



**ST. LOUIS COLLEGE**  
**of HEALTH CAREERS**

HEALTHCARE EDUCATION SINCE 1981



2015-2016 CATALOG

*Come Here, Go Anywhere*

This 2015-2016 Saint Louis College of Health Career's (SLCHC) catalog is current as of publication time and replaces any prior catalog publication. SLCHC reserves the right to make catalog changes at any time to meet institutional needs, accreditation, licensing, or other regulatory requirements. These changes may include, but are not limited to: tuition and fees, academic programs and courses, instructional materials, school policies and procedures, faculty and administrative staff, school calendar, as well as other information.

SLCHC offers several program options, including Associate of Applied Science degree (A.A.S.), Diploma, and continuing education programs giving students a variety of opportunities in their academic endeavors.

Each SLCHC program may have additional policies and/or guidelines that supersede those outlined in this institutional catalog publication. Students are expected to adhere to their program specific guidelines and all institutional policies.

**NOTE:** Prospective students are advised that SLCHC does not offer all programs at the City Main and County Branch campuses. It is also important to understand that SLCHC may cancel a class that is offered if the class enrollment does not meet sufficient enrollment criteria by the first day of classes.

While not all catalog photographs were taken at SLCHC, they do accurately represent the general type and quality of SLCHC equipment and facilities.



**The Accrediting Bureau of Health Education Schools (ABHES)  
at 7777 Leesburg Pike, Suite 314 N., Falls Church, Virginia 22043, (703) 917-9503,  
institutionally accredits St. Louis College of Health Careers**

**ABHES is listed by the U.S. Department of Education as a nationally recognized accrediting agency  
under the provisions of Chapter 33, Title 38, U.S., Code and subsequent legislation.**

*City Campus*

**909 South Taylor Avenue  
St. Louis, MO 63110  
Phone: (314) 652-0300  
Fax: (314) 652-4825**

*County Campus*

**1297 North Highway Drive  
Fenton, MO 63026  
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**<http://www.slchc.edu>**



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# ST. LOUIS COLLEGE of HEALTH CAREERS

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*Dear Future Health Care Professional:*

*Welcome to St. Louis College of Health Careers. By enrolling at St. Louis College of Health Careers, you have chosen to pursue a career in a field that offers many rewards. To be able to earn a living while helping humanity is a rare privilege. Few areas of employment outside of healthcare offer so many opportunities for personal satisfaction and financial security.*

*Along with the benefits, healthcare careers also carry many responsibilities. Through daily actions and decisions, the healthcare professional affects the lives of many people. Patients' lives depend on the skill and wisdom of the healthcare provider. This is a great responsibility.*

*At St. Louis College of Health Careers, we expect you to take seriously your responsibilities as a future healthcare professional. As you progress through your chosen program of study, you are preparing yourself educationally to perform your duties in an ethical and professional manner.*

*As a healthcare professional, you will be entrusted with the well being of patients. You must earn this trust. As a confident and empathetic professional, you will instill confidence and empathy in others. This will make it easier for patients to trust you with their lives.*

*At St. Louis College of Health Careers, we are dedicated to assisting you in achieving your career goals. Once you commit to academic preparation and develop professional skills, we are confident success will be yours.*

***Faculty and Staff  
St. Louis College of Health Careers***



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# THIS IS SLCHC

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## College History

St. Louis College of Health Careers (SLCHC) is a progressive institution dedicated to training individuals to understand the complexities and sophistication of modern medical systems.

Founded in 1981 by Rush L. Robinson, Ph.D., and Steven N. Barsam, MBA, SLCHC specializes in training students for successful, rewarding careers in the healthcare field. The founders currently hold positions as governing members of the Board of Directors and maintain ownership of SLCHC.

Prior to the inception of the College, a void existed in technical training for many types of healthcare positions. The continued growth of healthcare in St. Louis had increased the demand for trained support staff, especially in certain specialties. Both founders had experience in nursing, cardio-pulmonary, and physical therapy training at the collegiate level, and recognized that other staff positions in healthcare lacked the benefit of formalized training. What was observed and verified was that in many support areas in healthcare only on-the-job training was available. That meant that individuals were not given a conceptual foundation for their job, but simply shown by department supervisors the basic necessities of equipment and general operation. By applying collegiate style education with conceptual and theoretical models of instruction to the training of healthcare paraprofessionals, St. Louis College of Health Careers has grown and expanded its programming. Graduates of the College's programs are now providing patient care throughout the St. Louis area.

## Institutional Accreditation:

St. Louis College of Health Careers is institutionally accredited by the Accrediting Bureau of Health Education Schools (ABHES), which is recognized by the U. S. Department of Education.

Accrediting Bureau of Health Education Schools  
7777 Leesburg Pike, Suite 314 N.  
Falls Church, Virginia 22043  
(703) 917-9503

## State Recognitions:

The Missouri State Board of Nursing has granted full approval for the SLCHC Practical Nursing program.

Missouri State Board of Nursing  
3605 Missouri Boulevard  
P.O. Box 656  
Jefferson City, Missouri 65102-0656  
(573) 751-0681

A Certificate of Approval to Operate has been issued to SLCHC by:

Missouri Department of Higher Education  
205 Jefferson Street  
Jefferson City, Missouri 65101-5717  
(573) 751-2361

## Program Accreditations:

Full Certification for the advanced-level Respiratory Therapist program has been issued by:

Commission on Accreditation for Respiratory Care  
1248 Harwood Road  
Bedford, Texas 76021-4244  
(817)283-2835

The Occupational Therapy Assistant program has been granted full accreditation by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA).

ACOTE  
c/o Accreditation Department  
American Occupational Therapy Association (AOTA)  
4720 Montgomery Lane, Suite 200  
Bethesda, MD 20814-3449  
(301) 652-2682  
accred@aota.org

The Physical Therapist Assistant program has been granted accreditation by the Commission on Accreditation in Physical Therapy Education (CAPTE).

1111 North Fairfax Street  
Alexandria, Virginia 22314  
703-706-3245  
accreditation@apta.org  
www.capteonline.org.



## **Mission Statement**

St. Louis College of Health Careers is committed to delivering education that provides an understanding of our rapidly evolving healthcare environment. SLCHC develops and refines programs based on current, credible, and evidence based healthcare trends. Since its founding, the College has embraced those seeking an avenue through which to improve their quality of life.

Our SLCHC goals include:

- Facilitate a supportive and flexible learning environment.
- Expand and maintain career focused quality education.
- Provide graduates that are competent in theory and practice.
- Organize and deliver student services that foster self-sufficiency and opportunity.
- Provide preparation and assistance for seeking employment in the healthcare environment.
- Use technology to create and expand educational opportunities for the working student.

## **Educational Philosophy**

SLCHC has maintained a fundamental educational philosophy since its inception, and remains dedicated to meeting the educational needs and professional expectations of its students. SLCHC strives to prepare students to become competent members of the health care community. To this end, SLCHC has developed an educational structure that combines theoretical instruction with clinical experience in specialized health care field. This combination best prepares students for professional careers in health care. For this reason, clinical experiences are offered within community health and medical facilities, including hospitals, long-term care facilities, doctors' offices, and clinics. This allows clinical instruction in a modern health care environment. Qualified educators and health care professionals supervise both classroom/online instruction and the clinical experience.

## **Educational Objectives**

SLCHC's primary educational objective is to facilitate student learning providing tools to gain consistent, sustainable, and valuable knowledge and skills needed for today's and tomorrow's health care field. Our primary objective is supported by the following goals:

- To meet student needs by providing focused educational programs.
- To provide academic and support services enhancing student success.
- To maintain a caring, supportive environment concerned with each student's success.
- To offer relevant and current curricula, facilities, equipment and qualified faculty to meet today's dynamic healthcare

environment, preparing students for employment in an ever-changing job market.

Educational components at SLCHC, including classroom/online instruction and clinical/practicum/ externship, reflect SLCHC goals. Hence forth, Academic Administration may include: Program Directors, Academic Coordinator, Director of Education, Assistant Dean, and Dean of Education.

## **Delivery Method**

SLCHC offers convenient delivery methods to provide students with more flexible educational opportunities. Program coursework is delivered residential (traditional methods) through classroom instruction and/or through distance education in an online environment as identified in the course description pages. If the coursework is delivered by an on-ground and online option, the course description and objectives are identical. Blended (hybrid) courses have both residential and online components. SLCHC may have additional technology fees associated with fully online programs.

## **Technology Requirements**

Program coursework is delivered via online classes using an internet-based interactive learning management system, Moodle. The minimum computer needs, whether from a public or private computer, as identified by Moodle, Inc. are as follows: (1) Internet connection (2) Microsoft Windows or Apple Mac Operating System (3) Microsoft Office and/ or Adobe software. SLCHC provides on-campus data labs equipped with computers and printers for student use.



# INSTRUCTIONAL PROGRAMS

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***Come Here,  
Go Anywhere!***



# Medical Assistant, AAS

Medical Assistants perform administrative and clinical duties ranging from updating and filing patients' records and insurance forms to taking vital signs, administering injections, or assisting physicians during examinations. In order to be viable candidates in the current job market, Medical Assistants must meet certain standards of competency. The objective of the AAS Degree in Medical Assisting is to allow students to learn beyond the technical and practical aspects of healthcare, giving students a theoretical background to better assess, analyze and apply critical thinking skills to their work environment.

After successful completion of all classroom training, the student will then complete an externship course within a healthcare facility. Through the externship experience, the student will gain first-hand knowledge of the workplace and perform the assigned duties to meet the expectations in a professional setting.

Graduates of the Medical Assistant-AAS program may choose from a variety of beyond entry-level employment settings including hospital and physician offices, managed care organizations, home care agencies, rehabilitation centers, skilled nursing facilities, and insurance companies, management and specialization in research and education.

SLCHC graduates are eligible to apply to sit for the national Registered Medical Assistant (RMA) examination through the American Medical Technologist (AMT) or the national Certified Medical Assistant examination (CMA) through the American Association of Medical Assistants (AAMA).

## Program Length: Days/Evenings - 72 Weeks

		Hours	Credits
BI103	Human Biology Theory	60	4
BI103L	Human Biology Lab	30	1
HB303	Medical Terminology	45	3
PS101	Psychology	45	3
AH100	Professional Development	45	3
MT201	Technical Math	45	3
MA100	MA Medical Office Procedures	45	3
MA101	MA Fundamental Skills I Theory	45	3
MA101L	MA Fundamental Skills I Lab	30	1
MA102	MA Fundamental Skills II Theory	45	3
MA102L	MA Fundamental Skills II Lab	30	1
MA250	Medical Assistant Externship	160	3
EN150	Communications	45	3
SC101	Sociology	45	3
ENG101	English Composition I	45	3
MT204	Pre-Algebra	45	3
PH202	Human Path. & Pharmacology Concepts	45	3
HC101	Ethics	45	3
HM306	Legal Aspects of Medical Records	45	3
HM201	Electronic Health Records Theory	45	3
HM201L	Electronic Health Records Lab	30	1
PA204	Medical Billing Procedures Theory	45	3
PA204L	Medical Billing Procedures Lab	30	1

**Program Totals: 1,090 hours; 60 credits**

\*Some courses may be offered online

The Medical Assistant, AAS Program is approved to be offered at both the City and County campuses.

## Other Program Requirements

For externship and/or licensure purposes, the following may be required: physical examination, PPD (tuberculin skin test), Hepatitis B vaccination series, MMR Titer, Flu Shot, CPR training, background clearance, and drug screening.

**Award Upon Completion:** Associate of Applied Science Degree



# Medical Assistant, Diploma

Medical Assistants are multi-skilled health professionals who perform a wide range of roles in physician's offices and other health care settings. Duties may vary, depending upon location and size of the practice and the physician's specialty, but Medical Assistants typically answer telephones, prepare patients under the supervision of a licensed medical professional, such as a physician, nurse practitioner, or physician assistant for examination, update and file patient medical records, fill out insurance forms, handle patient billing and bookkeeping tasks, telephone prescriptions to a pharmacy, schedule appointments, arrange hospital admissions, and purchase supplies and equipment.

Medical Assistants may also take vital signs and medical histories, assist the physician or nurse during patient examinations, collect and prepare laboratory specimens or arrange for laboratory services, blood draws (phlebotomy), perform electrocardiograms, remove sutures, administer injections and change dressings.

Medical Assistants are primarily employed in health care delivery settings such as: physician's practice, but may also be employed by medical centers, patient centered medical homes, medical specialty clinics, insurance billing agencies, laboratories, and emergency rooms. After successful completion of all classroom training, the student will then complete an externship course within a healthcare facility. Through the externship experience, the student will gain first-hand knowledge of the workplace and perform the assigned duties to meet the expectations in a professional setting.

SLCHC graduates are eligible to apply to sit for the national Certified Medical Assistant examination (CMA) through the American Association of Medical Assistants (AAMA).

## **Program Length: Days/Evenings - 36 Weeks**

		<u>Hours</u>	<u>Credits</u>
BI103	Human Biology Theory	60	4
BI103L	Human Biology Lab	30	1
HB303	Medical Terminology	45	3
PS101	Psychology	45	3
AH100	Professional Development	45	3
MT201	Technical Math	45	3
MA100	MA Medical Office Procedures	45	3
MA101	MA Fundamental Skills I Theory	45	3
MA101L	MA Fundamental Skills I Lab	30	1
MA102	MA Fundamental Skills II Theory	45	3
MA102L	MA Fundamental Skills II Lab	30	1
MA250	Medical Assistant Externship	160	3

## **Program Totals: 625 hours; 31 credits**

\* Some courses may be offered online

The Medical Assistant, Diploma Program is approved to be offered at both the City and County campuses.

## **Other Program Requirements**

For externship and/or licensure purposes, the following may be required: physical examination, PPD (tuberculin skin test), Hepatitis B vaccination series, MMR Titer, Flu Shot, CPR training, background clearance, and drug screening.

**Award Upon Completion:** Diploma



# Medical Office Administration, Diploma

A Medical Office Administrator is an important member of the medical financial team. The program objective is for the student to develop proficiency and confidence in performing front office responsibilities in a medical setting such as patient accounts, appointment scheduling, filing, chart management, data entry, claims processing, accounts receivable, mail management, banking, telephone management, an overview of ICD-9, CPT, and HCPCS coding. The program also includes computer concepts, professional development, and introductory to ICD-10 coding.

A graduate may work in a multitude of entry level positions in a health care or medical environment, such as patient registration, unit secretary, scheduling, pre-authorization, financial counseling, and medical records. Other medical facilities of employment are rehabilitation centers, durable medical equipment, physician office, skilled nursing facilities, electronic claim clearinghouses, insurance companies, home health agencies, and billing companies.

## Program Length: Days/Evenings - 36 Weeks

		<u>Hours</u>	<u>Credits</u>
BI103	Human Biology Theory	60	4
BI103L	Human Biology Lab	30	1
HB303	Medical Terminology	45	3
PS101	Psychology	45	3
AH100	Professional Development	45	3
MT201	Technical Math	45	3
MOA100	MOA Medical Office Procedures	45	3
MOA101	MOA Fundamental Skills I Theory	45	3
MOA101L	MOA Fundamental Skills I Lab	30	1
MOA102	MOA Fundamental Skills II Theory	45	3
MOA102L	MOA Fundamental Skills II Lab	30	1
MOA251	MOA Externship	160	3

## Program Totals: 625 hours; 31 credits

\*Some courses may be offered online

The Medical Office Administration, Diploma Program is approved to be offered at the City campus.

### Other Program Requirements

For externship and/or licensure purposes, the following may be required: CPR training, background and drug screening.

**Award Upon Completion:** Diploma



# Occupational Therapy Assistant, AAS

Occupational Therapy Assistants treat and care for individuals across the lifespan who are impaired in their ability to participate in everyday activities, or *occupations*, due to neurological, physical, psychological or developmental dysfunctions. An occupation is simply an activity that has meaning or value to an individual as they function in their home, work, school or community. Occupational Therapy Assistants work under the direction of Occupational Therapists to help assess individuals and implement treatment plans that use meaningful activities to improve the emotional, physical, cognitive and social skills of individuals impaired by disability. Occupational Therapy Assistants offer creative and adaptive approaches to help individuals remediate, rehabilitate, or compensate for their loss of function and offer a holistic view of individuals to promote the healthy balance of self-care, work, and leisure activities for improved quality of life valued by all individuals.

The objective of the OTA program at St. Louis College of Health Careers is to successfully prepare students to be eligible to sit for the national certification examination and to prepare qualified graduates for future employment as an entry-level Occupational Therapy Assistant through carefully designed curriculum and fieldwork experiences.

SLCHC Graduates are eligible to apply to sit for the National Certification Exam administered by the National Board for Certification in Occupational Therapy (NBCOT) in order to become certified as an Occupational Therapy Assistant (COTA).

## Program Length: Days - 90 Weeks

<b>SEMESTER I</b>		<u>Hours</u>	<u>Credits</u>	<b>SEMESTER II</b>		<u>Hours</u>	<u>Credits</u>
MTH202	Algebra & Mathematical Functions	45	3	BL302	Kinesiology & Functional Biomechanics	45	3
ENG101	English Composition I	45	3	BL302L	Kinesiology & Functional Biomechanics Lab	30	1
HB300	Medical Terminology Basics	30	1	PS203	Human Growth & Development	30	2
AH100	Professional Development	45	3	EN150	Communications	45	3
BL121	Essentials of Anatomy & Physiology	45	3	PS101	Psychology	45	3
BL121L	Essentials of Anatomy & Physiology Lab	30	1	OTA101	Introduction to Occupational Therapy	45	3
<b>Total</b>		<b>240</b>	<b>14</b>	<b>Total</b>		<b>240</b>	<b>15</b>
<b>SEMESTER III</b>				<b>SEMESTER IV</b>			
OTA102	Foundations of Occupational Therapy	45	3	OTA201	Fieldwork Level IA	45	1
OTA110L	Therapeutic Activities for Occupational Perf. Lab	30	1	OTA210	OTA Applications in Psychosocial Practice	45	3
OTA130	Human Dysfunction on Occupational Performance	60	4	OTA230	Therapeutic Communication	30	2
OTA140	Documentation in Occupational Therapy	30	2	OTA245	OTA Applications in Pediatric Practice	45	3
OTA160L	OTA Fundamentals 1 Lab	60	2	OTA245L	OTA Applications in Pediatric Practice Lab	45	1
<b>Total</b>		<b>225</b>	<b>12</b>	OTA250L	Group Dynamics Lab	30	1
<b>SEMESTER V</b>				OTA260L	OTA Fundamentals 2 Lab	45	1
OTA301	Fieldwork Level IB	45	1	<b>Total</b>		<b>285</b>	<b>12</b>
OTA315	OTA Applications in Physical Dysfunction	45	3	<b>SEMESTER VI</b>			
OTA315L	OTA Applications in Physical Dysfunction Lab	45	1	OTA405	Fieldwork Level II, Practicum 1	270	6
OTA325	Therapeutic Adaptations	30	2	OTA406	Fieldwork Level II, Practicum 2	270	6
OTA325L	Therapeutic Adaptations Lab	45	1	OTA410	OTA Applications in Clinical Reasoning	30	2
OTA340	OTA Applications in Geriatric Practice	45	3	<b>Total</b>		<b>570</b>	<b>14</b>
OTA350	OTA Professional Seminar	30	2				
OTA360L	OTA Fundamentals 3 Lab	45	1				
<b>Total</b>		<b>330</b>	<b>14</b>				

**Program Totals: 1,890 hours; 81 credits**

\* Some courses may be offered online

The Occupational Therapy Assistant, AAS Program is approved to be offered at the County Campus.

### Other Program Requirements:

For Fieldwork purposes, the following may be required: physical examination, PPD (two-step tuberculin skin test), Hepatitis B vaccination series, MMR Titer, Flu Shot, CPR training, background clearance, and drug screening.

\* Program consists of five-15 week semesters and on-16 week semester to satisfy fieldwork requirements.

**Award Upon Completion:** Associate of Applied Science Degree

# Patient Care Technician, AAS

The Patient Care Technician AAS program is designed for those Patient Care Technicians interested in moving to the next level in their career as a health care provider. As you grow in your position as a patient care provider, additional knowledge and training may be desired as you advance in the field. In addition to the basic patient care technician courses, the AAS student will experience more advanced college level courses in addition to being taught how to maintain patient records, including electronic medical records and patient billing and coding.

In addition to providing patient care in hospitals, home health organizations, assisted living facilities, long-term care facilities, adult day care, rehabilitation facilities and physical/occupational therapy clinics, the advanced PCT would be in a position to move into a supervisory or medical administrative position.

SLCHC graduates may be eligible to apply to sit for the Certified Nurse Assistant examination.

## Program Length: Days/Evenings - 72 Weeks

		<u>Hours</u>	<u>Credits</u>			<u>Hours</u>	<u>Credits</u>
BI103	Human Biology Theory	60	4	EN150	Communications	45	3
BI103L	Human Biology Lab	30	1	SC101	Sociology	45	3
HB303	Medical Terminology	45	3	ENG101	English Composition I	45	3
PS101	Psychology	45	3	MT204	Pre-Algebra	45	3
AH100	Professional Development	45	3	PH202	Human Path. & Pharm. Concepts	45	3
MT201	Technical Math	45	3	HC101	Ethics	45	3
PC101	PCT Fundamental Skills I Theory	60	4	HM306	Legal Aspects of Medical Records	45	3
PC101L	PCT Fundamental Skills I Lab	60	2	HM201	Electronic Health Records Theory	45	3
PC102	PCT Fundamental Skills II Theory	45	3	HM201L	Electronic Health Records Lab	30	1
PC102L	PCT Fundamental Skills II Lab	60	2	PA204	Medical Billing Procedures Theory	45	3
PC250	Patient Care Technician Externship	60	1	PA204L	Medical Billing Procedures Lab	30	1
PCT251	PCT Practicum	100	2				

**Program Totals: 1,120 hours; 60 credits**

\*Some courses may be offered online

The Patient Care Technician, AAS Program is approved to be offered at the City campus.

## Other Program Requirements

For practicum/externship and/or licensure purposes, the following may be required: physical examination, PPD (two-step tuberculin skin test), Hepatitis B vaccination series, MMR Titer, Flu Shot, CPR training, background clearance, and drug screening.

**Award Upon Completion:** Associate of Applied Science Degree



# Patient Care Technician, Diploma

The Patient Care Technician (PCT) program is an entry-level program, offering a wide variety of skills that allows the trained healthcare provider to enter the field of patient care. Patient Care Technicians are trained in a wide variety of patient care skills. In addition to basic patient care and hygiene, patient assessments, care plans and vital signs, the program offers instruction in human biology, psychology, medical terminology, blood drawing (phlebotomy) and electrocardiograms (EKGs).

The Patient Care Technician provides support services to nurses and doctors in numerous hospital and healthcare settings. The Patient Care Technician can work in hospitals, home health organizations, assisted living facilities, long-term care facilities, adult day care, rehabilitation facilities and physical/occupational therapy clinics.

