

Health Technologies

Health technologies are those areas in which all health personnel are working toward the common goal of providing the best possible service in patient care and health promotion. There is a large cluster of health care-related professions and personnel whose functions include assisting, facilitating or complementing the work of the physicians and other specialists in the health care system.

Individuals in many health care fields work without direct supervision, while others can only work in a supervised setting. As machines and techniques change, the individual must be able to accept new innovations to ensure continued demand for their services.

Health care personnel are highly regulated. After showing their proficiency in the classroom as practitioners of their art, they take certifying exams and are licensed by state or federal agencies, and their titles are protected by certification. To receive accreditation or certification in a technology, the faculty, college and curriculum must be reviewed and must meet the standards of professional health accreditation bodies. All of the degree granting technologies in the health technologies division have received multiple-year accreditation or certification.

Health technologies students at Stark State College spend time in the classroom and laboratory, learning the techniques and skills of their profession. Having learned these skills, students work and learn in a clinical setting to gain practical experience in their field under the supervision of a clinical instructor. Upon completion of their studies, students may sit for certifying exams to receive their titles.

Acceptance to Stark State College does not ensure acceptance into a particular health program. Students must apply to their program of choice. See Application Requirements for Health Technologies.

Application Requirements for Health Technologies

Applications for the Health Technologies are available in the **Office of Admissions/Student Services**. Applications that have been filled out are to be returned to the **Registration Office**. The following steps should be completed by anyone wishing to apply to a health program.

1. Submit a Stark State College of Technology application and an official high school transcript to the **Registration Office**.
2. Take the SSCT pre-admission placement tests.
3. Submit official college transcripts from any other institutions to the **Registration Office**. (It is the student's responsibility to review the evaluated transcript for accuracy before submitting the health application.)
4. Meet with an advisor to discuss all course and GPA requirements.
5. Complete all program-specific tour, volunteer or testing requirements. Submit the appropriate form to the **Registration Office**.

Information on program-specific requirements and deadlines can be obtained by contacting the **Office of Admissions/Student Services** for a health application packet.

Applicants for the nursing LPN to RN option and the physical therapist assistant technology program are accepted on a selective basis. Any applicant who is not accepted in a given year must reapply the next year to be considered. Applications to these programs are available on July 1 at the **Office of Admissions/Student Services**. The applicant should submit the application to the **Registration Office** as soon as possible after that date. However, the application will not be considered complete until all requirements are complete.

Applicants are accepted to the other health technologies on a rolling admissions (first come, first placed) basis. Once a class is full for a particular year, valid applications are accepted for the next year. These applications are available in the **Office of Admissions/Student Services**, but should not be submitted to the **Registration Office** until all requirements are met. Please see the application packet for details about requirements.

Admission to a health technology involves expenses beyond tuition and books. Students are responsible for expenses incurred for program and health requirements. These expenses may range from approximately \$100 to \$900. The **Office of Admissions/Student Services** can provide more specific information. Expenses for dental hygiene exceed this range due to the clinical component of the program.

Practice in various health professions requires specific physical skills and abilities. Questions about the competencies required of health technology applicants should be discussed with an admissions counselor.

According to various sections of the *Ohio Law and Regulations for Certification and Licensure Boards*, persons convicted of any felony or a misdemeanor related to alcohol/drugs may not be able to take the licensure or certification examinations; may be refused acceptance of placement by the clinical/practicum sites; or may have restrictions placed on their ability to practice. For more information, contact the dean of student services and the applicable licensure/certification board.

Stark State College is committed to the principle of equal opportunity and does not discriminate on the basis of race, religion, national origin, gender, sexual orientation, age or disability. The College's equal opportunity guidelines apply to admission to all health technology programs. The College strives to assure a diverse representation of students within the health technology programs. Members of minority groups are encouraged to apply.

Specific information about application requirements for health technologies can be obtained from the **Office of Admissions/Student Services** at 330-966-5450 or 1-800-797-8275.

Dental Hygiene Program

Dental hygienists are important members of the dental health care team who are licensed to work with dentists in the delivery of dental care. Hygienists combine knowledge and clinical skills to plan and provide dental hygiene care for patients. They use interpersonal skills to motivate and instruct individual patients and community groups on methods to prevent oral disease and to maintain oral health.

While each state has its own specific regulations governing the dental hygienist's responsibilities, typical services provided in Ohio include: scaling and polishing teeth, taking and developing dental radiographs (x-rays), patient screening procedures, applying preventive materials such as sealants and fluorides, making impressions of patients' teeth for study models, counseling patients regarding nutrition, teaching appropriate oral hygiene techniques, and performing documentation and office management activities.

The profession welcomes men and women of all ages and offers career opportunities with excellent income and scheduling flexibility. While most dental hygienists work in general or specialty dental offices and clinics, alternative opportunities include public health departments, nursing homes, school systems, private industry, academic institutions and dental sales manufacturers.

Stark State's program consists of one semester of eligibility (pre-application) courses and four semesters plus one summer session of academic coursework and hands-on learning experiences in the classroom, laboratory, clinic and community. An important feature of the program is the on-campus Dental Hygiene Clinic which is open to the public. The hundreds of hours of supervised patient care experiences provide excellent skill and professional development training.

Enrollment in the program is limited. Admission is offered to eligible applicants on a space-available basis. The dental hygiene program requires a separate application; admission to Stark State does not automatically mean acceptance into the dental hygiene program. Applicants must meet specific eligibility criteria, as described in program informational materials. Currently, prospective students must meet the following eligibility requirements:

- Be a high school graduate or have a GED certificate.
- Complete SSCT's Compass Assessment Test and take the courses recommended as a result of the test.

- Complete four eligibility (pre-application) courses – ENG124, PSY121, CHM121, BIO121 and their prerequisites according to the eligibility rules regarding minimum grade, age of course, and number of repeats/drops.
- Achieve a GPA of at least a 2.75 for the four eligibility courses.
- Maintain an overall college GPA of at least 2.00.
- Score at the 50th percentile or above on the PAX test.
- Complete the dental office experience requirement.
- Complete specified supplemental requirements.

