

Southern Careers Institute


ADDENDUM TO THE CATALOG – Volume 2020-3
This Addendum is Effective 10/16/2020

1) Course detail Previous Program Versions

Other Charges	
Replacement Student ID	\$ 5.00
Replacement Diploma	\$ 5.00
Additional or Replacement Uniforms	
• Scrubs (XXS – XL)	\$16.00
• Scrubs (2XL – 4XL)	\$18.00
• Polo Shirts	\$12.75
• Polo Shirts (2XL – 4XL)	\$15.00
TSBP PT Trainee Registration (included in tuition)	\$53.00
PT Fingerprint session (included in tuition)	\$45.00
Official Transcripts (first one is free)	\$ 2.00
TX Commercial Learners Permit (CMVO students pay DPS directly)	\$11.00
TX CDL A license test (CMVO students pay DPS directly)	\$52.00
BLS Certification (Included in MA program tuition, but not Nurse Aide)	\$25.00
Immunization record fee (Nurse Aide students pay physician [fee varies] or clinic)	\$ 5.00
Immunization fees at Garrett Center (\$15 PPD; \$85 MMR; \$140 varicella) for Nurse Aide	
Watch with second hand (Nurse Aide students pay retailer directly)	\$15.00 and up
Chromebook Rental Fee (non-refundable)	\$80.00
Chromebook Replacement Fee	\$220.00
Chromebook Charger Replacement Fee	\$40.00

Medical Assistant

The **Medical Assistant** program is offered via both a traditional (Austin, San Antonio (South Campus Location), San Antonio (North Campus Location), Corpus Christi, Harlingen, Brownsville and Pharr) and a Distance Education delivery method (all

campuses) . Students who wish to enroll in the hybrid program must meet all SCI admissions and entry requirements as well as the technology requirements specified in the Admissions section of this catalog. Students who take online classes are scheduled for these classes in an appropriate sequence each term and complete their coursework asynchronously with all students interacting with their classmates and instructor on line for each class.

Objectives – The objective of the Medical Assistant program is to train students to acquire satisfactory skills and demonstrate competency in a variety of medical office procedures and laboratory techniques. Students have the opportunity to acquire knowledge and skills in areas such as anatomy, physiology, pathology, the body systems, medical terminology, medical front office procedures, venipuncture, laboratory diagnostic procedures, EKG, as well as instruction in the techniques of finding and retaining a job. After successful completion of theory and laboratory course work, students have the opportunity to develop skills and competencies further by participating in a 160-hour externship in a clinic, laboratory, physician’s office, or hospital. Students also receive instruction in the techniques of finding and retaining a job.

Career Opportunities - Graduates may find entry-level employment in a hospital, emergency/urgent care facility, clinic, nursing home, home health agency, doctor's office (front office included), chiropractor's office, podiatrist's office, laboratory facility, public health departments, or in other offices in a medical environment.

School Equipment – Students train on computer equipment utilizing software to create documents and maintain databases. Students are also introduced to medical office management software that is often utilized in the field. Laboratories are well equipped and provide opportunities for practical skills applications.


Length of Program - Students who attend on a full-time basis can usually complete the program in 36 weeks.

COURSE NUMBER	COURSE TITLE	QUARTER CREDITS	TOTAL CLOCK HOURS	THEORY CLOCK HOURS	LAB CLOCK HOURS	EXTERN HOURS
ANP105	Anatomy and Physiology I	4	40	40	0	0
ANP106	Anatomy and Physiology II	4	40	40	0	0
CIS101	Word Processing	3	40	20	20	0
CSV103	Customer Service	4	40	40	0	0
EHR103	Electronic Health Records I	3	40	20	20	0
EHR104	Electronic Health Records II	3	40	20	20	0
EKG101	EKG I	3	40	20	20	0
EKG102	EKG II	3	40	20	20	0
JOB103	Career Readiness	3	40	20	20	0
JOB138	Medical Assistant Externship	5.5	178	0	0	178
MAC103	Communication	4	40	40	0	0
MAP103	Pharmacology	3	40	20	20	0
MBG101	Medical Billing I	3	40	20	20	0
MCS106	Clinical Skills I	2.5	40	10	30	0
MCS107	Clinical Skills II	2.5	40	10	30	0
MED104	Medical Terminology	4	40	40	0	0
MED106	Diseases of the Human Body	3	40	20	20	0
MLE103	Medical Law & Ethics	4	40	40	0	0
MPM103	Medical Practice Management	2	40	0	40	0
PHB101	Phlebotomy and Lab Procedures I	3	40	20	20	0
PHB102	Phlebotomy and Lab Procedures II	3	40	20	20	0
TOTALS		69.5*	978	480	320	178