SLCHC graduates may be eligible to apply to sit for the Certified Nurse Assistant examination.

## Program Length: Days/Evenings - 36 Weeks

		<u>Hours</u>	<u>Credits</u>
BI103	Human Biology Theory	60	4
BI103L	Human Biology Lab	30	1
HB303	Medical Terminology	45	3
PS101	Psychology	45	3
AH100	Professional Development	45	3
MT201	Technical Math	45	3
PC101	PCT Fundamental Skills I Theory	60	4
PC101L	PCT Fundamental Skills I Lab	60	2
PC102	PCT Fundamental Skills II Theory	45	3
PC102L	PCT Fundamental Skills II Lab	60	2
PC250	Patient Care Technician Externship	60	1
PCT251	PCT Practicum	100	2

## Program Totals: 655 hours; 31 credits

\*Some courses may be offered online

The Patient Care Technician, Diploma Program is approved to be offered at both the City and County campuses.

## Other Program Requirements

For practicum/externship and/or licensure purposes, the following may be required: physical examination, PPD (two step tuberculin skin test), Hepatitis B vaccination series, MMR Titer, Flu Shot, CPR training, background clearance, and drug screening.

**Award Upon Completion:** Diploma



# Pharmacy Technician, AAS

The Pharmacy Technician, AAS Program prides itself in the ability to train and develop qualified Pharmacy Technicians who value the fundamentals of pharmacy standards and competently assist the Pharmacist in pharmaceutical care. Pharmacy Technicians work under the supervision of a Pharmacist in the delivery of tasks that include preparing and filling prescriptions, issuing medicine and handling a variety of drugs while maintaining patient records. The Pharmacy Technician Program educates students on the reaction between the human body and medications, processing insurance claims, packaging and labeling orders, and maintaining and monitoring inventory. In addition to general education requirements, students will learn and practice pharmaceutical terminology, record keeping, pharmacology practices, pharmacy procedures, calculations and conversion in measurements.

The AAS degree program provides students with the skills and knowledge needed to obtain employment as a Pharmacy Technician in a variety of practice settings. Opportunities available for graduates of the AAS degree program may include, but are not subject to, Pharmacy Buyer, and Pharmacy Technician Supervisor.

SLCHC graduates are eligible to apply to sit for the Pharmacy Technician Certification Board (PTCB) Exam and may obtain their State Pharmacy Technician Licensure.

## Program Length: Days/Evening - 72 Weeks

		<u>Hours</u>	<u>Credits</u>			<u>Hours</u>	<u>Credits</u>
BI103	Human Biology Theory	60	4	EN150	Communications	45	3
BI103L	Human Biology Lab	30	1	SC101	Sociology	45	3
HB303	Medical Terminology	45	3	ENG101	English Composition I	45	3
PS101	Psychology	45	3	MT204	Pre-Algebra	45	3
AH100	Professional Development	45	3	PH202	Human Pathology & Pharm. Concepts	45	3
MT201	Technical Math	45	3	HC101	Ethics	45	3
PH121	Pharmacy Fundamental Skills I Theory	60	4	HM306	Legal Aspects of Medical Records	45	3
PH121L	Pharmacy Fundamental Skills I Lab	60	2	HM201	Electronic Health Records Theory	45	3
PH221	Pharmacy Fundamental Skills II Theory	45	3	HM201L	Electronic Health Records Lab	30	1
PH221L	Pharmacy Fundamental Skills II Lab	60	2	PA204	Medical Billing Procedures Theory	45	3
PH250	Pharmacy Externship	135	3	PA204L	Medical Billing Procedures Lab	30	1

## Program Totals: 1,095 hours; 60 credits

\*Some courses may be offered online

The Pharmacy Technician, AAS Program is approved to be offered at both the City and County campuses. The County campus is no longer enrolling into the Pharmacy Technician, AAS Program.

## Other Program Requirements

For externship and/or licensure purposes, the following may be required: physical examination, PPD (tuberculin skin test), Hepatitis B vaccination series, MMR Titer, Flu Shot, background clearance, drug and fingerprint screening.

**Award Upon Completion:** Associate of Applied Science

# Pharmacy Technician, Diploma

Pharmacy Technicians work under the supervision of a Pharmacist in the delivery of tasks that include preparing and filling prescriptions, issuing medicine and handling a variety of drugs while maintaining patient records. The Pharmacy Technician Program educates students on the reaction between the human body and medications, processing insurance claims, packaging and labeling orders, and maintaining and monitoring inventory. In addition to general education requirements, students will learn and practice pharmaceutical terminology, record keeping, pharmacology practices, pharmacy procedures, calculations and conversion in measurements.

A trained Pharmacy Technician will acquire competence to prepare parenteral medications, process medications, perform sterile/non-sterile compounding, follow established policies and procedures for procurement, billing, reimbursement/inventory management, apply patient medication safety practices, use technology and informatics, abide by state and federal regulations governing the practice of pharmacy, apply quality assurance practices, and participates in drug utilization. All duties are performed under the supervision of a licensed Pharmacist. Duties for the Pharmacy Technician may vary depending upon the type of facility in which they are employed, as well as federal and state laws and regulations that define Pharmacy Technician practice.

SLCHC graduates are eligible to apply to sit for the Pharmacy Technician Certification Board (PTCB) Exam and will obtain their State Pharmacy Technician Licensure.

## Program Length: Days/Evenings - 36 Weeks

		<u>Hours</u>	<u>Credits</u>
BI103	Human Biology Theory	60	4
BI103L	Human Biology Lab	30	1
HB303	Medical Terminology	45	3
PS101	Psychology	45	3
AH100	Professional Development	45	3
MT201	Technical Math	45	3
PH121	Pharmacy Fundamental Skills I Theory	60	4
PH121L	Pharmacy Fundamental Skills I Lab	60	2
PH221	Pharmacy Fundamental Skills II Theory	45	3
PH221L	Pharmacy Fundamental Skills II Lab	60	2
PH250	Pharmacy Externship	135	3

## Program Totals: 630 hours; 31 credits

\*Some courses may be offered online

The Pharmacy Technician, Diploma Program is approved to be offered at both the City and County campuses.

## Other Program Requirements

For externship and/or licensure purposes, the following may be required: physical examination, PPD (tuberculin skin test), Hepatitis B vaccination series, MMR Titer, Flu Shot, background clearance, drug and fingerprint screening.

**Award Upon Completion:** Diploma





# Physical Therapist Assistant, AAS

Physical Therapist Assistants (PTAs) provide selected physical therapy services under the direction and supervision of a Licensed Physical Therapist. PTAs help people of all ages who have medical problems, or other health-related conditions that limit their ability to move and perform functional activities in their daily lives. PTAs' duties include, but are not limited to, instructing patients in exercises, locomotion and regaining functional independence. PTAs use physical modalities and adaptive equipment; they collect data on the patient's progress, document and report on the patient's response, educate patients and families, and assist with other aspects of the physical therapy practice. PTAs may work in outpatient clinics, home health, nursing homes, schools and sports facilities.

The objective of the PTA Program of St. Louis College of Health Careers is to successfully prepare students to sit for the National Licensure Exam and become competent, entry-level Physical Therapist Assistant generalists.

SLCHC graduates are eligible to apply to sit for a standardized exam by The Federation of State Boards of Physical Therapy (FSBPT) before a license will be granted.

## Program Length: Days - 75 Weeks

### SEMESTER I (Pre-requisites)

		<u>Hours</u>	<u>Credits</u>
HB300	Medical Terminology Basics	30	1
ENG101	English Composition I	45	3
AH100	Professional Development	45	3
BL121	Essentials of Anatomy & Physiology	45	3
BL121L	Essentials of Anatomy and Physiology Lab	30	1
PS101	Psychology	45	3
HC101	Ethics	45	3
<b>Total</b>		<b>285</b>	<b>17</b>

### SEMESTER II

		<u>Hours</u>	<u>Credits</u>
PTA120	Fundamentals of Physical Therapy	45	3
PS 203	Human Growth and Development	30	2
BL302	Kinesiology	45	3
BL302L	Kinesiology Lab	30	1
PTA124	Pathology	45	3
PTA128	Basic Patient Care	30	2
PTA128L	Basic Patient Care Lab	60	2
<b>Total</b>		<b>285</b>	<b>16</b>

### SEMESTER III

		<u>Hours</u>	<u>Credits</u>
PTA231	Orthopedics	30	2
PTA231L	Orthopedics Lab	60	2
PTA234	Physical Agents I	30	2
PTA234L	Physical Agents I Lab	60	2
PTA236	Therapeutic Exercise	30	2
PTA236L	Therapeutic Exercise Lab	60	2
<b>Total</b>		<b>270</b>	<b>12</b>

### SEMESTER IV

		<u>Hours</u>	<u>Credits</u>
PTA249C	Integrated Clinical	160	3
PTA241	Neurological Conditions	45	3
PTA241L	Neurological Conditions Lab	60	2
PTA248	Advanced Patient Care	30	2
PTA248L	Advanced Patient Care Lab	60	2
PTA247L	Advanced Therapeutic Interventions Lab	30	1
<b>Total</b>		<b>385</b>	<b>13</b>

### SEMESTER V

		<u>Hours</u>	<u>Credits</u>
PTA252C	Full-Time Clinical Internship	240	5
PTA254C	Clinical Seminar	15	1
PTA256C	Clinical Internship	240	5
PTA260	Capstone Class	15	1
<b>Total</b>		<b>510</b>	<b>12</b>

## Program Totals: 1735 Hours; 70 Credits

\*Some courses may be offered online

The Physical Therapist Assistant, AAS Program is only offered at the County Campus.

## Other Program Requirements

For practicum/externship and/or licensure purposes, the following may be required: physical examination, drug test, PPD (tuberculin skin test), Hepatitis B vaccination series, MMR Titer, Flu Shot, CPR training, finger printing, and EDL check.

**Award Upon Completion:** Associates of Applied Science Degree

Accreditation Information: The Physical Therapist Assistant program at St. Louis College of Health Careers is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 1111 North Fairfax Street, Alexandria, Virginia 22314; telephone: 703-706-3245; email: accreditation@apta.org; website: www.capteonline.org.

# Professional Medical Billing, AAS

Professional Medical Billing Specialists serve as the foundation for the medical financial team. The program objective is designed to assist the student with developing proficiency and confidence in performing administrative responsibilities beyond the diploma program. Students' additional skills include electronic health records, hospital billing, quality assurance, risk management, medical records, practice management, and working with physicians and healthcare personnel.

Students are prepared to demonstrate their knowledge of basic financial management, health information administration, ICD-9, CPT, and HCPCS coding, diagnostic related groups, Medicare, Medicaid, and other government/private insurance claims process, managed care systems, medical records legality, with a special emphasis on basic pharmacology, data entry, computer skills, and introduction to ICD-10 coding.

With many entry-level employment options, graduates may choose from various employment settings such as hospitals, physician offices, managed care organizations, home healthcare agencies, durable medical equipment companies, skilled nursing facilities, rehabilitation centers, insurance and billing companies to demonstrate their skills.

SLCHC graduates are eligible to apply to sit for the Certified Professional Coder (CPC) examination through the American Academy of Professional Coders (AAPC).

## Program Length: Days/Evenings - 72 Weeks

		<u>Hours</u> <u>Credits</u>				<u>Hours</u> <u>Credits</u>	
BI103	Human Biology Theory	60	4	SC101	Sociology	45	3
BI103L	Human Biology Lab	30	1	ENG101	English Composition I	45	3
HB303	Medical Terminology	45	3	MT204	Pre-Algebra	45	3
PS101	Psychology	45	3	PH202	Human Pathology & Pharmacology Con.	45	3
AH100	Professional Development	45	3	HC101	Ethics	45	3
MT201	Technical Math	45	3	HM306	Legal Aspects of Medical Records	45	3
MOA100	MOA Medical Office Procedures	45	3	HM201	Electronic Health Records Theory	45	3
MOA101	MOA Fundamental Skills I Theory	45	3	HM201L	Electronic Health Records Lab	30	1
MOA101L	MOA Fundamental Skills I Lab	30	1	HM302	Reimbursement Methodologies	30	2
MOA102	MOA Fundamental Skills II Theory	45	3	HM307	Health Info. & Practice Management	45	3
MOA102L	MOA Fundamental Skills II Lab	30	1	EN150	Communications	45	3
MOA251	MOA Externship	160	3				

## Program Totals: 1,090 hours; 61 credits

\*Some courses may be offered online

The Professional Medical Billing, AAS Program is approved to be offered at both the City and County campuses. The County campus is no longer enrolling into the Professional Medical Billing Program.

## Other Program Requirements

For externship and/or licensure purposes, the following may be required: CPR training, background clearance and drug screening.

**Award Upon Completion:** Associate of Applied Science Degree



# Practical Nursing, Diploma

Practical Nurses perform a full range of hands-on patient care. The program objective is to develop proficiency and confidence in the basic therapeutic, rehabilitative, and preventative care of people of all ages and cultures. They provide basic bedside care performing nursing procedures such as taking vital signs, giving injections, applying dressings, and helping patients with activities of daily living. Practical Nurses also keep accurate medical records, develop and/or implement plans of care, and perform clerical duties.

Graduates may work in a variety of entry level settings including hospitals, nursing homes, physician's offices, home health agencies, residential care facilities, and clinics. A growing number of Licensed Practical Nurses are also providing healthcare in the home.

SLCHC graduates are eligible to apply to sit for the National Certification Licensing Examination (NCLEX) exam to become a Licensed Practical Nurse per Section 335.066, RSMo.

**Program Length: Days Only - 60 Weeks**

<b>Pre-Requisite Semester</b>		<b>HoursCredits</b>		<b>Semester II</b>		<b>HoursCredits</b>	
AH100	Professional Development	45	3	NSG111	Nursing Fundamentals Theory	60	4
MTH202	Algebra and Math Functions	45	3	NSG111L	Nursing Fundamentals Lab	90	3
BL201	Anatomy and Physiology I Theory	45	3	BL202	Anatomy and Physiology II Theory	45	3
BL201L	Anatomy and Physiology I Lab	30	1	BL202L	Anatomy and Physiology II Lab	30	1
HB300	Medical Terminology Basics	30	1	PS301	Critical Thinking	30	2
PS203	Human Growth and Development	30	2	NS102	Pharmacology for Nurses	45	3
NU100	Nutrition	<u>30</u>	<u>2</u>	NS205	IV Certification	48	1
<b>TOTALS</b>		<b>255</b>	<b>15</b>	NS104	Personal and Vocational Concepts	<u>15</u>	<u>1</u>
						<b>363</b>	<b>18</b>
<b>Semester III</b>				<b>Semester IV</b>			
NS202	Nursing Care of the Adult I	60	4	NS310	Nursing Care of the Adult II	60	4
NS203P	Nursing Practicum I	180	4	NS312	Nursing Care of the Maternal/Child	60	4
NS206	Mental Health Nursing	45	3	NS311	Leadership and Management Skills for Nursing	15	1
NS 314	Pharmacology for Nurses II	45	3	NS303P	Nursing Practicum II	180	4
NS306	Nursing Care of the Geriatric Client	<u>45</u>	<u>3</u>	NS313	Nursing in Review	<u>45</u>	<u>3</u>
<b>TOTALS</b>		<b>375</b>	<b>17</b>			<b>360</b>	<b>16</b>

**Program Totals: 1,353 hours; 66 credits**  
**377.50 Additional outside clock hours**

\* Some courses may be offered online

The Practical Nursing, Diploma Program is approved to be offered at the County campus.

## Other Program Requirements

For practicum and/or licensure purposes, the following are required: physical examination, 2-step PPD (tuberculin skin test), Hepatitis A & B vaccination series or waiver, Tetanus, Diphtheria, Polio, Varicella, MMR Titer, Flu Shot, current CPR card, fingerprint and drug screening.

**Award Upon Completion: Diploma**

# Respiratory Therapy, AAS

Respiratory Therapists, also known as Respiratory Care Practitioners, evaluate, treat and care for patients with breathing disorders. They work with all ages of patients from premature infants to the very elderly. Practicing under the direction of a physician, Respiratory Therapists assume primary responsibility for the respiratory care of patients. They conduct cardiopulmonary diagnostic testing, evaluate patients to determine the need for respiratory care and administer therapeutic treatments and consult with physicians and other health care professionals to develop, monitor and modify patient care plans. Respiratory Therapists care for patients on life support systems where they initiate and manage mechanical ventilation. They also administer inhaled medications, teach patients and their families how to manage chronic respiratory disease, and perform bedside testing to evaluate patient need for respiratory therapy and evaluate the effectiveness of treatment. The program objective is to prepare students to function as competent advanced-level Respiratory Care Practitioners.

In addition to the general duties outlined above, there are numerous specialty areas of practice that a Respiratory Therapist may pursue including polysomnography (sleep study), pediatric and neonatal respiratory care, pulmonary function testing, asthma education, geriatric care, medical product sales and marketing, or health care management/administration. Respiratory Therapists are employed by adult and pediatric hospitals, rehabilitation centers, physician offices, pulmonary function laboratories, home medical care companies, ground and air medical ambulance transport services, sleep-study centers, and neonatal intensive care units.

SLCHC graduates are eligible to apply to sit for the board examination series administered by the National Board for Respiratory Care (NBRC) to earn the Registered Respiratory Therapist (R.R.T.) credential.

## Program Length:

Days - 90 Weeks

Semester I (Pre-Requisites)			Clock Hrs	Credits	Semester II (Pre-Requisites)			Clock Hrs	Credits
AH100	Professional Development		45	3	BL130	Cardiopulmonary A&P	45	3	
BL121	Essentials of Anatomy and Physiology, Thy		45	3	IHS-101	Integrated Health Sciences	45	3	
BL121L	Essentials of Anatomy & Physiology I, Lab		30	1	ENG101	English Composition I	45	3	
HB300	Medical Terminology		30	1	HC101	Ethics	<u>45</u>	<u>3</u>	
PS101	General Psychology		45	3	Semester Totals			180	12
MTH202	Algebra & Mathematical Functions		<u>45</u>	<u>3</u>					
Semester Totals			240	14					
Semester III (Respiratory Care Courses Begin)			Clock Hrs	Credits	Semester IV (Respiratory Care Courses Cont'd)			Clock Hrs	Credits
EN150	Communications		45	3	RC109	Cardiopulmonary Testing (ABG/PFT)	45	3	
RC104	Respiratory Care Pharmacology		45	3	RC106	Respiratory Care Pathology	30	2	
RC102	Respiratory Care Practices & Procedures I		45	3	RC107	Mechanical Vent (P&P II)	45	3	
RCL102	Respiratory Care Lab I		60	2	RCL107	Respiratory Care Lab II	60	2	
RCC102	Respiratory Care Clinical Practicum I		<u>90</u>	<u>2</u>	RCC110	Respiratory Care Clinical Practicum II	<u>180</u>	<u>4</u>	
Semester Totals			285	13	Semester Totals			360	14
Semester V (Respiratory Care Courses Cont'd)			Clock Hrs	Credits	Semester VI (Respiratory Care Courses Cont'd)			Clock Hrs	Credits
PS301	Critical Thinking		30	2	RC215	Advanced Mech. Ventilation (P&P IV)	45	3	
RC216	Respiratory Care in Alternative Settings		30	2	RC219	Comprehensive Final Review/Exit Exams	60	2	
RC211	Neonatal/ Pediatric RC (P& P III)		45	3	RCL217	Respiratory Care Lab IV/ Skill Review	90	3	
RCL211	Respiratory Care Lab III		60	2	RCC218	Respiratory Care Clinical Practicum IV	<u>270</u>	<u>6</u>	
RCC214	Respiratory Care Clinical Practicum III		<u>225</u>	<u>5</u>	Semester Totals			465	14
Semester Totals			390	14					

**Program Totals: 1,920 hours; 81 credits**

\* Some courses may be offered online.

The Respiratory Therapy, AAS Program is approved to be offered at the County campus.

## Other Program Requirements:

For clinical practicum and/or licensure purposes, the following may be required: physical examination, drug and fingerprint screening, 2 negative PPD(tuberculin) skin tests, Hepatitis B vaccination series/titer, MMR immunization/titer, Varicella immunization/titer, Tetanus shot, Flu shot.

**Award Upon Completion:** Associate of Applied Science Degree



# COURSE DESCRIPTIONS

These course descriptions include all courses offered by SLCHC for the current academic year. Not all courses listed are offered every semester. Some courses are only offered at select campuses. Information on where/when courses are offered is disclosed on the class schedule. Detailed course syllabi with classroom, lab, and clinical activities are provided to all enrolled students at the beginning of each course.

Program coursework is delivered residential (traditional methods) through classroom instruction and/or through distance education in an online environment. If the coursework is delivered by a residential and online option, the course description and objectives are identical. Blended (hybrid) courses have both residential and online components.

Distance education delivered courses are identified by an asterisk following the course code.

Students can find additional course information on The Portal, (See Student Services section in catalog for Portal information and/or program handbook.)

\* *Distance Education delivered courses. May be delivered as residential, blended or fully online.*

## AH100\*

### Professional Development

*Prerequisites: None*

**(45 hours; 3 credits)**

This course will familiarize students with employment strategies, a professional image and self-management skills that consist of time management, studying, test taking, and writing skills. Included for discussion is the preparation of letters, resumes, interviewing techniques, and professional behavior. In addition, students will review computer office software basics including Microsoft Word, Excel, and PowerPoint and demonstrate the ability to retrieve reliable information from the internet.

## BI103\*

### Human Biology Theory

*Prerequisites: None*

*Co-requisite: BI103L*

**(60 hours; 4 credits)**

This course examines the basic principles of human anatomy and physiology, as well as the structure and function of cells, tissues, organs and systems. Body systems examined include integumentary, skeletal, muscular, nervous, endocrine, digestive, lymphatic, circulatory, urinary, respiratory and reproductive.

## BI103L

### Human Biology Lab

*Prerequisites: None*

*Co-requisite: BI103*

**(30 hours; 1 credit)**

This laboratory course examines the basic principles of human anatomy and physiology, as well as the structure and function of cells, tissues, organs and systems. Body systems examined include

integumentary, skeletal, muscular, nervous, endocrine, digestive, lymphatic, circulatory, urinary, respiratory and reproductive.

## BL121

### Essentials of Anatomy & Physiology

*Prerequisites: None*

*Co-requisite: BL121L*

**(45 hours; 3 credits)**

Students will be guided through the human body in a systemic approach in this course. Human body positions, regions and mapping terms will be discussed. Students will explore developmental, micro and gross anatomy, physiology, some of the common diseases of all human body systems and how the systems are integrated.

## BL121L

### Essentials of Anatomy & Physiology Lab

*Prerequisites: None*

*Co-requisite: BL121*

**(30 hours; 1 credit)**

This laboratory course will supplement BL121 from a laboratory perspective. Students will explore a compound microscope, the scientific method, recognize musculoskeletal anatomy using models, perform experiments with documentation, complete dissections, type blood and complete a urinalysis.

