computed
RT	= Retaken Course	Computed

RP = Repeated Course Not Computed

I.....Incomplete. This grade will not affect a student's cumulative GPA until a final grade is assigned. Students receiving an Incomplete in a course must complete the course requirements by a deadline determined by program policy not to exceed one grading period. If students do not complete required class work, assignments, and tests within the extension period, they will receive a grade of "0" for the incomplete work. The "0" will be averaged with the student's other grades to determine the final grade for the course.

W...Withdrawal. Students receive a "W" if they withdraw during the first 25% of the term with no impact on the cumulative GPA.

WF...Withdrawal Failing. Indicates that student withdrew beyond the 25% of the course and was failing the course at time of withdrawal. A "WF" affects the student's cumulative GPA in the same way an actual "F" would.

WP...Withdrawal Passing. It indicates that the student withdrawn beyond the 25% of the course and was passing at the time of withdrawal. "WP" does not affect the student's cumulative GPA.

Grade points will be provided to students at the end of each grading period.

Academic Progress Standards

Satisfactory Academic Progress Standards apply to all students at the Institute.

- The Institute will evaluate progress every four weeks.
- In order to graduate the students must complete 100% of all required courses and obtain a minimum 2.0 cumulative GPA within this time frame.
- All students must complete their program in the required clock hour time frame and shall not exceed this time.

Probation Policy for Unsatisfactory Progress

1. For programs with course time of 40 hours or less, the Institute gives a final exam at the end of the program to determine whether the student has sufficient knowledge to warrant a certificate of completion, in lieu of a progress evaluation.

2. For programs with course time of 41 to 200 hours, the Institute records a student's grades at the midpoint and end of each progress evaluation period. A student not making satisfactory progress at the midpoint is placed on academic probation for the remainder of the progress evaluation period. If the student does not achieve satisfactory progress by the end of the probationary period, the student's enrollment is terminated.

3. For programs in excess of 200 hours, the Institute evaluates progress at every eight weeks. The following policies are applied:

- The Institute will place a student making unsatisfactory progress for the program at the end of a progress evaluation period 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 continue on academic probation for one more progress evaluation period.
- If a student on academic probation fails to achieve satisfactory progress for the first probationary progress evaluation period, the student's enrollment will be terminated.
- The enrollment of a student who fails to achieve overall satisfactory progress for the program at the end of two successive probationary progress evaluation periods will be terminated.

4. When a student is placed on academic probation, the Institute shall counsel the student prior to the student returning to class. The date, action taken, and terms of probation will be clearly indicated in the student's permanent file.

5. The Institute may allow a student whose enrollment was terminated for unsatisfactory progress to reenroll after a minimum of one progress evaluation period. Such reenrollment does not circumvent the approved refund policy.

6. The Institute will place a student who returns after their enrollment was terminated for unsatisfactory progress on academic probation for the next grading period. The Institute will advise the student of this action and document the student's file accordingly. If the student does not demonstrate satisfactory progress at the end of this probationary period, that student's enrollment will be terminated.

Student Information

Placement Assistance

The Institute does not have an official placement assistance program, but the officers are well connected to local industries and they are willing to provide contacts details of potential employers. There are several resources that the student can take advantage of to search for employment opportunities.

Student Rights and Responsibilities

Equal Opportunity Statement:

The Institute does not discriminate on the basis of race, color, national origin, religion, gender, age, or disability in providing educational programs and services or in employment opportunities and benefits. The Institute is committed to compliance in all of its activities and services with the requirements of Title VI and Title VII of the Civil Rights Act of 1964, as amended, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990.

Rights of Individuals with Disabilities:

The Institute complies with section 504 of the Rehabilitation Act of 1973 and with the Americans with Disabilities Act of 1990 and does not discriminate on the basis of a disability in the operation of its educational programs or in its admission and employment practices. Special emphasis will continue to be placed on correcting conditions which may inadvertently discriminate against any individual with a disability.

Drug Free Policy for Participants:

The unlawful manufacture, possession, consumption, distribution, sale, dispensation or use of controlled substances including marijuana or alcohol or the appearance of a participant under the influence of drugs or alcohol on the premises is strictly prohibited at all times and is a violation of state law. In addition to criminal prosecution, participant offenders will be dismissed from school.

Participant Conduct and Discipline:

The Institute assumes that participants entering the academy are familiar with the rules governing proper conduct. The ownership and management of this institution acknowledges that all general and criminal laws of the state to be in full force and effect at the Institute. Dishonesty, disruption or disorderly conduct is subject to disciplinary action or dismissal.

Weapons on the Premises:

All persons are prohibited from carrying weapons on the premises of this institution (excluding licensed law enforcement officers). State law prohibits the possession of firearms on the premises of any educational institution even for individuals with a concealed handgun license.

Code of Conduct

This code of conduct is given to you for your own benefit and protection so we can preserve the good spirit of the school, please read carefully and sign at the bottom of the page in the space provided.

- Tardiness is not allowed. 3 tardiness will count as one absence, 2 unexcused absences will be grounds for termination, an unexcused absence is when the student doesn't call and doesn't show up to class nor brings any documentation to excuse their absence.
- Students' Disciplinary actions will be recorded as follows: Written notice and Final notice. The final notice will result in immediate drop from the Institute.
- If you have an appointment (counselor, doctor, etc.) you must let us know at least 24 to 48 hours in advanced and bring proof of appointment.
- Excused absences are medical, decrease in immediate family (parents, in laws, children), court appointments, and any official or legal matter that can be documented.
- Students are not allowed to bring food or beverages into classrooms.
- Any disrespect, yelling, insults, obscene or indecent gestures towards a fellow classmate or to any administration official or teacher are strictly forbidden, and will be subject for immediate termination.
- The use of cell phones during class is forbidden.
- School phone is for business use only, and access to it by students is not allowed except for extreme emergencies or school related issues.

- Students are not allowed to sell food or any items in school premises (school building and surrounding school parking). Food is sold on premises only by previously screened and authorized personnel with the required permits.
- No visitors, without authorization by school officials, are allowed to remain on premises or in the classrooms.
- No smoking is allowed inside the building or cafeteria.
- The possession and consumption of illegal substances and alcoholic beverages is strictly forbidden in school premises and surrounding parking area. Any student found to be under the influence in the school premises will be terminated immediately.

Personal Appearance:

Students are required to wear the Institute uniform while attending classes. Professional appearance is as important as the development of professional skills. All students are expected to arrive for class in proper attire having in mind that what is appropriate for a professional office is what is appropriate for school. Students are expected to practice good personal hygiene habits to maintain a clean, professional appearance at all times. Students who fail to meet these standards will not be admitted to class.

Faculty and Administration will be responsible to enforce the dress code and students dressed inappropriately will be sent home, and time missed will count towards their absences.

Problem Resolution and Grievances Procedures

Many questions or concerns that student might have can be resolved simply through dialogue. Students with concerns should observe the following steps:

- Communicate with the appropriate instructor or staff member.
- Communicate with your counselor or program director.
- Communicate with the school director.
- Unresolved concerns may be appealed to the school Board of Directors in writing or personally, if in person, make an appointment with the Director and the board has the responsibility to reach a solution that is beneficial for both the school and the student.
- If the problem or grievance is not resolved after exhausting all previous steps, students may contact the:
 Texas Workforce Commission
 Career Schools and Colleges
 101 East 15th Street, Austin, TX 78778-0001 (512) 936 3100

Financial Information

Cost of Programs

The cost of each program for resident tuition is as follows:

- Pharmacy Technician - \$5250.00 (304 contact hours)
- Medical Coding and Billing - \$5900.00 (360 contact hours)
- Medical Office Specialist - \$6500.00 (372 contact hours)
- Home Health Aide - \$1380.00 (92 contact hours)
- Medical Assistant - \$6950.00 (660 contact hours)
- Phlebotomy Technician - \$3850.00 (360 contact hours)
- Patient Care Technician - \$7000.00 (700 contact hours)
- Office Administrative Assistant - \$7000.00 (700 contact hours)

Those who qualify to pay resident tuition rates include:

- Residents of Texas.
- Active duty military personnel, their spouses and dependents.
- Permanent resident aliens who can prove Texas residency.

Loan Financing

The Institute has an agreement with TFC Credit Corporation (TFC) to make education loan available to students who require financing.

Required Fees

The Institute imposes fee policies. Some fees are refundable while some are not. If you should withdraw from classes within the stated guidelines, some of the fee payment, as well as some of the tuition payment, may be returned to you. Since the State of Texas and/or the Institute can change the fees as needed, it's a good idea to check the announcement board for correct amounts.

Following is a list of fees charged by the Institute:

Registration Fee - \$100 – non-refundable.

