

# ***CAREER ACADEMY OF TEXAS INC***

## **2006 - 2007 CATALOG**

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**CAREER ACADEMY OF TEXAS INC**

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

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**Omolara Ogunleye RN**

**APPROVALS:**

Career Academy of Texas Inc. is approved and regulated by:

- Texas Department of Aging and Disability Services, Nurse Aide Training Program
- Texas Department of Aging and Disability Services, Long-Term Care Division, Medication Aide Permit Program
- Texas Workforce Commission, Career Schools and Colleges Department, Austin, Texas
- Texas Department Of Aging and Disability Services, Limited Medical Radiology Technology Program

**EDUCATIONAL PHILOSOPHY:**

The primary focus of Career Academy of Texas is to provide a challenging and conducive learning atmosphere for our students and to adequately prepare them to be competitive in the market place. In this regard, the goals of Career Academy of Texas include inter-alia:

- Equipping graduates with the knowledge, skills and attitude needed to be technically astute individuals, critical thinkers and solution providers.
- Equipping graduates with the knowledge, skills and experience needed for entry-level positions as nurse aides and medical assistants.
- Equipping graduates with the knowledge, skills and experience need to provide consistent quality patient care.
- Equipping graduates with the ability to cultivate life-long learning attitudes in their chosen career.

**SCHOOL HISTORY AND DESCRIPTION:**

Career Academy of Texas Inc. was founded in Grapevine, Texas in 2003 as a coeducation private school to address the increasing demand for skilled healthcare workers.

The School is conveniently located at 925 Minters Chapel Road, Grapevine, Texas 76501. This location is about seven miles northwest of the Dallas/Fort worth Airport. The School was specially designed for instructional purposes and provides an optimum learning environment for the students. Additional space is available for future expansion of the School. Student parking is available.

Omolara Ogunleye, a registered nurse (RN) is the Director of Nursing for the school. She has been in the nursing profession for about 18 years and has worked in various capacities in the nursing field including long-term care.

**OWNERSHIP:**

Career Academy of Texas is owned by Career Academy of Texas Inc. The officers of Career Academy of Texas Inc. are Dr. Nosa Evbuomwan and Anne Evbuomwan.

**ADMISSION REQUIREMENTS:**

Prospective students will not be denied admission on the basis of race, age or veteran status (except where such conditions constitute a bona fide occupation qualification necessary for proper and efficient administration). However, the school does require that all applicants go through a multi-step admissions process as outlined below.

1. An admission representative will interview and determine the abilities and needs of the applicant.
2. Applicants must be beyond the age of compulsory school attendance and must possess a high school diploma or have a GED equivalent (except for Nurse Aide students). Should an applicant not possess a high school diploma or its equivalent, he or she is required to take a

U.S. Department of Education approved test (Career Program Assessment-CPAt) to determine the student’s ability –to-benefit form the program.

3. All applicants eligible for enrollment must take a validated admissions test (Wonderlic Personnel Test) and a short-answer essay to determine their eligibility in their selected programs. If the prospective student does not satisfactorily complete the text on their first opportunity, substantially different test may be administered the same day. An applicant must wait five calendar days prior to retaking the same entrance test. (See Admission requirement Table)
4. Ability-to-Benefit applicants must achieve or exceed minimum scores in each sub-test area, (reading, language usage and math) of the CPAt test and meet the composite score for acceptance within a specific program, An applicant will be retested if the current score is not indicative of an examinee’s current knowledge and skills. (See Admission Requirement Table )

An examinee may be retested as soon as 24 hours after initial testing if the following criteria are met: (1) the examinee is affected by mitigating circumstances during previous testing and (2) an alternate form of CPAt is available for the retest. An examinee may be retested, after a minimum period of thirty days from the previous testing date, if the following criteria are met: (1) convincing evidence must prove that a significant change has taken place in an examinee’s relevant knowledge and skills (e.g., due to either additional learning or to forgetting), and (2) an alternate form of CPAt is available for the retest.

5. The applicant must complete an enrollment agreement and submit it with the registration fee deposit. If an applicant is not accepted for any reason the full amount of the deposit will be refunded.
6. Applicants for the Nurse Aide Program must sign a statement that they do not have a criminal record and must be verified through the Nurses Aide Registry that they are not listed as unemployable.
7. Applicants for the Medication Aide Program must be Certified Nurse Aides or have two years experience working as a Nurse Aide in a hospital or nursing home.
8. Transcripts from former schools attended by using the form supplied by the admissions Department.

**Minimum CPAt & Wonderlic  
Admission Test Score Requirements**

Program	Wonderlic	CPAt			CPAT COMPOSITE SCORE
		Language Usage	Reading	Numerical Skills	
Medical Assistant	13	42	43	41	126
Nurse Aide	11	42	43	41	126
Mediation Aide	12	42	43	41	126
LMRT	13	42	43	41	130

**CREDIT FOR PREVIOUS EDUCATION:**

Credit for previous education and training may be granted for students enrolled in the program, based on a personal interview with the student; and an analysis of a transcript from previous school attendance indicating a grade of “C” or better in a subject with same the objectives; or through a successful challenge

of a particular subject. Maximum allowable credit for previous education is 50% of the total credit in the program. Credit will not be granted for academic courses over two years old.

To successfully challenge a subject, a student must: (1) demonstrate a reasonable likelihood of passing the challenge based on past work or academic experience, and (2) take a comprehensive subject examination by the second day of classes containing the challenged course and pass that examination with a grade of 70% or higher. Once the subject has been successfully challenged, the student will be given credit for the subject. Once credit has been granted, the program cost will be adjusted accordingly.

### **ACCEPTANCE BY THE SCHOOL**

Upon completion of the previously referenced items, the school reviews the application and informs the applicant of its decision in a timely manner. If the applicant is not accepted, all fees paid to the school are refunded.