## BL130

### Cardiopulmonary A & P

*Prerequisites: BL121 & BL121L*

**(45 hours; 3 credits)**

In this course students will explore the cardiovascular and the respiratory systems in detail. It will also allow

students to apply their knowledge to the following topics: respiratory and cardiovascular anatomy, neural control of breathing, basic ABG interpretation, principles of ventilation, hemodynamic laws and concepts, EKG concepts, oxygen content and transport.

## BL201

### Anatomy and Physiology I Theory

*Prerequisites: None*

*Co-requisite: BL201L*

**(45 hours; 3 credits)**

Anatomy and Physiology I Theory students will examine the structure and function of cells, subcellular components, tissue types, organs and organ systems. Human body positions, regions, and mapping terms will be discussed with emphasis on micro and gross anatomy, physiology and some of the common diseases of the body systems and their integration. Body systems examined include integumentary, skeletal, muscular and nervous.

## BL201L

### Anatomy and Physiology I Lab

*Prerequisites: None*

*Co-requisite: BL201*

**(30 hours; 1 credit)**

In this laboratory course designed to supplement BL201, students will examine the structure and function of cells, subcellular components and the organization of cells, tissues, organs, and organ systems. Students will explore a compound microscope, the scientific method, recognize musculoskeletal anatomy using models, perform experiments with documentation, and complete dissections. The body systems

examined include the integumentary, skeletal, muscular and nervous.

### **BL202**

#### **Anatomy and Physiology II Theory**

**Prerequisites:** *Successful Completion of Semester I*

**Co-requisite:** *BL202L*  
**(45 hours; 3 credits)**

This course is designed to examine the structure and function of the endocrine, cardiovascular, digestive, lymph/immune, respiratory, urinary and reproductive human body systems. Students will explore basic micro and gross anatomy, physiology, some common pathologies and how these systems are integrated with the other eleven body systems.

### **BL202L**

#### **Anatomy and Physiology II Lab**

**Prerequisites:** *Successful Completion of Semester I*

**Co-requisites:** *BL202*  
**(30 hours; 1 credits)**

In this laboratory course designed to supplement BL202, students will examine the structure and function of the endocrine, digestive, lymphatic, urinary, reproductive, cardiovascular and respiratory systems. Activities include dissections, typing blood and completing a urinalysis.

### **BL302**

#### **Kinesiology & Functional Biomechanics**

**Prerequisites:** *BL121 & BL121L*

**Co-requisite:** *BL302L*  
**(45 Lecture Hours; 3 Credits)**

The link between structure and function of the musculoskeletal system is clarified and explored in this introduction to clinical kinesiology. It introduces students to observation and evaluation of range of motion, muscle type, synergy patterns, and agonist/antagonist muscle groups. This course examines how muscle imbalance, motor dysfunction, and neurological and sensory impairment effect human biomechanics, posture and occupational performance across the lifespan.

### **BL302L**

#### **Kinesiology & Functional**

### **Biomechanics Lab**

**Prerequisites:** *BL121 & BL121L*

**Co-requisite:** *BL302*  
**(30 Hours; 1 Credit)**

Students are guided through specific lab activities designed to support course content in BL302. Students explore and apply basic principles of kinesiology and human biomechanics through use of: skeletal and muscle models, class demonstrations, case studies, assignments, and group work. Students practice observation and assessment of joint range of motion, muscle quality, synergy patterns, and agonist/antagonist muscle groups. Students will also analyze and compare normal and abnormal postures.

### **ECO300\***

#### **Healthcare Economics**

**Prerequisites:** *ENG300*  
**(45 hours; 3 credits)**

This course gives an overview of health economics, how to build and develop budgeting and financial analysis skills. How to develop a business plan and grant proposals will be discussed, as well as future trends which include an international perspective.

### **ENG101\***

#### **English Composition I**

**Prerequisites:** *None*  
**(45 hours; 3 credits)**

This course is a review of English theory and practical application. It also acquaints the student with the conventions of expository and business related writing. It encourages the student to read, analyze and discuss the presented writing samples. The course also introduces the learner to basic writing skills.

### **EN150\***

#### **Communications**

**Prerequisites:** *None*  
**(45 hours; 3 credits)**

This course is an introduction to the field of human communication, including basic concepts, theories, and strategies as they relate to interpersonal and small group processes in oral and written form. The role of communications as it applies to patient care is emphasized.

### **ENG300\***

#### **Writing as a Professional**

**Prerequisites:** *None*  
**(60 hours; 4 credits)**

This course focuses on skills required for effective writing with an emphasis on exposition and analysis, including using a variety of research skills. The course explores the analysis of reports, proposals and research about issues in the professional environment. The course includes a review of grammar and stylistic usage in proofreading and editing, with emphasis on the rhetorical function of these mechanics. Assignments will be assessed using theoretical and practical applications. Topics include: summative writing, analysis, proposals and practice, revision and research.

### **HB300\***

#### **Medical Terminology Basics**

**Prerequisites:** *None*  
**(30 hours; 1 credit)**

This computer-assisted instruction (CAI) introduces the structure of medical words. Students will explore Latin and Greek origins, identify prefixes, roots, suffixes, combining vowels and combining forms providing the student with a basis in further allied health course work. In addition to word usage the CAI format enables the student to develop or enhance basic computer skills.

### **HB303\***

#### **Medical Terminology**

**Prerequisites:** *None*  
**(45 hours; 3 credits)**

This course is an advanced description of medical language. The construction of medical terms is discussed along with building and learning the vocabulary. The structures of the human body, its characteristics and composition, and descriptive anatomic terms are introduced in this course.

### **HC101\***

#### **Ethics**

**Prerequisites:** *None*  
**(45 hours; 3 credits)**

A systematic analysis of the fundamental problems and issues involved in questioning whether and how moral discourse can be rationally grounded. Students are provided with opportunities

to inquire into the nature of moral theory, and the relationship of the individual, healthcare community and society as basis for acceptable standards. HIPAA is defined and discussed.

### **HC310\***

#### **Emergency Preparedness for Health Professionals**

*Prerequisites: ENG300*

**(60 hours; 4 credits)**

This course gives the healthcare provider an overview of the key principles and concepts of responding to a medical disaster. This course provides firsthand accounts from healthcare providers who have witnessed terrorist actions or natural disasters and what was learned from these events. The course also looks at clinical, non-clinical issues, recovery strategies, and special circumstances for responding to these medical disasters.

### **HC410\***

#### **Healthcare Policy, Finance and Management**

*Prerequisites: ENG300*

**(60 hours; 4 credits)**

This course is designed to expand the scope of current healthcare providers. The course provides managerial experiential learning activities to provide the healthcare student to focus on leadership and management aspects of the professional healthcare provider.

### **HC430\***

#### **Ethical and Legal Perspective in Healthcare**

*Prerequisites: ENG300*

**(60 hours; 4 credits)**

This course provides the therapist with an overview of legal and ethical issues that may occur while providing care to patients. Every therapist will be placed in a situation where they are facing a difficult challenge. This course will provide a foundation to help manage these challenges from an ethical and legal perspective.

### **HM201\***

#### **Electronic Health Records Theory**

*Prerequisites: None*

**(45 hours; 3 credits)**

An introduction to electronic health

records (EHR) with a strong focus on how EHR expedites the reimbursement process. Students will obtain an understanding of the reimbursement process as they understand the role of the EHR in the revenue cycle.

### **HM201L\***

#### **Electronic Health Records Lab**

*Prerequisites: None*

**(30 hours; 1 credit)**

This laboratory course in Electronic Health Records (EHR) builds students knowledge through practical experience with an understanding of computerized-medical records that can be applied in clinical settings. The course will cover the history, components of medical records, and the actual applications in the medical office.

### **HM302**

#### **Reimbursement Methodologies**

*Prerequisites: None*

**(30 hours; 2 credits)**

A comprehensive course study of medical coding that offers an in-depth view for the extraction of chart data and its effect on healthcare reimbursement. The student will gain additional skills and knowledge in the applications of regulatory coding rules and guidelines as learned in Basic Coding. A continuation of knowledge of procedures, terminology, treatments, code assignments for various fundamental diseases and conditions refines the student skills to meet payer requirements. The course practice utilizes numerous medical record types of multiple anatomical systems treated by various professional specialists.

### **HM306\***

#### **Legal Aspects of Medical Records**

*Prerequisites: None*

**(45 hours; 3 credits)**

This course is designed to provide students with an introduction to legal aspects of Health Information Management, the concerns in today's legal system and the use of medical records in court.

### **HM307**

#### **Health Information and Practice Management**

*Prerequisites: None*

**(45 hours; 3 credits)**

This course provides the student with a foundation for the study of Health Information Management. Topics include an overview of the management process in a variety of healthcare delivery settings, regulatory issues, documentation, reimbursement and quality improvement within different healthcare settings.

### **IHS101**

#### **Integrated Health Sciences**

*Prerequisites: Successful Completion of Semester I*

**(45 hours; 3 credits)**

This course will introduce basic science needs including chemistry and physics to the respiratory therapy student. Particular emphasis is placed on concepts specific to the field of respiratory care. Respiratory formulas are explored during this course. This course is math intensive.

### **MA100**

#### **MA Medical Office Procedures**

*Prerequisites: None*

**(45 hours; 3 credits)**

The course is designed as an introductory course in current medical office procedures. Students are exposed to a variety of subjects, all of which pertain to medical assisting, both "back" and "front" office. Included are subjects such as medical assisting careers, medical ethics and laws, managed care, patient relations, medical records, and diagnoses and procedure coding.

### **MA101**

#### **MA Fundamental Skills I Theory**

*Prerequisites: None*

*Co-requisite: MA101L*

**(45 hours; 3 credits)**

This course discusses clinical skills typically performed by the medical assistant including: infection control, vitals, patient positioning and assisting the physician with physical examinations. Occupational Safety and Health Administration (OSHA) standards and clinical precautions and concerns of blood borne pathogens, needle stick injuries, HIV and hepatitis control and exposures are covered.



**MA101L****MA Fundamental Skills I Lab***Prerequisites: None**Co-requisite: MA101***(30 hours; 1 credit)**

This lab course is designed to supplement MA101 and exposes students to clinical skill-sets commonly practiced by medical assistants. Students will practice procedural gathering and recording of patient in-take information such as patient history and vital signs as well as experiencing clinical skills. Emphasis will be placed on vitals, electrocardiography, injections, phlebotomy and also urinalysis and serology testing. Students will be exposed to many aspects of working in the clinical atmosphere. High-quality, skillful or proficient lab techniques and quality control are stressed.

**MA102****MA Fundamental Skills II Theory***Prerequisites: None**Co-requisite: MA102L***(45 hours; 3 credits)**

This course discusses medical assistant skills typically performed in the clinic including: minor surgery, autoclave, surgical equipment, vitals, infection control, injections, electrocardiography, physical examination, patient education, and techniques used in assisting the physician.

**MA102L****MA Fundamental Skills II Lab***Prerequisites: None**Co-requisite: MA102***(30 hours; 1 credit)**

This lab course is designed to supplement MA102 exposing students to clinical skills commonly practiced by medical assistants. Student focus is directed toward minor surgery, autoclave, surgical equipment, vitals, infection control, injections, and electrocardiograms. All medical assistant skills classes emphasize Occupational Safety and Health Administration (OSHA) standards, pathogen transmission and safety precautions. Students will be exposed to many aspects of working in the clinical atmosphere. Good lab techniques and quality control are stressed.

**MA250****Medical Assistant Externship***Prerequisites: Medical Assistant fundamentals classes.***(160 hours; 3 credits)**

The clinical experience is an excellent opportunity for students to put the medical skills they learn during classroom instruction into practice. To ensure state-of-the-art experiences with both equipment and instruction, healthcare practitioners supervise externships. This provides students the opportunity to observe and perfect their skills.

**MOA100****MOA Medical Office Procedures***Prerequisites: None***(45 hours; 3 credits)**

This course is designed to provide students with an understanding of the patient and third party billing process. Subject matter includes: Medical payment systems, the patient billing process, third party payer processes, the federal law affecting medical reimbursements, medical bookkeeping and ethical collection procedures, managing health information, office communication and preparing for employment in the medical office.

**MOA101****MOA Fundamental Skills I Theory***Prerequisites: None**Co-requisite: MOA101L***(45 hours; 3 credits)**

This course discusses patient billing, including classes on medical payment systems and Federal laws affecting medical reimbursements. There are discussions on the patient billing process and the various billing codes. Lessons include major third party payers such as Medicare and Medicaid, medical bookkeeping, and ethical collection procedures. The focus of this class is learning the coding rules for the CPT-4, ICD-9-CM, ICD-10 and Level II (HCPCS) coding systems and then applying the rules to code patient services.

**MOA101L****MOA Fundamental Skills I Lab***Prerequisites: None**Co-requisite: MOA101***(30 hours; 1 credit)**

Computerizes training that provides the student with guided practice in completing various claim forms and the practical tools needed for solving common claim problems. Hands on scenarios teach the student how to properly and accurately maintain business records and medical bookkeeping.

**MOA102****MOA Fundamental Skills II Theory***Prerequisites: None**Co-requisite: MOA102L***(45 hours; 3 credits)**

This is an introductory course in the principles of medical coding to familiarize students with the compliance process and the connection between coding and reimbursement. The focus of this class is learning the coding rules for the CPT-4, ICD-9-CM, introduction to ICD-10 and Level II (HCPCS) coding systems and then applying the rules to code patient services.

**MOA102L****MOA Fundamental Skills II Lab***Prerequisites: None**Co-requisite: MOA102***(30 hours; 1 credit)**

Training that provides the student with guided practice in completing various coding case scenarios and explore coding assistance through Internet research. Students will learn the process of extracting information from medical documentation and case scenarios to properly and accurately make the correct code selection.

**MOA251****MOA Externship***Prerequisites: MOA fundamentals classes.***(160 hours; 3 credits)**

The externship experience is an excellent opportunity for students to implement medical billing skills they learn into practice. To ensure state-of-the-art experiences with both the equipment and instruction, healthcare practitioners supervise externships. This provides students with the opportunity to observe and perfect their skills.

**MT201\*****Technical Math***Prerequisites: None***(45 hours; 3 credits)**

This course is designed for those students beginning a career in an allied health field and focuses learning on real-world problems from the healthcare environment. The following skills will be acquired: adding, subtracting, multiplying, and dividing whole numbers and common numbers including decimal fractions, solving problems using proportions, converting within the metric system, converting fractions, decimals and percents.

**MTH202\*****Algebra & Mathematical Functions***Prerequisites: None***(45 hours; 3 credits)**

This course includes algebra, signed numbers & order of operations, linear equations, ratios, proportions, percentages, use of formulas, modeling, medical applications, algebraic expressions, systems of measurement, conversions, logarithms and antilogarithms. The course also introduces statistics, central tendency, range, standard deviation, and coefficient of variation, distribution & control. Principles are explained and illustrated using examples applying algebra and mathematical functions to medical and health-related applications.

**MT204\*****Pre-Algebra***Prerequisites: None***(45 hours; 3 credits)**

This course is a problem-based course designed for students continuing in allied health fields in the associates program. Topics covered will include: conversion of units; dosage calculations using dimensional analysis; linear functions, statistics and probability as they relate to the study of health data; inductive and deductive reasoning for the purpose of drawing valid conclusions.

**MTH310\*****Statistics***Prerequisites: ENG300 & RC310***(60 hours; 4 credits)**

This course is designed to provide the

tools used for statistical analysis and decision making. Both descriptive statistics and inferential concepts are used to draw conclusions about a population. Sampling, experimental designs and other research techniques are used for single and multiple sample groups.

**NS102 Pharmacology for Nurses***Prerequisites: Successful Completion of Semester I***(45 hours; 3 credits)**

Pharmacology for Nurses is a course which leads the student toward becoming a safe practitioner in the administration of medications. Specific units will aid the student in recognizing patients as individuals with diverse needs. During clinical practice, direct supervision of the student while performing medication administration will be provided.

**NS104****Personal and Vocational Concepts***Prerequisites: Successful Completion of Semester I***(15 hours; 1 credit)**

PVC is a course designed to help the student make necessary professional and personal adjustments inherent to his/her development as a practical nurse. Course subjects include: Ethics in Nursing; Legalities; Religions and Cultural Diversity; Professionalism and Work Ethics; Time Management and Study Techniques for Students.

**NS202****Nursing Care of the Adult I***Prerequisites: Successful Completion of Semester II**Co-requisites: NS203P & NS206***(60 hours; 4 credits)**

Nursing Care of the Adult I is the first of two courses focusing on unifying the nursing process as it applies to nursing care of adults through the promotion of healthcare and chronological advances toward adults of all cultures. The goal of this course is to present information on the nursing care of the adult client with medical-surgical disorders, to include diagnostic tests, therapeutic treatment, prevention, and rehabilitation while incorporating the nursing process.

**NS203P****Nursing Practicum I***Prerequisites: Successful Completion of Semester II**Co-requisites: NS202 & NS206***(180 hours; 4 credits)**

This nursing practicum is an educational experience under the supervision of a clinical preceptor & a faculty member. The student integrates both theoretical and practical knowledge into a unified delivery of healthcare. The practicum is designed to move the student through levels of competency from fundamental nursing skills through those needed for adult nursing care of the adult.

**NS205****IV Certification***Prerequisites: Successful Completion of Semester I***(48 hours; 1 credit)**

This course is designed to certify that the practical nurse has the knowledge, skills, and competencies to perform intravenous (IV) treatment in accordance with the Missouri State Practice Act. CSR 200.6010 & Section 335.017. Students will have the opportunity to have one-on-one instruction on the proper technique of IV insertion along with maintenance of the IV site.

**NS206****Mental Health Nursing***Prerequisites: Successful Completion of Semester II**Co-requisites: NS202 & NS203P***(45 hours; 3 credits)**

This course is designed to help the student understand those concepts in community and mental health nursing. The information will be presented so the student can apply the concepts in a variety of clinical areas including; pediatrics, obstetrics, emergency rooms, crisis centers, home-health, hospice, medical-surgical, geriatrics and other settings while caring for the patient(s) with bio-psychological needs. The use of a therapeutic interpersonal process and problem-solving approach by the nurse will be stressed. The inclusion of units on microorganisms, community health, HIV, infections, and nosocomial infections will aid the student in understanding the role of government

regulations. The student will learn what resources and support systems are available in the promotion of mental and community health. The nursing process will be stressed in all units of study.

### **NS303P**

#### **Nursing Practicum II**

**Prerequisites:** *Successful Completion of Semester III*

**Co-requisites:** *NS310*

**(180 hours; 4 credits)**

This nursing practicum is an educational experience under the supervision of a clinical preceptor and a faculty member. The student integrates both theoretical and practical knowledge into a unified delivery of healthcare. The practicum is designed to provide the student opportunities to utilize more complex nursing skills to individuals and families across the lifespan. Included in the practicum is a period of time spent in leadership and management roles.

### **NS306**

#### **Nursing Care of the Geriatric Client**

**Prerequisites:** *Successful Completion of Semester II*

**(45 hours; 3 credits)**

This course introduces students to the various aspects of care for the older adults and the physiological & psychological changes and conditions that occur as one ages. Emphasis is placed on individuality of the older adult in good health and illness; increase the awareness of the resources available in the community for the older adult and explore how the practical nurse fits into the role of gerontology.

### **NS310**

#### **Nursing Care of the Adult II**

**Prerequisites:** *Successful Completion of Semester III*

**Co-requisites:** *NS303P*

**(60 hours; 4 credits)**

Nursing Care of the Adult II is a continuation of the nursing process as it applies to nursing care of adults through the promotion of healthcare and chronological advances toward adults of all cultures. The course uses a system approach to present information on the nursing care of the adult client with medical-surgical disorders, to include

diagnostic tests, therapeutic treatment, prevention, and rehabilitation while incorporating the nursing process.

### **NS311**

#### **Leadership & Management**

##### **Skills for Nursing**

**Prerequisites:** *Successful Completion of Semester III*

**(15 hours; 1 credit)**

This course presents to students those supervisory & communication skills necessary for a first time leadership role. Different leadership styles are discussed as are the varying values of leadership an LPN may hold.

### **NS312**

#### **Nursing Care Maternal / Child**

**Prerequisites:** *Successful Completion of Semester III*

**(60 hours; 4 credits)**

This course is designed to assist students in gaining knowledge in the health & care of women from various cultures & their families during pregnancy, child birth, postpartum, care of normal and special needs newborn, congenital abnormalities, care of the children as they grow, disease prevention, common illnesses or diseases, hospitalization and/or cultural differences as well as how they affect the mother, child & other family members.

### **NS313**

#### **Nursing in Review**

**Prerequisites:** *Successful Completion of Semester III*

**(45 hours; 3 credits)**

This course is designed as a detailed content review beginning with skills and concepts introduced in Fundamentals of Nursing and continued through Nursing Care of the Adult I and II, Maternal and Child Healthcare, Gerontology, Leadership and Management, Mental Health, and Pharmacology I and II review. The goal is to unite nursing concepts and assist the students in preparation for National Council Licensing Examination (NCLEX-LPN). Test taking strategies and study habits are also included and individualized.

### **NS314**

#### **Advanced Pharmacology**

**Prerequisites:** *Successful Completion of Semester II*

**(45 hours; 3 credits)**

Pharmacology for nurses is a course which leads the student toward becoming a safe practitioner in the administration of medications. This course will serve to be an interactive reinforcement of principles already taught in Pharmacology for Nurses. This course will utilize outside materials and discussion of practicum experiences this semester.

### **NSG111**

#### **Nursing Fundamentals Theory**

**Prerequisites:** *Successful Completion of Semester I*

**Co-requisite:** *NSG111L*

**(60 hours; 4 credits)**

The Nursing Fundamentals course is designed to introduce the student to basic nursing skills and procedures. It includes a theory component, which centers on the concepts and principles of Nursing.

### **NSG111L**

#### **Nursing Fundamentals Lab**

**Prerequisites:** *Successful Completion of Semester I*

**Co-requisite:** *NSG111*

**(90 hours; 3 credits)**

The Nursing Fundamentals course is designed to introduce the student to basic nursing skills and procedures. It includes a supervised laboratory component where the student practices and demonstrates psychomotor nursing skills.

### **NU100\***

#### **Nutrition**

**Prerequisites:** *None*

**(30 hours; 2 credits)**

This course presents basic human nutrition scientific principles, life cycle nutritional health and the interrelationships among nutrition, food and the environment. Students will examine metabolism of carbohydrates, fats, proteins, vitamins, and minerals, noting health effects of deficiencies and excesses. Social, religious, economic, cultural and media factors affecting nutritional health are discussed along with current diets, their controversies, and tube feedings. Students gain practical experience by analyzing their

own food intakes and developing plans reflecting better nutritional choices.