Add/Drop Fee — \$15 for each add and each drop action — non-refundable.

If you change your schedule of classes after you have registered, you will be charged \$15 for each class you add and \$15 for each class you drop.

Administrative Withdrawal Fee- \$100 - non-refundable

There are number of reasons for the Institute to drop you from enrollment, such as not attending classes or not paying a bill. You will be charged \$15 for that action.

Administrative Reinstate Fee— \$50 - non-refundable

Once you have made your payment or you have gone back to class, this fee will be charged to process the paperwork for your reenrollment.

Application Fee - \$25 — non-refundable

Charged to all students who apply for admission.

General Property Deposit Fee – required depending on the equipment borrowed, required at the time of borrowing — refundable upon request if you graduate or withdraw You will be charged this fee the first time you register to take courses at the Institute. It is a deposit against loss, damage and breakage. When you graduate or withdraw, you should request the refund, which will be sent to you if you have not caused any loss, damage or breakage. If you re-enroll at the Institute after requesting a refund of this fee, you will have to pay the fee again.

Installment Tuition Loan Processing Fee— \$75 — non-refundable

If you make arrangements to pay your tuition in installments, this fee will be added to your total installment loan.

Installment Tuition Loan Late Payment Fee - \$20 — nonrefundable

You will be charged \$20 if you are late in making your tuition payment.

Returned Check Fee - \$50- non-refundable

If you write a bad check to the Institute, you will pay the returned check fee equivalent to the rate charged by our bank. Each student has an obligation to promptly redeem a returned unpaid check. All records will be withheld until the debt is paid. No postdated checks will be accepted by the Institute.

Payment Methods

Once the amount of your tuition and fees are set, there are several payment methods available to you. You can pay by TFC loan, cash, check or money order at a Front Office. The Institute accepts payment with VISA, Master-Card and Discover, as well as bank debit cards. Be sure to take note of the payment deadlines listed in each Class Schedule. If you miss that deadline, your registration will be cancelled and you'll have to start over during open registration. We also offer an installment tuition loan. If you choose this option, you need to complete the process before the first day of classes.

Installment Tuition Loan:

1. Pay your tuition on a monthly basis.
2. Students must have the following forms of valid identification:
 - Texas Driver's License
 - Texas I.D. (if no Driver's License)
 - Military I.D. (if Applicable)
 - Proof of residence
 - Social Security card
 - Proof of Income

CANCELLATION POLICY

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

1. Refund computations will be based on scheduled course time of class attendance through the last date of attendance. Leaves of absence, suspensions and school holidays will not be counted as part of the scheduled class attendance.
2. The effective date of termination for refund purposes will be the earliest of the following:
 - (a) The last day of attendance, if the student is terminated by the school;
 - (b) The date of receipt of written notice from the student; or
 - (c) Ten school days following the last date of attendance.
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 any administrative fees charged 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 after the cancellation period, the school or college may retain not more than \$100 in any administrative fees charged for the entire program. The minimum refund of the remaining tuition and fees will be the pro rata 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 items of extra expense to the student, such as books, tools, or other supplies are to 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. For full refunds, the school can withhold costs for these types of items from the refund as long as they were necessary for the portion of the program attended and separately stated in the enrollment agreement. Any such items not required for the portion of the program attended must be included in the refund.
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.

REFUND POLICY FOR STUDENTS CALLED TO ACTIVE MILITARY SERVICE

8. 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 60 days after the effective date of termination.

Certification

The Institute is an approved Test Center for **NHA (National Healthcareer Association)** certification. We offer the following certification examination: phlebotomy technician, EKG technician, clinical medical assistant, electronic health record specialist, billing and coding specialist, patient care technician, and medical administrative assistant.

The Institute is an approved **MedCA** National Certification Test Center. We encourage our graduates to take certification exam to enhance the job opportunity. Currently, the Institute is approved for Phlebotomy Technician, Medical Billing & Coding, Medical Administrative Assistant, Medical Assisting exams. Pharmacy Technicians are required to take PTCB certification as per Texas State requirements.

Programs

Pharmacy Technician

Admissions Requirements:

Students applying for this program are required to:

- a. interview with an admission counselor;
- b. be at least 17 years of age (applicants under the age of 18 require written permission from a parent or legal guardian in order to enroll); and
- c. present proof of secondary education (high school diploma or GED certificate)

Program Description:

The Pharmacy Technician program (304 clock hours) develops the necessary skills in students to provide medication to patients and perform almost every function in the pharmacy. Students receive instructions required for pharmacy and medical office administration, taking refill requests, and operating health care information systems. The pharmacy technician graduate will be qualified for entry-level employment in retail pharmacies, various hospitals, and mail-order pharmacies.

The program is available in all three study modes (full-time day student, part-time day as well as evening student, and part-time distance education student).

Program Outline

Subject#	Subject Title	Clock Hours Lec/Lab/Ext	Total Clock Hours
MTY 101	Medical Terminology	20/20	40
MAP 201	Medical Anatomy and Physiology	20/20	40
ITP 202	Introduction to Pharmacy	16/16	32
PMD 203	Pharmaceutical Math and Drug Dose Calculations	20/20	40
PTT 204	Pharmacy Drug Therapy and Treatment	20/20	40
PEP 205	Pharmacy Ethics and Procedures	16/16	32
IAS 206	Intravenous Admixture / Sterile Compounding	32/00	32
PTC 207	Pharmacy Technician Certification Review	20/28	48
		Total	304

The approximate time required to complete this program is 16 weeks. The program will also be offered in distance education mode. The tuition fee of this program is **\$5,250.00**.

** Single subjects making up this program may be taken individually at a cost of \$25.00 per clock hour. Entrance requirements for each single subject will be demonstration of skills or completion of the prerequisite subject.

Subject Descriptions

MTY 101 Medical Terminology

In this phase the students will get familiar with medical terms, including prefixes, root words, and suffixes. The student will study provider and medical abbreviations as well as disease, psychology and treatment methodology. This course will emphasize studying the following body systems: urinary, integumentary, musculoskeletal, respiratory, cardiovascular, digestive, reproductive, nervous, endocrine, eyes, ears, nose and throat. (Lec 20 clock hrs/Lab 20 hrs)

MAP 201 Medical Anatomy and Physiology

This course is designed for students to learn the structure and function of human anatomy, including the integumentary, musculoskeletal, digestive systems, neuroendocrine, urinary, reproductive, respiratory, and circulatory systems. (Lec 20 clock hrs/ Lab 20 hrs)

ITP 202 Introduction to Pharmacy

It is an overview of the qualifications, operational guidelines, and job duties of a pharmacy technician. Topics include definitions of a pharmacy environment, the profile of a pharmacy technician, legal and ethical guidelines, job skills and duties, verbal and written communication skills, professional resources, safety techniques, supply and inventory techniques. (Lec 16 clock hrs/ Lab 16 hrs)

PMD 203 Pharmaceutical Math and Drug Dose Calculation

This course focuses on arithmetic principles, the metric system, weights and volumes of liquids, dosage calculations, conversions, percentage preparations, dilutions, and concentrations. Upon completion of this subject, students will be able to: 1) identify dosage measured in units, in apothecary measures, and in household measures; 2) identify scored tablets, unscored tablets, and capsules; 3) measure oral solutions using a medicine cup; and 4) measure parenteral solutions and dosages. (Lec 20 clock hrs/ Lab 20 hrs)

PTT 204 Pharmacy Drug Therapy and Treatment

It is the study of therapeutic agents, their classifications, properties, actions, and effects on the human body and their role in the management of disease. Students will learn to provide detailed information regarding drug dosages, side effects, interactions, toxicities, and incompatibilities. (Lec 20 clock hrs/ lab 20 hrs)

PEP 205 Pharmacy Ethics and Procedures

This topic describes the unique role and practice of pharmacy technicians in an institutional pharmacy with emphasis on daily pharmacy operation. Topics include hospital pharmacy organization, work flow and personnel, medical and pharmaceutical terminology, safety techniques, data entry, packaging and labeling operations, extemporaneous compounding, inpatient drug distribution systems, unit dose chart fills, quality assurance, drug storage, and inventory control. Also this course focuses on relating to customers on a one-on-one basis. Emphasis is placed on the people skills needed to enhance a company, its public image, and satisfy its customers. Upon completion of this subject students will be able to: 1) demonstrate professional verbal communication with customers; 2) appropriate non-verbal communication; and 3) explain procedures for handling difficult customers. (Lec 16 clock hrs/ lab 16 hrs).

IAS 206 Intravenous Admixture / Sterile Compounding

A study of sterile products, hand washing techniques, pharmaceutical calculations, safety techniques, aseptic techniques in parenteral compounding, proper use of equipment, preparation of sterile products, and safe handling of antineoplastic drugs. (Lec 32 clock hrs/ Lab 00 hrs).