Specific physical requirements are necessary to perform dental hygiene functions. Details are provided in program information materials or may be obtained from the dean of student services.

The goal of Stark State's program is to prepare students to demonstrate knowledge and competencies essential for the delivery of dental hygiene services and to enable them to assume the responsibilities for providing patient care. Graduates will understand the role of the dental hygienist and of other dental health team members; will be prepared to adapt to changing demands of the oral health care profession; and will seek opportunities for continuous professional development.

Graduates are eligible to take the Dental Hygiene National Board and Northeast Regional Board examinations, both of which are required for licensure in Ohio. Other states may have different licensing requirements. Licensure is mandatory for employment as a dental hygienist.

Dental hygiene applicants/students should inform the program director of any misdemeanor related to alcohol or drugs, or felony convictions so that they may be informed of the steps the Ohio State Dental Board will take before considering their application for licensure (section 473.28 of the *Ohio Revised Code*).

The dental hygiene program is accredited by the Commission on Dental Accreditation. The Commission is a specialized accrediting body recognized by the United States Department of Education. The Commission on Dental Accreditation can be contacted by phone at 312-440-4653 or by mail at 211 East Chicago Avenue, Chicago, IL 60611.

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Dental Hygiene Program

SUGGESTED COURSE SEQUENCE

		Credit Hours
Summer I		
	Eligibility Courses	
CHM	121 General Chemistry	4
BIO	121 Anatomy and Physiology I	4
ENG	124 College Composition †	3
PSY	121 General Psychology	3
		14
Semester I		
DHY	121 Head, Neck and Oral Anatomy	2
DHY	122 Oral Histology and Embryology	1
DHY	123 Dental Radiography	3
DHY	131 Fundamentals of Dental Hygiene Practice	4
BIO	122 Anatomy and Physiology II	4
		14
Semester II		
DHY	124 Periodontology I	1
DHY	125 Dental Materials	3
DHY	126 Pathology	2
DHY	132 Dental Hygiene Theory I	2
DHY	133 Clinical Dental Hygiene I	2
BIO	221 Microbiology**	4
		14
Summer II		
DHY	134 Clinical Dental Hygiene IA	1
		1
Semester III		
DHY	221 Nutrition in Dentistry	1
DHY	222 Dental Pharmacology	2
DHY	223 Community Oral Health	2
DHY	231 Dental Hygiene Theory II	2
DHY	232 Clinical Dental Hygiene II	4
SOC	121 Sociology	3
		14
Semester IV		
DHY	224 Periodontology II	1
DHY	233 Dental Hygiene Theory III	2
DHY	234 Clinical Dental Hygiene III	5
SPH	121 Effective Speaking	3
PSY/PHL	Psychology/Philosophy Elective*	3
		14

71 SEMESTER CREDITS

- * May select any PSY/PHL/SOC/SWK course of three credit hours or more.
- ** May not be taken earlier than three years prior to enrollment in DHY121.
- † Based on SSCT placement score.



A COLLEGE TECH PREP PARTICIPANT

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Health Information Technology

Health information technology is one of the fastest growing occupations in the country today. According to the *Occupational Outlook Handbook*, a career as a health information specialist or technician is one of the top 20 jobs of the future.

Graduates of health information technology associate degree programs are known as health information technicians or registered health information technicians (RHIT). Common job titles held by health information technicians in today's job market include: coder, medical record technician, registered health information technician, supervisor, reimbursement specialist and others. It is anticipated that job titles will change as health care enterprises expand their reliance on information systems and technology.

Health information technicians generally perform technical duties vital to the operation of a health care facility's medical record department. These may include analysis of the medical record; collection and preparation of statistical data, coding and abstracting of diseases and operations, and quality improvement activities. One of the most important job functions is to maintain the confidentiality of patient information and ensure the integrity of the record.

Registered health information technicians primarily are employed in hospitals, long-term care and outpatient facilities. In a small facility, the accredited health information technician may have full responsibility for the operation of the medical record department; while in a large institution, they may specialize in a particular function such as medical coding. There has been an increase in jobs in places such as insurance and billing companies, physician group practices, health maintenance organizations and mental health and rehabilitation facilities. Other places of employment, depending on education, skills and interest, include accounting firms, software vendors, research facilities and information system departments.

The health information technology program at Stark State College is a four-semester course of study leading to an associate of applied science (A.A.S.) degree. A new group of students begins each year in the fall semester. The maximum number of students accepted is 20.

Graduates of the health information technology program will be eligible to take the national accreditation examination administered by the American Health Information Management Association. Individuals who pass the examination are entitled to use the designation of registered health information technician (RHIT).

Prospective students in the health information technology program must meet specific criteria as outlined in program preapplication requirements. Fulfilling the criteria does not guarantee admission to the program.

The health information technology program is accredited by the Commission on the Accreditation of Allied Health Education Programs (CAAHEP) in cooperation with the American Health Information Management Association's Council on Accreditation.

In an effort to meet the needs of students, courses required in each of the programs are scheduled in sequence to accommodate those attending on a full-time or part-time basis. All students should consult their academic advisors to plan their schedules and course sequence appropriately.

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Health Information Technology

SUGGESTED COURSE SEQUENCE

			Credit Hours
Semester I			
HIT	121	Introduction to Health Information Technology	4
BIO	125	Medical Terminology	3
HIT	123	Medicolegal Aspects	2
BIO	123	Principles of Human Structure and Function	5
CAP	120	Business Computer Applications	4
			18
Semester II			
BIO	124	Pathophysiology	3
HIT	122	Ancillary Health Records and Registries	3
BIO	222	Pharmacology	3
HIT	124	Introduction to Coding	4
ENG	124	College Composition †	3
			16
Semester III			
HIT	221	Advanced Coding	3
HIT	222	Statistics/Data Retrieval	3
HIT	224	Health Care Quality Improvement	2
HIT	226	HIT Professional Practice I/Seminar I	4
ENG	122	Communication Theory***	3
		Social Science Elective*	3
			18
Semester IV			
ENG	222	Medical Technology Report Writing**	3
HIT	223	HIT Management**	3
HIT	228	Coding for Reimbursement	4
HIT	229	Information Systems in Health Care	3
HIT	227	HIT Professional Practice II/Seminar II	4
			17

69 SEMESTER CREDITS

- * May select from Psychology or Sociology offerings.
- ** ENG 222 must be taken concurrently with HIT 223.
- *** May substitute Effective Speaking (SPH 121)
- † Based on SSCT placement score.
Course prerequisites stated in the catalog must be met.