### **Cancellation Policy:**

A full refund will be made to any student who cancels their enrollment contract within 72 hours (until midnight of the third day excluding Saturdays, Sundays, and legal holidays) after the enrollment contract is signed and a tour of the facilities and equipment is made by the prospective student.

### **Refund Policy:**

Refund computations will be based on scheduled clock hours of class attendance through the last date of attendance. Leaves of absence, suspensions, and school holidays will not be counted as part of the scheduled class attendance. The effective date of the termination for refund purposes will be the earliest of the following: (a) the last day of attendance, if the student is terminated by the school; (b) the date of receipt of written notice from the student; or (c) ten school days following the last date of attendance.

If tuition and fees are collected in advance of entrance, and if after expiration of the 72-hour cancellation privilege the student does not enter school, \$100 shall be retained by the school. If the student who enters a residence course of not more than 12 months in length terminates or withdraws after the expiration of the 72-hour cancellation privilege, the school may retain \$100 of the tuition and fees and the minimum refund of the remaining tuition and fees will be: (a) during the first week or one-tenth of the course, whichever is less, ninety percent of the remaining tuition and fees; (b) after the first week or one-tenth of the course, whichever is less, but within the first three weeks or one-fifth of the course, whichever is less, eighty percent of the remaining tuition and fees; (c) after the first three weeks or one-fifth of the course, whichever is less, but within the first quarter of the course, seventy-five percent of the remaining tuition and fees; (d) during the second quarter of the course, fifty percent of the remaining tuition and fees; (e) during the third quarter of the course, ten percent of the remaining tuition and fees; and (f) during the last quarter of the course, the student may be considered obligated for the full tuition and fees.

The student will not be required to purchase instructional supplies, books and tools until such time as these materials are required. Once these materials are purchased, no refund will be made.

The length of a course for purposes of calculating refunds owed is the shortest scheduled time period in which the course may be completed by continuous attendance of a full-time student.

A full refund of all tuition and fees is due and refundable in each of the following cases: (a) the school does not accept an enrollee; (b) if the course of instruction is discontinued by the school and this prevents the student from completing the course; or (c) if the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or representations by the owner or representatives of the school. Refunds will be totally consummated within 60 days after the effective date of termination.

### **DEFINITIONS**

#### **Academic Module:**

An academic module is defined as 4 weeks for the day classes and 5 weeks for the evening classes.

**Credit Hour:**

On quarter credit hour is equal to 10 clock hours of lecture, 20 clock hours of lab, or 30 clock hours of externship.

**Class Hour:**

A class hour is 50 minutes of instruction during a 60-minute period.

**TUITION AND FEES:**

**Fee Schedule** (non-refundable).

Change of Program after Start	\$100.00
Registration	\$100.00 (refundable)
Returned Check	\$ 25.00
Late Payment Fee	\$ 20.00
CAT Transcript (after 1 <sup>st</sup> )	\$ 10.00
Subject Challenge Fee	\$ 25.00
Re-entry/Reinstatement Fee	\$100.00

**Tuition**

Program	Qtr. Cr.Hr	Clock Hr.	Length Day/Wks	Length Eve/Wks	Registration Fee	Lab Fee**	Tuition	Total
Medical Assistant	42.5	560	26	32	\$100.00*	\$225	\$5300	\$5625
*** Nurse Aide	1.5	75	3	5	\$100.00	\$ 50	\$ 450	\$ 600
*** Medication Aide	10.5	140	6	9	\$100 .00	\$ 50	\$ 550	\$ 700
LMRT	44	810	27	27	\$100.00(\$25 Test Fee)	\$175	\$7500	\$7,775.00

- **Registration** fee of \$100.00 to be paid at time of enrollment.
- \*\*Medical lab Fees include equipment and medical lab supplies.
- \*\*\* Fees for the State Certification Examination are the responsibility of the student and must be paid before the school schedules the graduate for testing. The fee for the test is set by the State Board. As of August 2006 the fee for Nurse Aide Testing is \$76.00 in English and \$89.00 in Spanish, \$31.00 for Retest in either language; while the fee for Medication Aide testing was \$25.00 and \$0.00 for Retest. The Medication Aide testing is administered in English only.

**CLASS SCHEDULES:**

Day classes are scheduled Monday through Thursday. Regular evening classes are scheduled Monday through Thursday as indicated below with the exception of Nurse Aide and Medication Aide. Externships are scheduled at the end of the Program at 40 hours per week for two weeks.

**Medical Assistant**

**Morning Classes**

Period 1	9:00 a.m. – 9:50 a.m.
Break	9:50 a.m. – 10:00 a.m.
Period 2	10:00 a.m. – 10:50 a.m.
Break	10:50 a.m. – 11:00 a.m.
Period 3	11:00 a.m. – 12:00 p.m.

**Mid-Day Classes**

Period 1	11:00 a.m -11:50 a.m.
Break	11:50 a.m -12:00 p.m.
Period 2	12:00 p.m. -12:50 p.m.
Break	12:50 a.m. - 1:00 p.m.
Period 3	1:00 p.m. - 2:00 p.m.

**Afternoon Classes**

Period 1	2:00 p.m. - 2:50 p.m.
Break	2:50 p.m. - 3:00 p.m.
Period 2	3:00 p.m. - 3:50 p.m.
Break	3:50 p.m. - 4:00 p.m.
Period 3	4:00 p.m. - 4:50 p.m.

**Evening Classes**

Period 1	06:00 p.m. - 6:50 p.m.
Break	06:50 p.m. - 7:00 p.m.
Period 2	07:00 p.m. - 7:50 p.m.
Break	07:50 p.m. - 8:00 p.m.
Period 3	08:00 p.m. - 8:50 p.m.

Enrollment into the Medical Assistant program begins every 4 weeks.  
 Enrollment into the Nurse Aide Program begins every 2 weeks.  
 Enrollment into the Medication Aide Day Program begins every 4 weeks.  
 Enrollment into the Medication Aide Evening Program begins every 4 weeks.  
 Day classes are scheduled Monday through Friday.  
 Enrollment into the Limited Medical Radiology Technology begins every 12 weeks.