PTC 207 Pharmacy Technician Certification Review

This course focuses on reviewing the requirements for certifications. Students will take a practice exam. Upon completion of this subject students will be able to: 1) receive and process a medication order; 2) prepare and use a patient profile; 3) handle medications; 4) explain aseptic techniques; and 5) calculate pharmaceutical doses. (Lec 20 clock hrs/ Lab 28 hrs)

Medical Coding and Billing

Admissions Requirements:

Students applying for this program are required to:

- a. interview with an admission counselor;
- b. be at least 17 years of age (applicants under the age of 18 require written permission from a parent or legal guardian in order to enroll); and
- c. present proof of secondary education (high school diploma or GED certificate) or
- d. in the event the applicant is unable to provide proof of secondary education, achieve a satisfactory score on the TABE assessment test. A student must score a grade 11 or higher on the A- level test in the Reading, Language and Math.

Program Description:

The objective of the Medical Coding and Billing program (360 clock hours) is to prepare students for entry level employment as medical records coder, claims examiner, medical biller or related occupation. Graduates may find suitable employment at private medical offices, clinics, hospitals, government agencies, nursing facilities, insurance companies, health consulting firms and other health related facilities. This program includes instruction in the use of computer software using a variety of Microsoft Windows applications like Word and Excel, as well as Body Works program and Medisoft, plus written and oral business communication skills. Duties for graduates of our medical billing and coding program include evaluating insurance claim forms, coding and billing practices as well as examine claim forms to minimize investigations, plan and design professional documents, letters, spreadsheets and records management. This program is designed to offer the student a balance between knowledge of medical science, technical ability and coding experience. Throughout our program we will guide our students step by step so they can acquire what medical coders and billers need to get the job done right, knowledge and experience.

Program Outline

Subject#	Subject Title	Clock Hours Lec/Lab	Total Clock Hours
MTY 101	Medical Terminology	20/20	40
MOA 102	Medical Office Administration	20/20	40
MCB 103	Introduction to Coding	20/20	40

MCB 104	Health Claim Forms	20/20	40
MCB 105	Introduction to Health Claims Examining	08/32	40
MCB 106	Health Claims Examining and Processing	08/32	40
MCB 107	Dental Claims Examining	20/20	40
MCB 108	Advanced Coding	16/24	40
MCB 109	Medical Record Coder Clinical Practice	08/32	40
		Total Hours	360

The tuition fee of this program is **\$5,900**. The approximate time required for this program is 18 weeks. The program will also be offered in distance education mode.

** Single subjects making up this program may be taken individually at a cost of \$25.00 per clock hour. Entrance requirements for each single subject will be demonstration of skills or completion of the prerequisite subject.

Subject Descriptions

MTY 101 Medical Terminology

In this phase the students will get familiar with medical terms, including prefixes, root words, and suffixes. The student will study provider and medical abbreviations as well as disease, psychology and treatment methodology. This course will emphasize studying the following body systems: urinary, integumentary, musculoskeletal, respiratory, cardiovascular, digestive, reproductive, nervous, endocrine, eyes, ears, nose and throat. (Lec 20 clock hrs/Lab 20 hrs)

MOA 102 Medical Office Administration

This course is designed to introduce the beginning student to the basic principles of insurance terminology, health insurance and medical billing. In addition, the student will contemplate the impact of health insurance on today's economy. We will also cover the different departments within an insurance company and operations. This phase will also give the student the opportunity to understand the importance of legal issues that affect the medical biller and health claims examiner. Students will be taught fundamentals of health information technology to provide them with the importance of written communication skills, accounts receivable management, supportive documentation, and customer service. (Lec 20 clock hrs/ Lab 20 hrs)

MCB 103 Introduction to Coding

The main subject of this course is the theoretical aspect of medical record coding. The student will be introduced to ICD-9 and ICD-10 basic coding rules and conventions, sequencing codes and other coding principles. We will cover the CPT-4 Coding System Structure of the three levels of CPT-4, general guidelines for using CPT-4, basic steps to assign CPT-4 and understanding the sequencing and linking requirements. During this course the student will become familiar with the terminology in the procedure and diagnostic coding systems to use them efficiently and provide accurate descriptions of services rendered and maximize payment from insurance companies. (Lec 20 clock hrs/ Lab 20 hrs)

MCB 104 Health Claim Forms

This course is designed to provide the student with the understanding and practical skills necessary to abstract relevant information from the medical records for completing the CMS-1500 claim form, as well as completely expediting the logins and processing of different types of medical forms. Students will study general guidelines for completing forms for different carriers to include: Medicare, Medicaid, and Workers' Comp. This course will teach the student the knowledge necessary to optimize payment in a timely and cost efficient manner. The students will study the difference between clean, pending, rejected, incomplete and invalid claims and describe the reasons why claims were rejected. This course will also provide the student with the necessary skills to understand and complete the UB-92 claim form and to know when it may or may not minimize their chances of rejection by insurance carriers. (Lec 20 clock hrs/ Lab

20 hrs)

MCB 105 Introduction to Health Claims Examining

This course will introduce the student to the theory and practical skills necessary to process health insurance claims to include CMS-1500 and UB-92 as a health claims examiner. Additionally, the students will learn the difference between insurance companies and third party administrators. Students will be taught the basic concepts of medical billing practices of the areas that will be covered are: verification of eligibility, claims inventory, deductibles, provider billing, claims investigation, coordination of benefits, legislation and insurance riders. Emphasis will be placed on the premise that guidelines presented are generally accepted standards within the industry. (Lec 08 clock hrs/ Lab 32 hrs)

MCB 106 Health Claims Examining and Processing

This course will give the student the opportunity to simulate the entire claims examination process in a group and individual setting. This course will also provide the student with the skills needed to understand and process the insurance claims for hospitals, physician services, DME, ambulance, x-ray and laboratory services. This phase will also provide the student with the skills necessary to understand the Coordination of Benefits and recognize the difference between primary and secondary payers, organize the order of benefit rules and right of recovery, and compute the correct secondary benefit and benefit reserve. The student will also learn to determine coordination of benefits as they apply to HMO and PPO plans. In addition the student will learn the importance of capturing all aspects of the CPT-4 integumentary system section, and will give the students an understanding of procedures performed on the skin, nails, and breast; including repair of lacerations, removal of lesions, insertion, and removal of subcutaneous contraceptive devices, treatment of decubitus ulcers, breast surgeries and reconstruction. (Lec 08 clock hrs/ Lab 32 hrs)

MCB 107 Dental Claims Examining

This course will provide the student with the information and practical skills necessary to process dental claims. Topics to cover include the structures of the teeth, restorative procedures, oral surgery, and examining the claims billed for these procedures. This course will also introduce the student to an ADA claim form, coding and conversion to CPT-4. This course will provide the student with the knowledge and practical skills necessary in applying the correct guidelines in using CPT-4 In-patient, Out-patient, and confirmatory consultation codes, as well as modifiers commonly used in reporting consultations. (Lec 20 clock hrs/ Lab 20 hrs)

MCB 108 Advanced Coding

Student will study the coding of more complex diagnostic and procedural statements. This subject will cover clinical information regarding specific disease processes, more advanced diagnostic and procedural terminology, detailed instruction exploring the CPT book section by section builds upon previous basic knowledge of payer reimbursement guidelines for optimal reimbursement. Understanding how to use the medical record to provide necessary information essential to the assignment of accurate codes will be covered. Students will recognize when multiple coding is required, when it is recommended and when it should not be used. Class room work will involve coding signs and symptoms, V-codes, infectious disease, neoplasm, endocrine, nutritional and metabolic diseases of the blood and blood-forming organs, mental disorders, diseases of the nervous systems and sense organs, circulatory, respiratory, digestive, and genitourinary system as well as diseases of the musculoskeletal system and connective tissue injuries, complications of surgical and medical care, and external causes of injury will be covered. (Lec 16 clock hrs/ Lab 24 hrs)

MCB 109 Medical Record Coder Clinical Practice

In this subject students will learn managed care systems, and special plans, collection policies, tracing delinquent claims, insurance problem solving, and the appeal process of Medicare and Medicaid. Students will learn coding and billing compliance for medical practices. Review current practices with respect to ICD-9-CM diagnosis and CPT-4 procedure coding and modifier knowledge for the generation of medical visit APCs. Practical work will also include the coding and more complex diagnostic and procedural statements in complication of pregnancy, childbirth, congenital abnormalities, and certain condition arising on the prenatal period. (Lec 08 clock hrs/ Lab 32 clock hrs)

Medical Office Specialist

Admissions Requirements:

Students applying for this program are required to:

- a. interview with an admission counselor;
- b. be at least 17 years of age (applicants under the age of 18 require written permission from a parent or

legal guardian in order to enroll); and

c. present proof of secondary education (high school diploma or GED certificate) or

d. in the event the applicant is unable to provide proof of secondary education, achieve a satisfactory score on the TABE assessment test. A student must score a grade 11 or higher on the A- level test in the Reading, Language and Math.