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Massage Therapy Program

Massage therapy is a study of the interrelationship of body, mind and spirit. Massage therapists work with the soft tissues of the body. They are very effective at relieving pain syndromes involving the soft tissues.

Massage therapists work in a wide range of settings. Some work directly with physicians, chiropractors, physical therapists, counselors or other professionals. Others have their own businesses and work out of their own home, the homes of others, or their own office.

The State of Ohio Medical Board licenses massage therapists in Ohio. Ohio's licensed massage therapists are the only massage therapists in the United States who can, by license, refer to themselves as limited medical practitioners. They earn this honor by completing a rigorous curriculum designed to provide them with the basic tools needed to enter into the profession of massage therapy. The massage therapy programs presented at Stark State are approved by the State Medical Board of Ohio.

Massage therapists need to be capable of standing for an hour or more at a time, developing upper body strength to meet the physical demands of the profession, and be knowledgeable regarding the location and condition of human bones and muscles.

Following the chosen course of study most students elect to take the State Medical Board licensing examination and after licensure may establish a massage therapy practice in Ohio.

Stark State College offers two approaches to training as a massage therapist. The massage therapy certificate program enables students to complete the coursework necessary to sit for the licensing examination after completing 42 credit hours in four semesters.

The other option is the associate of technical studies degree with a massage therapy major. The degree program includes additional coursework for the business and management aspects of a massage therapy practice. The associate degree program would require students to complete 69 credit hours in five semesters.

Massage Therapy Certificate Program

SUGGESTED COURSE SEQUENCE

Program Beginning in Fall

			Credit Hours
Fall – Semester I			
MAS	121	Massage Therapy I	6
BIO	121	Anatomy and Physiology I	4
ENG	124	College Composition †	3
MAS	123	Massage Therapy Anatomy and Physiology I	1
			<hr/>
			14
Spring – Semester II			
MAS	122	Massage Therapy II	2
MAS	224	Massage Therapy III	4
BIO	122	Anatomy and Physiology II	4
MAS	124	Massage Therapy Anatomy and Physiology II	1
MAS	227	Massage Therapy Procedures	2
PHL	122	Ethics	3
			<hr/>
			16
Summer – Semester III			
MAS	225	Massage Therapy IV Electives*	2
			<hr/>
			4
			<hr/>
			6
Fall – Semester IV			
MAS	226	Massage Therapy V	3
MAS	223	Massage Therapy Review	3
			<hr/>
			6

Program Beginning in Spring

			Credit Hours
Spring – Semester I			
MAS	121	Massage Therapy I	6
BIO	121	Anatomy and Physiology I	4
PHL	122	Ethics	3
MAS	123	Massage Therapy Anatomy and Physiology I	1
			<hr/>
			14
Summer – Semester II			
MAS	122	Massage Therapy II Electives *	2
			<hr/>
			4
			<hr/>
			6
Fall – Semester III			
MAS	224	Massage Therapy III	4
MAS	225	Massage Therapy IV	2
BIO	122	Anatomy and Physiology II	4
ENG	124	College Composition †	3
MAS	124	Massage Therapy Anatomy and Physiology II	1
MAS	227	Massage Therapy Procedures	2
			<hr/>
			16
Spring – Semester IV			
MAS	226	Massage Therapy V	3
MAS	223	Massage Therapy Review	3
			<hr/>
			6

42 TOTAL CREDIT HOURS

* May select from BUS121, BUS123 or CAP 120.

† Based on SSCT placement score.

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Massage Therapy Program

Associate of Technical Studies Massage Therapy Major

SUGGESTED COURSE SEQUENCE

Program Beginning in Fall

			Credit Hours
Fall – Semester I			
MAS	121	Massage Therapy I	6
BIO	121	Anatomy and Physiology I	4
MAS	123	Massage Therapy Anatomy and Physiology I	1
BIO	125	Medical Terminology	3
BUS	121	Business Administration	4
			<hr/> 18

Spring – Semester II

MAS	122	Massage Therapy II	2
MAS	224	Massage Therapy III	4
BIO	122	Anatomy and Physiology II	4
MAS	124	Massage Therapy Anatomy and Physiology II	1
MAS	227	Massage Therapy Procedures	2
ENG	124	College Composition †	3
PHL	122	Ethics	3
			<hr/> 19

Summer – Semester III

MAS	225	Massage Therapy IV	2
BUS	123	Business Math	4
			<hr/> 6

Fall – Semester IV

MAS	226	Massage Therapy V	3
MAS	223	Massage Therapy Review	3
ACC	121	Principles of Accounting I	4
CAP	120	Business Computer Applications	4
			<hr/> 14

Spring – Semester V

PSY	121	General Psychology	3
SOC	121	Sociology	3
MGT	121	Principles of Management	3
MKT	121	Principles of Marketing	3
			<hr/> 12

Program Beginning in Spring

			Credit Hours
Spring – Semester I			
MAS	121	Massage Therapy I	6
BIO	121	Anatomy and Physiology I	4
BUS	121	Business Administration	4
BUS	123	Business Math	4
MAS	123	Massage Therapy Anatomy and Physiology I	1
			<hr/> 19

Summer – Semester III

MAS	122	Massage Therapy II	2
CAP	120	Business Computer Applications	4
			<hr/> 6

Fall – Semester IV

MAS	224	Massage Therapy III	4
MAS	225	Massage Therapy IV	2
BIO	122	Anatomy and Physiology II	4
ENG	124	College Composition †	3
MAS	124	Massage Therapy Anatomy and Physiology II	1
MAS	227	Massage Therapy Procedures	2
BIO	125	Medical Terminology	3
			<hr/> 19

Spring – Semester V

MAS	226	Massage Therapy V	3
MAS	223	Massage Therapy Review	3
MKT	121	Principles of Marketing	3
PHL	122	Ethics	3
ACC	121	Principles of Accounting	4
MGT	121	Principles of Management	3
			<hr/> 19

Summer – Semester VI

PSY	121	General Psychology	3
SOC	121	Sociology	3
			<hr/> 6

69 TOTAL CREDIT HOURS

† Based on SSCT placement scores.



