



COMMUNITY HEALTH and NURSING DEPARTMENT
COMMUNITY **H**EALTH **S**ERVICE **E**DUICATION
 Career Courses 2010-2011

Course Title	Prerequisites	Course Delivery	Sem Offered	Credit Hours	Billing Hours
CHSE 100 – Introduction to Health Professions	Reading Level 5 and Writing Level 4 and valid CPR certification through the end of class from (American Heart Association/Health Care Provider or American Red Cross/ Professional Rescuer) or (Passing grade in EMSB 102 or EMSB 103 within 2 years or concurrently)	1 Day/wk for 16 weeks; <u>or</u> 1 Evening/wk for 16 weeks; <u>or</u> Online/hybrid w/7 classroom meetings	<i>Fa/Sp/Su</i>	3.0	3.0
<p>This course is an overview of the health care industry, including medical ethics, trends in health care, and exploration of career options. It includes introduction to medical terminology, anatomy and physiology, vital signs measurement, math used for conversions, and universal precautions / bloodborne pathogen training.</p>					
CHSE 101 – Acute Care Nurse Assistant/Patient Care Technician (PCT) ① ②	Reading Level 4 and valid CPR certification through the end of class from (American Heart Association/Health Care Provider or American Red Cross/Professional Rescuer) or (Passing grade in EMSB 102 or EMSB 103 within 2 years or concurrently)	Days & Evenings for 16 wks; <u>or</u> Days for 8 wks.	<i>Fa/Sp/Su</i>	5.0	8.0
<p>This course will prepare an individual for employment as a nursing assistant/patient care technician (PCT) in an acute care hospital, clinic, or urgent care setting. Upon completion, this course will provide an individual with the knowledge and skills needed to provide safe basic patient care. Course content consists of lecture, laboratory, as well as clinical experience.</p>					
CHSE 108 – Long-Term Care Nurse Aide ① ②	Reading Level 3	Days for 4 wks; <u>or</u> Evenings for 10 wks	<i>Fa/Sp/Su</i>	5.0	8.0
<p>This course will provide the specific knowledge and skills required for a nurse aide to function in a long-term care nursing facility. This is a state certified course and will prepare students to become a Certified Nurse Assistant (CNA), upon passing the state examination. The course, consisting of lecture, laboratory and clinical experiences, will include the following topics: Communication & Interpersonal Skills, Respecting Resident Rights, Promoting Resident Independence, Basic Nursing Skills, Infection Control, Role of the Nurse Aide, and Basic Restorative Services.</p>					
CHSE 110 – Nurse Aide: Acute & Long-Term ① ②	Reading Level 4 and valid CPR certification through the end of class from (American Heart Association/Health Care Provider or American Red Cross/ Professional Rescuer) or (Passing grade in EMSB 102 or EMSB 103 within 2 years or concurrently)	Days for 6 wks; <u>or</u> Days & Evenings for 16 wks	<i>Fa/Sp/Su</i>	8.0	13.0 (Effective Sp' 11)
<p>This course is a combination of CHSE 101 and CHSE 108, and will prepare individuals to be nurse assistants in an acute care setting, long-term care facility, or home health care agency. Students will learn specific knowledge and skills required to deliver safe basic care, and to become a Certified Nurse Assistant (CNA), upon passing the state examination.</p>					