Program Description:

The objective of the Medical Office Specialist program (372 clock hours) is to prepare students with the knowledge, technical skills, and work habits required for entry-level jobs as office clerks, administrative assistants, and receptionists in medical office settings. Graduates may find suitable employment as computer help desk, customer care representative, office supervisor, office administrator and in many other positions. This program includes instruction in medical terminology, computer hardware and software, Microsoft Windows applications like Word, Excel, PowerPoint, FrontPage, and Publisher as well as written and oral business communication skills.

Duties for graduates of this program may include managing the office, running application programs used for word processing to plan and design professional documents, letters, brochures, flyers, etc., plan and design effective spreadsheets for basic book keeping and records management, computerized presentations, design of basic websites, design and publish manuals, directories, business cards, and letterheads.

Program Outline

Subject#	Subject Title	Clock Hours Lec/Lab/Ext	Total Clock Hours
MTY 101	Medical Terminology	20/20	40
MOA 102	Medical Office Administration	20/20	40
ITC 101	Computer Hardware and Software	20/40	60
ITC 102	Word Processing and Documentation	20/40	60
ITC 103	Spreadsheet Applications	20/40	60
ITC 104	Advanced Topics in PowerPoint Presentation	10/20	30
ITC 105	Internet and Web-based Resources	10/20	30
ITC 106	PC Security, Troubleshooting and Maintenance	20/32	52
	Total hours		372

The tuition fee of this program is **\$6,500**. The approximate time required for this program is 18 weeks. The program will also be offered in distance education mode.

** Single subjects making up this program may be taken individually at a cost of \$25.00 per clock hour. Entrance requirements for each single subject will be demonstration of skills or completion of the prerequisite subject.

Subject Descriptions

MTY 101 Medical Terminology

In this phase the students will get familiar with medical terms, including prefixes, root words, and suffixes. The

student will study provider and medical abbreviations as well as disease, psychology and treatment methodology. This course will emphasize studying the following body systems: urinary, integumentary, musculoskeletal, respiratory, cardiovascular, digestive, reproductive, nervous, endocrine, eyes, ears, nose and throat. (Lec 20 clock hrs/Lab20 hrs)

MOA 102 Medical Office Administration

This course is designed to introduce the beginning student to the basic principles of insurance terminology, health insurance and medical billing. In addition, the student will contemplate the impact of health insurance on today's economy. We will also cover the different departments within an insurance company and operations. This phase will also give the student the opportunity to understand the importance of legal issues that affect the medical biller and health claims examiner. Students will be taught fundamentals of health information technology to provide them with the importance of written communication skills, accounts receivable management, supportive documentation, and customer service. (Lec 20 clock hrs/Lab 20 hrs)

ITC 101 Computer Hardware and Software

This subject provides a brief overview of computers, computer parts, printers, fax machines, external hard drive, and other electronic devices. The subject also exposes students to different computer software such as operating systems, Microsoft Windows 7, office applications such as Microsoft Office 2007. (Lecture 20 hours/Lab 40 hrs)

ITC 102 Word Processing and Documentation

This subject introduces students to Microsoft Word 2007. Students will know how to compose letter, typing memos and fax messages. They will also know how to type a report, insert tables, pictures, borders, and page setup among others. They will practice creating visually impacting documents, as well as creating labels and business cards. (Lecture 20 hours/ Lab 40 hrs)

ITC 103 Spreadsheet Applications

This subject introduces students to Microsoft Excel 2007 package. Students will learn the basic functions of spreadsheet, familiarize with menu bars, and create worksheets. They will also learn advanced features such as using mathematical functions and formulas, drawing charts, formatting tables and generating reports. (Lecture 20 hours/ Lab 40 hrs)

ITC 104 Advanced Topics in Power-Point Presentation

This subject helps students in making visually impacting presentation using PowerPoint software. Students will learn how to create a presentation, develop by adding tables, inserting clip art, animation, and other features. (Lecture 10 hours/Lab 20 contact hours)

ITC 105 Internet and Web-based Resources

This subject introduces students to basic understanding of how computers are connected to the Internet and how various information resources in the World Wide Web are accessed for business use. Students will learn networking, Internet protocols, URL system, WWW resources. They will also learn the proper way of using Search Engines to locate healthcare related information. (Lecture 10 hours/Lab 20 hrs)

ITC 106 PC Security, Troubleshooting and Maintenance

This subject prepares students to detect and rectify the common problems/ troubles that occur in office equipments. Students will learn how to fix printers, connecting to the Internet, back up files, install virus protection software, and many such routine operations. The emphasis is in building confidence in students to perform routine maintenance of office equipments prior to making service calls for experts. (Lecture 20 hours/Lab 32 hrs)

Home Health Aide

Admissions Requirements:

Students applying for this program are required to:

- a. interview with an admission counselor;
- b. be at least 17 years of age (applicants under the age of 18 require written permission from a parent or legal guardian in order to enroll); and
- c. present proof of secondary education (high school diploma or GED certificate) or
- d. in the event the applicant is unable to provide proof of secondary education, achieve a satisfactory score

on the TABE assessment test. A student must score a grade 11 or higher on the A- level test in the Reading, Language and Math.

Program Description:

Home health aide (HHA) program (92 clock hours) is designed to prepare individuals to provide routine care and support services for homebound disabled, recovering or elderly people. Job opportunities are excellent because of rapid growth in home healthcare and high replacement needs. Home Health Aides, also known as Home Attendants, help clients who may need assistance in living in their own homes or in residential facilities instead of in health facilities or institutions. Home health aides also assist people in hospices and day programs and help individuals with disabilities go to work and remain engaged in their communities.

This program provides instructions in basic nutrition, home sanitation, infection control, first aid, personal hygiene, interpersonal communication skills, geriatric care, and legal and ethical responsibilities.

Program Outline

Subject#	Subject Title	Clock Hours Lec/Lab	Total Clock Hours
HHA 101	Familiarization with Basic Duties	24/08	32
HHA 102	Techniques in Personal Hygiene and Grooming	08/16	24
HHA 103	Emergency, Special care and Reporting Client Information	16/04	20
HHA 104	Legal Responsibilities	16/00	16
	and Work Ethics		
	Total Hours		92

The tuition fee of this program is \$1,380.00. The approximate time required for this program is 6 weeks.

** Single subjects making up this program may be taken individually at a cost of \$20.00 per clock hour. Entrance requirements for each single subject will be demonstration of skills or completion of the prerequisite subject.

Subject Descriptions

HHA 101 Familiarization with Basic Duties

This subject sets the job requirements and career expectations. The students will get familiar with job duties related to different types of clients. The student will study basic concepts of personal care including home sanitation, basic nutrition, first aid, personal hygiene, infection control. Home health aides will be instructed how to meet special dietary needs of clients. Furthermore, they will be trained in basic housekeeping tasks, such as making a bed and keeping the home sanitary and safe for the client. This subject is covered by classroom lectures 24 clock hours and Lab 08 hours.

HHA 102 Techniques in Personal Hygiene and Grooming

This subject teaches safe techniques in providing basic services in personal hygiene and grooming. Students will practice techniques for bed bath, shower bath, nail and skin care, oral hygiene, toileting and elimination. In this subject students also practice in improving communication skills, including the ability to read, write, and make brief and accurate oral and written presentations to patients. This subject is covered by classroom lectures 8 clock hours and Lab 16 hours.

HHA 103 Emergency, Special Care and Reporting Client Information

This subject makes students aware of special needs and emergency responses. Instructions will be given on life saving techniques, handling emergencies and reporting information to proper authorities. Home health aides are accountable

to the patient, patient's family or to the hiring agency, and as such certain information must be recorded and reported periodically. They may help with simple prescribed exercises and assist with medications administration. This subject is covered by classroom lectures 16 clock hours and Lab 04 hrs.

HHA 104 Legal Responsibilities and Work Ethics

This subject teaches legal requirements and work ethics. Home health aides generally work alone and they receive detailed instructions explaining when to visit patients and what services to perform. There are certain legal requirements that must be adhered to and aides must conduct themselves in a professional and courteous manner while in a client's home. Some clients prefer that tasks are done in a particular way and aides are expected to follow that. They should be responsible, compassionate, emotionally stable, and cheerful. In addition, aides should be tactful, honest, and discreet, because they work in private homes. Home health aides also must be in good health. A physical examination, including State-mandated tests for tuberculosis and other diseases, a criminal background check and a good driving record may be required by patients and the families for employment. This subject is covered by classroom lectures of 16 clock hours.