*COE approvals reflect a rounding down to the nearest whole number

- Medical Billing & Coding Specialist

The **Medical Billing and Coding Specialist** program is offered via both a traditional (Austin, San Antonio (South Campus Location), San Antonio (North Campus Location), Corpus Christi, Harlingen, Brownsville, Pharr) and a Distance Education

delivery method (all campuses)  . Students who wish to enroll in the online program must meet all SCI admissions and entry requirements as well as the technology requirements specified in the Admissions section of this catalog. Students who take online

classes are scheduled for these classes in an appropriate sequence each term, and complete their coursework asynchronously with all students interacting with their classmates and instructor on line for each class.

Objectives – The objective of the Medical Billing and Coding Specialist program is to train students for entry-level employment in skills such as data collection, documentation, diagnostic and procedural coding, insurance claim completion and submission, updating insurance rules and regulations, and following-up on claims. Students also receive instruction in the techniques of finding and retaining a job.

Career Opportunities - Graduates may find entry-level employment in a doctor’s office, chiropractor’s office, podiatrist’s office, hospital, emergency/urgent care facility, clinic, nursing home, pharmacy, public health department facility or other offices in a medical environment. They may also find employment in attorney’s offices, at insurance companies or other businesses that require knowledge of billing and coding.


School Equipment – Students train on computer equipment utilizing software to create documents and maintain databases. Students are also introduced to medical office management software that is often utilized in the field. The most up to date billing and coding instructional materials are utilized.

Length of Program - Students who attend on a full-time basis can usually complete the program in 36 weeks.

COURSE NUMBER	COURSE TITLE	QUARTER CREDITS	TOTAL CLOCK HOURS	THEORY CLOCK HOURS	LAB CLOCK HOURS	EXTERN HOURS
ANP105	Anatomy and Physiology I	4	40	40	0	0
ANP106	Anatomy and Physiology II	4	40	40	0	0
CIS101	Word Processing	3	40	20	20	0
CSV103	Customer Service	4	40	40	0	0
EHR103	Electronic Health Records I	3	40	20	20	0
EHR104	Electronic Health Records II	3	40	20	20	0
JOB103	Career Readiness	3	40	20	20	0
JOB139	Medical Billing & Coding Specialist Externship	5.5	166	0	20	146
MAC103	Communication	4	40	40	0	0
MBG101	Medical Billing I	3	40	20	20	0
MBG102	Medical Billing II	3	40	20	20	0
MCD106	Medical Coding I	3.5	40	30	10	0
MCD107	Medical Coding II	3	40	20	20	0
MCD108	Medical Coding III	3	40	20	20	0
MCD109	Medical Coding IV	2	40	0	40	0
MED104	Medical Terminology	4	40	40	0	0
MED106	Diseases of the Human Body	3	40	20	20	0
MLE103	Medical Law & Ethics	4	40	40	0	0
MPM103	Medical Practice Management	2	40	0	40	0
OFF101	Office Procedures I	4	40	40	0	0
TOTALS		68	926	490	290	146

Medical Insurance Billing & Coding Specialist

The **Medical Insurance Billing and Coding Specialist** program is offered via a Distance Education delivery method at the Austin

Campus . Students who wish to enroll in the online program must meet all SCI admissions and entry requirements as well as the technology requirements specified in the Admissions section of this catalog. Students who take online classes are scheduled for these classes in an appropriate sequence each term, and complete their coursework asynchronously with all students interacting with their classmates and instructor on line for each class.

Objectives – The objective of the Medical Insurance Billing and Coding program is to train students for entry-level employment in skills such as data collection, documentation, diagnostic and procedural coding, insurance claim completion and submission, updating insurance rules and regulations, and following-up on claims. Students also receive instruction in the techniques of finding and retaining a job.