**Nurse Aide**

**Morning Classes**

Period 1	9:00 a.m. - 9:50 a.m.
Break	9:50 a.m. - 10:00 a.m.
Period 2	10:00 a.m. - 10:50 a.m.
Break	10:50 a.m. - 11:00 a.m.
Period 3	11:00 a.m. - 11:50 a.m.

**Afternoon Classes**

Period 1	12:00 p.m. -12:50 p.m.
Break	12:50 p.m. - 1:00 p.m.
Period 2	1:00 p.m. - 1:50 p.m.
Break	1:50 p.m. - 2:00 p.m.
Period 3	2:00 p.m. - 2:50 p.m.

Nurse Aide attends day classes 3 hours a day for 4 weeks. Then 24 hours of hands on training at Hurst Plaza Nursing and Rehab in Hurst.

Evening classes are scheduled Monday through Thursday.

**Evening Classes**

Period 1	6:00 p.m.- 06:50 p.m.
Break	6:50 p.m.-07:00 p.m.
Period 2	7:00 p.m.-07:50 p.m.
Break	7:50 p.m.-08:00 p.m.
Period 3	8:00 p.m.-08:50 p.m.

**Hands on Training**

Period 1	7:00 a.m - 11:00 a.m
Break	11:00 a.m. - 1130 a.m
Period 2	12:00 p.m. - 3:30 p.m.

**Medication Aide**

Period 1	9:00 a.m. - 9:50 a.m.
Break	9:50 a.m. - 10:00 a.m.
Period 2	10:00 a.m. - 10:50 a.m.
Break	10:50 a.m. - 11:00 a.m.
Period 3	11:00 a.m. - 11:50 a.m.

Period 1	12:00 p.m. -12:50 p.m.
Break	12:50 p.m. - 1:00 p.m.
Period 2	1:00 p.m - 1:50 p.m.
Break	1:50 p.m. - 2:00 p.m.
Period 3	2:00 p.m. - 2:50 p.m.

Medication Aide attends day classes 3 hours a day for 6 weeks. Classes are Monday thru Thursday. Hands on training are for 2 weeks, 4 days a week for 8 hours each day. The clinical schedule is the same as the Nurse Aide clinical hours and at the same location.

**Evening Classes**

Period 1	6:00 p.m.- 6:50 p.m.
Break	6:50 p.m.- 7:00 p.m.
Period 2	7:00 p.m.- 7:50 p.m.
Break	7:50 p.m.- 8:00 p.m.
Period 3	8:00 p.m.- 8:50 p.m.

### Limited Medical Radiology Technology

Day classes are scheduled Monday through Thursday. Regular evening classes are scheduled Monday through Thursday as indicated below. Externships (17 credit hours/510 Clock hours) are scheduled as part of the course under the three courses (TRAD 141, TRAD 142, and TRAD 143) as follows:

- TRAD 141 Schedule (75 hours) 3 hours per day , 4 days per week, for 6 weeks
- TRAD 142 Schedule (180 hours) 4 hours per day , 4 days per week, for 12 weeks
- TRAD 143 Schedule (256 hours) 8 hours per day, 4 days per week , for 8weeks

#### Morning Classes

Period 1	9:00 a.m. – 9:50 a.m.
Break	9:50 a.m. – 10:00 a.m.
Period 2	10:00 a.m. – 10:50 a.m.
Break	10:50 a.m. – 11:00 a.m.
Period 3	11:00 a.m. – 11:50 a.m.

#### Mid-Day Classes

Period 1	12:00 p.m -12:50 p.m.
Break	12:50 p.m - 1:00 p.m.
Period 2	1:00 p.m. - 1:50 p.m.
Break	1:50 p.m. - 2:00 p.m.
Period 3	2:00 p.m. - 2:50 p.m.

#### Evening Classes

Period 1	6:00 p.m. - 6:50 p.m.
Break	6:50 p.m. - 7:00 p.m.
Period 2	7:00 p.m. - 7:50 p.m.
Break	7:50 p.m. - 8:00 p.m.
Period 3	8:00 p.m. - 8:50 p.m.

### HOURS OF OPERATION:

#### Office Hours

Monday – Thursday	9:00AM – 6:00PM
Friday	9:00AM – 2:00PM

#### Regular School Hours

Monday – Thursday	9:00AM – 9:00PM
Friday	9:00AM – 2:00PM
Breaks	10 minutes every hour

### SCHOOL HOLIDAYS

New Year's Day  
Good Friday  
Memorial Day  
Independence Day  
Labor Day  
Thanksgiving Day  
Christmas Eve  
Christmas  
New Year's Eve

### SCHOOL POLICIES:

**Attendance & Conduct:** Attendance is utilized in both grading and for graduation eligibility. Additionally, punctuality is recommended so that the classroom environment is not disrupted. Students must notify the school in advance of all intended absences. Make-up work will neither remove an absence or add to the hours completed in the programs. School holidays are not considered an absence. The school shall terminate the enrollment of a student who accumulates the lesser of the following amounts of absences: (1) more than 10 consecutive school days; or in excess of 20% of the total clock hours of the

program, whichever occurs first. Students enrolled in short courses of 200 hours or less will be terminated if their absences exceed 25% of the total clock hours in the program or 10 consecutive school days, whichever occurs first. Students whose enrollments are terminated for violation of the attendance policy may not re-enter before the start of the next grading period.

**Leave of Absence:** In the event of an emergency, Career Academy of Texas may grant a leave of absence for students. A leave of absence must be requested in writing and submitted to the Director prior to the beginning of the leave. A leave of absence must be approved by the Director and shall be for specific and acceptable purposes. For a program of 200 clock hours or less, a student may be on leave of absence for a total of 30 calendar days. For programs of more than 200 clock hours, a student may be on leave of absence for a total of 60 calendar days. A student shall be granted no more than two leaves of absence 12-month period and a leave of absence may not be extended.