### **OTA101**

#### **Introduction to Occupational Therapy**

*Prerequisites: None*

**(45 hours; 3 credits)**

This course introduces the student to the field of Occupational Therapy. It provides an overview of the profession's history, organizational structure, philosophy; theories and models of practice; current and future practice settings; and the societal impact of Occupational Therapy services. Students are introduced to the OT process from introduction to completion of care; key intervention approaches, and the unique OT skills required for practice. It reviews the educational, accreditation, certification, and licensure requirements; roles and responsibilities; and the ethical and legal dimensions of practice. It also introduces students to evidence based practice concepts, use of professional resources, fieldwork requirements, and professional development.

### **OTA102**

#### **Foundations of Occupational Therapy**

*Prerequisites: Successful completion of Semesters I & II*

**(45 Hours; 3 Credits)**

This course provides an in depth review and analysis of the major theories and models of Occupational Therapy practice with an emphasis on occupation, activity analysis, and the Occupational Therapy Practice Framework (OTPF). Students apply critical thinking and problem solving through research, case studies, discussions, and related course activities.

### **OTA110L**

#### **Therapeutic Activities for Occupational Performance Lab**

*Prerequisites: Successful completion of Semesters I & II*

**(30 Lab Hours; 1 Credit)**

Students are guided through specific lab activities to support course content in OTA101 and OTA102. Students integrate and apply theories of occupation and models of occupational performance to learn the process of activity analysis, and to identify therapeutic terminology

related to activity analysis. Students apply critical reasoning, problem solving, creativity, and safety awareness skills to grade and adapt activities to meet therapeutic goals in simulated and real therapeutic practice settings.

### **OTA130**

#### **Human Dysfunctions on Occupational Performance**

*Prerequisites: Successful completion of Semesters I & II*

**(60 Hours; 4 Credits)**

This course provides an overview of common human diseases and conditions that affect a person's occupational performance across the lifespan. Students review and analyze related medical terminology, etiology, symptomology, and the physical and psychosocial characteristics related to these conditions. Students apply problem solving and critical thinking skills to examine occupational performance components, cultural influences, and the role of the OT practitioner; and to perform related documentation.

### **OTA140**

#### **Documentation in Occupational Therapy**

*Prerequisites: Successful completion of Semesters I & II*

**(30 Lecture Hours, 2 Credits)**

This course introduces students to basic concepts of therapeutic medical documentation for function, reimbursement, legal and ethical purposes in a variety of common therapy practice settings. Students will identify and use key therapeutic abbreviations and terminology for effective documentation and learn to use S.O.A.P. model of documentation. Students will also learn about electronic healthcare documentation and learn to identify and develop client centered, functional, short term and long term goals.

### **OTA160L**

#### **OTA Fundamentals 1 Lab**

*Prerequisites: Successful completion of Semesters I & II*

**(60 Lab Hours, 2 Credits)**

This course introduces students to basic concepts of patient interaction and communication, patient care and

management, patient privacy and rights, and inter-professional collaboration. Students learn about patient care environments including: specialized acute care, wound care, and bariatrics as well as specialized equipment used in select OT practice settings. Students practice basic patient assessments and learn how to safely apply proper body mechanics as well as how to respond to incidents and emergencies. Course includes CPR certification.

### **OTA201**

#### **Fieldwork Level I A, Lab**

*Prerequisites: Successful completion of Semesters I, II & III*

*\*Additional fieldwork site pre-requisites as outlined in the OTA Handbook.*

*Co-requisite: May be taken concurrent with, or after completion of 4th semester courses.*

**(45 Externship Hours; 1 Credit)**

Students will be scheduled for this externship by SLCHC according to clinical site scheduling and availability. Students are assigned to diverse community settings to develop observation, data collection, communication, collaboration and treatment planning skills. This fieldwork course integrates classroom theory and models of practice into realistic clinical experience. It reinforces and further develops role delineation, documentation skills, clinical reasoning and problem solving skills.

### **OTA210**

#### **OTA Applications in Psychosocial Practice**

*Prerequisites: Successful completion of Semesters I, II & III*

**(45 Hours; 3 Credits)**

Building upon the foundation of general psychology, this course introduces concepts of abnormal psychology and explores the historical and current roles of the Occupational Therapy Assistant in mental health. Explores the major psychosocial dysfunctions experienced across the lifespan and the related social and cultural influences. It includes etiology, symptomology, related pharmacology, DSM review, and current trends in OT assessment and evidence based interventions.

**OTA230****Therapeutic Communication**

*Prerequisites: Successful completion of Semesters I, II & III*

**(30 Hours; 2 credits)**

This course explores methods of interpersonal communication and specifically, the therapeutic communication process. Students examine and analyze issues affecting communication including: social, cultural, psychosocial and physical barriers. Students learn how to apply use of self as a therapeutic modality and the use of active listening process to perform patient interviews and to further develop clinical observation skills.

**OTA245****OTA Applications in Pediatric Practice**

*Prerequisites: Successful completion of Semesters I, II & III*

*Co-requisite: OTA245L*

**(45 Hours; 3 Credits)**

This course introduces students to Pediatric Occupational Therapy practice including: review of developmental stages, psychosocial and physical dysfunctions, OT pediatric assessments and interventions, models of practice and current trends. It further examines applicable regulations, reimbursement, documentation, safety considerations and role delineation. Emphasis will be placed on recognizing the family, ethnic, and cultural diversity issues related to pediatric intervention as well as exploring evidence based interventions within the context of pediatric occupations.

**OTA245L****OTA Applications in Pediatric Practice Lab**

*Prerequisites: Successful completion of Semesters I, II & III*

*Co-requisite: OTA245*

**(45 Lab Hours; 1 Credit)**

Students are guided through select lab activities designed to support course content in OTA245. Students will practice pediatric observations, assessments and intervention skills by exploring different play equipment, therapeutic activities and adaptive devices. Students will also integrate activity analysis,

documentation skills, problem solving and critical thinking skills; and by participating in role playing simulations and related educational activities.

**OTA250L****Group Dynamics Lab**

*Prerequisites: Successful completion of Semesters I, II & III*

**(30 Lab Hrs.; 1 Credit)**

Students are guided through specific lab activities designed to support course content in OTA210 and OTA230. This course helps students to foster effective verbal and non-verbal communication skills, leadership skills, and group management skills to learn to develop and direct therapeutic groups. Emphasis will be placed on cultural sensitivity and demonstrating teaching-learning process.

**OTA260L****OTA Fundamentals 2 Lab**

*Prerequisites: Successful completion of Semesters I, II & III*

**(45 hours; 1 credit)**

This course introduces students to patient handling, positioning, mobility for prevention, stability, function, and specialized situations. Students learn about wheelchair management, seating and mobility, use of assistive devices and durable medical equipment. Students will also learn and apply techniques for joint mobility and strength assessment. Emphasis is placed on safety and use of proper body mechanics.

**OTA301****Fieldwork Level I B, Lab**

*Prerequisites: Successful completion of Semesters I, II & III*

**(45 Externship Hours; 1 Credit)**

Students are assigned to selected community clinical practice settings to further develop their observation, data collection, communication, collaboration, treatment planning and intervention skills. This fieldwork course integrates classroom theory, models of practice, and lab skills into realistic clinical experience. It reinforces role delineation, documentation, clinical reasoning, problem solving and safety training.

**OTA315****OTA Applications in Physical Dysfunction**

*Prerequisites: Successful completion of Semesters I, II & III*

*Co-requisite: OTA315L*

**(45 Hours; 3 Credits)**

Explores major physical, orthopedic, and neurological disabilities typically seen in current Occupational Therapy practice settings. Etiology, OT process and interventions, and contraindications are explored within the context of adult human occupations, psychosocial, and cultural implications. Students learn to apply applicable O.T. theories, frames of reference, and models of practice including: the biomechanical, neuro-developmental, and rehabilitative approaches in OT intervention. Students explore role delineation, documentation, treatment planning, health and wellness, and application of related assistive/adaptive interventions

**OTA315L****OTA Applications in Physical Dysfunction Lab**

*Prerequisites: Successful completion of Semesters I, II & III*

*Co-requisite: OTA315*

**(45 Lab Hours; 1 Credit)**

Students are guided through select lab activities designed to support course content in OTA 315. Students apply observation, assessment, documentation, and intervention skills to practice various assessment tools; data collection and documentation activities; use various types of adaptive equipment for home, work and leisure, use mobility equipment, and perform patient transfers and positioning techniques. Students will participate in individual and group projects that incorporate activity analysis, critical thinking, and problem solving skills across the treatment planning and implementation process as they relate to physical disabilities intervention.

**OTA325****Therapeutic Adaptations**

*Prerequisites: Successful completion of Semesters I, II, III & IV*

*Co-requisite: OTA325L*

**(30 Hours; 2 Credits)**

Explores community, vocational,

and home health practice settings. Students apply their knowledge of Occupational Therapy assessment, intervention, documentation, role delineation, use of assistive devices, and environmental adaptation to address occupational performance deficits in the areas of work hardening, home health intervention, consultation, and community health settings. Students examine current trends and resources for assistive technology and environmental adaptation including: adaptive devices, computer technology, augmentative devices, ergonomics, environmental adaptations, ADA guidelines, and adaptive driving.

### **OTA325L**

#### **Therapeutic Adaptations Lab**

***Prerequisites: Successful completion of Semesters I, II, III & IV***

***Co-requisite: OTA325***

**(45 Lab Hours; 1 Credit )**

Students are guided through select lab activities designed to support course content in OTA325. Students practice observation, assessment, documentation, intervention skills in the areas of home health and home modification, work and community accessibility, assistive devices, equipment fabrication, research, and participation in group field trips to community organizations. Emphasis will be on incorporating concepts of occupational performance, activity analysis, critical thinking, problem solving, and safety training.

### **OTA340**

#### **OTA Applications in Geriatric Practice**

***Prerequisites: Successful completion of Semesters I, II, III & IV***

**(45 Hours; 3 Credits)**

This course reviews the normal and productive aging process and explores the mental and physical obstacles of the geriatric population as it impacts their occupational choices and performance areas. It includes a look at the socio-economic, ethnic and cultural diversity issues related to aging and elder care. Students explore human dignity and elder abuse laws, living options and environments, regulation and insurance guidelines, prevention and wellness

issues, home health, and hospice. Students will participate in activities designed to integrate their skills of observation, research, data collection and assessment, role delineation, documentation, treatment planning, and intervention using current models of practice. Special emphasis placed on enabling participation in productive occupations.

### **OTA350**

#### **OTA Professional Seminar**

***Prerequisites: Successful completion of Semesters I, II, III & IV***

**(30 Hours; 2 Credits)**

This course reviews role delineation, management, and professional opportunities for the Occupational Therapy Assistant. Students review program planning, supervision, interdisciplinary communication, quality assurance, legal and ethical issues, departmental operations, budgeting, and research methods. Students explore professional resources, organizational design, and requirements of AOTA, NBCOT and local state licensing agencies. Students participate in individual and group projects and review expectations for fieldwork Level II Practicum experiences.

### **OTA360L**

#### **OTA Fundamentals 3 Lab**

***Prerequisites: Successful completion of Semesters I, II, III & IV***

**(45 Lab Hours; 1 Credit)**

This course provides an overview of assessments and interventions for special patient populations, practice settings, and lifestyle disorders. Students learn about geriatrics, elder abuse, terminal illnesses, obesity, and homelessness. This course also explores community practice settings such as home health, vocational rehab, adult day health programs, hippotherapy, aquatic therapy, homeless and at-risk youth centers. Students learn and apply techniques of program development to create model therapeutic programs.

### **OTA405**

#### **Fieldwork -Level II, Practicum I**

***Prerequisites: Successful completion of Semesters I, II, III & IV***

***Co-requisite: OTA410.***

**(270 Externship Hrs.; 6 Credits)**

These 8 week fieldwork experiences allow the developing student-clinician to apply their didactic learning as they integrate theory, clinical reasoning, problem solving, observation, documentation, treatment planning, therapeutic interventions, and safety into real clinical experiences working under the supervision of a licensed Occupational Therapist or Occupational Therapy Assistant. Academic and fieldwork supervisors collaborate on student objectives to foster development of student as an entry-level clinician.

### **OTA406**

#### **Fieldwork- Level II, Practicum II**

***Prerequisites: Successful completion of Semesters I, II, III, IV & V***

***Co-requisite: OTA410.***

**(270 Externship Hrs.; 6 Credits)**

These 8 week fieldwork experiences allow the developing student-clinician to apply their didactic learning as they integrate theory, clinical reasoning, problem solving, observation, documentation, treatment planning, therapeutic interventions, and safety into real clinical experiences working under the supervision of a licensed Occupational Therapist or Occupational Therapy Assistant. Academic and fieldwork supervisors collaborate on student objectives to foster development of student as an entry-level clinician.

### **OTA410 \***

#### **OTA Applications in Clinical Reasoning**

***Prerequisites: Successful completion of Semesters I, II, III, IV & V***

***Co-requisite: OTA405 and OTA406.***

**(30 Hours; 2 Credits)**

This companion course encourages student reflection on fieldwork experiences through discussion forums and select assignments. Students integrate communication, clinical reasoning, problem solving, research, evidence-based practice, and foundational Occupational Therapy core concepts to take various practice board exams. Students analyze their own test performance to develop a study plan for taking the national certification exam.

Students also explore resources for fieldwork, certification, licensure, and employment.

**PA204\***

**Medical Billing Procedures Theory**

*Prerequisites: None*

*Co-requisite: PA204L*

**(45 hours; 3 credits)**

An introductory course in the principles of accounting/bookkeeping designed to familiarize students with the knowledge of keeping business records and medical bookkeeping, as well as patient billing, including classes on medical payment systems and Federal Laws affecting medical reimbursements. Topics also cover third party payers such as Medicare and Medicaid and ethical collection procedures.

**PA204L\***

**Medical Billing Procedures Lab**

*Prerequisites: None*

*Co-requisite: PA204*

**(30 hours; 1 credit)**

Computerized training that provides the student with guided practice in completing various claim forms and the practical tools needed for solving common claim problems. Hands-on scenarios teach the student how to properly and accurately post business records and medical bookkeeping.

**PC101**

**PCT Fundamental Skills I Theory**

*Prerequisites: None*

*Co-requisite: PC101L*

**(60 hours; 4 credits)**

Introduces basic Patient Care Technician theory/skills and provides PCT interventions for patients in a variety of settings, with an emphasis on problem solving approach to nursing care. It also prepares students to function interactively with the healthcare team involved with blood collection from patients in hospitals, clinics, and physician's offices. Basic anatomy, physiology, specimen handling, transportation requirements, occupational hazards, and reporting of hazardous exposure are reviewed.

**PC101L**

**PCT Fundamental Skills I Lab**

*Prerequisites: None*

*Co-requisite: PC101*

**(60 hours; 2 credits)**

This course provides practice to the students in the foundations of basic nursing theory and skills in a laboratory setting. There is also an introductory lab in Phlebotomy that provides hands on practice using equipment/procedures to prepare students for clinical at a healthcare facility. Performance and demonstration skills covered are safety procedures, specimen collections, and quality assurance.

**PC102**

**PCT Fundamental Skills II Theory**

*Prerequisites: None*

*Co-requisite: PC102L*

**(45 hours; 3 credits)**

Introduction to basic concepts of electrocardiography and the role of a Cardiology or EKG Technician as a member of a healthcare team. Students receive instruction in normal cardiovascular physiology with contrasting discussions to abnormal cardiovascular physiology. This knowledge is applied to the type of procedures, tests and/or protocols that are used in diagnosing heart disease. Additional topics include medications, patient care needs, surgical and advanced interventions for the cardiac patient, and CPR.

**PC102L**

**PCT Fundamental Skills II Lab**

*Prerequisites: None*

*Co-requisite: PC102*

**(60 hours; 2 credits)**

This course practices the types of procedures, tests and protocols that are used in diagnosing heart disease including electrocardiograms in a laboratory setting.

**PC250**

**Patient Care Technician Externship**

*Prerequisites: Successful completion of all PCT fundamentals classes.*

**(60 hours; 1 credit)**

Under the supervision of a clinical instructor, students have the opportunity to apply basic hospital nursing principles in a hospital setting. Emphasis placed in providing acute patient care and meeting their needs.

**PCT251**

**PCT Practicum**

*Prerequisites: Successful completion of all PCT fundamentals classes.*

**(100 hours; 2 credits)**

Under the supervision of a clinical instructor, students have the opportunity to apply basic nursing principles in a clinical environment.

**PH121**

**Pharmacy Fundamental Skills I Theory**

*Prerequisites: None*

*Co-requisite: PH121L*

**(60 hours; 4 credits)**

This course examines the origins of the practice of pharmacy. It explores the role and characteristics of a pharmacy technician in the institutional pharmacy setting. Students will learn about other pharmacy environments such as mail order, long-term care, and home infusion and the role a technician plays in those settings. The course introduces the role of regulatory agencies as they pertain to safety and standards in healthcare settings as well as the proper techniques to prevent the spread of disease. Students will be introduced to pharmacology and the processes involved in pharmacokinetics. In addition, common organ disease states and drugs used to treat the disease states are explored with a concentration on commonly prescribed medications, safety issues regarding those medications and brand/generic equivalents for the medications.

**PH121L**

**Pharmacy Fundamental Skills I Lab**

*Co-requisite: PH121*

*Prerequisites: None*

**(60 hours; 2 credits)**

This course revolves around the practice of pharmacy in health-system pharmacy practices. The student will learn the various forms of drug delivery in the retail and health system pharmacy settings. Unit dose packaging, floor stock, and medication carts will be covered. Physician order transcription will be stressed with an emphasis on intravenous drug preparation. The student will proper sterile compounding and aseptic technique procedures in the preparation

of intravenous (IV) admixtures. The special precautions necessary for chemotherapy drug preparation will be covered with strong concentration on proper IV room protocol and strict adherence to OSHA regulations. The student will be exposed to specialty drug preparations in an institutional setting to include: Total Parenteral Nutrition (TPN) and parenteral compounding.

### **PH202**

#### **Human Pathology & Pharmacology Concepts**

**Prerequisites: None**  
**(45 hours; 3 credits)**

This course is designed to present anatomical, physiological, and pathological application to medical terminology. The following skills obtained will include increased mastery of terms along with identifying major differences among diseases. Treatments of these diseases will be covered with an emphasis on pharmaceutical treatment.

### **PH221**

#### **Pharmacy Fundamental Skills II Theory**

**Prerequisites: None**  
**Co-requisite: PH221L**  
**(45 hours; 3 credits)**

This course will introduce the student to the general responsibilities of the pharmacy technician required to assist pharmacists in processing prescriptions and maintaining the pharmacy department. Dosage routes of administration and formulations will be covered with an emphasis on proper use of special dosage forms. Pharmaceutical calculations involving the amount to administer to the patient and days' supply will be presented. Types and causes of medication errors will also be explored. This course also exposes the student to the practical application of pharmacy law during prescription processing. State and federal regulations are examined with emphasis on pharmacy practice. USP/NF, <797> Pharmaceutical Compounding- Sterile Preparation and <795> Pharmaceutical Compounding- Non-sterile preparation regulations covering medication labeling, packaging, and proper disposal are examined. The student will learn how to evaluate the

validity of a prescription, initiate proper documentation and properly maintain controlled substance records. Inventory management and its importance as well as the processes involved in ordering will be covered.

### **PH221L**

#### **Pharmacy Fundamental Skills II Lab**

**Prerequisites: None**  
**Co-requisite: PH221**  
**(60 hours; 2 credits)**

The student will practice translation of Physician's prescriptions. Students will learn to read and interpret drug labels as well as interpret prescriptions and abbreviations associated with the prescription writing process. Students will identify drug labels and perform all calculations associated with dispensing and compounding Physician's orders, as well as prepare pharmaceuticals for dispensing. Students will practice customer service and data entry. Students will perform data entry for prescriptions, patient profiling and third party billing. Students will practice measuring/ weighing of liquid and solid orders. Student will evaluate patients' profiles for drug-drug interactions, allergies, and refill history.

### **PH250**

#### **Pharmacy Externship**

**Prerequisites: Successful completion of all Pharmacy fundamentals classes**  
**(135 hours; 3 credits)**

The externship experience presents an opportunity for the student to utilize the pharmacy skills learned in the classroom setting. The externship component of the student's training is supervised by a healthcare practitioner to insure a learning environment for the student. Students are exposed to all areas of pharmacy practice at his/her appointed site, providing students with a rounded practical experience. Externship enables students to observe and perfect skills with an emphasis on the practical application of pharmacy service.

### **PS101\***

**Psychology**  
**Prerequisites: None**  
**(45 hours; 3 credits)**

This course introduces students to the

concepts/ applications basic to personal and interpersonal adjustment. Course focus is on the dynamics of the behavioral, cognitive and psychoanalytical approaches to human development and functioning.

### **PS203\***

#### **Human Growth and Development**

**Prerequisites: None**  
**(30 hours; 2 credits)**

This course is designed to help the student understand basic human life span development. By increasing knowledge of this, the student will more effectively care for culturally diverse individuals at all age levels, and gain individual wisdom about his/her own personal journey through the human life span.

### **PS301\***

#### **Critical Thinking**

**Prerequisite: Successful Completion of Semester I**  
**(30 hours; 2 credits)**

This course is designed to facilitate the development of critical thinking and problem-solving skills in healthcare by requiring the student to analyze and solve conceptual and practical problems confronting the healthcare professional. Critical thinking is a process by which we develop and support our beliefs and evaluate the strength of arguments made by others in real-life situations. The course applies this reasoning process to clinical, legislative, ethical and professional problems. Therapist driven protocols are presented through case studies. Students will work independently or in small groups.

### **PTA120**

#### **Fundamentals of Physical Therapy**

**Prerequisites: None**  
**(45 hours; 3 credits)**

The history, practice, and evolution of Physical Therapy and how it integrates with performing as a Physical Therapist Assistant (PTA) under the direction and supervision of a Physical Therapist (PT) is a focus. Historical background, professional, ethical, cultural, quality assurance, and legal aspects of physical therapy practice is explored. Learners are introduced to the PTA role in wellness with individuals and the community.



Emphasis is placed on communicating physical therapy interventions within the plan of care as created by the physical therapist.

#### **PTA124**

##### **Pathology**

**Prerequisites:** *HB300 or equivalent*  
**(45 hours; 3 credits)**

This course offers guidelines, precautions, and contraindications for interventions with patients who have musculoskeletal or neuromuscular problems as well as other conditions such as diabetes, heart disease, or developmental disabilities. Students will learn about the cause of these conditions, the pathogenesis, medical diagnosis and treatment, and most importantly, the special implications for the physical therapist assistant. In addition to addressing specific diseases and conditions, this course emphasizes health promotion and disease prevention strategies and covers issues with implications for physical therapy management, such as injury, inflammation, and healing; the lymphatic system; and bio-psychosocial and spiritual impacts on healthcare.