Career Opportunities - Graduates may find entry-level employment in a doctor’s office, chiropractor’s office, podiatrist’s office, hospital, emergency/urgent care facility, clinic, nursing home, pharmacy, public health department facility or other offices in a medical environment. They may also find employment in attorney’s offices, at insurance companies or other businesses that require knowledge of billing and coding.

School Equipment – Students train on computer equipment utilizing software to create documents and maintain databases. Students are also introduced to medical office management software that is often utilized in the field. The most up to date billing and coding instructional materials are utilized.


Length of Program - Students who attend on a full-time basis can usually complete the program in 36 weeks.

COURSE NUMBER	COURSE TITLE	QUARTER CREDITS	TOTAL CLOCK HOURS	THEORY CLOCK HOURS	LAB CLOCK HOURS	EXTERN HOURS
ANP105	Anatomy and Physiology I	4	40	40	0	0
ANP106	Anatomy and Physiology II	4	40	40	0	0
CIS101	Word Processing	3	40	20	20	0
CSV103	Customer Service	4	40	40	0	0
EHR103	Electronic Health Records I	3	40	20	20	0
EHR104	Electronic Health Records II	3	40	20	20	0
JOB103	Career Readiness	3	40	20	20	0
MAC103	Communication	4	40	40	0	0
MBG101	Medical Billing I	3	40	20	20	0
MBG102	Medical Billing II	3	40	20	20	0
MCD106	Medical Coding I	3.5	40	30	10	0
MCD107	Medical Coding II	3	40	20	20	0
MCD108	Medical Coding III	3	40	20	20	0
MCD109	Medical Coding IV	2	40	0	40	0
MED104	Medical Terminology	4	40	40	0	0
MED106	Diseases of the Human Body	3	40	20	20	0
MLE103	Medical Law & Ethics	4	40	40	0	0
MPM103	Medical Practice Management	2	40	0	40	0

OFF101	Office Procedures I	4	40	40	0	0
TOTALS		62.5	760	490	270	0

Medical Office Specialist

The **Medical Office Specialist** program is offered via both a traditional and a Distance Education delivery method at Harlingen,

San Antonio (South Campus Location), Brownsville, and Pharr campuses . Students who wish to enroll in the online program must meet all SCI admissions and entry requirements as well as the technology requirements specified in the Admissions section of this catalog. Students who take online classes are scheduled for these classes in an appropriate sequence each term, and complete their coursework asynchronously with all students interacting with their classmates and instructor on line for each class.

Objectives – The objective of the Medical Office Specialist program is to train students to acquire satisfactory skills and demonstrate competence in a variety of medical office administration procedures to qualify for entry- level employment in a medical practice. The medical office administration skills include introductory bookkeeping, introductory billing and collections, records management, patient data collection, keyboarding, word processing, appointment scheduling, written correspondence, and telephone techniques. Students also receive instruction in the techniques of finding and retaining a job.

Career Opportunities - Graduates may find entry-level employment as medical office specialists, administrative assistants, word processors, office assistants, clerical office assistants, or customer service representatives in a medical, other business office or public health department setting.


School Equipment – Students train on computer equipment utilizing software to create documents and maintain databases. Students are also introduced to medical office management software that is often utilized in the field.

Length of Program - Students who attend on a full-time basis can usually complete the program in 30 weeks.

COURSE NUMBER	COURSE TITLE	QUARTER CREDITS	TOTAL CLOCK HOURS	THEORY CLOCK HOURS	LAB CLOCK HOURS	EXTERN HOURS
ANP105	Anatomy and Physiology I	4	40	40	0	0
ANP106	Anatomy and Physiology II	4	40	40	0	0
CIS101	Word Processing	3	40	20	20	0
CIS102	Spreadsheets	3	40	20	20	0
CIS103	Application Presentation and Sharing	2.5	40	10	30	0
CSV103	Customer Service	4	40	40	0	0
EHR103	Electronic Health Records I	3	40	20	20	0
EHR104	Electronic Health Records II	3	40	20	20	0
JOB103	Career Readiness	3	40	20	20	0
JOB140	Medical Office Specialist Externship	4	140	0	10	130
KEY101	Keyboarding I	2.5	40	10	30	0
OFF101	Office Procedures I	4	40	40	0	0
MAC103	Communication	4	40	40	0	0
MBG101	Medical Billing I	3	40	20	20	0
MED104	Medical Terminology	4	40	40	0	0