**School Rules:** The Career Academy of Texas has attempted to establish an environment which is conducive to the learning process. The School expects students to conduct themselves in a manner which is compatible with our standards. The following behaviors are considered to be in conflict with the educational objectives of the School and may result in disciplinary action:

- A) Theft or damage to the school premises, property, or to the property of a member of the school.
- B) Undue profanity.
- C) Intentional obstruction of teaching, administration, disciplinary proceedings, public meeting, or other school activities.
- D) Failure to comply with directions of school officials acting in the performance of their duties.
- E) Use of alcoholic beverages and/or controlled substances on the school premises.
- F) Abuse or neglect of patients
- G) Failure to make tuition payments in a timely manner

**Disciplinary Action:** Actions taken against a student for violation of school policies may include, but is not limited to: (1) verbal warning, (2) written warning, (3) suspension, and/or (4) dismissal. Disciplinary actions are at the sole discretion of the Director. Violations of school policy which are deemed egregious by the Director may result in immediate dismissal even in the absence of previous disciplinary actions.

Students who are dismissed from the school will receive written notification as to the reason(s) for their dismissal. Students have the right to appeal by applying to the Director in writing within 24 hours of notification of dismissal. A review by the instructor and Director of the student's progress will be conducted. The decision to re-instate or to deny re-admission is at the sole discretion of the director. If the review is satisfactory, the student must make up all class hours or begin with a new class at the next available session. There will be no extra cost to the student.

**PERFORMANCE AND SATISFACTORY PROGRESS POLICY:**

Students enrolled in the program must maintain a 70% average (GPA 2.0) for subjects within the program

**Probation:** Students whose average for subjects within the program fall below 70% (GPA 2.0) are notified that they are being placed on probation, which will begin at the start of the next grading period. (Next Subject). The student is on probation for that grading period, and must have a cumulative average of 70% (GPA 2.0) or higher at the end of the probation period to remain in school. The school may allow a student whose enrollment was terminated for unsatisfactory progress to re-enroll after a minimum of one progress evaluation period. Such re-enrollment does not circumvent the approved refund policy.

**GRADING STANDARDS:**

Grades are issued at the completion of each subject within a program. The grading system in use is the five letter grade (A,B,C,D,F). The mark "I" represents an incomplete subject and is given at the discretion of the instructor. Failure to complete the work within the agreed time results in an "F". A student obligated for the full tuition may request a grade of "incomplete" if the student withdraws for an appropriate reason unrelated to the student's academic merit. A student receiving a grade of incomplete may reenroll during the 12-month period following the date the student withdraws and complete those incomplete subjects

without payment of additional tuition. The mark "TO" is assigned when subjects have been successfully challenged. "TR" is used when credit is granted through transfer. A "W" is given for subjects dropped between the first day of class and the mid-point of the class. A grade will be issued for any class dropped after the mid-point.

**Grading Scale:**

<u>Grade</u>	<u>GPA</u>	<u>Description</u>	<u>Scale %</u>
A	4.0	Excellent	90-100
B	3.0	Above Average	80-89
C	2.0	Satisfactory	70-79
D	1.0	Unsatisfactory	60-69
F	0.0	Failing	0-59

**Repeating A Course:** Students must repeat all required courses in which a grade of "F" or "W" is given. Permission for a student to repeat any course must be approved by the Director. Students must repeat a failed course at the first available opportunity or at a time designated by the Director. Course repeats will be on a space-available basis. The School will require that a course be repeated before a student continues to subsequent courses in any instance in which courses are prerequisites. When a student repeats a subject with an "F" and receives a passing grade credit is given for the subject.

**GRADUATION REQUIREMENTS**

To be eligible for a diploma students must (1) complete the number of credit hours for the program in which they are enrolled of which a minimum of 50% must have been completed at Career Academy of Texas (2) complete the program within 1.5 times the standard program length; (3) maintain an overall GPA of 2.0, and (4) meet their financial obligations to the school.

**Certificates and Diploma**

Students satisfactorily completing any short-term subjects are awarded a certificate of completion.

A diploma is award to students who meet all graduation requirements.

**WITHHOLDING RECORDS:**

Career Academy of Texas will withhold a student's transcript, Certificate or Diploma until the student has fulfilled his/her financial obligation to the School.

**JOB PLACEMENT ASSISTANCE:**

Job placement assistance is available for all student graduates.

**COMPLAINTS:**

All complaints should be discussed with the Director. Career Academy of Texas will make every effort to resolve complaints in a reasonable and timely manner. If the Director and student fail to reach a reasonable solution, the student may direct unresolved grievances to:

**Career Schools and Colleges Department,**  
Texas Workforce Commission,  
101 E 15<sup>th</sup> Street,  
Austin, Texas 78778-0001.

**COST COMPARISON:**

A comparison of the cost for a similar Program at other schools is available by contacting to:

**Career Schools and Colleges Department,**  
Texas Workforce Commission,  
101 E 15<sup>th</sup> Street,  
Austin, Texas 78778-0001.

## **PROGRAMS**

**MEDICAL ASSISTANT  
PROGRAM OUTLINE**

Quarter Credit Hours: 42.5

Length: 26 Weeks Day

**Objective:** The Medical Assistant Program is designed to provide the students with clinical and administrative skills, which will enable them to perform both front and back office procedures in medical offices. The administrative skills students will learn include: ethical medical codes; how to deal with a variety of patients; schedule appointments; complete insurance forms; as well as patient billing. Students will learn how to perform the following clinical skills: setup an examining room and assist with general examinations; take vital signs; perform and evaluate routine laboratory tests. Students will learn how to use these skills and procedures via classroom and clinical hands-on training. The medical assistant graduates will be qualified for entry-level employment in medical offices, various hospital departments, and health-care clinics.