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Medical Assisting Program

Employment of medical assistants is expected to grow much faster than the average for all occupations through the year 2005 as the health service industry expands, according to the *Occupational Outlook Handbook* published by the U.S. Department of Labor.

The medical assisting program offers a five-semester "day track" program. A "night track" program is offered as an alternative program for students who work during the day. Night track applicants should complete the specified general studies courses prior to program admission and are strongly encouraged to contact the program director for scheduling advice.

WHAT IS MEDICAL ASSISTING?

Medical assistants are medical office experts. They do not administer skilled, bedside nursing care. These skills are performed by the registered and practical nurse in a hospital or skilled nursing facility.

The medical assistant is a multi-competent technician who works in doctors' offices, outpatient and ambulatory care clinics, and other health-related businesses. The medical assistant frequently functions as the physician's right hand, assisting with the instruction and treatment of patients and performing the administrative tasks needed to keep an office running smoothly. The medical assistant is skilled in human relations techniques and is required to deal effectively with patients and other allied health personnel in the health care delivery system.

Clinical skills include assisting with the physical exam, measuring vital signs, height, weight, visual acuity and hearing levels. The medical assistant gives injections, applies bandages and dressings, and instructs patients in diet and at-home treatments. Medical assistants perform

laboratory screening tests and EKGs, and assist with x-rays. Medical assistants clean and sterilize instruments and assist with minor office surgery and therapeutic treatments ordered by the physician.

Medical assistants must have administrative skills to keep an office running smoothly. Among these skills are: typing, word processing, insurance coding, transcribing from dictation, computer office systems, accounting, office procedures and communication/telephone skills.

Immediately upon graduation, a medical assisting graduate is eligible to take the national certification exam given by the AAMA (American Association of Medical Assistants) to become a certified medical assistant (CMA).

Second-year students are offered electives in advanced phlebotomy and ophthalmology to assist them in becoming eligible to sit for two additional national certification exams: certified phlebotomist (CLPIb) and certified ophthalmic assistant (COA).

The medical assisting program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), on recommendation of the Curriculum Review Board of the American Association of Medical Assistants' Endowment (AAMAE).

Medical assisting ophthalmology technical electives are accredited by The Committee on Accreditation for Ophthalmic Medical Personnel (CoA-OMP) a sponsor committee on Accreditation of the CAAHEP system.

Important note:

Beginning with the January 2001 *Certification Examination*, felons are not eligible to sit for the examination unless the Certifying Board (CB) grants a waiver based on one or more of the mitigating circumstances listed in the *Disciplinary Standards*.

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Medical Assisting Program

Day Track

SUGGESTED COURSE SEQUENCE

			Credit Hours
Semester I			
BIO	101	Introduction to Anatomy and Physiology	3
BIO	125	Medical Terminology	3
ENG	226	Master Student	3
MAT	121	Medical Assisting I	4
OAD	100	Computer Applications/Windows (8 wks)/Test*	1
OAD	101	Key Data Input (8 wks)/Test*	1
			13-15
Semester II			
MAT	122	Medical Assisting II	4
MAT	124	Medical Transcription for Medical Assistants	3
MTH	101	Introduction to Algebra /Test*	4
CAP	120	Business Computer Applications*	4
ENG	124	College Composition †	3
			14-18
Semester III			
PSY	121	General Psychology	3
PSY	1231	Human Growth and Development	3
SPH	121	Effective Speaking	3
			9
Semester IV			
MAT	221	Medical Laboratory Procedures	3
MAT	222	Insurance for Medical Assisting	4
MAT	223	Office Procedures	4
MAT	224	Pharmacology / Administration of Medications	4
			3
			15-18
Semester V			
MAT	123	Medical Assisting III/Seminar	3
MAT	225	Emergency Medical Procedures	2
MAT	226	Medical Office Management / Law	3
MAT	227	Medical Assisting Externship	2
			10

70 TOTAL CREDIT HOURS

* Based on work or educational experience (see administrative information proficiency exam schedule).

** A minimum of three credit hour of medical assisting technical electives of social science electives is required for graduation and may be taken during semesters four or five. Each of the following courses is a three-credit hour elective: Ophthalmology I (MAT 228), Ophthalmology II (MAT2 229), Advanced Phlebotomy (MAT 230).

† Based on SSCT placement score.

Important note:

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Medical Assisting Program

Night Track

SUGGESTED COURSE SEQUENCE

			Credit Hours
Semester I			
BIO	101	Introduction to Anatomy and Physiology	3
BIO	125	Medical Terminology	3
ENG	226	Master Student	3
MAT	121	Medical Assisting I	4
OAD	100	Computer Applications/Windows (8 wks)/Test*	1
OAD	101	Key Data Input (8 wks)/Test*	1
			13-15
Semester II			
MAT	122	Medical Assisting II	4
MAT	124	Medical Transcription for Medical Assistants	3
MTH	101	Introduction to Algebra /Test*	4
CAP	120	Business Computer Applications*	4
			11-15
Semester III			
ENG	124	College Composition †	3
PSY	1231	Human Growth and Development	3
SPH	121	Effective Speaking	3
			9
Semester IV			
MAT	221	Medical Laboratory Procedures	3
MAT	222	Insurance for Medical Assisting	4
MAT	223	Office Procedures	4
PSY	121	General Psychology	3
		Social Sciences Elective or Technical Elective**	3
			14-17
Semester V			
MAT	123	Medical Assisting III/Seminar	3
MAT	225	Emergency Medical Procedures	2
MAT	226	Medical Office Management/Law	3
MAT	224	Pharmacology/ Administration of Medications	4
MAT	227	Medical Assisting Externship	2
			11

70 TOTAL CREDIT HOURS

* Based on work or educational experience (see administrative information proficiency exam schedule).