MLE103	Medical Law & Ethics	4	40	40	0	0
MPM103	Medical Practice Management	2	40	0	40	0
TOTALS		57	780	420	230	130

Medical Office Administration

The **Medical Office Administration** program is offered via Distance Education delivery method at the Austin Campus . Students who wish to enroll in the online program must meet all SCI admissions and entry requirements as well as the technology requirements specified in the Admissions section of this catalog. Students who take online classes are scheduled for these classes in an appropriate sequence each term, and complete their coursework asynchronously with all students interacting with their classmates and instructor on line for each class.

Objectives – The objective of the Medical Office Administration program is to train students to acquire satisfactory skills and demonstrate competence in a variety of medical office administration procedures to qualify for entry-level employment in a medical practice. The medical office administration skills include introductory bookkeeping, introductory billing and collections, records management, patient data collection, keyboarding, word processing, appointment scheduling, written correspondence, and telephone techniques. Students also receive instruction in the techniques of finding and retaining a job.

Career Opportunities - Graduates may find entry-level employment as medical office administrators, administrative assistants, word processors, office assistants, clerical office assistants, or customer service representatives in a medical, other business office or public health department setting.

School Equipment – Students train on computer equipment utilizing software to create documents and maintain databases. Students are also introduced to medical office management software that is often utilized in the field.

Length of Program - Students who attend on a full-time basis can usually complete the program in 30 weeks.

COURSE NUMBER	COURSE TITLE	QUARTER CREDITS	TOTAL CLOCK HOURS	THEORY CLOCK HOURS	LAB CLOCK HOURS	EXTERN HOURS
ANP105	Anatomy and Physiology I	4	40	40	0	0
ANP106	Anatomy and Physiology II	4	40	40	0	0
CIS101	Word Processing	3	40	20	20	0
CIS102	Spreadsheets	3	40	20	20	0
CIS103	Application Presentation and Sharing	2.5	40	10	30	0
CSV103	Customer Service	4	40	40	0	0
EHR103	Electronic Health Records I	3	40	20	20	0
EHR104	Electronic Health Records II	3	40	20	20	0
JOB103	Career Readiness	3	40	20	20	0
KEY101	Keyboarding I	2.5	40	10	30	0
OFF101	Office Procedures I	4	40	40	0	0
MAC103	Communication	4	40	40	0	0
MBG101	Medical Billing I	3	40	20	20	0

MED104	Medical Terminology	4	40	40	0	0
MLE103	Medical Law & Ethics	4	40	40	0	0
MPM103	Medical Practice Management	2	40	0	40	0
TOTALS		53	640	420	220	0

Pharmacy Technician

The Pharmacy Technician program is offered via both a traditional and a Distance Education delivery method at Austin, Brownsville, Corpus Christi, Pharr, San Antonio (South Campus Location), and San Antonio (North Campus Location) campuses



. Students who wish to enroll in the hybrid program must meet all SCI admissions and entry requirements as well as the technology requirements specified in the Admissions section of this catalog. Students who take online classes are scheduled for these classes in an appropriate sequence each term and complete their coursework asynchronously with all students interacting with their classmates and instructor on line for each class.

Objectives – The objective of the Pharmacy Technician program is to prepare students for eligibility to register with the Texas State Board of Pharmacy by providing training in skills and competencies needed for success in a pharmacy setting. Students have the opportunity to learn skills in basic pharmacology, pharmacy operations and procedures, as well as in areas of business communications and computer software by combining classroom instruction with ample hands-on experience. Students also receive instruction in the techniques of finding and retaining a job.

Career Opportunities - Graduates may find entry-level employment in hospitals, clinics, retail pharmacies, wholesale pharmacies, and pharmaceutical companies as either a Pharmacy Aide or a Pharmacy Technician. In order to be eligible for externship in a retail or hospital pharmacy, students must register with the Texas State Board of Pharmacy as a Pharmacy Technician Trainee. Registration as a trainee requires completion of an application, and completion of a fingerprint session. Results of the fingerprint analysis may take up to four to six months and pharmacy technician students must begin the trainee registration process during the first term of enrollment.