#### **PTA128**

##### **Basic Patient Care**

**Prerequisites:** *HB300 or equivalent*  
**Co-requisite:** *PTA128L*  
**(30 hours; 2 credits)**

This course will help explain and depict the many concepts, procedures, and techniques of patient care that are used clinically by healthcare practitioners. The student will learn to exhibit conduct that reflects practice standards that are legal, ethical, and safe. The content of this course will cover a diverse amount of important clinical information related, but not limited to wound care, sterile conditions, positioning and draping, proper measurement of vitals, wheelchair types and components, gait training with and without assistive devices, accessible housing specifications, transfers, body mechanics, passive, active assistive and active range of motion techniques, special equipment and patient care environments, appropriate response to emergency situations, and the Americans with Disabilities Act. Furthermore, the interventions to be taught at this level

will be appropriately layered for the PTA student preparing for their first clinical experience under the direct supervision of a Physical Therapist and/or Physical Therapist Assistant. All interventions will be taught with the understanding that each will be described in the Physical Therapists Plan-of-Care.

#### **PTA128L**

##### **Basic Patient Care Lab**

**Prerequisites:** *HB300 or equivalent*  
**Co-requisite:** *PTA128*  
**(60 hours; 2 credits)**

This course will utilize laboratory time to allow the student to safely practice, demonstrate and become competent in a diverse amount of important clinical psychomotor activity including but not limited to wound care, sterile conditions, positioning and draping, proper measurement of vitals, wheelchair types and components, gait training with and without assistive devices, transfers, body mechanics, passive, active assistive and active range of motion techniques, and appropriate response to emergency situations. All interventions will be taught with the understanding that each will be described in the Physical Therapists Plan-of-Care.

#### **PTA231**

##### **Orthopedics**

**Prerequisites:** *Successful completion of all prior coursework.*  
**Co-requisite:** *PTA231L*  
**(30 hours; 2 credits)**

Learners will study and understand the technical application of the basic principles of orthopedic science, and how it relates to physical therapy interventions. Critical thinking and enhanced awareness of principles and application of the foundations of clinical orthopedics will be emphasized. This course covers the PTA's role in physical assessment of flexibility, strength, endurance, and medications as they relate to orthopedics. Students will explore the application of therapeutic interventions for many orthopedic conditions by region and affliction. All interventions will be taught with the understanding that each will be described in the Physical Therapists Plan-of-Care.

#### **PTA231L**

##### **Orthopedics Lab**

**Prerequisites:** *Successful completion of all prior coursework.*  
**Co-requisite:** *PTA231*  
**(60 hours; 2 credits)**

Learners will study and understand the technical application of the basic principles of orthopedic science, and how it relates to physical therapy interventions. They will apply critical thinking and enhanced awareness of principles and application of the foundations of clinical orthopedics. The material presented is tailored to the function of the PTA under the direction of the PT. All interventional instruction will be taught with the understanding that these will be included within the Physical Therapists Plan-of-Care.

#### **PTA234**

##### **Physical Agents I**

**Prerequisites:** *Successful completion of all prior coursework*  
**Co-requisite:** *PTA234L*  
**(30 hours; 2 credits)**

This course will guide the PTA in understanding how, when, and why to apply physical agents. The students will learn the most up-to-date information on thermal agents, ultrasound, electrical currents, hydrotherapy, traction, compression, LASER, and other forms of electromagnetic radiation, and will be provided straightforward, comprehensive explanations that make it easy to integrate physical agents into the patients' overall rehabilitation plans. Students will learn to properly document subjective and objective information about physical agent treatment. The learner will know indications and contraindications on the use of modalities with emphasis on safety during application of modalities. All interventions will be taught with the understanding that each will be described in the Physical Therapists Plan-of-Care.

#### **PTA234L**

##### **Physical Agents Lab I**

**Prerequisites:** *Successful completion of all prior coursework*  
**Co-requisite:** *PTA234*  
**(60 hours; 2 credits)**

This course will utilize laboratory time to allow the student to practice, demonstrate,

and become competent in the use of modalities as currently used in the physical therapy profession. The student will use the most up-to-date information on thermal agents, ultrasound, electrical currents, hydrotherapy, traction, compression, LASER, and other forms of electromagnetic radiation to demonstrate how, when and where modalities are to be used in the physical therapy profession. Indications and contraindications of modalities will be presented to the student during this course. All interventions will be taught with the understanding that each will be described in the Physical Therapists Plan-of-Care.

### **PTA236**

#### **Therapeutic Exercise**

***Prerequisites: Successful completion of all prior coursework.***

***Co-requisite: PTA236L***  
**(30 hours; 2 credits)**

Students will study basic patient interventions according to the plan of care established by the physical therapist. Students will learn theory as it applies to therapeutic exercise with discussion of the principles that guide therapeutic exercise for a wide range of conditions typically encountered by physical therapist assistants. Exercise prescription for the clinic and for home will be emphasized. Cardiopulmonary exercise principles will be taught along with indications and contraindications associated with various typical conditions encountered in the clinic. All interventional instruction will be taught with the understanding that these will be included within the Physical Therapists Plan-of-Care.

### **PTA236L**

#### **Therapeutic Exercise Lab**

***Prerequisites: Successful completion of all prior coursework.***

***Co-requisite: PTA236***  
**(60 hours; 2 credits)**

Students will practice and become proficient in basic patient intervention according to the plan of care established by the physical therapist. The learners will become proficient in manual muscle testing, muscle length testing, bone and muscle palpation techniques and be able

to determine interventions to improve an individual's functional status through exercise interventions for a wide range of conditions. Students will become proficient in providing exercises for a wide range of conditions typically encountered by physical therapist assistants. All interventional instruction will be taught with the understanding that these will be included within the Physical Therapists Plan-of-Care.

### **PTA241**

#### **Neurological Conditions**

***Prerequisites: Successful completion of prior coursework.***

***Co-requisite: PTA241L***  
**(45 hours; 3 credits)**

Learners will be introduced to neurologic conditions commonly encountered in physical therapy for both adult and pediatric patients. Learners will link the pathophysiology of neurologic deficits and rehabilitation interventions with the focus on improving functional outcomes. It introduces the structure and function of the nervous system and describes normal motor development, motor control, and motor learning, pathophysiology of the nervous system and common treatment techniques used in physical therapy practice. All interventional instruction will be taught with the understanding that these will be included within the Physical Therapist's Plan of Care.

### **PTA241L**

#### **Neurological Conditions Lab**

***Prerequisites: Successful completion of all prior coursework.***

***Co-requisite: PTA241***  
**(60 hours; 2 credits)**

Learners will be introduced to common neurologic conditions for both adult and pediatric patients that are seen in physical therapy, and the link between the pathophysiology of neurologic deficits and possible rehabilitation interventions for improving movement outcomes. This course introduces the structure and function of the nervous system and describes normal motor development, motor control, and motor learning, pathophysiology of the nervous system and common treatment techniques used in physical therapy practice. Learners will have the opportunity to practice

and become competent in applying rehabilitation techniques to patients who have common neurologic conditions affecting function. All interventions will be taught with the understanding that each will be described in the Physical Therapists Plan of Care.

### **PTA247L**

#### **Advanced Therapeutic Interventions Lab**

***Prerequisites: Successful completion of all prior coursework***  
**(30 hours; 1 credits)**

Students will utilize laboratory time to become exposed to commonly performed physical therapy interventions and techniques for advanced patient conditions and situations commonly seen by entry level physical therapist assistants. This lab will build on all previous material presented in courses previously. Students will have the opportunity to apply all skills learned in this course, and in previous courses to simulated patient conditions. All interventions will be taught with the understanding that each will be described in the Physical Therapist plan-of-care.

### **PTA248**

#### **Advanced Patient Care**

***Prerequisites: Successful completion of all prior coursework.***

***Co-requisite: PTA248L***  
**(30 hours; 2 credits)**

The content of this course emphasizes special equipment, patient care environments, and appropriate response to emergency situations for specialty patient populations including bariatric patients. Additionally, content will progress concepts learned in previous courses with emphasis on expansion and progression of those concepts. All interventional instruction will be taught with the understanding that these will be included within the Physical Therapist's plan of care

### **PTA248L**

#### **Advanced Patient Care Lab**

***Prerequisites: Successful completion of all prior coursework.***

***Co-requisite: PTA248***  
**(60 hours; 2 credits)**

This hands-on course will help

explain and depict the many concepts, procedures, and techniques of patient care that are used clinically, in a safe manner by healthcare practitioners. Basic concepts from previous courses will be expanded and application to specific patient populations will be learned. Emphasis will be placed on expansion and progression of physical therapy skills and knowledge learned in previous courses. All interventional instruction will be taught with the understanding that these will be included within the Physical Therapist's plan of care.

#### **PTA249C**

##### **Integrated Clinical**

***Prerequisites: Successful completion of all prior coursework.***

**(160 hours; 3 credits)**

This is the first full time clinical experience composed of 4 weeks of clinical education in an approved site consistent with current PT practices. The may include acute, sub-acute, acute rehab, skilled nursing, pediatric, school-based, or outpatient settings where the student will receive supervision from facility clinical instructors. Students will obtain skills in this course which are designed to encourage problem-solving and critical thinking skills. Skills to be implemented by the student will include but not be limited to: professional behaviors, data collection, therapeutic interventions, and site specific skills. Students may have the opportunity to utilize all previous skills learned and progress towards competence while employing these skills during patient interventions. This initial clinical experience will provide the background and foundation for future course work.

#### **PTA252C**

##### **Clinical Internship I**

***Prerequisites: Successful completion of all prior coursework.***

**(240 hours; 5 credits)**

This clinical experience builds upon skills learned in previous didactic and laboratory courses as well as the first full time clinical in the previous semester. It is composed of 6 weeks full time clinical education in an approved site consistent with current PT practices. This may include acute, sub-acute, acute

rehab, skilled nursing, pediatric, school-based, or outpatient settings where the student will receive supervision from facility clinical instructors. Students will obtain skills in this course which are designed to encourage problem-solving and critical thinking skills. Skills to be implemented by the student will include but not be limited to: professional behaviors, advanced data collection, therapeutic interventions applied to a broad base of patient types, and site specific skills. Students may have the opportunity to utilize all previous skills learned and progress towards entry level competence while employing these skills during patient interventions. The student is expected to progress towards programmatic final goals of becoming competent as an entry level PTA.

#### **PTA254C**

##### **Clinical Seminar**

***Prerequisites: 252C***

**(15 hours; 1 credits)**

This course involves integrating past clinical experiences into goals for the final clinical preparing the student to graduate as a competent entry level PTA. Focus of the seminar is on reflection of past clinical experiences focusing on aspects such as ethics, HIPAA, improving clinical and behavioral skills and addressing lifelong learning opportunities. Learners will engage other students offering ideas to improve clinical and behavioral skills in a respectful manner.

#### **PTA256C**

##### **Clinical Internship II**

***Prerequisites: PTA254C***

**(240 hours; 5 credits)**

This clinical experience builds upon skills learned in previous didactic and laboratory courses as well as the first two full-time clinicals. It is composed of 6 weeks full time clinical education in an approved site consistent with current PT practices. The may include acute, sub-acute, acute rehab, skilled nursing, pediatric, school-based, or outpatient settings where the student will receive supervision from facility clinical instructors. Students will obtain skills in this course which are designed to encourage problem-solving and critical thinking skills. Skills to be implemented

by the student will include any skill normally employed by an entry level PTA. Students may have the opportunity to utilize all previous skills learned and progress towards entry level competence while employing these skills during patient interventions. The student is expected to achieve programmatic final goals of becoming competent as an entry level PTA.

#### **PTA260**

##### **Capstone Class**

***Prerequisites: PTA256C***

**(15 hours; 1 credits)**

This course allows students the opportunity to reflect on their experiences in the clinic and be able to share those experiences with other classmates. Preparation for the PTA National Physical Therapy Exam will be a priority for this capstone class. Test taking strategies, methodologies for study, research, and content platforms will be taught and discussed.

#### **RC102**

##### **Respiratory Care Practices & Procedures I**

***Prerequisites: Successful completion of Semester II***

***Co-requisite: Must be taken concurrent with RCL102, including when taken as a repeat course.***

**(45 hours; 3 credits)**

Respiratory Care Practices and Procedures will introduce students to essential respiratory theories current to the practice of respiratory care today. Respiratory care concepts, procedures, and techniques will be examined in a systematic and logical approach. Students will explore concepts of patient history and interview, infection control practices, documentation of therapy delivered, oxygen supply systems, pulse oximetry, medical gas therapy, humidity and aerosol therapy, airway clearance therapy, and lung expansion therapy. This class is designed to be taken concurrently with RCL102 Respiratory Care Practices and Procedures Lab I.

#### **RC104**

##### **Respiratory Care Pharmacology**

***Prerequisites: Successful completion of Semester II***

**(45 hours; 3 credits)**

Concepts of pharmacology, drug dosage calculations, pharmacological-dynamics, pharmacokinetics, and the study of pharmacologic agents used in the management of cardiopulmonary pathology.

**RC106****Respiratory Care Pathology**

*Prerequisites: Successful completion of Semester III*

**(30 hours; 2 credits)**

Explores the pathophysiology of pulmonary disease including etiology, clinical manifestations, as well as pathologic, radiological, laboratory and clinical findings, disease detection, treatment, and prognosis.

**RC107****Respiratory Care Practices & Procedures II**

*Prerequisites: Successful completion of Semester III*

*Co-requisite: Must be taken concurrent with RCL107.*

**(45 hours; 3 credits)**

Respiratory Care Practices and Procedures II will introduce students to essential respiratory theories and concepts current to the practice of respiratory care today with the focus on airway management and mechanical ventilation. Artificial airway placement, management and maintenance will be identified. Assessment of need for mechanical ventilation will be explored, as will mechanical ventilator liberation. This class is designed to be taken concurrently with RCL107 Respiratory Care Lab II.

**RC109****Cardiopulmonary testing (ABGs/PFT)**

*Prerequisites: Successful completion of Semester III*

**(45 hours, 3 credits)**

This course includes the study of oxygen and carbon dioxide transport, acid base balance, cardiopulmonary, vascular and renal function. Included is the study of hemodynamics, cardiopulmonary monitoring and blood gas testing.

**RC211****Respiratory Care Practices &****Procedures III**

*Prerequisites: Successful completion of Semester IV*

*Co-requisite: RCL211*

**(45 hours; 3 credits)**

Respiratory care of neonatal and pediatric population including: fetal lung development and circulation, prenatal risk factors and complications, proper assessment and resuscitation techniques at birth, setup and implementation of oxygen devices, nasal CPAP and non-invasive ventilation. Describe proper use of transcutaneous monitors, drawing of arterial and capillary gases, differences in placement and securing of endotracheal tubes, appropriate techniques with surfactant administration, proper settings and considerations with mechanical ventilation and high frequency ventilation, and use of gas therapies. Examine the various surgical, cardiac, and pulmonary diseases and disorders of the neonatal/pediatric patient and their associated treatments. Pediatric Advanced Life Support (PALS) certification will be earned during this course.

**RC215****Respiratory Care Practices & Procedures IV**

*Prerequisites: Successful completion of Semester V*

*Co-requisite: RCL215*

**(45 hours; 3 credits)**

This class will complement theories and concepts introduced in RC107 Respiratory Care Practices and Procedures II. Advanced methods of patient monitoring and diagnostics will be discussed. Students will explore advanced concepts of mechanical ventilation including specialty modes and troubleshooting. This class is designed to be taken concurrently with RCL217 Respiratory Care Lab IV.

**RC216****Respiratory Care In Alternative Settings**

*Prerequisites: Successful completion of Semester IV*

**(30 hours; 2 credits)**

This course explores respiratory therapy needs in non-acute care environments including respiratory home care,

pulmonary rehabilitation, bronchoscopy assisting, polysomnography laboratories, and physician offices.

**RC219****Comprehensive Final Review/Exit Exams**

*Prerequisites: Successful completion of Semester V*

**(60 hours; 2 credits)**

Strong emphasis on test taking skill development for the National Board for Respiratory Care (NBRC) entry-level (CRT) and advanced –level (RRT) board examinations. Several versions of both boards administered and reviewed.

**RC310\*****Infectious Disease**

*Prerequisite: None*

**(60 hours; 4 credits)**

This course gives an overview of various disease processes and their effect on various organ systems. Specific bacterial and viral infections will be reviewed as well as methods of treatment, prevention, and safety. Current ethical and educational needs in healthcare will be discussed as the seven dimensions of health are influenced both in the general community and hospital setting.

**RC320\*****Advanced Neonatal/Pediatric Care**

*Prerequisites: ENG300*

**(60 hours; 4 credits)**

This course will provide the respiratory therapist with advanced knowledge and strategies in the care of the neonatal and pediatric patient. The course will examine the pathophysiology, clinical manifestations, and management/treatment of various pulmonary, cardiac, neurological, and multisystem disorders and diseases. Advanced ventilation techniques and interventions such as High Frequency Ventilation and ECMO will be discussed. The ethics in neonatal and pediatric respiratory care as well as palliative and end of life issues will be examined.

**RC330\*****Current Events and Topics in Respiratory Care**

*Prerequisites: ENG300*

**(60 hours; 4 credits)**

This course explores the latest advancements in Respiratory Care. Includes discussion of innovation in critical care, neonatal care, pediatric care, and pulmonary rehabilitation as well as the topic of best practice in Respiratory Care.

**RC340\***  
**Critical Care Monitoring**  
*Prerequisites: ENG300*  
**(60 hours; 4 credits)**

This course explores the pathophysiology of numerous organ systems. The effects and complexities of certain pathologies on the entire body are covered as well as the management and treatment of such diseases and medical disorders. A concentration on patient-centered, systemic treatment of a variety of diseases is implemented.

**RC410\***  
**Healthcare Research**  
*Prerequisites: ENG300*  
**(60 hours; 4 credits)**

This course will assist the student in the critical evaluation of published literature in the healthcare field. The student will also understand the scientific basis for developing new research and create original studies in a wide range of subjects. The original research and critique of colleague research will be mastered by the student during this course.

**RC420\***  
**Advanced Mechanical Ventilation Modes and Graphics**  
*Prerequisites: ENG300*  
**(60 hours; 4 credits)**

This course will provide the therapist with the knowledge of advanced mechanical modes of ventilation. As technology grows, so do the modes of ventilation. From neonates to the geriatric patient and from diseases to traumas such as burns, there are newer ways of ventilating patients while the disease / healing process occurs. This course will provide you with the theories behind each ventilator mode to provide therapist today a better way to care for patients.

**RC430\***  
**Advanced Pulmonary Function Testing**  
*Prerequisites: ENG300*  
**(45 hours; 3 credits)**

This course explores the pathology of patients with disease requiring pulmonary function tests as well as the equipment, procedures, and analysis of the tests. Quality assurance and accurate interpretation of results is explained thoroughly. Adult and pediatric tests and the differences between the two are explained.

**RCC102**  
**Respiratory Care Clinical Practicum I**  
*Prerequisites: Successful completion of Semester II*  
**(90 hours; 2 credits)**

Introduction to the hospital and respiratory care department. Student observes a Respiratory Care Practitioner in the hospital setting and administers respiratory therapy to patients under the direct supervision of a Respiratory Care Practitioner. The learner will practice providing basic procedures and acquire experience in interpersonal skills as well as in accessing and entering information in the medical record. Students will be BLS certified before finishing Clinical 1.

**RCC110**  
**Respiratory Care Clinical Practicum II**  
*Prerequisites: Successful completion of Semester III*  
**(180 hours; 4 credits)**

Interacting with patients, physicians and hospital staff gaining additional experience in the administration of general respiratory therapy, patient assessment and therapeutic modalities. The student also observes a Respiratory Care Practitioner in the Intensive Care Unit as an introduction to critical care and mechanical ventilation. Students will be certified in ACLS before finishing Clinical 2.

**RCC214**  
**Respiratory Care Clinical Practicum III**  
*Prerequisites: Successful completion of*

**Semester IV**  
**(225 hours; 5 credits)**

Students will be in a clinical setting and will be interacting with patients, physicians and hospital staff gaining additional experience in the administration of general respiratory therapy, patient assessment and therapeutic modalities. Students will continue to gain experience in the critical care area of assessment, management and treatment of critically ill patients as well as begin their practice of treating the neonatal and pediatric population. Students will be certified in PALS before finishing Clinical 3.

**RCC218**  
**Respiratory Care Clinical Practicum IV**  
*Prerequisites: Successful completion of Semester V Completion*  
**(270 hours; 6 credits)**

Students will be in a clinical setting and will continue development of interpersonal skills with patients, physicians and hospital staff as well as gain additional experience in the administration of general respiratory therapy, patient assessment and therapeutic modalities. Students will continue to gain experience in the critical care area of assessment, management and treatment of critically ill patients, initiating, monitoring, and modifying, mechanical ventilation to neonatal and pediatric patients and clinical experience providing Respiratory Care in Alternative Sites. Students will continue development of interpersonal skills with patients, physicians and staff.

**RCL102**  
**Respiratory Care Lab I**  
*Prerequisites: Successful completion of Semester II*  
*Co-requisite: RC102*  
**(60 hours; 2 credits)**

This laboratory course will supplement RC102 Respiratory Care Practices and Procedures I. We will examine respiratory patient care concepts, procedures, and techniques in a systematic and logical manner applying current respiratory healthcare practices in the laboratory setting. Clinical practice related to patient assessment and laboratory test

analysis, basic asepsis and infection control will give the learner opportunity to become proficient in these techniques. Students will practice and become proficient in oxygen supply systems, pulse oximetry and oxygen analysis, medical gas therapy, humidity and aerosol therapy, lung expansion therapy and airway clearance.

#### **RCL107**

#### **Respiratory Care Lab II**

**Prerequisites:** *Successful completion of Semester III*

**Co-requisite:** *RC107*

**(60 hours; 2 credits)**

This laboratory course will supplement RC107 Respiratory Care Practices and Procedures II. Students will learn procedures and techniques in a systematic and logical manner. Students will apply current respiratory practices in a laboratory setting. Airway management techniques, initiation of mechanical ventilation and ventilator liberation will

be introduced. Critical thinking and problem solving are utilized..

#### **RCL211**

#### **Respiratory Care Lab III**

**Prerequisites:** *Successful completion of Semester IV*

**Co-requisite:** *RC211*

**(60 hours; 2 credits)**

Respiratory care of neonatal and pediatric population focusing on clinical skills including: proper assessment and resuscitation techniques at birth including APGAR scoring and appropriate use of flow-inflating resuscitation bag, setup, implementation, and complications of various O<sub>2</sub> devices, setup, implementation, and complications of nasal CPAP, appropriate techniques involving placement of endotracheal tubes, monitoring and administration of surfactant, and the use of proper mechanical ventilator and high frequency ventilator settings.

#### **RCL217**

#### **Respiratory Care Lab IV**

**Prerequisites:** *Successful completion of Semester V*

**Co-requisite:** *RC215*

**(90 hours; 3 credits)**

This Laboratory course will supplement RC215 Respiratory Care Practices and Procedure IV. Advanced methods of patient monitoring and diagnostics will be discussed. Students will explore advanced concepts of mechanical ventilation including specialty modes and troubleshooting.