Course Title	Prerequisites	Course Delivery	Sem Offered	Credit Hours	Billing Hours
CHSE 114 – Introduction to Pathology	Minimum 2.5 in BIOL 145 or (BIOL 201 and BIOL 202) Ⓢ	Virtual College-online only	<i>Fa/Sp</i>	3.0	3.0
<p>In this course, students develop a new way of thinking about the disease process. Concepts of disease processes and their effect on the normal structure and function of the body are emphasized. The most common diseases of each body system and general principles of pathology are discussed.</p>					
CHSE 115 – Pharmacology-Allied Health	Minimum 2.5 in BIOL 145 or (BIOL 201 and BIOL 202) Ⓢ	Virtual College-online only	<i>Sp only</i>	2.0	2.0
<p>This course is designed to familiarize the student with common medications encountered in health care occupations. Emphasis is on drug categories and the responsibilities associated with medication administration.</p>					
CHSE 117 – Health Law and Ethics	Reading Level 5 and Writing Level 4 Recommended: Health Careers Student or Professional	1 Evening/wk; <u>or</u> 1 Morning/wk; <u>or</u> 1 Saturday morning/wk; <u>or</u> Virtual College-online	<i>Fa/Sp/Su</i>	2.0	2.0
<p>This course presents for discussion legal and ethical issues arising from the organization and delivery of health care services. Topics include contracts, torts, business law; medical recordkeeping and retention; physicians' public duties; licensure, certification and regulation of health professionals; consent for treatment; and exploration of issues arising from various bioethical topics.</p>					
CHSE 118 – Herbology in Health Careers	Reading Level 5 and Writing Level 4 Recommended: Health Careers Student or Professional	1 Afternoon/wk for 16 wks	<i>Fa Only</i>	3.0	3.0
<p>Principles of herbology are discussed along with an overview of Western and Eastern herbal traditions. Pronunciation of names for both Western herbs and herbs used in traditional Chinese medicine are emphasized. Concepts of health, disease and treatment from Western versus Eastern medical perspectives are discussed with emphasis on herbal interactions with drugs and the use of herbal alternatives to drug therapies.</p>					
CHSE 119 – Pharmacy Technician Externship	CHSE 235 w/2.5 min. within the last 4 semesters (See page 5 for CHSE 235)	8-wk course with four 4-hr lectures and 16 hrs/wk at the worksite for 8 wks (128 total hours)	<i>Fa/Sp/Su</i>	3.0	3.0
<p>This externship experience is designed for the student to put into practice, with supervision, the basic knowledge and skills learned in CHSE 235. The course includes four seminars and 128 hours of worksite practice in either a community or hospital pharmacy. Students are not paid for hours of practice but it is possible that the externship could result in the student being hired by their worksite facility.</p>					
CHSE 120 – Medical Terminology	Reading Level 5 and Writing Level 4	1 or 2 Days/wk <u>or</u> 1 Afternoon/wk, <u>or</u> 1 Evening/wk, <u>or</u> Virtual College-online	<i>Fa/Sp/Su</i>	4.0	4.0
<p>This medical terminology course will provide a basic knowledge of word building and use, pronunciation and spelling of medical terms. The use of medical terms in periodicals, textbooks and specific medical care areas will be stressed. Upon completion of the course, the student will have developed a working knowledge of medical terms and be able to place medical terms in context by applying terms to the function and structure of body systems. The course is used as a prerequisite for several health career programs and/or courses, including Health Unit Clerk Coordinator (CHSE 132), Medical Insurance Billing (CHSE 123), EKG Tech (CHSE 136) and Sterile Processing (CHSE 145 and 147). A 2.5 grade MUST be obtained to use this course as a prerequisite.</p>					