<b>Subject Number</b>		<b>Lecture</b>	<b>Lab</b>	<b>Extern</b>	<b>Quarter Credits</b>
E-100	English	20			2.0
MA-100	Introduction to Medical Assisting	10	10		1.5
MA-101	Medical Terminology	20			2.0
MA-102	Medical Law & Ethics	20			2.0
MA-103	Psychology of Human Relations	20			2.0
MA-200	Anatomy & Physiology of Structural Systems	20			2.0
MA-201	Anatomy & Physiology of Organ Systems	20			2.0
MA-202	Infection Control	20			2.0
MA-203	Medical Administrative Procedures	10	10		1.5
MA-204	Medical Office Procedures	20	20		3.0
MA-300	Pharmacology	20			2.0
MA-301	Hematological Procedures	20	20		3.0
MA-400	Clinical Procedures	40			4.0
MA-401	Clinical Laboratory Procedures		40		2.0
W-100	Word Processing I	10	10		1.5
MA-500	Medical Procedures	40			4.0
MA-501	Medical Laboratory Procedures		40		2.0
EM-100	Employment Preparation	10	10		1.5
MA-600	Medical Externship			80	2.5
<b>Total Clock Hours 560</b>		<b>320</b>	<b>160</b>	<b>80</b>	<b>42.5</b>

**MEDICATION AIDE  
PROGRAM OUTLINE**

Quarter Credit Hours: 10.5

Length: 8 Weeks or 60 Days

**Objective:** The Medication Aid Program is designed to prepare Nurse Aides and students for administration of medicines under supervision and guidance stipulated by the Texas Department of Human Services, Long-Term Care Division, and Medication Aide Permit Program. The students will learn the following topics.

- Procedures for preparation and administration of medications
- Responsibility, control, accountability, and storage of medications
- Use of reference material
- Documentation of medications in residents' clinical records
- Lines of authority in the facility
- Responsibilities and liabilities associated with the administration and safeguarding of medication
- Allowable and prohibited practices of permit holders
- Drug reactions and side effects of medications commonly administered to facility residents
- Rules covering the medication aide training program.

Students will learn how to use these skills and procedures via classroom and clinical hands-on training. The medication aide graduates will be qualified for entry-level employment as direct care staff in Long-Term or Personal Care Facilities, Correctional Settings or State Schools.

<b>Subject Number</b>	<b>Lecture</b>	<b>Lab</b>	<b>Extern</b>	<b>Quarter Credits</b>	
MDA-100 Introduction to Medication Aide & Basic Concepts	32			3.0	
MDA 101 Demonstration Skills		20		1.0	
MDA-200 Basic Principles of Medical Administration	20			2.0	
MDA 201 Demonstration Skills		10		.5	
MDA-300 Drug Therapy of Common Disease Processes	32			3.0	
MDA-400 Age Related Patient Medication Administration	12			1.0	
MDA-500 Care Planning and Role of Medication Aide	4			0.0	
MDA-600 Clinical Observation (Externship)			10	0.0	
<b>Total Clock Hours</b>	<b>140</b>	<b>100</b>	<b>30</b>	<b>10</b>	<b>10.5</b>

**NURSE AIDE  
PROGRAM OUTLINE**

Quarter Credit Hours: 1.5

Length: 4 Weeks

**Objective:** The Nurse Aide program designed to provide the students with the skills and abilities essential to the provision of basic care to homebound patients and residents in hospitals and long term care facilities. Graduates of this program will be able to communicate and interact effectively with patients. They will assist patients in attaining and maintaining maximum functional independence, while observing patient rights. They will learn how to take vital signs, apply basic nutrition in meal planning and follow infection control measures. Additionally, they will be able to apply proper body mechanics in bed making, lifting, and turning patients. Students who successfully complete the program requirements will be awarded a diploma. Graduates must take the State Certification Examination and meet all the minimum and specific requirements as required by the Texas Department of Health, the Texas Department of Human Services and the Texas Nurse Aide Registry to receive a certificate as a Certified Nurse Aide. Graduates may find entry-level employment as a nurse aide with hospitals, and nursing homes.

<b>Subject Number</b>		<b>Lecture</b>	<b>Lab</b>	<b>Hours Extern</b>	<b>Quarter Credits</b>
NA-101	Introduction to Long Term Care	08	08	00	.5
NA-102	Personal Care Skills	09	08	00	.5
NA-103	Basic Nursing Skills	04	04	00	.0
NA-104	Restorative Services	02	02	00	.0
NA-105	Mental Health & Social Services	03	03	00	.0
NA-106	Clinical Practice	<u>00</u>	<u>00</u>	<u>24</u>	<u>.5</u>
	<b>Total Clock Hours 75</b>	<b>26</b>	<b>25</b>	<b>24</b>	<b>1.5</b>

## LIMITED MEDICAL RADIOLOGIC TECHNOLOGY

### PROGRAM OUTLINE

Quarter Credit Hours: 44  
 Length: 6 Months Day/Evening 24 Weeks

**Objective:** The Limited Medical Radiographic Technology program aims to equip students with the knowledge to pass the state board exam, which is required for a career as a Limited Medical Radiologic Technologist. With the design of the program, graduates are equipped with the skills to make competent decisions as an LMRT. Students will gain fundamental imaging skills to become entry-level limited practitioners capable of performing quality diagnostic radiography procedures while minimizing exposure of ionizing radiation to the patient, self, and others. The objectives of the program are achieved through classroom instruction, practical instruction, and clinical hands-on training, as well as professional development. Upon successful completion of required classroom and clinical externship hours, such persons will hold a certificate and a temporary license which will qualify them to obtain employment in a hospital, x-ray clinics, physician's office or any other clinical environment. In addition, the students will be able to do the following:

- Apply the knowledge of imaging principles and concepts to produce diagnostic radiographs.
- Apply basic knowledge acquired in the biological, physical, and behavioral sciences, to the practice of radiologic technology.
- Provide patient care, comfort and management skills during radiologic services.
- Provide patient/public education regarding preparation, expectations and post-procedural care, performed on patients.
- Utilize problem solving, critical thinking, decision-making, and communication skills in the performance of medical imaging procedures.
- Competently perform radiologic procedures on patients as an entry-level practitioner.
- Practice within the profession's legal and ethical boundaries to meet the health care needs of patients.
- Take responsibility for continuing the process of professional and personal growth.
- To train students to acquire competent skills, abilities and experience in

Graduates of the Limited Medical Radiologic Technology program will receive a certificate from Career Academy of Texas and a one-year temporary license issued by Texas Department of Health. Within the one year, the student has the responsibility to pass the LMRT state board exam to obtain the permanent license. The Professional Licensing and Certification Division of Texas Department of Health may be reached at (512) 834-6617.

### CLOCK HOURS

Subject Number	Lecture	Lab	Extern	Quarter Credits
<b>LEVEL I CREDITS</b>				
<b>Quarter I</b>				
TRAD 101 Introduction to Radiology	45			4.5
TBIOL 100 Medical Terminology	15			1.5
TRAD 111 Image Production I	30	30		4.5
TRAD 110 Radiographic Procedures	30	30		4.5
TBIOL 210 Human Anatomy and Physiology I	45			4.5
TRAD 141 Radiographic Practicum I			75	2.5

**Quarter II**

TPHIL 270 Current Moral Problems/Ethical Issues in Health Care	45		4.5	
TRAD 123 Radiation Protection/Radiobiology	30		3.0	
TRAD 142 Radiographic Practicum II		180	6.0	
TRAD 143 Radiographic Practicum III		255	8.5	
Total	<u>240</u>	<u>60</u>	<u>510</u>	<u>44</u>
<b>Total Clock Hours</b>				<b>810</b>
<b>Total Credit Hours</b>				<b>44</b>

## **SUBJECT DESCRIPTIONS**



	Prerequisite: None 20/0/0	Quarter Credit Hours: 2.0
<b>MA-202</b>	<b>Infection Control</b> Students will learn what makes up the chain of infection. They will identify the primary defense mechanisms used to prevent disease and infection. They will study the causes and transmission of infectious diseases and the strategies for infection control. Prerequisite: None 20/0/0	Quarter Credit Hours: 2.0
<b>MA-203</b>	<b>Medical Administrative Procedures</b> The students will learn how to perform the various tasks in a medical office. They learn how to schedule appointments, meet the patients, telephone procedures, fill out insurance forms, and other paper work. Prerequisite: None 10/10/0	Quarter Credit Hours: 1.5
<b>MA-204</b>	<b>Medical Office Procedures</b> The student will learn how to use the patient-billing functions of a patient accounting software package. They will work tutorials that are interspersed with hands-on practice activities. Students will apply their skills to the types of projects they would undertake in a medical office setting. Co-requisite: W-100 20/20/0	Quarter Credit Hours: 3.0
<b>MA-300</b>	<b>Pharmacology</b> Students will learn the value of drugs for therapeutic purposes, and the government regulations to be followed in prescribing, dispensing, and administering drugs. They will learn how identify possible reactions to particular drugs, and to recognize possible adverse reactions. Prerequisite: None 20/0/0	Quarter Credit Hours: 2.0
<b>MA-301</b>	<b>Hematological Procedures</b> Students will learn the elementary chemistry necessary to perform blood testing such as obtaining blood samples for hematocrits and differential counts from blood smears, staining procedures, and blood typing with extended lab time. Students will also learn how to use capillary sticks and perform venipuncture procedures. Prerequisite: None 20/20/0	Quarter Credit Hours: 3.0
<b>MA-400</b>	<b>Clinical Procedures</b> Students will learn how to manage the clinical environment. They will learn how to use therapeutic communication with patients, obtain a patient's medical history, and take their vital signs. Students will learn how to assist with general examinations. They will learn how to assist with minor office surgery cast application and how to respond to emergencies and provide first aid. Prerequisite: None 40/0/0	Quarter Credit Hours: 4.0
<b>MA-401</b>	<b>Clinical Laboratory Procedures</b> Students will use their skills to perform intramuscular, subcutaneous, and intradermal injections. They practice cast applications and first aid techniques. Corequisite: MA-400 0/40/0	Quarter Credit Hours: 2.0

- MA-500 Medical Procedures**  
Students will learn how to perform the various types of routine tests used to evaluate the special senses, nervous system, nutrition and urinary system. They will learn the care and treatment of diabetics, as well as pregnancies.  
Prerequisite: None  
40/0/0 Quarter Credit Hours: 4.0
- MA-501 Medical Laboratory Procedures**  
Students will learn how to perform and evaluate routine laboratory tests. These tests include sensorimotor tests, specimen collection, physical, chemical and microscopic examination of urine, throat cultures, diabetic testing and pregnancy tests.  
Corequisite: MA-500  
0/40/0 Quarter Credit Hours: 2.0
- MA-600 Medical Externship**  
Students will perform on-the-job-training in local medical facilities such as physician's offices, health care facilities and emergency clinics. The students will broaden their knowledge of the responsibilities of a medical assistant. The students will receive no remuneration while gaining valuable experience.  
Prerequisite: Completion of Program Requirements  
0/0/80 Quarter Credit Hours: 2.5