Medical Assistant

Admissions Requirements:

Students applying for this program are required to:

- a. interview with an admission counselor;
- b. be at least 17 years of age (applicants under the age of 18 require written permission from a parent or legal guardian in order to enroll); and
- c. present proof of secondary education (high school diploma or GED certificate), or
- d. in the event, the applicant is unable to provide proof of secondary education, achieve a satisfactory score on the TABE assessment test. A student must score a grade 11 or higher on the A- level test in the Reading, Language and Math.

Program Description:

The Medical Assistant program (660 clock hours) prepares students to support physicians by providing assistance during patient examinations, treatment administration, and monitoring; by keeping patients' health record information; and by performing a wide range of practice-related duties. Medical assistants provide medical office administrative services and perform clinical duties including patient intake and care, routine diagnostic and recording procedures, pre-examination and examination assistance, and the administration of medications and first aid. This program includes instruction in basic anatomy and physiology; medical terminology; medical law and ethics; medical office procedures; and clinical diagnostic, examination, testing, and treatment procedures, and externship under physicians' supervision. The field is intended for the individual who has the ability, desire, and pride to support the essential health care responsibilities delegated by the doctor.

The job skills students learn through this program include supporting Medical office front desk, Patient screening, Patient preparation, Medical billing, Insurance Coding, Medical bookkeeping, EKG's readout and interpretation, and Phlebotomy procedures.

Program Outline

Subject#	Subject Title	Clock Hours Lec/Lab/Ext	Total Clock Hours
MTY101	Medical Terminology	20/20	40
MAP 201	Medical Anatomy and Physiology	20/20	40
MAO 102	Medical Office Operation	40/20	60
PTT 204	Pharmacy Drug Therapy and Treatment	20/20	40

MAC 104	Dealing with Health Claim Forms	40/40	80
MIC 103	Coding for Medical Procedures	40/40	80
MAA 300	Asepsis/Infection Control and Vital Signs Procedures	40/40	80
MAL 302	Medical Law and Ethics	40/20	60
MPE 108	Phlebotomy, Cardiology, Pulmonary, Microbiology, Immune Systems and EKG Procedures	40/40	80
MAE 301	Medical Assistant Externship	00/00/80	80
MAC 302	Certification Review	00/20/00	20
	Total Hours	300/280/80	660

The tuition fee of this program is \$6,950.00. The approximate time required for this program is 32 weeks. The program will also be offered in distance education mode.

** Single subjects making up this program may be taken individually at a cost of \$20.00 per clock hour. Entrance requirements for each single subject will be demonstration of skills or completion of the prerequisite subject.

Subject Descriptions

MTY101 Medical Terminology

In this phase the students will get familiar with medical terms, including prefixes, root words, and suffixes. The student will study provider and medical abbreviations as well as disease, psychology and treatment methodology. This course will emphasize studying the following body systems: urinary, integumentary, musculoskeletal, respiratory, cardiovascular, digestive, reproductive, nervous, endocrine, eyes, ears, nose and throat. (lec 20 clock hrs/lab 20 hrs/ext 00 hrs)

MAP201 Medical Anatomy and Physiology

This course is designed for students to learn the structure and function of human anatomy, including the integumentary, musculoskeletal, digestive systems, including the neuroendocrine, urinary, reproductive, respiratory, and Circulatory systems. (lec 20 clock hrs/lab 20 hrs)

MAO102 Medical Office Operation

Basic functions such as office operations, insurance paper checking and medical billing are taught first. Student will also learn impact of health insurance on today's economy. We will also cover the different departments within an insurance company and operations. This phase will also give the student the opportunity to understand the importance of legal issues that affect the medical biller and health claims examiner. Students will be taught fundamentals of health information technology to provide them with the importance of written communication skills, accounts receivable management, supportive documentation, and customer service. Particularly, students will be taught the laws concerning medical record keeping, documentation guidelines and release. Federal Business Trade Act to prevent identity theft will also be covered. (lec 40 clock hrs/ lab20 hrs)

PTT204 Pharmacy Drug Therapy and Treatment

Students on this topic, study about therapeutic agents, their classifications, properties, actions, and effects on the human body and their role in the management of diseases. Students will learn to provide detailed information

regarding drug dosages, side effects, interactions, toxicities, and incompatibilities (Lec 20 clock hrs/ lab 20 hrs)

MAC104 Dealing with Health Claim Forms

Student will have the understanding and practical skills necessary to abstract relevant information from the medical records for completing the CMS-1500 claim form, as well as completely expediting the logins and processing of different types of medical forms. Students will study general guidelines for completing forms for different carriers to include: Medicare, Medicaid, and Workers' Compensation. This course will teach the student the knowledge necessary to optimize payment in a timely and cost efficient manner. The students will study the difference between clean, pending, rejected, incomplete and invalid claims and describe the reasons why claims were rejected. This course will also provide the student with the necessary skills to understand and complete the UB-92 claim form and to know when it may or may not minimize their chances of rejection by insurance carriers. (Lec 40 clock hrs/Lab 40 clock hr)

MIC103 Coding for Medical Procedures

The main subject of this course is the theoretical aspect of medical record coding. The student will be introduced to ICD-9-CM basic coding rules and conventions, sequencing codes and other coding principles. We will cover the CPT-4 Coding System Structure of the three levels of CPT-4, general guidelines for using CPT-4, basic steps to assign CPT-4 and understanding the sequencing and linking requirements. During this course the student will become familiar with the terminology in the procedure and diagnostic coding systems to use them efficiently and provide accurate descriptions of services rendered and maximize payment from insurance companies. (Lec 40 clock hrs/Lab 40 hrs)

MAA300 Asepsis/Infection Control, and Vital Signs Procedures

This course introduces students to patient- centered assessment, examination, intervention, and treatment as directed by the physician including infection control procedures. Autoclaving and spore testing will be included. Additionally, students will gain proficiency in medical asepsis and will learn to take vital signs. (Lec 40 clock hrs/Lab 40 clock hrs)

MAL302 Medical Law and Ethics

This course introduces students to the principles, procedures, and regulations involved in legal and ethical relationships among physicians, patients, and assistants. The course includes HIPPA law interpretation and applications. Emphasis is placed on the legal aspects of office procedures, current ethical issues, and risk management as they relate to the practice and fiduciary responsibilities. Upon completion of the subject students will be able to: 1) discuss what and to whom information about a patient may be released; 2) discuss the medical assistant's ethical obligations and restrictions; 3) explain the importance of a contract to a health care facility; and 4) list the six components of informed consent. (Lec 40 clock hrs/lab 20hrs)

MPE 108 Phlebotomy, Cardiology, Pulmonary, Microbiology, Immune Systems and EKG Procedures

This course introduces students to the study of the theories and practices related to the common diagnostic/clinical procedures and special lab tests involving cardiology and pulmonary patients. Additional emphasis will be placed on blood borne pathogens, hematology, and electrocardiograms. Students will study blood borne pathogens, hematology, and learn to give electrocardiograms as well as collect blood samples using hypodermic needles and body fluids from patients for laboratory testing. Students will study the Circulatory system and practice safety-conscious, blood-drawing techniques. (Lecture 40 clock hours/Lab 40 clock hours)

MAE301 Externship

Students are placed in physicians' office or medical services providing establishments. They work along with nurses, doctors and office staff and take active part in patient caring. Students will operate and maintain clinical equipments and prepare examination and treatment areas. This course will also cover the certification examination testing on all areas. (Ext 80 clock hrs)

MAC 302 Certification Review

Students will review the course topics under the guidance of instructor followed by tests administered (lab 20 contact hrs).

Phlebotomy Technician

Admissions Requirements:

Students applying for this program are required to:

- a. interview with an admission counselor;
- b. be at least 17 years of age (applicants under the age of 18 require written permission from a parent or legal guardian in order to enroll); and
- c. present proof of secondary education (high school diploma or GED certificate) or
- d. in the event the applicant is unable to provide proof of secondary education, achieve a satisfactory score on the TABE assessment test. A student must score a grade 11 or higher on the A- level test in the Reading, Language and Math.

Program Description:

A program (360 clock hours) that prepares individuals, under the supervision of physicians and other health care professionals, to draw blood samples from patients using a variety of intrusive procedures. Phlebotomy Technician (phlebotomist) is an integral member of the medical laboratory team whose primary function is the collection of blood samples from patients by venipuncture or micro techniques. The phlebotomy technician facilitates the collection and transportation of laboratory specimens, and is often the patient's only contact with the medical laboratory. This program includes instruction in basic vascular anatomy and physiology, blood physiology, skin puncture techniques, venipuncture, venous specimen collection and handling, safety and sanitation procedures, and applicable standards and regulations.