#### **SC101\***

#### **Sociology**

**(45 hours; 3 credits)**

**Prerequisites:** *None*

*This course introduces the study of human society, including an examination of group life and customs, social institutions and ways of thinking and behaving related to group life.*



# ADMISSION REQUIREMENTS

## Admission and Enrollment Procedures

Application to SLCHC is open to all individuals who possess a High School diploma or High School equivalency.

All applicants are required to complete a personal interview with an admissions representative. Parents, children and/or significant others are encouraged to attend admissions interviews and tour the facilities. This gives applicants and their families an opportunity to see and learn about the school's various learning environments, programs, and curriculum offered. In addition, interviewing with an SLCHC Admission's Representative will assist in determining how SLCHC can best meet the applicant's educational goals.



**The following items are required to complete the application process:**

- Application for Admission.
- Enrollment Agreement (if applicant is under 18 years of age, it must also be signed by parent or guardian).
- High School diploma, High School equivalency, signed attestation, or other official proof of graduation from an institution providing secondary education, or the equivalent of such graduation, as recognized by the State of Missouri and the Council of Higher Education (CHEA).
- High School and College transcripts are required when applicable.
- Financial aid forms (if applicant wishes to apply for financial aid).
- Personal interview with admissions representative and program director (when applicable).
- Sign a Student Statement of Acknowledgment.
- Certain programs require background screening and Employee Disqualification List (EDL) screening.
- Entrance assessment and also essay(s), when applicable for program specific requirements.

The school reserves the right to postpone or decline an application if some or all required items listed above are not successfully completed.

SLCHC does not discriminate in recruitment, education, or employment on the basis of race, age, religion, sex, national origin, handicap, or Vietnam Era veteran status. This policy is consistent with relevant governmental statutes and regulations, including those pursuant of Title IV of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973.

Specific programs may also have additional requirements such as other documents or physical requirements for clinical/practicum/purposes. See program catalog descriptions for more information.

**Students' acknowledge that they will be required to undergo a drug screening and additional background and/or fingerprint screenings.**

**The following specific program requirements must be met/completed prior to entering the following programs.**

### **Occupational Therapy Assistant Program**

- Minimum age of 18 years, or parental authorization
- Completion of personal interview with Admissions Representative
- Completed SLCHC application
- Complete HESI Entrance Exam (*Passing with a minimum cumulative score of 77% of Math, Reading & Grammar, and a minimum score of 74% on Math*)
- Official copy of High School/HS Equivalency Transcript
- Official copy of all college transcripts (if applicable)
- Completed background check
- OTA Essay or documented observation hours
- 3 - Letters of Reference
- Completion of Personal Interview with Program Director and/or approval by Dean

### **Physical Therapist Assistant Program**

- Minimum age of 18 years, or parental authorization
- Completion of personal interview with Admissions Representative
- Completed SLCHC application
- Complete HESI Entrance Exam (*Passing with a minimum cumulative score of 75% of Math, Reading & Grammar, and a minimum score of 74% on Math.*)
- 60% A&P HESI score required prior to core semester
- Official copy of High School/HS Equivalency Transcript

- Official copy of all college transcripts (if applicable)
- Completed background check
- PTA Essay or documented observation hours
- 3 - Letters of Reference
- Completion of Personal Interview with Program Director and/or approval by Dean

### **Practical Nursing Program**

- Minimum age of 18 years, or parental authorization
- Completion of personal interview with Admissions Representative
- Completed SLCHC application
- Complete HESI Entrance Exam (*Passing with a minimum cumulative score of 80% of Math, Reading & Grammar, and a minimum score of 74% on Math*)
- Official copy of High School/HS Equivalency Transcript
- Official copy of all college transcripts (if applicable)
- Completed background check
- Completion of the Wonderlic Essay
- 3 - Letters of Reference

### **Respiratory Therapy Program**

- Minimum age of 18 years, or parental authorization
- Completion of personal interview with Admissions Representative
- Completed SLCHC application
- Complete HESI Entrance Exam (*Passing with a minimum cumulative score of 75% of Math, Reading & Grammar, and a minimum score of 74% on Math*)
- Official copy of High School/HS Equivalency

## **FINANCIAL AID**

### **Consumer Information**

SLCHC recognizes that education is an important investment of time and money. SLCHC provides applicants/students with information available in reference to financial assistance to meet student educational goals.

There are numerous scholarships, grants, and loans available. Each student's situation is unique. The SLCHC Financial Aid Office will work with each individual, privately and impartially, to educate applicants/students about available resources to meet their goals.

The Federal Financial Aid Programs available at SLCHC are: Federal Pell Grant, Federal Supplemental Educational Grant (FSEOG), Institutional Work Study, Federal Work-Study (FWS), and the Federal Stafford Loan Program. Assistance is also available to qualified students from programs such as Trade Act Assistance (TAA), Veterans' Benefits (VA), Workforce Investment Act (WIA), and Vocational Rehabilitation (VR). Contact your local office for more information.

### **Transcript**

- Official copy of all college transcripts (if applicable)
- Completed background check
- Completion of the Wonderlic Essay
- 3 - Letters of Reference

### **Bachelor of Science - RRT to BSRT Program**

- Minimum of 70 transfer credits from an Accredited Institution
  - Official copy of all college transcripts
  - Registered Respiratory Therapy (RRT) credential
  - Active Respiratory Therapy State License
  - Complete SLCHC Application
  - 2 - Letters of Reference
  - Confirmation of Financial Aid approval
- HESI Assessments may be waived for prior SLCHC graduates.

Students starting on a part time status must meet all admissions requirements prior to entering core semester.

### **Orientation**

Upon being accepted, students are required to attend orientation that includes a welcome, a review of the Policies/Procedures of the College, and the opportunity to meet staff and faculty. Orientation also includes attendance policy, dress code, and student code of conduct. Orientation may be offered either residential or online.

The Federal Pell Grant program is funded through the U.S. Department of Education. Student awards may change from year to year. Through the Federal Pell Grant Program, grants are made for eligible students.

Eligibility is sought by completing an application provided by the College. All colleges use the Free Application for Federal Student Aid (FAFSA) to determine eligibility. If you are found eligible, the funds are released to the College each qualifying semester.

Student loans are available to qualifying students attending SLCHC. These loans include the Direct Stafford Subsidized Loan, Direct Stafford Unsubsidized Loan, and Direct PLUS Loan. Other loans are available through agencies not associated with the College. Please contact the Financial Aid Office for more information.

To be eligible for Stafford loans, financial need must be evaluated and eligibility for the Federal Pell Grant must first be determined. Financial need calculation is not necessary in order to be eligible for a PLUS loan.



The College must officially accept you. You will meet with Admissions to complete the necessary paperwork, and then meet with a Financial Aid Representative.

The loan proceeds are disbursed to the College each semester to pay for your educational expenses. Should you move, you will need to contact the holder of your student loan and the College.

You must budget yourself to meet payment dates and repay the loan as quickly as possible. We provide loan counseling during your education and will assign a loan specialist to you. This specialist will guide you through the grace period, and assist you in any way possible to ensure successful repayment arrangements have been made.

Other than the Federal Financial Aid Programs available at SLCHC, you may seek a loan from private sources. We recommend that you only turn to private loans after you have exhausted all of your federal loan eligibility. The eligibility requirements for a private loan, including the availability of the loan and the application procedures, are determined by each private loan provider/lender.

Program costs and admission requirements are included in the information packet available through the College's Admissions Department. Please call 314-652-0300 (City Campus) or 636-529-0000 (County Campus) to schedule an appointment.

### **SLCHC Financial Aid Program**

The financial aid program at SLCHC is designed to assist students in helping to offset the cost of a college education. The Financial Aid Office reviews each application and offers assistance to fill the gap between educational costs and family resources. Financial need can be met by self-help (loans) and gifts (grants). In addition, the College serves students sponsored through various outside agencies. Please talk with your Financial Aid Representative for more information.

St. Louis College of Health Careers does not accept gifts worth \$10 or more from any lender, servicer, or guarantee agency. The agencies that we work with provide pens, pencils, note pads, and other similar material that we share with our students. We feel the lenders, servicers, and guarantee agencies that we use offer exceptional customer service.

### **Student Eligibility Requirements**

There are specific requirements for each type of financial aid. Before receiving any financial assistance, a student must meet the general eligibility requirements listed in this section, as well as the requirements that are

unique to each program (listed in the specific program subsections). In order to comply with the general eligibility provisions, a student must:

- Be enrolled or accepted for enrollment in an eligible program studying for a degree or certificate at an eligible institution of higher education;
- Be a citizen, national or permanent resident of the United States, or other eligible non-citizen;
- Except as otherwise specifically provided, carry or plan to carry at least one-half the normal full-time workload for the course of study being pursued;
- Maintain satisfactory academic progress in the course of study being pursued according to the standards and practices of the institution;
- Have a high school diploma or High School Equivalency;
- Not be in default on any Title IV Loans, or owe a repayment on any Title IV grant – PELL, SEOG, or SSIG – received for attendance at previous institutions;
- Not be engaged in the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance during the period covered by financial aid or certain periods before college attendance.

### **Application for Financial Aid**

When applying for financial aid, please observe the following:

- An individual financial aid appointment is scheduled once the student has been accepted into the College. At this time the Free Application for Federal Student Aid (FAFSA) and other supportive forms will be completed. Applicants are encouraged to arrange this appointment as soon as possible. Financial Aid arrangements must be completed by the end of the first week of the class start.
- The Student Aid Report [SAR] or the Institutional Student Information Record [ISIR] is used to determine eligibility for all Federal financial aid programs. The report must be completed and submitted to the Financial Aid Office regardless of eligibility status. All forms must be complete before the first day of the class start or a payment will be required.
- A student receiving financial assistance for one academic year is not automatically eligible for assistance for the next year. In order to receive continued assistance the following academic year, a student must complete new applications to establish eligibility.

### **Financial Aid Programs at SLCHC**

The following financial aid programs are available at SLCHC:

**Federal Pell Grant Program** – This program, provided by the Federal government, assists students with meeting their financial needs. Students applying for financial aid are required to apply for this grant. This grant is limited to students seeking a first undergraduate degree. The amount of the grant is based on financial need/enrollment status, and does not have to be repaid.

**Federal Supplemental Educational Opportunity Grant (FSEOG) Program** – This grant is provided by the Federal government to assist exceptionally needy students. This grant is limited to students seeking a first undergraduate degree and priority is given to Federal Pell Grant Recipients. This grant does not have to be repaid. Students are selected on the basis of the lowest EFC priority requirements over the entire award year. Students are considered for FSEOG by need and enrollment status.

**Federal Work Study (FWS)** - The Federal Work-Study program provides part-time employment opportunities for undergraduate students. The Federal government pays a portion of wages and the employer pays the difference. FWS jobs may be on or off-campus and the employer may be the College, a non-profit community agency, or a for-profit organization.

**Institutional Scholarships (SLCHC)** St. Louis College of Health Careers offers students the opportunity to take advantage of a number of institutional grants and scholarships provided by the college. Students are encouraged to apply not only for St Louis College of Health Careers scholarships but also to look for outside scholarships and scholarship competitions to help finance their education. Please visit the admissions/financial aid office for a complete list of available opportunities.

**Institutional Work Study Program (SLCHC)** This program provides undergraduates part time employment opportunities to assist in paying their College costs at SLCHC. Funding availability is limited and select requirements may apply.

**Federal Direct Stafford Loan (Subsidized) Program** - The Federal Direct Stafford Loan (DL) is a long-term loan based on financial need. It is funded directly through the Federal Government. A separate application is required to obtain a Direct Loan, see the Financial Aid Office for application assistance.

**Federal Direct Stafford Loan (Unsubsidized) Program** The Federal Stafford Unsubsidized Loan is available for students who do not qualify for the full amount of a Federal Stafford Subsidized Loan and who are eligible to receive additional loan amounts. It is not based on financial need.

**Federal Direct Parent Loans for Undergraduate Students (PLUS) Program** - The Federal PLUS loan enables parents of students to obtain guaranteed loans to assist with the post-secondary educational expenses of their dependent children.

**SLCHC Institutional Loan** –SLCHC Institutional Loans may be available to assist students with their educational expenses. There are various payment plans and terms depending on the payback time schedule. Students should consult the Financial Aid Office for more information.

#### **Sponsored Programs**

Various agencies also offer financial assistance for educational expenses. Students are directed to contact these specific agencies to explore additional funding. For a list of these agencies, please contact the financial aid office.

**Vocational Rehabilitation (VR)** – This federally funded program offers specialized services to eligible recipients with disabilities to help achieve employment and independence. Students are encouraged to contact the State of Missouri Vocational Rehabilitation Office to explore program eligibility requirements.

**Workforce Innovation and Opportunity Act (WIOA)** – WIOA funds are available for eligible adults, youth, and dislocated workers through the U.S. Department of Labor, Department of Economic Development, Division of Workforce Development, Department of Elementary and Secondary Education (DESE), and are coordinated with Pell Grants for education and related costs. Local workforce areas determine Individual Training Account (ITA) funding and time limits.

**Department of Elementary and Secondary Education (DESE)** – This agency is responsible for a wide range of programs that serve the vocational and technical training needs of postsecondary students, and administers state and federal funds to support occupational training services.

**Division of Family Services (DFS)** – The goal of DFS, a division of the Missouri Department of Social Services is to maintain or improve the quality of life by providing services to the public to enable individuals to better fulfill their potential. One of these services is the community services block grant program.

**AmeriCorps** – This domestic Peace Corps provides individuals the opportunity to spend a year serving in their communities and learning the habits of good citizenship. In return AmeriCorps members receive an education award to help pay for college or pay back student loans. Two-thirds of grants are made by the Missouri Community Service

Commission. National non-profits make other assignments.

### **Financial Aid Award Payments**

With qualifying financial aid, students will receive financial aid payments according to the following schedule:

- **Federal Pell Grant** - Where there are two semesters, one-half of the award is paid in each semester and is applied directly to the student's account.
- **Federal SEOG** - Where there are two semesters, one-half of the award is paid in each semester and is applied directly to the student's account.
- **Direct Loans**, Federal Direct Stafford Loans (Subsidized/Unsubsidized), PLUS - One-half of the loan is disbursed in each semester and is applied directly to the student's account.

Any financial aid amount for which a student is eligible will first be applied to the tuition, fees, and any other costs/charges incurred ( e.g., bounced check fees, book/supply charges, library and/or parking fines, etc.) at SLCHC.

Student's extra financial aid funds will be disbursed to the student from SLCHC within the required disbursement time.

### **Warning/Termination**

Students may be placed on financial aid probation and/or terminated from the college for failure to do the following:

- Make written payment plan arrangements with SLCHC.
  - Remit any/all scheduled payments in a timely manner.
  - Submit proper documentation for loan or grant processing.
- Students should refer to the SLCHC Catalog Academic Policies section for their program specific minimum GPA requirements for Title IV aid.

### **Loan Management**

Students applying for federal loans should be advised that both the Federal and State governments demand repayment of loans and will not allow students to avoid their financial responsibilities. With passage of the Federal Debt Collection Act of 1984, the U.S. Department of Education may take the following actions against students in loan default:

- Turn the name of any defaulter to a national credit bureau who can in turn pass the information to regional credit bureaus.
- Submit name of any defaulter to a collection agency for debt collection.
- Withhold up to 15% of wages for any federal employee found in default until such time as debt is paid in full.
- For non-Federally insured loans and other types of loans, the State may initiate actions to force the defaulter to pay on demand. Some states have the authority to repossess

vehicles or property, withhold any State income tax refunds, or take other similar actions.

Students are encouraged to contact the Financial Aid office with any questions or concerns.

### **Pre-enrollment Costs**

SLCHC charges an application fee and select programs require additional fees for pre-admission testing, exam preparation materials or criminal background checks. All students are required to have reliable transportation to get to/from campus, SLCHC events and all clinical site fieldwork and field trips; some field work locations may be up to 2 hours away. SLCHC is not responsible for providing such transportation.

Tuition, fees, inclusions, and exclusions are subject to change.

### **General Tuition**

Tuition, fees, and other expenses are outlined in the Tuition and Fees Bulletin.

### **Books, Supplies and Fees**

Each program has a list of required uniforms, course textbooks, lab supplies and program specific student kits. Supplies are available at each of the SLCHC campuses. Uniform fitting and ordering are provided by outside vendors. Uniforms are distributed to students on both SLCHC campuses.

Students are required to pay a fee that covers related drug testing, lab supplies, technology fees, testing fees, and CPR training provided by SLCHC. Students are responsible for expenses related to CPR certification, physical exam, fingerprinting, additional background checks, TB testing, immunizations and/or other tests such as titer to prove immunity as required by clinical sites.

Programs may require students to carry their own health and personal malpractice liability insurance in order to participate in clinical activities.

### **Post-graduation fees**

Examination fees, licensure fees, and/or related expenses are the sole responsibility of the student and are not covered by SLCHC.

### **Payment Policy**

For full acceptance into SLCHC, students must sign a written enrollment agreement establishing all tuition, expenses, and related program fees. Students are responsible for their total programmatic costs and expenses and/or to make timely payments as set-up by SLCHC.

SLCHC reserves the right to suspend services to students, prohibit students from attending classes, or dismiss a student from a program or the college for failure to meet payment obligations.

Students should note that their institutional loans or SLCHC account shall be paid in FULL to receive a diploma, certificate, official transcript, or to receive other student services.

## ACADEMIC POLICIES

### Transfer of Credit Policy

All requests for transfer of credit for prior education will be considered on an individual basis with the final decision made at the discretion of Academic Administration. Select programs have specific guidelines as to what may or may not be considered for transfer of credit. Guidelines include, but are not limited to: minimum course grade, course content, course credit/hours, each program's maximum allowed transfer of credit, as well as duration of time expired between course completion and SLCHC enrollment. SLCHC considers only transfer of courses completed at colleges that are accredited by an agency recognized by the U.S. Department of Education (USDE), or the Council for Higher Education Accreditation (CHEA).

Transfer of credit(s) must be made at the time of enrollment; no transfer of credit will be granted once a student's program of study has begun.

A transfer of credit notice will be completed with required documentation attached. Required documents include: transcripts, and may include course descriptions, course syllabus, and/or course outline. Student may forfeit their opportunity for transfer of credit if all required documents are not submitted by noted deadlines.

Transfer credits accepted by SLCHC will be factored into graduation completion requirements. Transfer of credits will **NOT** be used in final GPA computations.

SLCHC does not offer advanced placement or academic course credit for experiential learning.

Once SLCHC approves the transfer of credit(s), admissions will determine the adjusted total program costs.

Students are advised to consult admissions or academic administration for more information on transfer of credit policies.

**Appeal Process:** SLCHC makes no guarantee to accept transfer of credit requests. Denial for transfer of credit may be appealed to the Academic Administration.

At this time, SLCHC has not entered into any transfer or articulation agreements with any other college or university. Credits earned at SLCHC are subject to the discretion of other colleges' transfer of credit policies. Acceptance of a degree or diploma earned in any SLCHC program is also at the complete discretion of the institution to which students may seek to transfer.

### Course Auditing

SLCHC offers Elective Course Auditing and Required Course Auditing. Both audit types offer no credit for attendance or work performed. Elective Auditing is voluntary to determine academic readiness or interest in a course of study and can occur for up to fifteen (15) weeks. Required auditing may be mandated by specific programs for academic remediation purposes. Students desiring to audit a course must first meet with an Admissions Representative and/or their Program Director to discuss auditing provisions.

### Single Course Enrollment

Requests to enroll in an individual course(s) for credit will be considered on an individual basis by the Academic Administration. Enrollment in individual course(s) for credit will not be eligible for Title IV financial aid.

### Standards of Satisfactory Academic Progress (SAP Policy)

Satisfactory academic progress is necessary to maintain eligibility for the Title IV Federal Student Aid programs, if applicable, and to continue as a student in good standing at St. Louis College of Health Careers (SLCHC).

All students must meet the following minimum standards of Satisfactory Academic Progress (SAP):

- Achieve a minimum cumulative grade point average (CGPA) at all pre-determined evaluation points;
- Achieve a minimum completion percentage (CP) at all pre-determined evaluation points; and
- Complete the program of study within a Maximum Time Frame (MTF), which is 150% of the normal program length.

**SLCHC Defines Satisfactory Academic Progress as follows:**

Diploma Programs (one academic year or more in length)

Required Evaluation Point	CGPA	Completion %
End of First Semester	2.0	67%
End of Second Semester	2.0	67%
End of Each Subsequent Semester	2.0	67%

Associate of Applied Science Programs

Required Evaluation Point	CGPA	Completion %
End of First Semester	2.0	67%
End of Second Semester	2.0	67%
End of Third Semester	2.0	67%
End of Fourth Semester	2.0	67%
End of Each Subsequent Semester	2.0	67%

Bachelor of Science Programs

Required Evaluation Point	CGPA	Completion %
End of First Semester	2.0	67%
End of Second Semester	2.0	67%
End of Each Subsequent Semester	2.0	67%

*\* Semesters are defined as 15 weeks for OTA, RT, PN, and PTA programs.*

*\* Semesters are defined as 16 weeks for BSRT program.*

*\* Semesters are defined as 18 weeks for MA, MOA, PCT, PH and PMB.*

*\*Additional CGPA standards may be implemented for specific programs as detailed later in this policy.*

**Maximum Time Frame (MTF)**

In addition to meeting the criteria listed above, to make Satisfactory Academic Progress, students must complete the total credit hours of their program within 150% of the normal program length. If a student is projected to be unable to complete the program within 150% of the normal duration, the student will be dismissed.

**Course Retakes**

Students may repeat classes to improve their CGPA. Students may repeat the same course one time. Two failed attempts of the same course will result in dismissal from the program.

*\*Additional course retake standards may be implemented for specific programs as detailed later in this policy.*

**Consequences for Not Meeting SAP**

**Academic Warning**

Academic Warning occurs when a student is not meeting the minimum SAP standards at one of the SAP evaluation points. When students are placed on Academic Warning they must meet with the Program Director and/or the Director of Education to evaluate the student's ability and desire to achieve Satisfactory Academic Progress.

**Warning Advising Plan**

Students placed on Academic Warning will be advised by the Program Director and/or the Director of Education and will be required to follow the terms and conditions of a Warning Advising Plan. The Warning Advising Plan is designed to assist the student in reaching the SAP standards at a subsequent evaluation point.

**Removal from Warning**

Students may be removed from Academic Warning when they meet or exceed the SAP standards at an evaluation point or are meeting the measurements of the Warning Advising Plan. Students may be removed from Academic Warning when they are no longer in jeopardy of falling below the SAP standards at the next evaluation point. Students may remain on a Warning Advising Plan beyond a subsequent evaluation point if they are meeting all the requirements of the Warning Advising Plan and is trending positively towards meeting SAP standards upon approval from the Director of Education and/or President.

**Financial Eligibility**

Students may lose eligibility for Title IV funds if not maintaining standards of Satisfactory Academic Progress.