** A minimum of three credit hour of medical assisting technical electives of social science electives is required for graduation and may be taken during semesters four or five. Each of the following courses is a three-credit hour elective: Ophthalmology I (MAT 228), Ophthalmology II (MAT 229), Advanced Phlebotomy (MAT 230).

† Based on SSCT placement score.

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Medical Coding Specialist Certificate Program

One-Year Certificate Program - Night Track

Continually changing regulations for reimbursement of health care services issued by the government and other third-party payers have created a demand for qualified medical coders. A medical coding specialist is a valuable member of the health information team who is responsible for translating diagnostic and procedural phrases into coded form. The coded information is then utilized for reimbursement purposes, analysis of patient outcomes and research.

Opportunities for employment include all types of health care environments such as hospitals, outpatient facilities, physicians facilities, physician offices, medical/billing companies, insurance companies, etc.

Students will be instructed in ICD9-CM, CPT-4, DRGs, APCs and other third party reimbursement methodologies. A thorough understanding of anatomy and physiology and disease processes are required in order

to understand the disease and procedures to be coded. The medical coding specialist must also have a thorough understanding of the content of the medial record and legal and ethical issues.

Students who complete the medical coding specialist certificate program are eligible to sit for coding certification examinations. See the American Health Information Management Association Web site www.ahima.org for additional information.

The medical coding specialist certificate program is a night track, 37-credit course of study that will prepare students for entry-level employment as medical coder specialists. A new group of students begins each fall semester. The maximum number of students accepted is 20. Prospective students in the medical coding specialist certificate program must meet criteria as outlined in program preapplication requirements. Fulfilling the criteria does not guarantee admission to the program.

SUGGESTED COURSE SEQUENCE

			Credit Hours
Semester I			
HIT	121	Introduction to Health Information Technology	4
BIO	125	Medical Terminology	3
HIT	123	Medicolegal Aspects	2
BIO	123	Principles of Human Structure and Function	5
			14
Semester II			
BIO	124	Pathophysiology	3
CAP	120	Business Computer Applications	4
BIO	223	Pharmacology	3
HIT	124	Introduction to Coding	4
			14
Semester III			
HIT	221	Advanced Coding	3
HIT	228	Coding for Reimbursement	4
HIT	231	Coding Professional Practice Experience/Seminar*	2
			9

37 TOTAL CREDIT HOURS

* Daytime only.
Course prerequisites stated in the catalog must be met.

Note: All credits obtained in the medical coding specialist certificate program can be applied to an associate of applied science degree in health information technology. This requires the completion of 34 additional credit hours, which can be completed in two semesters.



A COLLEGE TECH PREP PARTICIPANT

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Medical Laboratory Technology

Laboratory tests play an important part in the detection, diagnosis and treatment of many diseases. Medical laboratory technicians perform a wide variety of tests and laboratory procedures that require a high level of skill.

The medical laboratory technician analyzes the blood, tissues and fluids in the human body by using precision instruments such as microscopes and automated analyzers. Technicians assist in performing complicated chemical, microscopic and bacteriological tests including: blood cholesterol level; microscopic examination of the blood to detect the presence of diseases; and cultures of body fluid or tissue samples to determine the presence of bacteria, parasites or other microorganisms. Technicians may also type and crossmatch blood samples. Collection of blood samples by venipuncture and skin puncture is a required skill of medical technicians.

Technicians employed in small laboratories often perform a variety of tests, while those in large laboratories may specialize in areas such as microbiology, parasitology, clinical chemistry, blood banking and hematology. Medical laboratory technicians are valued members of the health team. Graduates of the program are eligible to take the national certification exams given by the ASCP and NCA.

Applicants should review the program essential functions to determine if they meet these requirements, available from the program director.

The medical laboratory technology program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), which is sponsored by the American Society of Clinical Pathologists and the American Society (ASCLS) of Clinical Laboratory Scientists. NAACLS can be reached at 8410 West Bryn Mawr Avenue, Suite 670, Chicago, IL 60631-3415 • 773-714-8880 • www.naacls.org.

SUGGESTED COURSE SEQUENCE

			Credit Hours
Semester I			
MTL	121	Fundamentals of Laboratory Techniques	3
MTL	122	Urinalysis	2
CHM	121	General Chemistry	4
BIO	123	Principles of Human Structure and Function++	5
MLT	123	Hematology I	3
			17
Semester II			
MTH	123	Intermediate Algebra*	3
MLT	124	Hematology II	4
MLT	125	Immunohematology	5
CHM	122	Organic and Biological Chemistry	4
ENG	124	College Composition †	3
			19
Summer			
BIO	221	Principles of Microbiology	4
OAD	100	Computer Concepts+++	1
OAD	101	Keyboarding+++	1
			6
Semester III			
MTL	221	Clinical Immunology/Serology	3
MTL	222	Clinical Chemistry	5
MTL	223	Clinical Microbiology	7
		Social Sciences Elective**	3
			18
Semester IV			
MTL	224	Directed Practice/Seminar	10
			10

70 TOTAL CREDIT HOURS

* May substitute College Algebra and Trigonometry (MTH 121).

** May select from sociology and psychology offerings.

† Based on SSCT placement score.

++ Anatomy and Physiology I and II (BIO 121, BIO 122) may be substituted.

+++ Business Computer Applications (CAP 120) may be substituted.

Note: It is recommended that students take Algebra before taking Chemistry.