A phlebotomy technician also draws blood for transfusions, donations and research. Phlebotomy technicians must like challenge and responsibility. They must be accurate, work well under pressure and communicate effectively. They must be able to deal with patients and be able to calm patients. Safety is a key and all safety precautions must be taken to prevent the transmission of infectious diseases. Duties differ by doctor office, hospital and laboratory.

Job Skills:

- Drawing blood from patients or donors in hospitals, blood banks, clinics, doctor offices, laboratories or similar facility for medical purposes;
- Assembles equipments such as needles, blood collection devices, gauze, tourniquet, cotton and alcohol;
- Verifies or records identity of patient or donor;
- Converses with patients to allay fear of procedure;
- Applies tourniquet to arm, locates vein, swabs area with disinfectant, and inserts needle into vein to draw blood into collection tube. (May also prick finger instead of inserting needle.);
- Labels and stores bold container for processing;
- May conduct interview, take vital signs and test blood samples to screen donors at a blood bank;
- Be able to analyze information and make appropriate recommendations.

Program Outline

Subject#	Subject Title	Clock Hours Lec/Lab	Total Clock Hours
MTY101	Medical Terminology	20/20	40
MAP201	Medical Anatomy and Physiology	20/20	40
MAA300	Asepsis/Infection Control, and Vital Signs Procedures	40/40	80
PHP 100	Phlebotomy Procedures	60/40	100
PHC101	Phlebotomy Certification Review	40/20	60
PHE 102	Phlebotomy Externship	00/00/40	40

	Total Hours	180/140/40	360
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The tuition fee of this program is \$3,850.00. The approximate time required for this program is 18 weeks. The program will also be offered in distance education mode.

** Single subjects making up this program may be taken individually at a cost of \$20.00 per clock hour. Entrance requirements for each single subject will be demonstration of skills or completion of the prerequisite subject.

Subject Descriptions

MTY101 Medical Terminology

In this phase the students will get familiar with medical terms, including prefixes, root words, and suffixes. The student will study provider and medical abbreviations as well as disease, psychology and treatment methodology. This course will emphasize studying the following body systems: urinary, integumentary, musculoskeletal, respiratory, cardiovascular, digestive, reproductive, nervous, endocrine, eyes, ears, nose and throat. (Lec 20 clock hrs/Lab 20 hrs)

MAP201 Medical Anatomy and Physiology

This course is designed for students to learn the structure and function of human anatomy, including the integumentary, musculoskeletal, digestive systems, including the neuroendocrine, urinary, reproductive, respiratory, and Circulatory systems. (Lec 20 clock hrs/lab 20 hrs)

MAA300 Asepsis/Infection Control, and Vital Signs Procedures

This course introduces students to patient- centered assessment, examination, intervention, and treatment as directed by the physician including infection control procedures. Students will learn precautions regarding body fluid exposure. Additionally, students will gain proficiency in medical asepsis and will learn to take vital signs. (Lec 40 clock hrs/Lab40 hrs)

PHP100 Phlebotomy Procedures

Students will study blood borne pathogens, hematology, and learn to collect blood sample using hypodermic needles and body fluids from patients for laboratory testing. Students will learn prevention techniques for needle stick to phlebotomists. Students will study the circulatory system and practice safety-conscious, blood-drawing techniques. (Lec 60 Clock hrs/Lab 40 hrs)

PHC101 Phlebotomy Certification Review

This course will cover the certification examination testing on all areas to include collecting blood samples using hypodermic needles and body fluids from patients for laboratory testing, circulatory system and blood-drawing techniques. (Lec 40 clock hrs/Lab 20 hrs)

PHC102 Phlebotomy Technician Externship

Students are placed in physicians' office or medical services providing establishments. They will work along with nurses, doctors and office staff and take active part in patient caring. Students will operate and maintain clinical equipments and prepare examination and treatment areas. This course will also cover the certification examination testing on all areas. (Ext 40 clock hours)

Patient Care Technician

Admissions Requirements:

Students applying for this program are required to:

- interview with an admission counselor;
- be at least 17 years of age (applicants under the age of 18 require written permission from a parent or legal guardian in order to enroll); and
- present proof of secondary education (high school diploma or GED certificate) or
- in the event the applicant is unable to provide proof of secondary education, achieve a passing score on the TABE assessment test. A student must score at Level A (Grade 8.6-12.9) in TABE test in order to be admitted to the Institute.

Program Description:

The Patient Care Technician program prepares students to perform routine patient-related services in hospitals or long-term care facilities. Students will learn medical terminology; anatomy and physiology; medical law and ethics; emergency care procedures; clinical diagnostic - examination, testing, and treatment procedures; and externship under physicians' supervision. The field is intended for the individual who has the ability, desire, and pride to support the essential health care responsibilities delegated by the doctor.

A patient care technician learns several skills such as: recording vital signs like temperature, pulse rate, respiratory rate & blood pressure, measuring height and weight, preparing the examination room to be ready for the physician to examine the patient, blood draw (phlebotomy skills), performing different modes of EKG. Additional skills a student learn are patient care skills which may include but not limited to range of motion exercises, patient transfer skills, gait techniques, patient protection and hygiene, patient positioning etc.

Program Outline

Subject#	Subject Title	Clock Hours Lec/Lab/Ext	Total Clock Hours
MTY101 (H= hybrid)	Medical Terminology	20/20/00	40
MAP201 (H)	Medical Anatomy and Physiology	20/20/00	40
COM101	Communication Skills	20/40/00	60
MAA300	Asepsis/Infection Control/ Vital Signs Procedures	40/40/00	80
PCT101 (H)	Fundamentals of Patient Care	40/40/00	80
PCT102	Patient care Skills	20/60/00	80
PHP100	Phlebotomy Procedures	40/60/00	100
PCT103	EKG Procedures	20/40/00	60
MAL302 (H)	Medical Law and Ethics	40/20/00	60
PCT104	Patient Care Externship	00/00/80	80
PCT105	PCT Certification Review	00/20/00	20
	Total Hours	260/360/80	700

The time required to complete this program is approximately 24 weeks for full time day students and 48 weeks for part-time day or evening students. Students will have option to study some of the subjects through our virtual e-campus facility. The virtual e-campus offers the availability of subject materials, assignment submission and interaction with instructors online. This program is offered in both classroom and hybrid mode. For hybrid mode, the majority of this program (more than 50 percent but less than 85 percent, as per Texas Higher Education Coordinating Board norms) is planned when the students and instructor(s) are not in the same place. At minimum, students will be required to attend face-to-face sessions for orientation, lab works, and certification review.

H = hybrid designated subjects. For H designated subjects, students are not required to be present in the class. They can read the subject materials at school's e-campus portal (available at moodle.texashealthtech.com), get the instructions for assignments, submit the assignments, take the exams and communicate with instructor. This facility is available 24-7 and provides maximum flexibility to students. However, if a student requires direct help, we encourage him/her to speak face-to-face with our instructors at the school.

Subject Descriptions

MTY101 Medical Terminology (hybrid)

In this phase the students will learn medical terms, including prefixes, root words, and suffixes. The student will study provider and medical abbreviations as well as disease, psychology and treatment methodology. This course will emphasize studying the following body systems: urinary, integumentary, musculoskeletal, respiratory, cardiovascular, digestive, reproductive, nervous, endocrine, eyes, ears, nose and throat. (20/20/00 hrs)

Prerequisite: Admission to Program

MAP201 Medical Anatomy and Physiology (hybrid)

Students will learn the structure and function of human anatomy, including the integumentary, musculoskeletal, digestive systems, including the neuroendocrine, urinary, reproductive, respiratory, Circulatory systems. (20/20/00 hrs)

Prerequisite: MTY101

COM101 Communication Skills

This subject prepares technicians to verbal and nonverbal communication aspects to provide effective customer services. Students will learn proper communication techniques with a patient, patient satisfaction, conflict management and coping with stress. (20/40/00 hrs)

Prerequisite: Admission to Program

MAA300 Asepsis/Infection Control/Vital Signs Procedures

Students will learn patient- centered assessment, examination, intervention, and treatment as directed by the physician including infection control procedures. Autoclaving and spore testing will be included. Additionally, students will gain proficiency in medical asepsis and will learn to take vital signs. (40/40/00 hrs)

Prerequisite: MAP201

PCT101 Fundamentals of Patient Care (hybrid)