School Equipment – Students train on computer applications software to create documents and maintain databases. Students are also introduced to pharmacy management software that is often utilized in the field. The classroom simulates a retail setting by providing equipment and supplies found in a pharmacy.

Length of Program - Students who attend on a full-time basis can usually complete the program in 33 weeks.

COURSE NUMBER	COURSE TITLE	QUARTER CREDITS	TOTAL CLOCK HOURS	THEORY CLOCK HOURS	LAB CLOCK HOURS	EXTERN HOURS
ANP105	Anatomy and Physiology I	4	40	40	0	0
ANP106	Anatomy and Physiology II	4	40	40	0	0
CIS101	Word Processing	3	40	20	20	0
CSV103	Customer Service	4	40	40	0	0
JOB103	Career Readiness	3	40	20	20	0
JOB137	Pharmacy Technician Externship	5.5	168	0	0	168
MAC103	Communication	4	40	40	0	0
MED104	Medical Terminology	4	40	40	0	0
MED106	Diseases of the Human Body	3	40	20	20	0

MLE103	Medical Law & Ethics	4	40	40	0	0
PHM101	Introduction to Pharmacy Management	3.5	40	30	10	0
PHR101	Introduction to Pharmacy	4	40	40	0	0
PHR102	Pharmacy Technician I	3.5	40	30	10	0
PHR103	Pharmacy Technician II	3	40	20	20	0
PHR104	Pharmacy Technician III	3	40	20	20	0
PHR105	Pharmacy Computer Applications	2.5	40	10	30	0
PHR106	Math for Pharmacy Technicians	4	40	40	0	0
PHR107	Pharmacy Certification Prep	3	40	20	20	0
TOTALS		65	848	510	170	168

2) Course Description Previous Versions

ANP105 Anatomy & Physiology I

Hours: Theory 40 / Laboratory 0 / Total 40 / Quarter Credits 4.0 / Outside Hours 10 Prerequisites: None

This course introduces the student to anatomy and physiology, the structure and function of the human body. The students will learn the structure and function of the following systems: integumentary, skeletal, muscular, cardiovascular, blood, lymphatic and immune systems. Common diseases and disorders associated with these systems will be introduced and discussed.

ANP106 Anatomy and Physiology II

Hours: Theory 40 / Laboratory 0 / Total 40 / Quarter Credits 4.0 / Outside Hours 10 Prerequisites: None

This course introduces the student the structure and function of the respiratory, nervous, urinary, reproductive, digestive, endocrine systems and the special senses. Common diseases and disorders associated with these systems will be introduced and discussed.

EHR103- Electronic Health Records I

Hours: Theory 20 / Laboratory 20 / Total 40 / Quarter Credits 3.0 / Outside Hours 10 Prerequisites: none

This course is an introduction to electronic health records. The students will discuss various types of software available for EHR and practice management. The student will learn how to access patient data from an external source, back up data, transmit data, and store patient information in the database. Insurance billing will be presented including obtaining diagnoses and procedures from the patient record and entering coding and billing information into the electronic health record. The student will have the opportunity to become competent in generating encounter forms, insurance verification reports, and locating the correct codes in the ICD, CPT, and HCPCS manuals.

EHR104- Electronic Health Record II

Hours: Theory 20 / Laboratory 20 / Total 40 / Quarter Credits 3.0 / Outside Hours 10 Prerequisites: EHR103

Electronic charting is reviewed to include monitor documentation for accuracy, locate requested information in a patient's chart, and perform file maintenance. Regulatory compliance is introduced. The Reporting component of electronic healthcare records is presented. Competencies will have the opportunity to be achieved in software applications, operation of integrated devices, the ability to maintain electronic health records in various healthcare settings, knowledge of regulatory compliance and medical ethics, and to identify any security breach. The student will take a practice certification exam to prepare for the National Health Careers Association Certified Electronic Health Record Specialist (CEHRS) examination.