A COLLEGE TECH PREP PARTICIPANT

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Medical Transcription Certificate Program

One-Year Certificate Program

Medical transcription is the art and science of producing a technically and grammatically correct typewritten report of the dictated word. Medical transcriptionists are medical language specialists who use headsets and transcribing/computer equipment to listen to recordings by physicians and other healthcare professionals. After reviewing and editing for grammar and clarity, the medical transcriptionist transcribes the dictated reports and returns them in either printed or electronic form to the dictator for review and signature or correction.

A medical transcriptionist's basic responsibility is to transcribe medical dictation into a complete and accurate report. Depending on the employment setting, the transcriptionist may also be responsible for carrying out other office duties.

To understand and accurately transcribe dictated reports, the medical transcriptionist must demonstrate an extensive knowledge of medical terminology, anatomy and physiology, pharmacology, human diseases, surgical procedures, diagnostic studies and laboratory tests. A medical transcriptionist must also be able to translate medical jargon and abbreviations into their expanded forms.

Characteristics needed to become a medical transcriptionist include: excellent English language and proofreading skills, a strong interest in medical language, good hearing acuity and listening ability, good keyboarding/typing skills, ability to sit and work for long hours, a high level of concentration for extended period of time and the ability to work independently.

Medical transcriptionists may be found in a variety of settings including the medical records department in a hospital, radiology/imaging departments, physician offices, outpatient facilities, outpatient surgery centers, government facilities,

long term, mental health and social service facilities, medical transcription services and home offices. Depending on the employment setting, the transcriptionist may also be responsible for carrying out other office duties. After gaining work experience, medical transcriptionists may work independently out of their homes or work at home as an employee of a hospital or transcription service.

According to the *Occupational Outlook Handbook*, demand for medical transcriptionists is expected to increase due to rapid growth in the healthcare industry spurred by a growing and aging population. Advancements in voice recognition technology are not projected to reduce the need for medical transcriptionists because these workers will continue to be needed to review and edit drafts of the medical report for accuracy.

Because of the nature of the program and the availability of resources and facilities, admission to the program is limited to a new class of 20 students each fall semester.

The program is a three-semester course of study combining classroom learning and practical experience leading to entry-level employment. At the end of the program, students who have successfully passed all the courses receive a certificate of completion. In addition, the student is earning college credits from an accredited institution, which may be applied to other courses of study in the future.

Prospective students in the medical transcription certificate program must meet criteria as outlined in program preapplication requirements. Fulfilling the criteria does not guarantee admission to the program.

The Medical Transcription Certificate program has been approved by the Ohio Board of Regents.

SUGGESTED COURSE SEQUENCE

Semester I			Credit Hours
BIO	125	Medical Terminology	3
BIO	123	Principles of Human Structure and Function	5
OAD	121	Keyboarding/Formatting	3
MTC	121	Medical Transcription/Terminology I	5
			<hr/>
			16
Semester II			
MTC	122	Medical Transcription /Terminology II	5
OAD	129	Keyboarding/Skillbuilding (8 weeks)	1
ENG	124	College Composition †	3
BIO	124	Pathophysiology	3
			<hr/>
			12
Summer			
BIO	222	Pharmacology	3
MTC	123	Advanced Medical Transcription	3
			<hr/>
			6

34 TOTAL CREDIT HOURS

Course prerequisites stated in the catalog must be met.

† Based on SSCT placement score.

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Associate Degree in Nursing (ADN) Program

Nursing is a rewarding profession that combines technology with caring to assist people in obtaining and maintaining optimal health.

The associate degree nurse (ADN) practices in a variety of settings: hospitals, long-term and extended-care facilities, clinics and other health care agencies. The ADN graduate functions in three primary roles: provider of client care, manager of client care and member within the nursing discipline.

Using the methodology of the nursing process, the associate degree nurse formulates clinical judgments, collaborates with clients and other health care professionals, and practices within legal, ethical and social obligations.

Stark State College's ADN program consists of four semesters and a summer of academic coursework and hands-on learning experiences in the classroom, learning laboratory and clinical settings. The program prepares the individual to qualify for the licensing examination for registered nurses.

Applicants must fulfill the following requirements to be eligible for admission to the ADN program:

- Be a high school graduate with a GPA of 3.0 or better on a 4.0 scale, or have a college GPA of 3.0 or better in 12 or more hours of coursework, or have a GED certificate.
- Have completed one year of high school algebra, chemistry and biology with a grade of "C" or better within the past five years, or show equivalency.
- Complete Stark State's pre-admission test and take any courses recommended as a result of that test.
- Score 50% or higher on the National League for Nursing pre-admission examination for registered nurses.

Effective for all students admitted to the nursing program after June 1, 2003:

Candidates who wish to sit for the NCLEX-RN (Registered Nurse Licensing Examination) will be required to submit their fingerprints to the Bureau of Criminal Identification and Investigation (BCII).

For more details, contact the Ohio Board of Nursing Web site at www5.state.oh.us/nur

A licensed practical nurse (LPN) admitted to Stark State College's ADN program with advanced standing admission (ASA) obtains 77 semester hours of credit at graduation.

LPNs must earn 22 hours of credit in specified courses before admission to the program. Upon satisfactory completion of the ACE test with a decision score of 70 in both sections of the test, and satisfactory completion of *NUR 201: Transition for the LPN* (a five-credit hour course), LPNs will receive 20 hours of credit for first-level nursing courses. In addition, LPNs must complete the one-calendar-year curriculum plan on page 119.

According to Section 4723.28 of the *Ohio Revised Code*, nursing students are responsible for informing the department head/director of nursing, early in the program, of any misdemeanor related to alcohol or drugs, or felony convictions so that students may be informed of the steps the Ohio Board of Nursing will take before considering their application to sit for the licensing examination.

According to *Ohio HB327*: anyone previously convicted of, pleaded guilty to, or had a judicial finding of guilt for an egregious felony will be precluded from initial licensure. Egregious felonies are: aggravated murder, murder, voluntary manslaughter, felonious assault, kidnapping, rape, sexual battery, gross sexual imposition, aggravated arson, aggravated robbery and aggravated burglary.