### **Medication Aide**

- MDA-100 Introduction to Medication Aide & Basic Concepts**  
The students will learn how to perform the basic roles and responsibilities of the medication aide in the allied health field. They will learn history and reasons of drug use, drug administration, legislation and therapy, pharmacodynamics, competency skills, and use of generic drugs.  
Prerequisites: None  
32/0/0 Quarter Credit Hours: 3.0
- MDA-101 Demonstration Skills**  
The students will participate in all the vital signs return demonstrations related to the topics covered in MDA 100 – Introduction to Medication Aide and Basic Concepts. This will also include learning how to perform accurate vital signs assessment.  
Prerequisite: None  
0/20/0 Quarter Credit Hours: 1.0
- MDA-200 Basic Principles of Medical Administration**  
The students will learn how to perform comprehensively the basic principles of medication administration. They will learn how to stock about medication supply and storage, read medication orders and know potential causes of medication errors and roles. They will learn how to perform the responsibilities of medication aides in drug therapy. They would also learn how to perform medication preparation, procedures and techniques for administering medications and how to keep medication records.  
Prerequisite: None  
20/0/0 Quarter Credit Hours: 2.0

- MDA-201      Demonstration Skills**  
The students will learn and participate in all the vital signs return demonstrations related to the topics covered in MDA 200 – Basic Principles of Medical Administration. They will learn how to take accurate vital signs assessment.  
Prerequisite: None  
0/10/0      Quarter Credit Hours: .5
- MDA-300      Drug Therapy of Common Disease Processes**  
Students will learn the value of drugs for therapeutic purposes, and the government regulations to be followed in prescribing, dispensing, and administering drugs. They will learn how drugs affect the various body systems (Cardiovascular, respiratory, gastrointestinal etc). They will learn how to identify possible reactions to particular drugs, and to recognize possible adverse reactions.  
Prerequisite: None  
32/0/0      Quarter Credit Hours: 3.0
- MDA-400      Age Related Patient Medication Administration**  
The students will learn how to perform special skills in the administration of medication to patients suffering from age related diseases and disorders as well as younger children. The students will also learn how to administer medication to immuno-compromised patients.  
Prerequisite: None  
12/0/0      Quarter Credit Hours: 1.0
- MDA-500      Care Planning and Role of Medication Aided**  
The students will learn the purpose of care planning, the significance of interdisciplinary care plans and the role of the medication aide in relation to patient care planning.  
Prerequisite: None  
4/0/0      Quarter Credit Hours: 0.0
- MDA-600      Clinical Observation (Externship)**  
Students will perform on-the-job-training in local medical facilities such as nursing homes, physician’s offices, health care facilities and emergency clinics. The students will broaden their knowledge of the responsibilities of a medication aide. The students will receive no remuneration while gaining valuable experience.  
Prerequisite: Completion of Program Requirements  
0/0/10      Quarter Credit Hours: 0.0

## **Nurse Aide**

- NA-101      Introduction to Long Term Care** – The students learn the role, responsibilities and the certification and regulations of a Nurse Aide as well as employment trends and job challenges. They will learn how to perform skills used in safety and emergencies procedures, infection control, isolation techniques, and in communicating with clients.  
Prerequisite:      None  
08/08/00      Quarter Credit Hours: .5
- NA-102      Personal Care Skills** – Students will learn how to maintain a safe, clean environment through the use of proper care of equipment and supplies. They will how to properly make a bed. Students will learn how to perform personal care skills for the patient’s total body needs as well as toileting and use of Catheters.  
Prerequisite:      None  
09/08/00      Quarter Credit Hours: .5

- NA-103**      **Basic Nursing Skills** – Students will learn how to take and record vital signs, and apply basic nutrition in meal planning, They will also learn how to observe and report summaries of hydration and elimination and learn how to prevent work related illnesses and injuries. Students will learn measures of how to assist clients to cope with death.  
Prerequisite:      None  
04/04/00      Quarter Credit Hours: .0
- NA-104**      **Restorative Services** – Students will learn how to assist with using prosthetic devices Safely and the proper body mechanics in lifting and moving, positioning and supporting Clients. They will also assist with exercising and ambulating.  
Prerequisite:      None  
02/02/00      Quarter Credit Hours: .0
- NA-105**      **Mental Health & Social Services** – Students will learn how to assist with clients’ basic human and emotional needs. They will learn how to encourage clients to participate in activities, cultural practices, and to discourage undesirable behavior. Students will learn how to identify the signs and stages of Alzheimer’s disease.  
Prerequisite:      None  
03/03/00      Quarter Credit Hours: .0
- NA-106**      **Clinical Practice** –Students will perform 24 hours of clinical practice under licensed supervision through hands-on in a long-term care facility.  
Prerequisite: Completion of all subjects in the program  
0/0/24      Quarter Credit Hours: .5
- W-100**      **Word Processing I**-Students will learn how to perform the basic operations of a personal computer. They will learn how to keyboard, edit, store and retrieve text. Emphasis will be placed on students producing properly formatted documents and letters used in business and medical offices.  
Prerequisite:      None  
10/10/0      Quarter Credit Hours: 1.5

### **Limited Medical Radiology Technology**

- TRAD-101**      **Introduction to Radiology** - Students will learn the principles and practices of radiology; historical and professional evolution, status of the health care delivery system, medicolegal and ethical considerations, medical communications, organization and operation of a radiology department, the imaging process and equipment, radiographic preparation and examinations, basic principles of radiation safety, and management techniques of the patient during radiologic procedures. Learning activities include demonstrations, video presentations and use of computerized programs in patient care management in the learning resources center.  
Prerequisites: None  
45/0/0      Quarter Credit Hours: 4.5
- TBIOL-100**      **Medical Terminology** - Students will learn the necessary medical terminology with respect to anatomy and its root origins. They will be introduced to word-building systems, abbreviations and symbols. An orientation to the understanding of radiographic orders and interpretation of diagnostic reports will be introduced.  
Prerequisite: None  
15/0/0      Quarter Credit Hours: 1.5