Course Title	Prerequisites	Course Delivery	Sem Offered	Credit Hours	Billing Hours
CHSE 123 – Medical Insurance Billing & Coding I ②	CHSE 120 w/3.0 min. <u>or</u> concurrently	1 Evening/wk (classroom) <u>or</u> 1 Saturday morning for 16 wks	<i>Fa/Sp</i>	3.0	3.0
<p>This, the first course in a six course sequence (CHSE 123, 124, 125, 130, 139), is designed to teach the student how to code physician and facility services using the ICD-9, CPT and HCPCS manuals. Students will be expected to participate in class discussion and work sessions. Methods of presentations will be lectures, discussions and work sessions. Upon successful completion (w/2.5 minimum) the student may progress to CHSE 124 and CHSE 125.</p>					
CHSE 124 – Medical Insurance Billing & Coding II ②	CHSE 123 w/3.0 min	1 Evening/wk for 16 wks	<i>Fa/Sp/Su</i>	3.0	3.0
<p>This is the second course in a six course sequence (CHSE 123,124,125,130,139) is designed to teach the student the many phases of medical insurance billing for physicians and facilities from receiving patient information through receipt of payment. Students will be expected to participate in class discussion and work sessions. Methods of presentation will be lectures, discussions and work sessions. Class will include: patient information, insurance card interpretation, billing and coding procedures using IDC-9, CPT and HCPCS for Medicare, Medicaid, Blue Cross/Blue Shield, and various commercial insurance payments. Legal and compliance issues along with professional responsibilities and their relationship to medical insurances are discussed.</p>					
CHSE 125 – Computers in the Medical Office ②	CHSE 124 w/2.5 min <u>or</u> concurrently Rec: Keyboarding experience	Offered concurrently with CHSE 124 for 4 wks	<i>Fa/Sp/Su</i>	1.0	1.0
<p>This third course in a six course sequence (CHSE 123,124,125, 130, 139) offers an easy-to-follow approach to teaching medical billing using current, relevant software. Students will learn how to record charges and payments, schedule appointments, record patient information, ICD-9 and CPT coding, produce claim forms and patient statements, submit claims electronically, and build office databases. This course is meant to be taken concurrently with CHSE 124.</p>					
CHSE 130 – Medical Insurance Billing/Coding Externship ②	Min. 2.5 in CHSE 123 and CHSE 124 and a passing grade in CHSE 125, and Reading Level 5 and Writing Level 4	8 wk course with four 4-hr lectures and 20 hrs/wk at the worksites	<i>Fa/Sp/Su</i>	4.0	4.0
<p>This last course in a six course sequence provides students with worksite experience and training that is either physician office or hospital-based. This experience will re-enforce the skills learned in the preceding courses and prepare students for an entry level position in the medical billing and coding field. Students are also required to attend lectures which will include discussion of professional work-place skills.</p>					
CHSE 132 – Health Unit Clerk-Coordinator ① ②	CHSE 120 w/2.5 min <u>or</u> concurrently	2 Evenings/wk for 12 wks	<i>Fa/Sp</i>	5.0	6.0
<p>This twelve-week course prepares individuals for entry-level positions as Health Unit Clerks. The role of the Health Unit Clerk is that of receptionist and general clerk at the nurse's station of a hospital or nursing home. Included are theory, practice, and hospital practice. There is no direct patient care. Duties include: Telephone answering; keeping account of staff, charts, and patient whereabouts; ordering supplies, diets, x-rays, lab work, and noting doctor's orders. Keyboarding skills are required. Students should be in good physical and emotional health in order to secure and maintain employment. There is a clinical component.</p>					

Course Title	Prerequisites	Course Delivery	Sem Offered	Credit Hours	Billing Hours
CHSE 136 – EKG Technician ②	Min 2.5 in CHSE 120 <u>or</u> concurrently and Reading Level 5 and Writing Level 4	1 Evening/wk for 16 wks	<i>Fa/Sp</i>	3.0	3.0
<p>This course teaches the theory and skills to perform process and explain electrocardiography and holter monitoring. Anatomy, physiology, pathology, and basic cardiac rhythm recognition is presented. Hands-on instruction and practice are included. Successful students may become certified through the American Certification Agency for Healthcare Professionals and/or the Cardiovascular Credentialing Institute. (A beneficial course for all healthcare students and professionals.)</p>					
CHSE 139 – Introduction to Electronic Health Records	Reading Level 5 and min. 2.5 in CHSE 120 or concurrently	For days and times please see course schedule book.	<i>Fa/Sp/Su</i>	2.0	2.0
<p>This course will provide a broad introduction to the use of electronic health records (EHRs) in today's rapidly changing health care environment. The student interested in, or already working in the health care field will learn the purpose of EHR, their function in the Hospital and Physicians office, as well as privacy and security issues involved with the use of EHRs. Course content consists of lecture and hands on experience in entering, locating and reviewing information in an EHR through the use of Practice Partner, an electronic health record and practice management program for ambulatory practices.</p>					
CHSE 139 – Herbology-Single Herbs Study	Minimum 2.5 in CHSE 118	For days and times please see course schedule book.	<i>Sp</i>	3.0	3.0
<p>This course will detail the use and efficacy of some 30 major herbs currently used in herbalism. Herbs studied will represent those used from the three traditions of Western herbalism, traditional Chinese medicine, and Ayurvedic medicine. The course is a lecture- and discussion-based format with some 'hands-on' time.</p>					
CHSE 139 – Holistic Stress Management	Reading Level 5	For days and times please see course schedule book.	<i>Fa/Sp</i>	2.0	2.0
<p>This course will explore holistic coping and relaxation techniques. These techniques can prevent/alleviate the physical symptoms of stress that accompany disease while promoting mind-body-spirit homeostasis. Students will learn and practice various stress management skills and explore their use with clients in a variety of health care settings.</p>					
CHSE 143 – Phlebotomy Technician ①	Reading Level 4	1 Afternoon <u>or</u> 1 Evening/wk for 16 wks	<i>Fa/Sp/Su</i>	2.0	3.0
<p>This course is designed to prepare a person to function as a laboratory phlebotomist technician. It will provide the knowledge and skills necessary to safely and skillfully obtain a blood specimen from a patient, perform venipuncture or microtechnique as taught in class. The course content will be subdivided into lecture and supervised on-campus laboratory sessions.</p>					
CHSE 144 – Phlebotomy Externship ① ③	Min 2.5 in CHSE 143 within the last 12 months	12 classroom hours over 3 days in one wk, and 18 hrs/wk in a hospital or outpatient drawing center for 7 wks (126 total hours)	<i>Fa/Sp/Su</i>	3.0	3.0
<p>This is an externship where students practice at least 18 hours/week in a hospital or out-patient drawing site. The course provides students with enough hours and phlebotomy draws to qualify to take the, American Society for Clinical Pathology, national certification exams. Students are not paid for hours of practice in the hospital or out-patient drawing site, but it is possible that the externship could result in the student being hired by their worksite facility.</p>					