Stark State College's associate degree of nursing (ADN) program has full approval by the Ohio Board of Nursing and is accredited by the National League for Nursing Accrediting Commission (NLNAC). NLNAC can be reached at: 61 Broadway, 33rd Floor, New York, NY 10006 • 1-800-669-1656.

The Stark State College ADN program has the following written articulation agreements in place:

- Malone College, Department of Nursing, Bachelor of Science in Nursing (BSN) degree-completion track for RNs (Canton, Ohio)
- Wayne College Joint Vocational High School nurse program and the Wayne Adult School of Practical Nursing (Smithville, Ohio)
- Practical Nurse Program of Canton City Schools (Canton, Ohio)
- Walsh University, B.S.N. Degree for the Registered Nurse (BSN-RN) Program (Canton, Ohio)

Transfer guidelines are available from the Admissions Department .

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Associate Degree in Nursing (ADN) Program

SUGGESTED COURSE SEQUENCE

			Credit Hours
Semester I			
NUR	121	Fundamental Concepts of Nursing	6
BIO	121	Anatomy and Physiology I	4
PSY	121	General Psychology	3
CHM	121	General Chemistry	4
			17
Semester II			
NUR	221	Nursing Care of Persons with Alterations in Health I	6
BIO	122	Anatomy and Physiology II	4
CHM	122	Organic and Biological Chemistry	4
ENG	124	College Composition †	3
			17
Summer			
NUR	122	Nursing Care of Child-bearing Family	4
NUR	123	Nursing Care of Children	4
PSY	123	Human Growth and Development	3
			11
Semester III			
NUR	222	Nursing Care of Persons with Alterations in Health II	8
BIO	221	Principles of Microbiology	4
SOC	121	Sociology	3
			15
Semester IV			
NUR	224	Nursing Seminar	1
NUR	223	Nursing Care of Persons with Alterations in Health III	8
ENG	224	Composition and Literature	3
			12

72 TOTAL CREDIT HOURS

LPN to RN Sequence

SUGGESTED COURSE SEQUENCE

			Credit Hours
Summer			
NUR	201	Transition for the LPN	5
PSY	123	Human Growth and Development	3
			8
Fall			
NUR	222	Nursing Care of Persons with Alterations in Health II	8
BIO	221	Principles of Microbiology	4
SOC	121	Sociology	3
			15
Spring			
NUR	224	Nursing Seminar	1
NUR	223	Nursing Care of Persons with Alterations in Health III	8
ENG	224	Composition and Literature	3
			12

35 TOTAL CREDIT HOURS

† Based on SSCT placement score.



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Occupational Therapy Assistant (OTA) Technology

The profession of occupational therapy is concerned with providing services to individuals whose lives have been disrupted by accident or illness, birth defects, developmental problems, social or psychological problems. Occupational therapy personnel work in hospitals, schools, workshops, mental health centers, clinics and home-health agencies.

Occupational therapy assistants work under the supervision of the registered occupational therapist, helping patients achieve maximum independence in the day-to-day living activities of self-care, work, leisure and play.

Assistants help therapists in evaluating patients to determine patient and family needs. Once the therapist sets the treatment goals students may be responsible for implementing therapy by using selected activities. Treatment may involve group activities such as role playing, games or work and discussion groups, or individual programs to help strengthen impaired muscles, to improve coordination or to compensate for perceptual problems. Assistants may also instruct and train patients in the use of specially designed devices to allow people with physical disabilities to dress or feed themselves, take care of their homes or return to work.

Coursework focuses on human development and the tasks and skills used in everyday life. Prospective students in the occupational therapy assistant technology program must have one year of high school biology or one semester of college biology and one year of high school algebra.

The occupational therapy assistant program is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), 4720 Montgomery Lane, P.O. Box 31220 Bethesda, MD 20824-1220 • 301-652-2682. Graduates of the program will be eligible to sit for the *national certification examination* for the occupational therapy assistant administered by the National Board for Certification in Occupational Therapy (NBCOT). After successful completion of this exam, the individual will be a certified occupational therapy assistant (COTA). In addition, most states require licensure in order to practice; however, states licenses are usually based on the results of the *NBCOT Certification Examination*.

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Occupational Therapy Assistant (OTA) Technology

SUGGESTED COURSE SEQUENCE

			Credit Hours
Semester I			
BIO	125	Medical Terminology	3
PSY	121	General Psychology	3
ENG	124	College Composition †	3
OTA	121	Foundations of Occupational Therapy	3
OTA	122	Therapeutic Media	3
			15
Semester II			
PSY	221	Abnormal Psychology	3
ENG	122	Communication Theory	3
BIO	123	Human Structure and Function	5
OTA	123	Psychosocial Aspects in Occupational Therapy	4
OTA	124	Psychosocial Clinical Experience	3
			18
Semester III			
OTA	223	Life Span Development	5
OTA	221	Developmental Aspects in Occupational Therapy	4
OTA	222	Developmental Clinical Experience	3
PTA	226	Functional Anatomy	4
			16
Semester IV			
BIO	124	Pathophysiology	3
SOC	121	Sociology	3
OTA	224	OT Physical Dysfunction	4
OTA	225	Physical Dysfunction Clinical Experience	3
			13
Semester V			
OTA	226	OTA Seminar	2
OTA	227	Clinical Application I	3
OTA	228	Clinical Application II	3
			8

70 SEMESTER CREDITS

† Based on SSCT placement score.

All OTA students must complete Level II fieldwork within six months following completion of academic courses.

According to various sections of the *Ohio Revised Code* especially sections 4755.01 to 4755.12 and according to the rules and regulations of the occupational therapy (OT) section of the Ohio Occupational Therapy, Physical Therapy and Athletic Trainers Board (OT/PT/AT Board) and of the National Board for Certification of Occupational Therapy (NBCOT), persons convicted of any misdemeanor related to alcohol/drugs or a felony may be denied certification or licensure or may be refused placement by the Fieldwork Experience Sites or may have restrictions placed on their ability to practice. Such persons are advised to contact the director of OTAT, the OT section of the Ohio OT/PT/AT Board, and/or NBCOT.