- TRAD-123**     **Radiation Protection/Radiobiology** - Students will learn radiation protection safety practices and radiobiology; with emphasis on units of measurement, radiation quantities and units, detection devices, cellular components, radiation effects, dose limits and calculations, protective measures, equipment and shielding design; federal and state regulations governing radiation protection. Learning activities include the use of interactive video and computerized programs available in the learning resources center.  
Prerequisite: TRAD 101, TRAD 111, TBIOL 100, TBIOL 210  
30/0/0     Quarter Credit Hours: 3.0
- TRAD-142**     **Radiographic Practicum II** - Students under supervised clinical performance, will learn the basic skills on preparation of the patient, room, and equipment for fluoroscopic, mobile, surgical, emergency/trauma and general radiographic procedures, including film evaluation. Students will also acquire desired clinical competencies. Learning activities include: demonstrations, film evaluation sessions, skills practice with a phantom in the radiographic laboratories, and skills performance in the actual clinical setting.  
Prerequisite: TRAD 141  
0/0/180     Quarter Credit Hours: 6.0
- TRAD-143**     **Radiographic Practicum III** - Students will learn how to employ more advanced application of clinical competencies with emphasis on precautions in patient care and performance of general radiographic procedures, emergency/trauma, mobile, surgical, fluoroscopic and contrast media procedures, and corresponding film evaluation. Learning activities include: demonstrations, film evaluation sessions, skills practice with a phantom in the radiographic laboratories, and skills performance in the actual clinical setting.  
Prerequisite: TRAD 142  
0/0/256     Quarter Credit Hours: 8.5

**APPENDIX #1**

**ACADEMIC CALENDAR Appendix 1  
Effective September 2006**

**Class Start Dates:**

**Medical Assistant**

**Day Classes  
4 Week Modules**

**Evening Classes  
5 Week Modules**

<u>Start Date</u>	<u>End Date</u>	<u>Start Date</u>	<u>End Date</u>
<b><u>2006/2007</u></b>		<b><u>2006/2007</u></b>	
09/05/2006	09/28/2006	09/05/2006	10/05/2006
10/02/2006	10/26/2006	10/09/2006	11/09/2007
10/30/2006	11/21/2006	11/13/2006	12/14/2006
11/27/2006	12/21/2006	01/08/2007	02/08/2007
01/08/2007	02/01/2007	02/12/2007	03/15/2007
02/05/2007	03/01/2007	03/19/2007	04/19/2007
03/05/2007	03/29/2007	04/23/2007	05/24/2007
04/02/2007	04/26/2007	05/29/2007	06/28/2007
04/30/2007	05/24/2007		
05/29/2007	06/21/2007		

**Nurse Aide**

**Day Classes  
4 Week Modules**

**Evening Classes  
4 Week Modules**

<u>Start Date</u>	<u>End Date</u>	<u>Start Date</u>	<u>End Date</u>
<b><u>2006/2007</u></b>		<b><u>2006/2007</u></b>	
09/05/2006	09/28/2006	09/18/2006	10/12/2006
10/02/2006	10/26/2006	10/16/2006	11/09/2006
11/06/2006	12/01/2006	11/20/2006	12/15/2006
11/27/2006	12/22/2006	01/08/2007	02/01/2007
01/08/2007	02/01/2007	02/05/2007	03/01/2007
02/05/2007	03/01/2007	03/05/2007	03/29/2007
03/05/2007	03/30/2007	04/09/2007	05/03/2007
04/02/2007	04/27/2007	05/14/2007	06/07/2007
04/30/2007	05/24/2007	06/11/2007	07/06/2007
06/04/2007	06/28/2007	07/09/2007	08/02/2007
07/02/2007	07/26/2007	08/06/2007	08/30/2007
07/30/2007	08/23/2007		

**ACADEMIC CALENDAR Appendix 1 (Continued)  
Effective Date September 2006**

**Medication Aide  
8 Week Modules**

**Day and Evening Classes**

<u>Start Date</u>	<u>End Date</u>	<u>Start Date</u>	<u>End Date</u>
<b><u>2006/2007</u></b>		<b><u>2006/2007</u></b>	
09/05/2006	10/26/2006	09/05/2006	10/26/2006
10/30/2006	12/22/2006	10/30/2006	12/22/2006
01/08/2007	03/01/2007	01/08/2007	03/01/2007
03/05/2007	04/26/2007	03/05/2007	04/26/2007
05/07/2007	06/28/2007	05/07/2007	06/28/2007
07/09/2007	08/30/2007	07/09/2007	08/30/2007

**Limited Medical Radiology Technology**

**Day Classes**

**Evening Classes  
5 Week Modules**

<u>Start Date</u>	<u>End Date</u>	<u>Start Date</u>	<u>End Date</u>
<b><u>2006/2007</u></b>		<b><u>2006/2007</u></b>	
09/05/2006	03/01/2007	09/05/2006	03/05/2007
03/05/2007	08/30/2007	03/05/2007	08/30/2007

**APPENDIX #2  
ADMINISTRATION AND STAFF**

**Administration/Staff**

Anne Evbuomwan	V.P./Administrator
Abimbola Ogunbameru	Director of Nursing
Manuel Martinez	Admissions Director

**Faculty**

Abimbola Ogunbameru	RN, School of Nursing New York, NY
Tameika Williams	BSN, RN, Southern University, Baton Rouge, Louisiana. MSN, Texas Women University, Denton, Texas
Kehinde Amosun	RN, Ahmadu Bello University, Lagos, Nigeria
Kuzhuvelil Varughese	AA Radiology, ARRT, ARDMS Tarrant County College, Hurst, Texas El Centro College, Dallas, Texas
Ramah Sanders	LVN(LPN) Dawson Technical Institute Carbondale, Illinois
Sanjo Ojo	LVN, Concorde Career Institute, Arlington, Texas
Beverly Mayberry	AART, Southern Nazarene University, Bethany, Oklahoma
Francis Olaitan	AART, Federal School of Radiology, Lagos Nigeria

**Representatives**

Dr. Nosa Evbuomwan  
Sade Arden  
Christiana Oroge