EKG 101- EKG I

Hours: Theory 20 / Laboratory 20 / Total 40 / Quarter Credits 3.0 / Outside Hours 10 / Corequisites: EKG102

This course prepares the student to sit for the National Healthcareers Association Certified EKG Technician (CET) examination. A review of anatomy and physiology of the heart, circulatory and conduction systems will be presented. The course will introduce the student to preparing the patient for a routine EKG, modified EKG's including Holter Monitors, and stress EKG's and telemetry monitoring. Proper placement of electrodes and patient safety will be emphasized. Components of the EKG tracing will be identified including the P wave, QRS complex and T wave. The course includes a lab component, which incorporates the introduction of the EKG machine, correct placement of electrodes and completing a successful 12 Lead EKG.

EKG 102- EKG II

Hours: Theory 20 / Laboratory 20 / Total 40 / Quarter Credits 3.0 / Outside Hours 10 / Corequisites: EKG101

This course is a continuation of EKG 101. The origination and aspects of dysrhythmias as presented on the EKG tracing will be discussed. Recognition and identification of sinus, atrial, ventricular or junctional dysrhythmias will be emphasized. Dysrhythmias associated with hypertrophy, trauma, electrolyte imbalance and congenital heart malformations are presented.

Medical law and Ethics as it applies to electrocardiogram technicians will be introduced. The lab activities introduces trouble shooting the EKG machine, accommodations for special populations requiring an EKG, and continued identification and recognition of critical and life threatening dysthymias. A practice certification examination will be given in preparation for taking the Certified EKG Technician (CET) examination.

MAP103 Pharmacology

Hours: Theory 20 / Laboratory 20 / Total 40 / Quarter Credits 3.0 /Outside Hours 10 Prerequisites: None

This course introduces general principles of pharmacology relating to the medical assisting profession. Emphasis is placed on recognizing the government agencies that regulate drugs in the U.S., researching drugs using a drug reference, explaining the clinical use of drugs, and patient education regarding medications. Course content includes relating the principles of pharmacokinetics to drug use, and describing factors that affect the action of a drug.

MBG101 Medical Billing I

Hours: Theory 20 / Laboratory 20 / Total 40 / Quarter Credits 3.0 /Outside Hours 10 Prerequisites: None

This course introduces the fundamental elements of medical insurance payment systems and reimbursements. Students will examine different types of healthcare insurance coverage, the medical billing cycle, and protected health information will be identified and discussed as applied to the Health Insurance Portability and Accountability Act. Types of data the Electronic Health Records specialist must gather in each patient encounter will be discussed. Students will explore the general guidelines and processes for claims preparation and transmission, including specific preparation and transmission of claims as required by private payers.

MBG102 Medical Billing II

Hours: Theory 20 / Laboratory 20 / Total 40 / Quarter Credits 3.0 /Outside Hours 10 Prerequisites: None

This course examines the terminology and functions of major commercial and governmental payers such as: managed care plans, the Blue Plans, Medicare, Medicaid, TRICARE, CHAMPVA, and Workers' Compensation.

MCD106 Medical Coding I

Hours: Theory 30 / Laboratory 10 / Total 40 / Quarter Credits 3.5 /Outside Hours 10 Prerequisites: None

This course will introduce procedural coding through the use of Current Procedural Terminology (CPT) and the Healthcare Common Procedural Coding System (HCPCS). The purpose of the CPT, modifier usage and Evaluation and Management coding will be explored.

MCD107 Medical Coding II

Hours: Theory 20 / Laboratory 20 / Total 40 / Quarter Credits 3 /Outside Hours 10/ Prerequisites: None

This course focuses on the usage of ICD-10 coding and the transition from ICD-9. Students will receive a basic overview of diagnostic coding, outpatient coding and reporting guidelines and the layout and usage of the diagnostic coding manual.

MCD108 Medical Coding III

Hours: Theory 20 / Laboratory 20 / Total 40 / Quarter Credits 3 /Outside Hours 10/Prerequisites: None

This course will provide an overview of the ICD-10 reporting guidelines as well as chapter-specific guidelines when accurately coding from the ICD-10.

MCD109 Medical Coding IV

Hours: Theory 0/ Laboratory 40/ Total 40/ Quarter Credits 2/Outside Hours 10/ Prerequisites: MCD106, MCD107, MCD108

This course focuses on the improved usage of CPT, HCPCS, ICD-9 and ICD-10-CM coding.