Course Title	Prerequisites	Course Delivery	Sem Offered	Credit Hours	Billing Hours
CHSE 145 – Sterile Processing Tech I ① +	Min 2.5 in CHSE 120 <u>or</u> concurrently, and Reading Level 5 and Writing Level 4	Classroom 1 Morning/wk and worksite 1 Morning/wk for 16 wks	Fa/Sp	5.0	7.0
Prepares individuals for employment in Sterile Processing Departments of hospitals and outpatient surgical centers. Duties would include assuming responsibility for all processing of multiple use equipment, supplies, and instruments. The course includes principles and practices of decontamination, cleaning, sterilization, and dispensing of supplies. The student should be in good physical and emotional health in order to secure and maintain employment. There is a clinical component					
CHSE 147 – Sterile Processing Tech II ② +	Min. 2.5 in CHSE 120 and CHSE 145, and Reading Level 5 and Writing Level 4	Classroom 1 Day/wk and worksite hrs arranged for 8 wks	Fa/Sp	6.0	6.0
This course prepares individuals to function competently in the Sterile Processing Department in healthcare facilities. It builds on the principles and practices taught in CHSE 145 and includes practice as an extern. Successful completion of the course qualifies a student to take the National Certification Examination for Sterile Processing and Distribution.					
CHSE 235 – Pharmacy Technician ②	Reading Level 4 and Math Level 4 Rec: CHSE 115 w/2.5 min	1 Evening/week	Fa/Sp	4.0	4.0
This course is designed to introduce students to the skills necessary for a pharmacy technician position in a hospital or retail pharmacy. Students will be prepared to function with knowledge and accuracy in dispensing and control of drugs in either setting, as well as becoming familiar with physiological effects of drugs, inventory control and computer operation. Successful completion prepares students to take the Pharmacy Technician Certification Board National Certification Exam. The Pharmacy Technician works under the direct supervision of a Registered Pharmacist. Students who successfully complete this course may take CHSE 119-Pharmacy Externship to gain practical experience. (See page 2 for CHSE 119.)					

- ① In addition to regular class time, students are required to complete Bloodborne Pathogens Training online. Information will be distributed at the first class session. A negative 2-step TB (tuberculosis) skin test or chest x-ray within the last year is required.
- ② After successful completion of this course (2.5 or higher), and an overall GPA of 2.0 the student may apply to the Registrar's Office for a Certificate of Completion.
- ③ After successful completion of CHSE 143 & CHSE 144 (both with 2.5 or higher), the student may apply with the Registrar's Office for a Certificate of Completion.
- ④ Previously ANAT 145; ANAT 201; ANAT 202
- + Students may be required to stand for extended periods of time while performing job duties.

<u>*CURRENT COLLEGE TUITION RATES</u>	<u>*FACILITIES CHARGE</u>
Resident..... \$ 76.00/billing hour	\$5.00 per Billing Hour
Non-Resident..... \$ 140.00/billing hour	
Out-of State/International..... \$ 210.00/billing hour	
International..... \$ 216.00/billing hour	
<i>*Subject to change by action of the Board of Trustees</i>	
<u>FOR FURTHER INFORMATION, PLEASE CONTACT</u>	
(517) 483-1470 or 483-1410 or see us on the web at http://www.lcc.edu/nursing/chse/	

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