**Dismissal and Appeal**

Students on Academic Warning who fail to meet the terms of the Warning Advising Plan will be dismissed from the school. Students who are projected to be unable to complete the program within the Maximum Time Frame will also be dismissed from the school at the time when the determination is made. Students may appeal the decision of a dismissal.

**For an appeal to be considered, it must:**

- Be submitted to the Director of Education or Campus President in writing;
- Explain the reasons why the student was not successful in meeting the SAP standards; and
- Explain what has changed in the student's circumstances to allow success in the future. Documentation of the mitigating circumstances may be requested by the school.

*\*All appeal letters will be reviewed by the Appeals Committee and responded to in writing within ten (10) days. If an appeal for exceeding the Maximum Time Frame is approved the student will not be eligible for Federal Student*

*Aid for the remainder of that program.*

**Definitions**

**CGPA-** Cumulative Grade Point Average is the average of all grades for the student in the current program of enrollment. It is calculated by adding up the corresponding earned quality points for each class and dividing the sum by the total number of earned credit hours.

**CP-** Completion Percentage is the number of credit hours or clock hours and weeks completed divided by the number of credit hours or clock hours and weeks attempted in the program.

**MTF-** Maximum Time Frame is one and one-half times the normal program length, in which the educational objective must be successfully completed. Students are required to successfully complete their program within the Maximum Time Frame.

**R-** Repeat is assigned once a failed (F) course is successfully repeated and a passing grade is posted.

A clock hour represents a minimum of 50 minutes of instruction. One credit hour is awarded for:

- Every 15 clock hours of lecture
- Every 30 clock hours of laboratory
- Every 45 clock hours of externship/clinical

Students at SLCHC will meet course objectives with both in-class and outside of class coursework. Outside coursework may include: assigned readings as well as completing papers, portfolios, projects, and assignments. These assignments are outlined in the respective course syllabi.

**Grading Scale and the Effect of Grades on SAP**

Grades that carry quality points are calculated in a student's Cumulative Grade Point Average (CGPA). Grades that are included in credits attempted and/or credits earned are calculated in a student's Completion Percentage (CP).

Letter Grade	Quality Points	Definition	Credits Earned	Credits Attempted
A	4.00	93-100%	Yes	Yes
A-	3.75	90-92%	Yes	Yes
B+	3.50	87-89%	Yes	Yes
B	3.00	84-86%	Yes	Yes
B-	2.75	80-83%	Yes	Yes
C+	2.50	77-79%	Yes	Yes
C	2.00	72-76%	Yes	Yes
C-	1.75	70-71%	Yes	Yes
F	0.00	69% or less	Yes	Yes
S	-	Satisfactory	Yes	Yes

U	-	Unsatisfactory	No	Yes
AU	-	Audit	No	No
TC	-	Transfer of Credit	Yes	Yes
R	-	Repeat	No	Yes
W	-	Withdraw	No	Yes

**Transfer of Credits**

Transfer credits granted in accordance with our Transfer Credit Policy as detailed in the *Transfer of Credit* section of the catalog count toward meeting overall program credit requirements. Approved transfer credits are given a grade of TC. The TC grade is counted as credits attempted and credits earned but does not carry any quality points. It is included in the calculation of CP and MTF, but not included in the calculation of CGPA.

**Minimum Course Percentage Requirements for Successful Completion**

- MA, MOA, PCT, PH & PMB programs.....70%
- OTA, RT & BSRT programs.....77%
- PN & PTA program.....80%

*\*Percentages do not necessarily reflect progression towards successfully meeting CGPA requirements for program completion.*

**Additional Standards of Satisfactory Academic Progress (SAP Policy)**

**Occupational Therapy Program, AAS**

1. Students who do not successfully pass any pre-requisite (general education) or core OTA course, will have only one opportunity to repeat that same course again.
2. A failure of any of the classes repeated, results in an automatic dismissal from the OTA program.
3. Any student who fails two (2) or more courses in the same semester may be dismissed from the program.
4. 77% or better will be required for all pre-requisite (general education) courses, and OTA core courses.
5. Complete all fieldwork course assignments within 18 months of completion of all didactic portions of the OTA program and receive satisfactory, or minimum of 77% grade in each fieldwork assignment.
6. A student may not enroll in the OTA program more than twice.
7. Grades will not be rounded up. If a student receives an 87.7%, the student will receive an 87% in the class.
8. Students may appeal the decision of a dismissal.

**Physical Therapist Assistant, AAS**

1. Successful progression in the PTA program involves meeting all pre-requisite course progression requirements

which mandate a minimum of a 80% in all pre-requisite general education courses to progress on to the next term's coursework.

2. 80% will be required for all PTA core classes and a minimum cumulative GPA of 2.75 to progress successfully through the program.
3. PTA core coursework must be completed in the sequence outlined and prior to clinical internships.
4. Students who do not successfully pass any institutional pre-requisite (general education) or core PTA course, will have only one opportunity to repeat that same course again.
5. If a student fails any repeated course(s) or has a combination of more than 5 college course failures total, they will be automatically dismissed from the PTA program.
6. Any student who fails two (2) or more courses in the same semester will be dismissed from the program.
7. A student may not enroll in the PTA program more than twice.
8. Grades will not be rounded up. If a student receives an 87.7%, the student will receive an 87% in the class.
9. Students may appeal the decision of a dismissal.

### **Practical Nursing, Diploma**

1. At the end of each semester (15 weeks), a student must have received a grade of 80% (B-) and/or a Satisfactory in each subject and/or clinical area in order to progress into the next semester.
2. If a student is not successful in a course, the student must repeat all components of the course, including clinical or simulation, and core nursing courses.
3. Students who fail one course in any semester may only continue with permission of the Program Director. If a student fails one course, the student has the option to sit before a board of nursing faculty, to discuss whether or not the student will be able to repeat the course. Failing (receiving lower than 80%) multiple courses in a semester results in a program dismissal, however a student may have an opportunity to grieve the dismissal if desired. The decision to continue a student in the program is made by all nursing faculty, and/or program director.
4. Depending on the student's admission date, January or August, the student granted a repeat may only do so if space is available.
5. If a student fails a course, they must repeat all core nursing courses for that semester.
6. Students are only allowed to fail one core nursing course; more than one failure may result in dismissal from the program.
7. A failure of any of the classes repeated, results in an automatic dismissal from the PN program.
8. Grades will not be rounded up. If a student receives an 87.7%, the student will receive an 87% in the class.
9. Students may appeal the decision of a dismissal.

### **Respiratory Therapy, AAS & BSRT**

1. Students must maintain at least a 2.50 cumulative grade point average with no grade below a "C+" in all courses.
2. Student who do not successfully pass any course, will have only one opportunity to repeat that same course again.
3. A failure in *any* of the classes repeated, results in a n automatic dismissal from the RT program.
4. If a student does fail courses in more than one semester they are eligible for dismissal from the RT program.
5. *AAS ONLY* - Students who fail any RC Principles & Practice (P&P) Course (I-IV), RC Lab (I-IV), or RC Clinical Practicum (I-IV) course will not be able to move into the next semester course work until these courses are successfully completed.
6. A 77% minimum final grade for each course is required for successful completion of the course.
7. Grades will not be rounded up. If a student receives an 87.7%, the student will receive an 87% in the class.
8. Students may appeal the decision of a dismissal.

### **Class Scheduling**

The classes offered by SLCHC are scheduled at regular intervals throughout the year. SLCHC reserves the right to postpone or cancel a class for insufficient class enrollment or other reasons as deemed necessary by the Academic Administration. Should a class offered at both campuses fail to meet its enrollment minimum at one campus, students may be required to take the course at the other campus. Contact the College's Admissions Office for a schedule of class starts.

### **Attendance Requirements**

The SLCHC faculty and staff recognize that student attendance in class, laboratory, clinical, practicum, externship, fieldwork/internships sessions is essential for success in their programs. Therefore, students are required to attend a minimum of seventy-five (75) percent of the scheduled hours to graduate from some programs. There are some programs at SLCHC that have stricter attendance requirements. Refer to your program's student handbook for specific attendance requirements. Make-up time for absences in class, laboratory, clinical and practicum sessions will be considered on a case-by-case basis, and at the discretion of the instructor. Valid proof of absence is required before make-up time will be considered.

### **Academic Advising**

Classroom instructors will make every effort to address the academic needs of each student. Select programs assign students to an academic advisor. Students should see their designated Program Director for more advising information.

### **Graduation/Pinning**

There are graduation/pinning ceremonies to honor SLCHC

instructional program graduates. Graduates, their families and their friends are invited to attend. A student must be paid in full to receive a Diploma, Degree, Official Transcript, or any additional student services. Contact financial aid for questions about your balance or regarding SLCHC Graduation and/or Pinning.

### **Diploma/Associate Degree/Bachelor Degree**

SLCHC awards a Diploma, Associate or Bachelor Degree to students who have successfully completed their program and have fulfilled all financial obligations and academic requirements to SLCHC.

Students who graduate from the Medical Assistant, Medical Office Administration, Patient Care Technician, Pharmacy Technician, and Practical Nursing programs receive a Diploma. Students who graduate from the Medical Assistant AAS, Occupational Therapy Assistant AAS, Patient Care Technician AAS, Pharmacy Technician AAS, Physical Therapist Assistant AAS, Professional Medical Billing AAS, and Respiratory Therapy AAS programs receive an Associate of Applied Science Degree. Students who graduate from the Bachelor of Science Respiratory Therapy program will receive a Bachelor of Science Degree.

Students may obtain their Diploma or Associate Degree from Student Services following completion of their program. A minimum of two (2) weeks must be allowed for processing of final records.

***A student must be paid in full to receive a Diploma, Degree or Official Transcript.***

### **Holidays (No Classes)**

Each year St. Louis College of Health Careers recognizes these holidays by not holding classes when these holidays fall on a regularly scheduled class day:

- Martin Luther King Day
- Presidents Day\*
- Memorial Day
- Independence Day
- Labor Day
- Veteran's Day\*
- Thanksgiving Day and the following Friday
- Christmas Day
- New Year's Day

\* Bachelor of Science online program day will not observe these holidays.

In addition, the College sets aside specific days throughout the year for staff and faculty workshops, and no classes will be held on those days.

### **Student Dress Code**

SLCHC faculty and staff understand that students' professional appearance in class, laboratory, clinical, practicum and externship sessions is essential for success.

Students are expected to:

- Wear required program uniform.
- Follow other specific dress code guidelines as outlined by each program.
- Follow OSHA laboratory guidelines.

Student should always present themselves as a professional through appropriate dress and grooming habits. Good taste and common sense should dictate appropriateness. Further dress code regulations are presented at orientation.

### **Externship Experience**

Each program refers to student experiential learning through use of different terminology such as, but not limited to: Externship, Clinicals, Internship, Fieldwork, Practicum and/or Preceptorship. Henceforth, the term "Externship" will be used to represent the various above mentioned terms.

Externships are arranged by SLCHC in various St. Louis regional and outlying areas. Externships may require up to two (2) hours of travel time. Interviews may be required before students are accepted for externship with the supervisor to the sponsoring externship site. Acceptance is not automatic and remains at the discretion of the sponsoring institution and/or SLCHC Academic Administration. Didactic class hours cannot be exchanged for externship hours.

- All students must successfully complete all applicable program externship hours to qualify as a graduate.
- Failure to successfully complete the externship portion of training will result in termination from the designated externship and possible course failure.
- SLCHC will arrange the externship site for each student.
- Externship assignments are frequently made months in advance.
- Students are not guaranteed a choice of externship or a change of externship.
- Once students are placed at an externship site, students are expected to follow the policies and procedures of the externship site just as if students were an employee at the site.
- In the event of illness or family emergency, students are expected to notify their SLCHC Externship Coordinator and externship site supervisor prior to the start of the scheduled hours. Failure to do so may result in termination



from the externship.

- In the event of an externship site terminating the student extern, SLCHC will not be obligated to furnish a second externship site.
- The decision to terminate or allow a student extern to continue in their program will be made by SLCHC.

There is no employment guarantee from any externship site, yet many students are hired from their externship. Therefore, tardiness, absences, or other infractions of the sponsoring institution policies are grounds for dismissal from the program, just as they would be grounds for dismissal from a job.

Prior to the start of an externship, students must meet the minimum GPA for their program, and their academic file must be complete, with all documentation of medical/physical requirements submitted. Although some flexibility may be allowed when scheduling the externship experience, students must fulfill their externship requirements within the approved time period. Failure to do so may result in a student being terminated from the externship portion of their program. Requirements for each specific program's externship are listed in the respective program handbook.

### **Certification Examination/Licensure**

#### **Application Procedures**

Students are responsible for preparing their own certification examination/licensure applications, gathering any required backup documentation, and paying for any related exam fees. To finalize the application and ensure that it is prepared thoroughly and accurately, students may submit the application to their Program's Director for review.

Please check with respective certification boards for any changes in the application or examination process.

### **Student Grievance Policy**

The Student Grievance policy provides a process for an impartial review and ensures that student rights are recognized and protected. The grievance process is made available to all SLCHC students seeking assistance in resolving any dispute, conflict, or alleged violation made

by SLCHC employee(s), SLCHC student(s) or any SLCHC department in the course of employment, enrollment and/or school-related activities. A grievance may arise out of a decision, action, or failure to act, in the course of official duties/roles at SLCHC. SLCHC faculty or staff may also initiate a student grievance if deemed necessary.

### **General Grievance Procedures:**

SLCHC addresses conflict resolution by the following steps:

#### **1. Informal Grievance Process**

Whenever possible the direct parties involved in any disputes, conflicts, or disagreements should first make attempts to resolve any issues on their own in a professional manner.

#### **2. Formal Grievance Process**

Once documented attempts have been made through informal resolution processes without successful resolution, then students have the option to file for a Formal Grievance Process. Students are required to submit their grievance in writing to Student Services Department and/or Academic Administration stating:

- The nature of their complaint and goals for the resolution process
- The names of those related to the complaint
- Their own name and date.

An SLCHC representative will then contact the student to arrange a grievance meeting date and time. SLCHC will assemble a grievance committee from SLCHC programs or departments to convene a formal grievance meeting. At the meeting, the committee will review the grievance material and any supportive documentation provided by the student and/or SLCHC representative(s). The student will be allowed time to present their case or circumstances and/or to ask any questions related to their grievance. SLCHC committee members reserve the right to ask the student relevant questions to provide context to the case. Once the student is dismissed from the meeting, the committee will consider all the information presented and vote on a decision regarding the grievance. After deliberation, the committee will issue a final binding decision. The student will be notified of the decision.

SLCHC reserves the right to withhold release of select FERPA protected documentation or other legally protected documentation without proof of due cause or right to access such documentation.



# STUDENT SERVICES

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## Student Records

Student records are maintained at SLCHC's Registrars offices. They are considered confidential and are available only to students and those agencies requiring such information in order to credential a student or SLCHC. A student is obligated to provide consent to release any and all records to any outside entities.

The originals of all student records remain the property of SLCHC and are maintained for a period of five (5) years following graduation. A student's transcript is maintained permanently.

## Student Transcripts

Students may make a written request for a transcript of their grades from Student Services. Unofficial transcripts may be issued directly to a student. Official transcripts will only be released if student is in good academic or financial aid standing. A student must specifically authorize the SLCHC to release an official transcript and pay a processing fee. Additional fees may apply to other academic/financial documents. A minimum of one (1) week must be allowed for processing official documents.

*A student must be paid in full to receive a Diploma, Degree or Transcripts.*

By forwarding student transcripts to any third party, SLCHC does not authorize any third party to release information from the student's transcript to any other agency, institution or individual.

# CAREER DEVELOPMENT

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## Placement

The Career Development Department provides career advising and guidance for students and graduates, assisting them with all aspects of their job search. Support includes assistance with professional development, resume writing, interviewing skills, and application processes, as well as hosting job fairs.

SLCHC maintains close contact with local health care employers. Hospitals, physicians and health care related employers regularly notify SLCHC of available positions

SLCHC provides a 24 hours a day, on and off campus student information system, Campus Vue Web Portal (CV), also referred to as The Portal. Students can access The Portal on-campus at <http://cvwebportal> and off-campus at <http://portal.saintlouishealthcareers.com>. The Portal is the primary way for students to access their college information including:

- Correspondence/communication.
- Grades and attendance.
- Calendar and class schedules.
- Current credits and GPA.
- Account balances and financial aid information.

## Books, Supplies and Fees

Each program has a list of required uniforms, course textbooks, lab supplies and program specific student kits. Supplies are available at each of SLCHC campuses. Uniform fitting and ordering are provided by outside vendors. Uniforms are distributed to students on both SLCHC campuses.

Semester program students pay a fee that covers related drug testing, lab supplies, technology fees, testing fees, and CPR training provided by SLCHC.

Students are responsible for expenses related to CPR certification, physical exam, fingerprinting, additional background checks, TB testing, immunizations and/or other tests such as titers to prove immunity as required by clinical sites.

providing employment opportunities for graduates that work closely and consistently with the Career Development Department.

Career Development services are available to graduates in good standing with SLCHC and work cooperatively with Career Development Department, to actively and diligently seek employment. In these services, SLCHC will assist students in finding a position.

**SLCHC cannot and does not guarantee employment.**

*Come Here,  
Go Anywhere!*

# GENERAL INFORMATION

## **Cancellation Policy**

When students enroll in a course of study, a place is reserved for that student which cannot be made available to another student. The Cancellation Policy and Withdrawal and Refund Policy, below, is based upon fairness to students and to SLCHC.

You the applicant may cancel this legally binding transaction at any time prior to midnight of the third business day after the date you sign this agreement, excluding Saturdays, Sundays, and legal holidays. If you cancel this agreement within said three day period, you will receive a full refund of all monies paid.

Subsequent to this three-day cancellation period, an applicant requesting cancellation prior to the start of classes is entitled to a refund of all monies paid less an enrollment fee of 10% of the contract price or \$100, whichever is less. If a student starts their program, the refund owed to the student who withdraws/terminates shall be in accordance with the terms and conditions of the Refund Policy.

**To cancel this transaction, mail or deliver a signed and dated cancellation notice, or send a telegram to the Admissions Director at the address listed below:**

**St. Louis College of Health Careers  
909 South Taylor Avenue  
St. Louis, MO 63110**

**St. Louis College of Health Careers  
1297 North Highway Drive  
Fenton, MO 63026**

After expiration of the cancellation privilege, the College may retain the \$50.00 enrollment fee and the minimum refund of the remaining tuition as indicated in Withdrawal and Refund Policies.

## **Withdrawal and Refund Policies**

After a student starts their program, any monies paid to the College, in excess of the sum due the College by the student who cancels, withdraws, terminates or is discontinued, will be refunded in accordance with U.S. Department of Education regulations and within a period not to exceed forty-five (45) days from the date the institution determines that a student is no longer in school (date of withdrawal).

A student's last day of attendance is defined as the last day a student had academically related activity, which may include projects, clinical experience or examinations. If a student has a Federal Loan, refunds will be made to

Department of Education on behalf of the student's tuition account and the student will be notified. If a student starts their program, receives books from the College, orders uniforms or makes use of the College's supplies and the books, uniforms and/or supplies are not returned unused, the student will be responsible for payment of said items and must remit payment within ten (10) days of the withdrawal/termination.

If a student starts their program, the enrollment fee, the cost of any books, uniforms, and/or supplies the student received from the College and used, additional program costs, fees associated with the transfer of credits and a \$100.00 administrative fee are nonrefundable. The institution's refund policy is calculated on a semester-by-semester basis as disclosed in the catalog addendum entitled Tuition & Costs Schedule.

Notwithstanding the below rules for refunds, for any student withdrawing/terminating prior to attending sixty (60) percent of the semester, and in accordance with U.S. Department of regulations, the College will perform a Return to Title IV determination and make any necessary return of unearned Title IV aid to the Department of Education. The College will subsequently perform a calculation of any unearned tuition, fees, books and supplies in accordance with the following schedule:

- For a student withdrawing/terminating within the first week of classes of a semester, the tuition charges made by the College to the student shall not exceed ten (10) percent of the contract price of the semester.
- For a student withdrawing/terminating after the first week of classes but within the first twenty-five (25) percent of the semester, the tuition charges made by the College to the student shall not exceed twenty-five (25) percent of the contract price of the semester.
- For a student withdrawing/terminating after completion of twenty-five (25) percent but within fifty (50) percent of the semester, the tuition charges made by the College to the student shall not exceed fifty (50) percent of the contract price of the semester.
- For a student withdrawing/terminating after completion of fifty (50) percent of the semester, the College may retain one hundred (100) percent of the contract price of the semester.

Refunds must be distributed to the following programs in the order of the Federal Family Education Loans (Stafford Unsubsidized and Subsidized) or Federal Direct Student Loans (Unsubsidized and Subsidized), Federal PLUS Loans,

Federal Direct PLUS Loans, Federal Pell Grant, Federal SEOG, other Title IV, HEA programs, other Federal, State, private, or institutional aid, or to the student. Refunds for any Federal Loan Programs will be made to the Department of Education on behalf of the student's tuition account.

### **Student Conduct**

At SLCHC, each student assumes an obligation to conduct himself/herself in a professional manner.

SLCHC's policy governing student conduct is described in the Student Conduct Policy and each program's Student Handbook. Specific rules have been established, and are strictly enforced, so that students develop an awareness of how their individual behavior and attitude affect their chosen profession. Since some instruction, such as clinical, practicum, externships, fieldwork and internships occurs in medical facilities apart from SLCHC's administrative offices, it is important to remember that both SLCHC and the student are guests of the facility. A student who violates the Student Conduct Code in one of SLCHC's host medical or administrative facilities may be subject to immediate dismissal. The non-inclusive list of actions considered to be serious violations of SLCHC policies, which may result in disciplinary action or termination, include: incompetence or unsafe practice; unethical or illegal activity; breaching patient confidentiality; unprofessional behavior; cheating or dishonesty; physical/verbal assault or harassment; threats, disorderly conduct, disruptive behavior, use of obscene or foul language; possession of weapons, explosives, or ammunition; use/possession/distribution of controlled substances. The SLCHC Student Conduct Policy is provided to students at orientation and certain programs provide great detail in their respective student handbook.

### **Academic Dishonesty and Plagiarism**

Academic dishonesty includes but is not limited to: plagiarism, cheating, fabrication, offering bribery for grades, transcripts or diplomas; obtaining or giving aid on an examination, presenting another's work as one's own or doing work for another student, having unauthorized prior knowledge of an examination and/or using a proxy during an examination. Any person found involved in academic dishonesty are subject to disciplinary actions which may include dismissal from SLCHC. Unauthorized distribution of copywrited material may subject the student to civil and criminal liability.