MCS106 Clinical Skill I

Hours: Theory 10 / Laboratory 30 / Total 40 / Quarter Credits 2.5 / Outside Hours 10 Prerequisites: None

This course provides an introduction to the clinical side of medical assisting. Preliminary steps that must be taken before working with patients are covered such as organizing the office, lab, and examination areas, safety precautions, infection controls, and adherence to OSHA guidelines. Additionally, the course is designed to furnish the student with both theory and practical applications of medical assisting basics including infection control and patient assessment.

MCS107 Clinical Skill II

Hours: Theory 10 / Laboratory 30 / Total 40 / Quarter Credits 2.5 / Outside Hours 10 Prerequisites: None

This course provides an introduction to the clinical side of medical assisting. It is designed to furnish the student with both theory and practical applications of medical assisting basics, including patient assessment, and describes what steps the medical assistant should follow to aid both the physician and the patient during various medical examinations.

MED104 – Medical Terminology



Hours: Theory 40 / Laboratory 0 / Total 40 / Quarter Credits 4.0 / Outside Hours 10 / Prerequisites: None

This course introduces the student to the medical terminology using a systems approach. The student will identify root word elements, prefixes, suffixes that form medical terms commonly used in healthcare. Correct pronunciation and spelling will be emphasized.

MED106 – Diseases of the Human Body



Hours: Theory 20 / Laboratory 20 / Total 40 / Quarter Credits 3 / Outside Hours 10 / Prerequisites: None

This course introduces the student to human diseases and conditions frequently encountered in the healthcare field. The diseases and conditions addressed are presented by body system to include signs and symptoms of the disease, pathophysiology, diagnosis, treatment options, prognosis, prevention and patient teaching. The ICD-9-CM and ICD-10-CM codes are also included for each disease process.

MLE103 Medical Law and Ethics



Hours: Theory 40 / Laboratory 0 / Total 40 / Quarter Credits 4.0 / Outside Hours 10 / Prerequisites: None

This course introduces the students to law and ethics as it applies to the medical professional. The students will be introduced to the rights and responsibilities of the healthcare consumer and the healthcare providers. Differences between law, ethics and moral values will be presented. Protected health information will be identified and discussed as applied to the Health Insurance Portability and Accountability Act.

MPM 103 Medical Practice Management



Hours: Theory 0 / Laboratory 40 / Total 40 / Quarter Credits 2 / Outside Hours 10 / Prerequisites: None

This course introduces SimChart as it functions in the medical office setting. Students will have the opportunity to learn how to create a new case, edit an existing case, and enter new information into the program. A focus on charge transactions and insurance claims in SimChart will be presented at the end of the course.

OFF101 Office Procedures I



Hours: Theory 40 / Laboratory 0 / Total 40 / Quarter Credits 4.0 / Outside Hours 10 / Prerequisites: None

Students will study office procedures using the functionality of business machines in resolving business problems. Students will incorporate 10-key calculators and other electronic applications in completion of course objectives.

PHB101 Phlebotomy and Lab Procedures I

Hours: Theory 20 / Laboratory 20 / Total 40 / Quarter Credits 3.0 / Outside Hours 10 / Corequisites: PHB102

This course prepares the student to sit for the National HealthCareers Association Certified Phlebotomy Technician Examination (CPT). The role of the medical assistant in the lab will be discussed. Equipment normally used in a lab will be introduced along with the proper usage and maintenance of the equipment, including working with a microscope. Microbiology and the classifications of organisms are discussed. The students will have the opportunity to develop competencies in patient preparation prior to the collection of the specimen including patient identification, site selection and pre-testing requirements. Patient safety will be discussed relative to laboratory procedures and special collection techniques. The lab component will encompass proper collection techniques and slide preparation for microscopic examination.

PHB102: Phlebotomy and Lab Procedures II

Hours: Theory 20 / Laboratory 20 / Total 40 / Quarter Credits 3.0 / Outside Hours 10 / Corequisites: PHB101

This course is a continuation of PHB101: Phlebotomy and Lab Procedures, and continues to prepare the student to take the National HealthCareers Association Phlebotomy Technician (CPT) examination. Proper processing of collected specimens is introduced, including quality control, avoiding collection errors, safe transportation of specimens, and chain of custody guidelines. Safety and Compliance guidelines including standard precautions, HIPAA regulations, exposure control plan, and the use of personal protective equipment will be discussed and students have the opportunity to achieve competencies in lab safety. The lab component will include urine collection, and venipuncture. More complex collection procedures such as peripheral blood smears, blood culture collections, and collecting specimens on special populations will be presented. The student will take a practice certification exam to prepare for the National HealthCareers Association Certified Phlebotomy Technician (CPT) examination.