This subject provides an overview of the role patient care technicians play in a modern healthcare setting. Students will learn how to perform vital signs, measure and record height & weight, prepare examination room, communicate with patient, perform electrocardiography, draw blood from patient using different techniques, collecting specimens, equipment sterilization and disinfection, etc. (40/40/00 hrs)

Prerequisite: MAA300

PCT102 Patient Care Skills

Students will learn how to calculate body mass index, measure apical pulse, indentify auscultatory gap, positioning of patients for variety of examinations, and performing complete physical examination. This subject teaches further duties and responsibilities of a patient care technician including the technical responsibilities that are often involved. Focus will be on mastery of the skills. (20/60/00 hrs)

Prerequisite: PCT101

PHP100 Phlebotomy Procedures

Students will learn blood borne pathogens, hematology, and collect blood sample using hypodermic needles and body fluids from patients for laboratory testing. Students will learn prevention techniques for needle stick to phlebotomists. Students will study the circulatory system and practice safety-conscious, blood-drawing techniques. (40/60/00 hrs)

Prerequisite: PCT102

PCT103 EKG Procedures

This subject introduces students to theories and practices related to the common diagnostic/clinical procedures and special lab tests involving cardiology and pulmonary patients. Students will learn to give electrocardiograms and read the charts; and perform different modes of electrocardiography like 10 lead EKG. (20/40/00 hrs)

Prerequisite: PHP100

MAL302 Medical Law and Ethics (hybrid)

This course introduces students to the principles, procedures, and regulations involved in legal and ethical relationships among physicians, patients, and assistants. The course includes HIPPA law interpretation and applications. Emphasis is placed on the legal aspects of office procedures, current ethical issues, and risk management as they relate to the practice and fiduciary responsibilities. Upon completion of the subject students will be able to: 1) discuss what and to whom information about a patient may be released; 2) discuss the medical assistant's ethical

obligations and restrictions; 3) explain the importance of a contract to a health care facility; and 4) list the six components of informed consent. (40/20/00 hrs)

Prerequisite: MAA300

PCT104 Patient Care Externship

Students are placed in physicians' office or medical services providing establishments. They work along with nurses, doctors and office staff and take active part in patient caring. Students will operate and maintain clinical equipments and prepare examination and treatment areas. (00/00/80 hrs)

Prerequisite: PCT103

PCT105 PCT Certification Review

Students will review requirements for certification examination by national agencies such as MedCA. Students will be encouraged to prepare and take the certifying exam to improve their job prospects. (00/20/00 hrs)

Prerequisite: PCT104

Office Administrative Assistant

Admissions Requirements: Students applying for this program are required to:

- a. interview with an admission counselor;
- b. be at least 17 years of age (applicants under the age of 18 require written permission from a parent or legal guardian in order to enroll); and
- c. present proof of secondary education (high school diploma or GED certificate) or
- d. in the event the applicant is unable to provide proof of secondary education, achieve a passing score on the TABE assessment test. A student must score at Level A (Grade 8.6-12.9) in TABE test in order to be admitted to the Institute.

Program Description:

The Office Administrative Assistant program prepares students to perform the duties of administrative assistants and/or secretaries. Secretaries and administrative assistants perform clerical and administrative duties. They organize files, prepare documents, schedule appointments, and support other staff. Students will learn business communications, principles of business law, word processing and data entry, office equipment operation and maintenance, office procedures, public relations, secretarial accounting, filing systems and records management, and report preparation.

Although office administrative assistants work in nearly every industry, many are employed in schools, hospitals, governments, and legal and medical offices. Most work full time.

Program Outline

Subject#	Subject Title	Clock Hours Lec/Lab/Ext	Total Clock Hours
OAA101	Modern Office Environment	40/40/00	80
COM101	Communication Skills	20/40/00	60
OAA102 (H=hybrid)	Information Technologies	40/60/00	100
OAA103 (H)	Microsoft Word - Basics	20/40/00	60
OAA104	Microsoft Word – Advance	20/40/00	60
OAA105 (H)	Microsoft Excel - Basics	20/40/00	60
OAA106	Microsoft Excel - Advance	20/40/00	60
OAA107 (H)	Microsoft PowerPoint - Basics	20/40/00	60

OAA108	Microsoft PowerPoint - Advance	20/40/00	60
OAA109	Office Administrative Procedures	40/60/00	100
	Total Hours	260/440/00	700

The approximate time required to complete this program is 24 weeks for full time day students and 48 weeks for part-time day or evening students. Students will have option to study some of the subjects through our virtual e-campus facility. The virtual e-campus offers the availability of subject materials, assignment submission and interaction with instructors online. This program is offered in both classroom and hybrid mode. For hybrid mode, the majority of sessions (more than 50 percent but less than 85 percent, as per Texas Higher Education Coordinating Board norms) is planned when the students and instructor(s) are not in the same place. At minimum, students will be required to attend face-to-face sessions for orientation, computer lab work, test preparation and tests.

Subject Descriptions

OAA101 Modern Office Environment

This subject exposes students to modern office environment, particularly to information age requirements. Students will learn: The World of Office Administration; Employer Expectations (technical, interpersonal and communication skills); Employer/Employee Responsibilities; Office Culture and Language; Types of Organizations and Formal Organizational Structures; Understanding Your Organization. (40/40/00 hrs)

Prerequisite: Admission to Program

COM101 Communication Skills

This subject prepares assistants to verbal and nonverbal communication aspects to provide effective customer services. In written communication skills area students pay particular attention to planning, composing and editing, proofreading, E-mail messages, memorandums, letters, reports, formats for reports. Students will learn proper communication techniques with a customer, customer satisfaction, conflict management and coping with stress. (20/40/00 hrs)

Prerequisite: Admission to Program

OAA102 Information Technologies (hybrid)

This subject provides a brief overview of computers, computer parts, printers, fax machines, external hard drive, and other electronic devices. Students learn how computers are connected to the Internet and how various information resources in the World Wide Web are accessed for business use. Students will learn networking, Internet protocols, URL system, WWW resources. (40/60/00 hrs)

Prerequisite: OAA101

OAA103 Microsoft Word – Basics (hybrid)

This subject introduces students to Microsoft Office Word 2016. Students will learn how to compose letter, typing memos and fax messages. They will also learn how to type a report, insert tables, pictures, borders, and page setup among others. They will practice creating visually impacting documents, as well as creating labels and business cards. (20/40/00 hrs)

Prerequisite: OAA102

OAA104 Microsoft Word – Advance

This subject teaches advanced features on Microsoft Office Word program. Students will create a newsletter, create a research paper, and create a mail merge document. (20/40/00 hrs)

Prerequisite: OAA103

OAA105 Microsoft Excel – Basics (hybrid)

This subject introduces students to Microsoft Office Excel 2016 package. Students will learn the basic functions of spreadsheet, familiarize with menu bars, and create worksheets. They will also learn features such as using mathematical functions and formulas, drawing charts, formatting tables and generating reports. (20/40/00 hrs)

Prerequisite: OAA104

OAA106 Microsoft Excel – Advance

This subject teaches advanced features on Microsoft Office Excel program. Students will learn formatting and functions, extracting of data, Pivot Tables, trend lines, and shared workbooks. (20/40/00 hrs)
Prerequisite: OAA105

OAA107 Microsoft PowerPoint – Basics (hybrid)

This subject helps students in making visually impacting presentation using Microsoft Office PowerPoint 2016 software. Students will learn how to create a presentation, develop by adding tables, inserting clip art, animation, and other features. (20/40/00 hrs)
Prerequisite: OAA106

OAA108 Microsoft PowerPoint – Advance

This subject teaches advanced features on Microsoft Office PowerPoint program. Students learn more advanced techniques in PowerPoint such as working with slide masters, creating new design templates or themes, automate presentations, rehearse the timings, copy or move slides between presentations. (20/40/00 hrs)
Prerequisite: OAA107

OAA109 Office Administrative Procedures

This course is designed to introduce students to office procedures such as record keeping, scheduling, insurance billing, legal issues, etc. Students will learn how to organize files, prepare documents, schedule appointments. This subject also includes instruction in business laws, data entry, office equipment operation and maintenance, public relations, secretarial accounting, records storage and management. (40/60/00 hrs)
Prerequisite: OAA108

English as Second Language (ESL) – Intensive Program

[Disclaimer: ESL program is not regulated by the Texas Workforce Commission]

The ESL Intensive Program fulfills the United States Immigration Services visa requirement for full-time study of English. Intensive English courses at varying levels include English grammar, conversation, reading, writing, research, ESL American culture and TOEFL preparation. Program length is 1080 contact hours (720 lecture/180 lab/180 practicum hours)

Most classes meet between 9:30am and 5:30pm. The full-time intensive program provides a total of 24 hours of classroom instruction each week. The program also includes cultural activities. In addition to a rigorous ESL curriculum, there are project-based assignments in which students are able to collaborate. There will be exploration and instruction through dramatic plays, songwriting, poetry, film directing, acting, comic and graphic design, musicals, etc.