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Physical Therapist Assistant (PTA) Technology

Physical therapist assistants work under the supervision of physical therapists to rehabilitate ill or injured persons to the highest possible level of independent living. They also help to educate patients and other people about measures they can take to prevent disability from occurring or becoming worse.

Physical therapist assistants help therapists in testing patients to determine the extent of their capabilities. After the therapist sets goals and plans the treatment program for the patient, assistants may be assigned to perform selected treatments, using a variety of specialized equipment, various forms of heat, cold, light and electricity. Assistants may help patients perform therapeutic exercises to strengthen, stretch or relax muscles, promote circulation or enhance coordination.

Physical therapist assistants help patients learn correct walking procedures and perform everyday activities such as dressing, getting in and out of bed and chairs, using artificial limbs, braces and splints and standing properly. They also teach patients and family members about exercises or other activities to continue at home.

Assistants are responsible for reporting patient reactions to treatment and making suggestions for modifying treatment to their supervising therapist. They also help with documentation of patient progress, perform certain clerical duties and help give on-the-job training to non-licensed personnel working in the physical therapy department.

Upon successful completion of all aspects of the physical therapist assistant technology, graduates are eligible to take the state licensing examination. Licensure is mandatory prior to being able to practice as a physical therapist assistant in Ohio.

Prospective students in the physical therapist assistant technology (PTAT) must meet specific eligibility criteria as outlined in program prerequisite requirements.

The physical therapist assistant technology program is accredited by the Commission on Accreditation in Physical Therapy Education of the American Physical Therapy Association.

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Physical Therapist Assistant (PTA) Technology

SUGGESTED COURSE SEQUENCE

			Credit Hours
Semester I			
PHY	101	Principles of Physics	4
PTA	121	Fundamentals of Physical Therapy	4
PTA	122	Musculoskeletal Anatomy	4
BIO	123	Principles of Human Structure and Function **	5
			17
Semester II			
BIO	125	Medical Terminology	3
ENG	122	Communication Theory *	3
PTA	123	Kinesiology	4
PTA	221	PTA Procedures I	5
BIO	124	Pathophysiology	3
			18
Semester III (Summer)			
PTA	124	Measurement Procedures for the PTA	2
PSY	121	General Psychology	3
ENG	124	College Composition †	3
PTA	125	Professional Clinical Practice for the PTA	1
			9
Semester IV			
PSY	222	Psychological Aspects of Therapy	3
PTA	222	PTA Procedures II	5
OTA	223	Life Span Development	5
PTA	229	Directed Practice I	3
PTA	228	Seminar I	2
			18
Semester V			
PTA	223	PTA Procedures III	2
PTA	231	Directed Practice II	2
PTA	230	Seminar II	1
PTA	227	Directed Practice III	3
			8

70 SEMESTER CREDITS

† Based on SSCT placement score.

* Effective Speaking (SPH 121) may be substituted for this class.

** Anatomy and Physiology I (BIO 121) and Anatomy and Physiology II (BIO 121) may be substituted for this class.

This is a suggested course sequence. Only those marked PTA must be taken in this order. Course prerequisites stated in the catalog must be met.



A COLLEGE TECH PREP PARTICIPANT

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Respiratory Care Technology

Respiratory care is a health-care specialty involved in the assessment, treatment, management, control, diagnostic evaluation and care of patients with deficiencies and abnormalities of the cardiopulmonary system.

Working under the direction of a physician, respiratory care practitioners perform specific therapeutic procedures in the newborn nursery, surgical and medical clinical areas, emergency rooms, outpatient departments and intensive-care units of hospitals. These procedures include the administration of medical gases, administration of breathing treatments and other bronchial-hygiene techniques. Respiratory therapy provides treatment for patients with acute illnesses who may require use of life-support equipment as well as the testing of patients using various diagnostic techniques.

Prospective students in the respiratory care technology program must meet specific eligibility criteria as outlined in the program's prerequisite requirements.

The respiratory care technology program provides opportunities for students to acquire the necessary skills by combining classroom learning with hospital experience. Because of the nature of the program and the availability of resources and facilities, admission to the program is limited.

Graduates of the respiratory care technology program will be eligible to apply for the examinations for becoming a certified respiratory therapist (CRT), registered respiratory therapist (RRT) and licensed respiratory care practitioner. Licensure is required to practice as a respiratory care practitioner.

The respiratory care technology program is accredited by the Committee on Accreditation for Respiratory Care (CoARC).

In an effort to meet the needs of students, courses required in each of the programs are scheduled in sequence to accommodate those attending on a full-time or part-time basis. All students should consult their academic advisors to plan their schedules and course sequence appropriately.

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Respiratory Care Technology

SUGGESTED COURSE SEQUENCE

			Credit Hours
Semester I			
RCT	121	Introduction to Respiratory Care Procedures	3
RCT	122	Medical Gas Administration	3
MTH	123	Intermediate Algebra	3
BIO	123	Human Structure and Function	5
ENG	124	College Composition †	3
			17
Semester II			
CHM	121	General Chemistry	4
RCT	123	Airway Management Procedure	3
RCT	124	Pharmacology for Respiratory Therapy	2
RCT	125	Clinical Practice Basic Procedures/Seminar	3
			3
			15
Semester III (Summer)			
RCT	126	Introduction to Critical Care	3
RCT	127	Cardiopulmonary Anatomy and Physiology	3
RCT	128	Clinical Practice Airway Management/Seminar	2
			8
Semester IV			
ENG	122	Communication Theory	3
BIO	221	Principles of Microbiology	4
RCT	221	Advanced Respiratory Care Procedures	3
RCT	222	Respiratory Diseases	3
RCT	224	Clinical Practice Critical Care/Seminar	3
			16
Semester V			
CAP	120	Business Computer Applications	4
RCT	223	Patient Assessment and Monitoring	3
RCT	225	Clinical Practice Specialty Rotations/Seminar	5
			3
			15

71 SEMESTER CREDITS

- * May select from Sociology offerings only.
- ** May select from Psychology offerings only.
- † Based on SSCT placement score.



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