PHM101 Introduction to Pharmacy Management

Hours: Theory 30 / Laboratory 10 / Total 40 / Quarter Credits 3.5 / Outside Hours 10 Prerequisites: None

This course provides the student the opportunity to learn various management issues found within the field of pharmacists. Various topics are covered from managing people to risk management to value added practices in the field.

PHR101 Introduction to Pharmacy Technician

Hours: Theory 40 / Laboratory 0 / Total 40 / Quarter Credits 4.0 / Outside Hours 10 / Prerequisites: None

This course provides an overview of the roles and duties of a pharmacy technician. Students will be introduced to pharmacy terminology and abbreviations, as well as compounding and IV admixtures preparation. Students will also learn to perform basic pharmacy calculations.

PHR102: Pharmacy Technician I

Hours: Theory 30 / Laboratory 10 / Total 40 / Quarter Credits 3.5 / Outside Hours 10 Prerequisites: None

Students will have the opportunity to learn to perform basic pharmacy calculations, pharmacy terminology and abbreviations, compounding drugs, and preparing IV mixtures. Guided instruction will be given in regards to filling prescriptions with emphasis on the drugs, abbreviations, actions, proper form and routes of delivery, and adverse effects of antibiotic, antiviral, antifungal, antihistamines, analgesics, and antidepressant drugs. Students will also have the opportunity to learn to dispense, bill for and inventory drugs.

PHR103: Pharmacy Technician II

Hours: Theory 20 / Laboratory 20 / Total 40 / Quarter Credits 3.0 / Outside Hours 10 Prerequisites: None

In this course, students will have the opportunity to learn how to fill prescriptions with an emphasis on specific drugs, abbreviations, actions, proper forms and routes of delivery, and the adverse effects of central nervous system, respiratory, gastrointestinal and urinary system drug.

PHR104 Pharmacy Technician III

Hours: Theory 20 / Laboratory 20 / Total 40 / Quarter Credits 3 /Outside Hours 10 Prerequisites: None

In this course, students will have the opportunity to learn to fill prescriptions with an emphasis on specific drugs, abbreviations, actions, proper forms and routes of delivery, and the adverse effects of cardiovascular system, muscle relaxant, hormone replacement therapy, topical medications, and chemotherapy drugs.

PHR105 Pharmacy Computer Applications

Hours: Theory 10 / Laboratory 30 / Total 40 / Quarter Credits 2.5 /Outside Hours 10 Prerequisites: None

In this course, students will have the opportunity to process prescriptions using pharmacy software.

PHR106 Math for Pharmacy Technicians

Hours: Theory 40 / Laboratory 0 / Total 40 / Quarter Credits 4.0/Outside Hours 10/Prerequisites: None

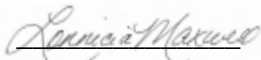
In this course, students will have the opportunity to learn basic pharmacy math skills through calculation and conversion concepts. Instruction will also be provided in reading and interpreting labels and physician's orders.

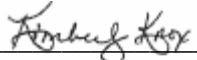
PHR107 Pharmacy Certification Preparation


Hours: Theory 20 / Laboratory 20 / Total 40 / Quarter Credits 3.0 /Outside Hours 10 Prerequisites: Successful completion of 52 credits in the PT program or Director of Education Approval


This course is a preparation for the Pharmacy Technician certification examination. It is comprehensive in nature and is a review of practical skills, calculations, and pharmacy theory. Activities and practice exams will be assigned to help students prepare for the certification exam.

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



Lonnicia Maxwell
Campus Director, Austin

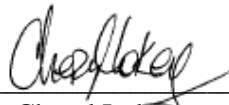

Kimberly Knox
Campus Director
Brownsville

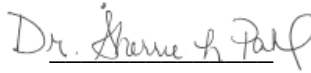

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Campus Director
Corpus Christi


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Campus Director
San Antonio North


Scott Hooks
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Harlingen


George Garza
Campus Director
Pharr


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