### **Dismissal**

SLCHC may terminate a student prior to completion of their instructional program in the event the student:

- Has inadequate attendance
- Exhibits insufficient academic progress

- Violates SLCHC policies
- Fails to pay program costs

SLCHC sends written warnings to students for the above violations. If a student corrects the problem, termination procedures are suspended. Based on the nature of the violation, the student is subject to disciplinary action which may include dismissal from SLCHC. SLCHC reserves the right to terminate a student without warning. Students who have been dismissed may seek reentry by writing a letter to the Dean/Director of Education requesting re-admission to SLCHC. A return letter from SLCHC notifies reinstated students.

### **Request for Leave of Intent**

The College recognizes that scheduling conflicts situations may arise which may require a short term leave. To accommodate these circumstances, a Leave of Intent (LOI) may be granted from the College. Only students in programs that meet eligibility for a LOI will be considered. An LOI request will be evaluated for approval by the College. A LOI can impact the student's financial aid eligibility and could result in future schedule complications. Students who fail to return from a scheduled LOI will be withdrawn and must re-enter to resume their program.

### **Request for Military Leave**

A student who is enrolled in a training program and has to interrupt his/her studies for military purposes must notify SLCHC, in writing, and submit a copy of his/her orders.

### **Request for Program/Class Transfer**

Students enrolled in a program may request to transfer into another program by notifying their current Program Director or submitting a letter to the Dean/Director of Education. Students must state their reasons for requesting a change by submitting a written request with supportive evidence and date/time available for class. The student will be required to complete a new Enrollment Agreement.

*The SLCHC Campus Safety Manual covers emergency policies and procedures in detail and is available in the Administration office.*

### **Fire Plan**

- Remain calm.
- The person discovering a fire should inform an SLCHC staff or faculty member.
- A staff or faculty member will call the fire department.
- Evacuate by the nearest exit, or follow the evacuation directions of a staff or faculty member.
- Fire extinguishers are located in hallways, stairwells, and by exits.
- Floor plans with exits are posted throughout SLCHC.

## **Drug & Alcohol Policy**

SLCHC regulations prohibit the unlawful possession, use, distribution and sale of alcohol and illicit drugs by its students and their guests on College-owned or controlled property and at College-sponsored or supervised activities. Violations of this policy may result in discharge or other discipline in accordance with SLCHC policies and procedures.

A variety drug and alcohol resources exist for counseling, treatment, and rehabilitation. For detailed information concerning the availability of these resources, students may contact Academic Administration. Such referrals will respect individual confidentiality.

## **Crime Avoidance Policy**

SLCHC is aware that an illegal act can be committed at any time of the day against a person, vehicle, or other personal property. SLCHC would like to share that there has not been a serious crime of any nature committed against any of our students, staff, faculty, or their property on campus.

SLCHC has designed the Crime Avoidance Policy as an aid to students, staff, and faculty to help them cope in the event a crime is committed against them or their property. The Crime Avoidance Policy will aid in effectively reporting and documenting a crime. To obtain more information about this policy, contact Academic Administration.

## **Reporting of Crimes**

When a student suspects that a crime has taken place while on campus, the student should report the incident to Academic Administration or a staff member immediately. Describe the incident as calmly and clearly as possible. Academic Administration will report the incident to the police if indicated.

If a student is participating in an SLCHC activity off campus, then student should report any crime to their immediate supervisor.

## **Sexual Harassment and Violence Policy**

SLCHC forbids sexual harassment and/or violence by any member of the SLCHC community. Sexual harassment relates to persistent, repetitive, or offensive conduct directed at a specific individual or group of individuals that interferes with work or educational performance, and/or creates an intimidating or hostile environment for employment, education, or participation in an SLCHC activity.

Sexual violence, any pattern of unwelcomed conduct including, but are not limited to: direct or implied threats, physical assault, unwanted touching, verbal and non-verbal remarks of a sexual nature, stalking, and any other such implications. To obtain more information about this policy,

contact Academic Administration.

## **Acceptable Use Policy for Information Technology (AUP)**

Information technology resources are valuable assets provided to enhance SLCHC core functions. The use of SLCHC's information technology resources is a privilege extended to authorized users for education, research, service, and administration. AUP governs the SLCHC's information technology resources use based on the extent required or allowed under federal and state law and on principles of honesty, academic integrity, respect for others, their privacy and their property, and to also protect confidentiality and integrity of electronic information.

This policy applies to all students, staff, and others, while accessing, using, or handling SLCHC's information technology resources. In this policy, "users" include, but are not limited to: subcontractors, visitors, visiting staff, potential students, research associates, grant and contract support personnel, media representatives, guest speakers, and SLCHC entities granted access. All "users" are required to be familiar with and comply with SLCHC IT policy.

SLCHC rights - Users should be aware that any activity on systems and networks may be monitored, logged, and reviewed by SLCHC approved personnel or may be discovered in legal proceedings. All documents created, stored, transmitted, or received on SLCHC computers and networks may be subject to monitoring by systems administrators.

### **1. Users will:**

- a. Comply with SLCHC policies.
- b. Monitor access to their accounts. If a user suspects unauthorized activity or that their account has been compromised, they must report it and change passwords immediately.

### **2. Users will not:**

- a. Provide access codes to any unauthorized user.
- b. Use accounts, access codes, privileges or IT resources for which they are not authorized.
- c. Physically damage or vandalize IT resources, or use IT resources to damage other SLCHC resources or systems.
- d. Use IT resources to introduce, create, or propagate computer viruses, worms, Trojan horses, or other malicious code.
- e. Send email chain letters or mass mailings for purposes other than official university business.

SLCHC cannot fully protect users from the presence of material they may perceive to be offensive.

***A copy of the complete policy is available from the IT department.***

# FACILITIES

## **Administrative Facilities**

SLCHC City Campus and SLCHC's Business Offices are located at 909 South Taylor Avenue, St. Louis, Missouri 63110. The City Campus encompasses classrooms, laboratories, library, auditorium, and conference facilities. The City Campus is handicap accessible, and sufficient equipment is available for all programs. Student records for the City Campus are maintained at this location.

The College's County Campus is located at 1297 North Highway Drive, Fenton, Missouri 63026. The County Campus encompasses classrooms, laboratories, library, and conference facilities. The County Campus is handicap accessible, and sufficient equipment is available for all programs. Student records for the County Campus are maintained at this location.

Administrative staff coordinate and provide services including admission advisement, financial aid assistance, student services, academic support, and career guidance at the City and County campuses.

## **Instructional Facilities and Equipment**

Many applicants for admission to SLCHC are interested in a health-related career, but lack experience and knowledge of medical facility operations.

The College's practice of offering comprehensive classroom instruction with clinical/practicum/externship/fieldwork/internship experience within health care, allows each student to become gradually oriented to the medical environment. Students become familiar and comfortable with their future work environment prior to graduation. During the clinical, practicum, externship, fieldwork, or internship experience, students are expected to function in much the same manner as a healthcare medical employee. The educational philosophy of SLCHC encourages the use of health care facilities for clinical/practicum/externships/fieldwork/internships.

College campuses are equipped with articulated skeletons, anatomical models, microscopes, assorted laboratory equipment, training manikins, examination tables, venipuncture arms, EKG machines, respiratory, physical and occupational therapy equipment. The data labs are equipped with individual computer work stations and printing facilities.

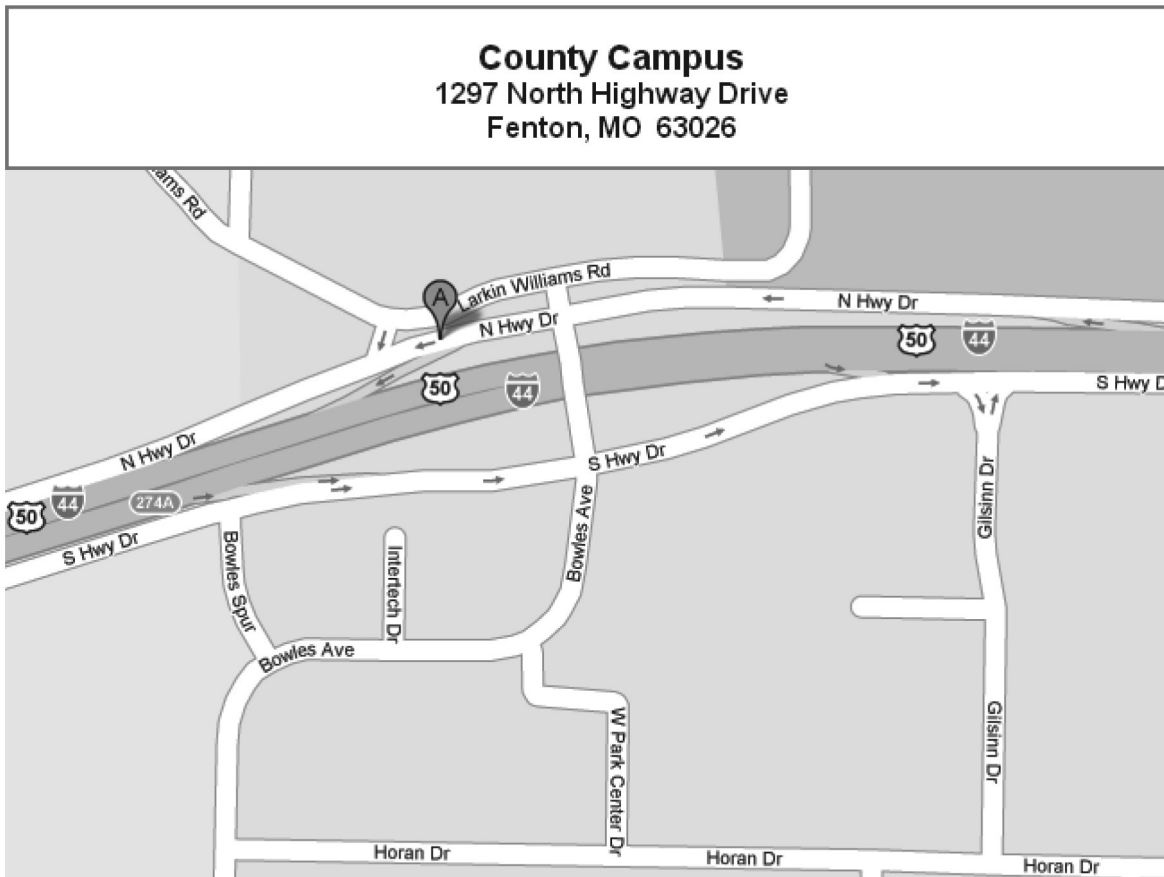
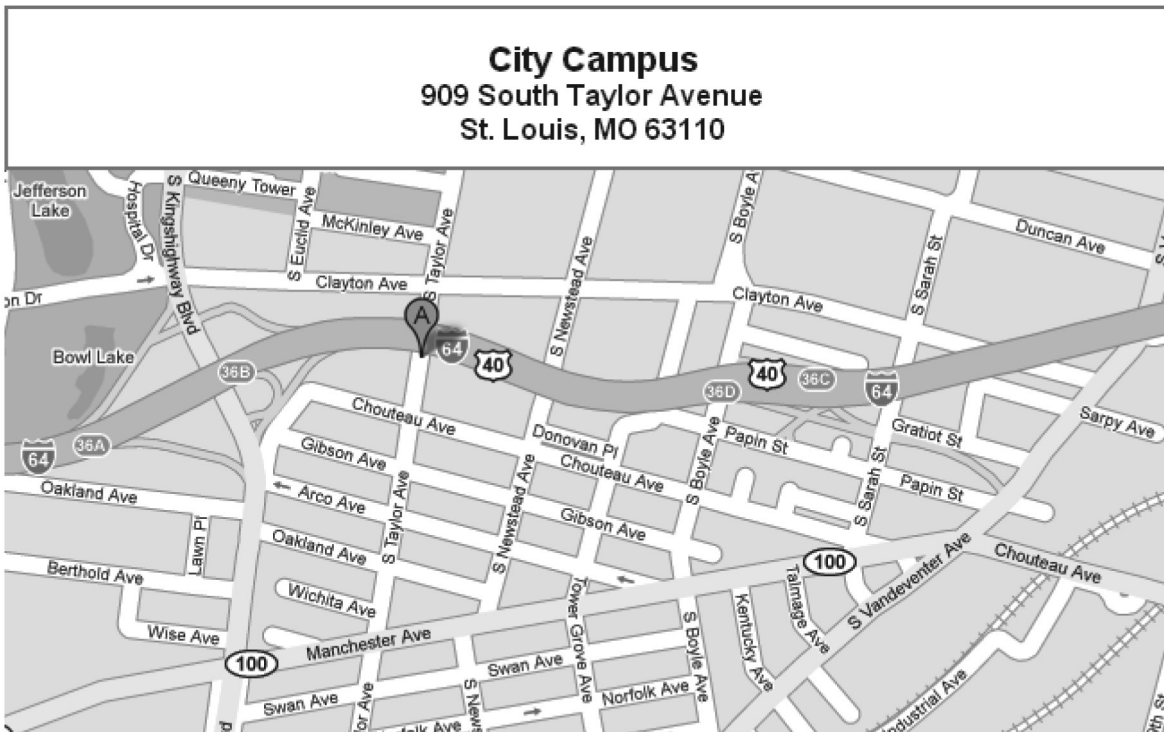
## **Library**

Both SLCHC campuses have a library collection housed on-site with books and other reference materials accessible to students showing proper identification. Students are encouraged to utilize the libraries as a resource for reference and research purposes. Online library resources are also available to the student.



# *St. Louis College of Health Careers*

## CITY AND COUNTY CAMPUS LOCATION MAPS





### **Affirmative Action Policy**

St. Louis College of Health Careers does not discriminate in recruitment, education, or employment on the basis of race, age, religion, sex, nationality origin, handicap or Vietnam Era veteran status. This policy is consistent with relevant governmental statutes and regulations, including those pursuant of Title IV of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973.

St. Louis College of Health Careers has a zero tolerance policy for verbal or physical misconduct by any student, faculty, or staff members that constitutes sexual harassment of a student or employee as outlined in EEOC Sex Discrimination Guidelines.

This catalog represents the offerings and conditions of St. Louis College of Health Careers on the date of publication. This catalog does not constitute a contract or any part thereof and is subject to change in any part or parts without prior notice of the approval of the Administration and/or Board. St. Louis College of Health Careers reserves the right to make changes as required in course offerings, curriculum, academic policies and other rules and regulations affecting students, to be effective whenever determined by the College. These changes will govern current and formerly enrolled students. Enrollment of all students is subject to these conditions.

**The federal Family Educational Rights and Privacy Act of 1974 (FERPA)** protects the privacy of student records. This Act provides students the right to inspect and review education records, the right to seek to amend those records, and to limit the disclosure of information from the records. Under FERPA, colleges and universities have up to 45 days to comply with a request from a student to view their records.

FERPA strictly limits parental access to the educational records of the college-enrolled children. As a result, while SLCHC recognizes the legitimate interest of parents, guardians, and spouses to consult with professional staff about the academic and personal well-being of their students, **SLCHC cannot do so without a written release signed by the student.** Each letter of release should be as specific as possible, specifying what information can be released, to whom it can be released and who at SLCHC is being authorized to release the specific information.

*The student must also contact the Registrar in person or in writing if you wish to keep your records confidential. These records include your name, address, telephone number and student status, which will be accessible through Campus Vue Contact Manager. If you do not wish for this information to be made public, please notify the Registrar.*

For more information FERPA, please contact Academic Administration or visit the Department Of Education website at <http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

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St. Louis College of Health Careers  
St. Louis, Missouri**







# Addendum I



## ST. LOUIS COLLEGE of HEALTH CAREERS

[www.slchc.com](http://www.slchc.com)

### Tuition & Fees 2015-2016

#### Degree Programs:

	Semester I	Semester II	Semester III	Semester IV	Semester V	Semester VI	Total
Medical Assistant AAS	\$7,600.00	\$7,600.00	\$7,600.00	\$7,600.00			\$30,400.00
Occupational Therapy Asst. AAS	\$6,200.00	\$6,200.00	\$6,200.00	\$6,200.00	\$6,200.00	\$6,200.00	\$37,200.00
Patient Care Technician AAS	\$7,600.00	\$7,600.00	\$7,600.00	\$7,600.00			\$30,400.00
Pharmacy Technician AAS	\$7,600.00	\$7,600.00	\$7,600.00	\$7,600.00			\$30,400.00
Physical Therapist Assistant AAS	\$6,600.00	\$6,600.00	\$6,600.00	\$6,600.00	\$6,600.00		\$33,000.00
Professional Medical Billing AAS	\$7,600.00	\$7,600.00	\$7,600.00	\$7,600.00			\$30,400.00
Respiratory Therapy AAS	\$6,500.00	\$6,500.00	\$6,500.00	\$6,500.00	\$6,500.00	\$6,500.00	\$39,000.00
Respiratory Therapy , BSRT	\$4,000.00	\$4,000.00	\$3,000.00				\$11,000.00

#### Diploma Programs:

Medical Assistant	\$7,600.00	\$7,600.00					\$15,200.00
Medical Office Administration	\$7,600.00	\$7,600.00					\$15,200.00
Patient Care Technician	\$7,600.00	\$7,600.00					\$15,200.00
Pharmacy Technician	\$7,600.00	\$7,600.00					\$15,200.00
Practical Nursing	\$7,300.00	\$7,300.00	\$7,300.00	\$7,300.00			\$29,200.00

*All programs are semester based 12-18 hours. If student is enrolled in less than 12 hours the cost is \$500.00 / credit hr.*

#### \*Programmatic Fees:

	Enrollment Fee	Uniforms	Background Check	Drug Screening	Student Kit	CPR Cert	Review Workshop	Program Specific	Practice Exams
Medical Assistant	\$50.00	\$115.00	\$20.00	\$35.00	\$40.00	\$65.00			
Medical Assistant, AAS	\$50.00	\$115.00	\$20.00	\$35.00	\$40.00	\$65.00			
Medical Office Administration	\$50.00	\$115.00	\$20.00	\$35.00					
Occupational Therapy Assistant, AAS	\$50.00	\$130.00	\$35.00	\$35.00		\$65.00		\$18.00	\$112.00
Patient Care Technician	\$50.00	\$115.00	\$20.00	\$35.00	\$40.00	\$65.00			
Patient Care Technician, AAS	\$50.00	\$115.00	\$20.00	\$35.00	\$40.00	\$65.00			
Pharmacy Technician	\$50.00	\$115.00	\$20.00	\$35.00				\$85.00	
Pharmacy Technician, AAS	\$50.00	\$115.00	\$20.00	\$35.00				\$85.00	
Physical Therapist Assistant, AAS	\$50.00	\$130.00	\$35.00	\$35.00	\$45.00	\$65.00	\$285.00		\$99.00
Professional Medical Billing, AAS	\$50.00	\$115.00	\$20.00	\$35.00					
Practical Nursing	\$50.00	\$125.00	\$35.00	\$35.00		\$65.00	\$168.00		\$476.00
Respiratory Therapy, AAS	\$50.00	\$125.00	\$35.00	\$35.00	\$75.00	\$565.00	\$175.00		
Respiratory Therapy, BSRT	\$50.00							\$440.00	

#### \*Programmatic Book Costs:

Program	Diploma	Associates	Program	Diploma	Associates	Bachelor
Medical Assistant	\$752.00	\$2141.00	Pharmacy Technician	\$695.00	\$1863.00	N/A
MOA / Professional Medical Billing	\$1103.00	\$2878.00	Physical Therapist Assistant	N/A	\$2026.00	N/A
Occupational Therapy Assistant	N/A	\$2642.00	Practical Nursing	\$1670.00	N/A	N/A
Patient Care Technician	\$518.00	\$1907.00	Respiratory Therapy	N/A	\$2851.00	\$1,100.00

**Effective 7/2015**

## Addendum I

### **\*POST GRADUATION COSTS – Certification/Licensures**

Medical Assistant	\$125.00	Pharmacy Technician	\$129.00	Professional Medical Billing	\$465.00
Occupational Therapy Assistant	\$630.00	Physical Therapist Assistant	\$440.00	Respiratory Therapy, AAS	\$500.00
Patient Care Technician	\$70.00	Practical Nursing	\$286.00		

### **\*Miscellaneous Costs:**

HESI Entrance Exam: Only for OTA, PN, PTA, & RT	\$40.00	HESI Study Guide	\$20.00	SLCHC Parking Tag	\$5.00	Transcripts	\$5.00	Graduation Fee	\$50.00
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*\*Fees, Books, Post-Graduation Costs and Miscellaneous Fees are based on current pricing and are subject to change.*

**Effective 7/2015**

## St Louis College of Health Careers

### 2016 BSRT Start Date Calendar

#### Addendum II

Start Date	1st Semester	2nd Semester	3rd Semester	Graduation Date
1/17/2016	01/17 -3/11 (160117c) 03/13 - 05/06 (160313c) <b>160117O160506</b>	05/08 -07/01 (160508c) 07/03 - 8/26 (160703c) <b>160508O160826</b>	08/28 -10/21 (160828c) 10/23 - 12/16 (161023c) <b>160828O161216</b>	12/16/2016
3/13/2016	03/13 - 05/06 (160313c) 05/08 - 07/01 (160508c) <b>160313O160701</b>	07/03 - 08/26 (160703c) 08/28 - 10/21 (160828c) <b>160703O161021</b>	10/23 - 12/16 (161023c) 12/18 - 02/10 (161218c) <b>161023O170210</b>	2/10/2017
5/8/2016	05/08 -07/01 (160508c) 07/03 - 08/26 (160703c) <b>160508O160826</b>	08/28 -10/21 (160828c) 10/23 - 12/16 (161023c) <b>160828O161216</b>	12/18 -02/10 (161218c) 02/12 - 04/07 (170212c) <b>161218O170407</b>	4/7/2017
7/3/2016	07/03 - 08/26 (160703c) 08/28 - 10/21 (160828c) <b>160703O161021</b>	10/23 - 12/16 (161023c) 12/18 - 02/10 (161218c) <b>161023O170210</b>	02/12 -04/07 (170212c) 04/09 - 06/02 (170409c) <b>170212O170602</b>	6/2/2017
8/28/2016	8/28 -10/21 (160828c) 10/23 - 12/16 (161023c) <b>160828O161216</b>	12/18 -02/10 (161218c) 02/12 - 04/07 (170212c) <b>161218O170407</b>	04/09 - 06/02 (170409c) 06/04 - 07/28 (170604c) <b>170409O170728</b>	7/28/2017
10/23/2016	10/23 - 12/16 (161023c) 12/18 - 02/10 (161218c) <b>161023O170210</b>	02/12 -04/07 (170212c) 04/09 - 06/02 (170409c) <b>170212O170602</b>	06/04 - 07/28 (170604c) 07/30 - 09/22 (170730c) <b>170604O170922</b>	9/22/2017

12/18/2016	12/18 -02/10 (161218c) 02/12 - 04/07 (170212c) <b>161218O170407</b>	04/09 - 06/02 (170409c) 06/04 - 07/28 (170604c) <b>170409O170728</b>	07/30 - 09/22 (170730c) 09/24 -11/17 (170924c) <b>170730O171117</b>	11/17/2017
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