Level	Area of Focus	Recommended TOEFL Minimum	
		iBT	PBT
Basic (160 lecture/ 40 lab/ 40 practicum) = 240 contact hours	This course prepares students to use English with increasing accuracy in most classroom and social situations. Students will develop the reading, writing, and oral presentation skills required for success in all subjects. Students will study and interpret a variety of grade-level texts, develop oral communication skills through participation in informal debates and seminars, and extend their range of research skills.	30-40	383-433

<p>Intermediate (200/50/50) = 300 contact hours</p>	<p>This course prepares students for secondary school English and other courses at the college and university preparation levels. Students will be encouraged to develop independence in reading literary works and academic texts, in writing essays and narratives, and in applying learning strategies and research skills effectively. Students will also learn to respond critically to print and media works.</p>	<p>41- 52</p>	<p>437- 473</p>
<p>Advanced (200/50/50) = 300 contact hours</p>	<p>This course prepares students to read and demonstrate comprehension of the main idea and most supporting details of a text on an unfamiliar topic. Students will learn to synthesize concepts and data from a group of readings or a series of graphs and charts in written assignments as well as write a short, academic research paper with appropriate citations, quotations, and references, and single quotation marks, brackets and ellipses when needed.</p>	<p>53- 64</p>	<p>477- 510</p>
<p>College Preparatory (160/40/40) = 240 contact hours</p>	<p>This course prepares students to read and respond to literature; choose and respond to personal reading material comparable in scope and difficulty to materials chosen by their English-speaking peers; extract information from a variety of texts used in subject classrooms; use independently a variety of strategies to build vocabulary; use a range of research strategies independently to gather information for a variety of purposes; organize and link ideas logically and effectively in written texts such as narratives and essays and demonstrate understanding of a range of local, national, and global issues.</p>	<p>65- 78</p>	<p>513- 547</p>

Class Descriptions

Basic Level Classes

ESL101 COMMUNICATION FOR COLLEGE 1

4.0 Credits

This course is a beginning introductory college preparatory ESL Listening & Speaking course for non-native English speaking students. It focuses on basic listening and speaking skills, with emphasis on survival communication skills. The course prepares students for the college prep intermediate ESL communication class or selected vocational certificate programs.

ESL101A BASIC READING

4.0 Credits

This course is a basic Introductory college preparatory ESL course for non-native English speaking students. It focuses on Basic Reading skills with emphasis on survival reading. The course prepares students for the College Prep Intermediate ESL Reading Class or selected Vocational Certificate programs.

ESL102 BASIC WRITING

4.0 Credits

This course is a Basic Introductory college preparatory ESL course for non-native English speaking students. It focuses on Basic Writing skills with emphasis on survival writing. This course prepares students for the College Prep Intermediate ESL Writing class or selected Vocational Certificate programs.

ESL102A COMMUNICATION FOR COLLEGE 2

4.0 Credits

This course is the intermediate college preparatory ESL Listening & Speaking course for non-native English

speaking residents. It focuses on introductory listening and speaking skills, with emphasis on basic communication. The course prepares students for college preparatory 200 level courses or selected vocational certificate programs.

Intermediate Level Classes

ESL103 INTERMEDIATE READING

4.0 Credits

This course is the Intermediate college preparatory ESL course for non-native English speaking students. It focuses on reading, with emphasis on basic skills. This course prepares students for the College Prep ESL Program or selected Vocational Certificate programs.

ESL104 INTERMEDIATE WRITING

4.0 Credits

This course is the Intermediate college preparatory ESL course for non-native English speaking students. It focuses on Writing, with emphasis on basic skills. This course prepares students for the College Prep ESL Program or selected Vocational Certificate programs.

ESL105 COMMUNICATION FOR COLLEGE 3

4.0 Credits

This course is a college preparatory entry course for non-native speakers of English. The course prepares students for college level coursework through development of speaking and listening skills needed for academic success. It focuses on developing speaking and listening skills through individual and group work in academic settings.

ESL106 COLLEGE PREPARATORY READING

4.0 Credits

This course is a college preparatory course for non-native speakers of English. The course prepares students for college level courses through development of reading skills needed for academic success. It focuses on developing academic reading skills. Additionally, reading skills that specifically address academic ESL problems will be studied. Students registered for this course must demonstrate competency in basic communications related work.

ESL107 COLLEGE PREPARATORY WRITING

4.0 Credits

This course is a college preparatory entry course for non-native speakers of English. The course prepares students for college level work through development of writing skills needed for academic success. It focuses on developing academic writing skills. Additionally, grammar skills that specifically address academic ESL problems will be studied. Students registered for this course must demonstrate competency in intermediate writing level work.

Advanced Level Classes

ESL205 COLLEGE PREP WRITING 1

4.0 Credits

This course is designed for basic writing skills development. It focuses on basic grammar skills and basic paragraph writing skills. The skills will be developed through class lectures, individual and small group activities, writing lab activities, computer lab activities, and homework assignments.

ESL206 COLLEGE PREP WRITING 2

4.0 Credits

This course is designed to teach skills needed for writing unified, coherent paragraphs with correct grammar, usage, mechanics, punctuation, and sentence structure. Students registered for this course must pass the coursework in ESL205 or other writing related courses.

ESL207 PREP PRE-ALGEBRA

4.0 Credits

This class is designed to introduce basic mathematics skills. It focuses on addition, subtraction, multiplication and division of whole numbers, fractions and decimals; operations with signed numbers including solving for missing terms; applied geometry; percent problems; mathematical notations; ratio-proportion and mathematics study skills.

ESL208 INTEGRATED ARITHMETIC AND ALGEBRA

4.0 Credits

This course integrates college prep arithmetic and college prep algebra skills into one course to allow students to accelerate their college prep mathematics requirements. It is designed for students who would generally test

into the upper score range for placement into college prep arithmetic. Topics include integers, percents, sets, linear equations and inequalities, polynomial operations, factoring, exponents, radicals, graphing, solving quadratics and applications for all topics. Students must pass coursework before moving into college level mathematics course.

ESL209 ELEMENTARY ALGEBRA

4.0 Credits

This course includes an in-depth study of linear equations and inequalities; integer exponents and their properties; operations on polynomials, including factoring; an introduction to graphing linear functions and interpreting graphs; solving quadratic equations; and applications. Prerequisite: ESL208 or equivalent

College Preparatory Classes

ESL309 COLLEGE PREP READING 1

4.0 Credits

This course is designed to develop basic reading and study skills. It focuses on vocabulary development, literal reading skills, and basic critical reading skills. The skills will be developed through class lectures, individual and small group activities, reading lab activities, computer lab activities, and homework assignments. Prerequisite: ESL106 or equivalent

ESL310 COLLEGE PREP READING 2

4.0 Credits

This course is designed to improve basic skills, and critical thinking. It focuses on recognition of main ideas, supporting details, author's purpose, tone, valid arguments, explicit and implicit relationships within and between sentences, the ability to detect bias, to distinguish fact from opinion, to draw logical inferences and conclusions, and vocabulary and study skills at the college preparatory level. Students must pass the coursework and the state exit exam before they register for designated college courses.

ESL311 COLLEGE PREP CRITICAL THINKING 1

4.0 credits

In this course, students understand and improve the critical and creative thinking processes central to college level learning. Students develop an awareness of the general characteristics and practices of an advanced learner, with a major focus on self-monitoring, self-assessing and self-correcting thinking and learning patterns. Students also develop an awareness of the specific attitudes, structures, processes, and applications of thinking central to comprehending and communicating ideas, solving problems, and making decisions. Students develop skills in analyzing and evaluating information, asking probing questions, and drawing logical conclusions with improved accuracy and fair-mindedness.

ESL312 COLLEGE PREP CRITICAL THINKING 2

4.0 credits

While this is a college-level course, students who have gone through the college prep reading sequence are required to take this class or exempt out.

Students practice reading and listening with heightened awareness and empathy, writing and speaking with improved clarity and precision; and thinking and inquiring with originality. This course promotes making connections within and between academic disciplines, career areas, and personal life. The course applies core thinking and learning processes to college content areas and real-life scenarios, and it promotes the development of lifelong-learning habits. Prerequisites: College-level reading placement score

Workshops/Seminars

The Institute offers several workshops or seminars normally during the weekend (Friday and Saturday).

Catalog Assurances and Statement

Approved and Regulated by the Texas Workforce Commission, Career Schools and Colleges, Austin, Texas.

The information contained in this catalog is true and correct to the best of my knowledge.

School Director (Signature)