



Health & Human Services Division
Lansing Community College
lcc-hhs@star.lcc.edu
Phone: (517) 483-1410

2020-2021 Community Health Services Education (CHSE) Advising Guide

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CHSE COURSES & CERTIFICATES

LCC's Community Health Services Education (CHSE) department provides a variety of rapid-entry healthcare programs that can be completed in just 1-3 semesters. No healthcare experience or previous college education is needed to enroll in these courses. Many of these certificates result in careers offering salaries of \$37,000 or higher per year. **The following outlines all of the CHSE certificates and courses available at LCC.**

For more information on these certificates and careers, visit the [CHSE website](http://www.lcc.edu/academics/areas-of-study/health-public-service/chse/) (www.lcc.edu/academics/areas-of-study/health-public-service/chse/).

A complete pathway, including course layout and course sequence, is available on the college's [Degree & Certificate site](https://lcc.edu/academics/catalog/degree-certificate-programs/) (https://lcc.edu/academics/catalog/degree-certificate-programs/).

General Health Courses

These CHSE courses are perfect for the student who is uncertain if a health career is right for them or someone already in the field who needs a refresher. Many of the classes are prerequisites and/or requirements for the healthcare certificates and degrees offered at LCC.

**For a detailed look at course costs including tuition rates for all residencies, check out LCC's [Tuition Cost Estimator](http://www.lcc.edu/admissions-financial-aid/tuition-and-costs/tuition-estimator.html) (www.lcc.edu/admissions-financial-aid/tuition-and-costs/tuition-estimator.html)*

Course	Course Format	Entrance Requirements	Approximate Cost 2020-2021
<p>CHSE 100 - Intro to Health Professions</p> <p>Gives an overview of healthcare careers and explores the business of healthcare. Introduces concepts of leadership, patient teaching, and critical thinking. Also includes learning vital signs, drug dose calculations, and medical terminology.</p>	Face-to-Face <u>or</u> Hybrid (50% online)	<p style="text-align: center;"><u>Placement Levels (Pg. 7):</u> READING 5 WRITING 4 OR READING 4, WRITING 4, & ENGL 099 concurrently</p>	\$478.00 <i>*in-district tuition rates</i>
<p>CHSE 114 - Pathophysiology for Allied Health</p> <p>General principles of pathophysiology and disease prevention concepts are discussed. Concepts of specific disease processes and their effect on normal structure and function of the body are presented.</p>	Face-to-Face <u>or</u> Online	<p>BIOL 145 or BIOL 201&202: 2.5 minimum grade + <u>Placement Levels (Pg. 7):</u> READING 5 WRITING 4</p>	\$478.00 <i>*in-district tuition rates</i>
<p>CHSE 117 - Health Law and Ethics</p> <p>Covers legal and ethical issues arising from the organization and delivery of health care services.</p>	Face-to-Face, Online, <u>or</u> Hybrid (50% online)	<p style="text-align: center;"><u>Placement Levels (Pg. 7):</u> READING 5 WRITING 4</p>	\$352.00 <i>*in-district tuition rates</i>
<p>CHSE 120 - Medical Terminology</p> <p>Provides an in-depth knowledge of word & term building, use, pronunciations, spelling, and the application of medical terms in relation to function, structure, and specific disease conditions.</p>	Face-to-Face, Online, <u>or</u> Hybrid (50% online)	<p style="text-align: center;"><u>Placement Levels (Pg. 7):</u> READING 5 WRITING 4</p>	\$614.00 <i>*in-district tuition rates</i>

*****Basic Life Support (BLS) certification, also known as CPR, is available through LCC's [Continuing Education department](http://www.lcc.edu/community/continuing-education/healthcare.html) (www.lcc.edu/community/continuing-education/healthcare.html)*****

CNA - Long-Term Care Nurse Aide

This **Certificate of Completion** will prepare an individual to be a Nurse Aide in a long-term care facility or home health care agency. Certified Nursing Assistants (CNA) provide quality-of-life care to their patients. They record vital signs, perform basic medical care, give first-aid, administer medication, maintain records, and help patients bathe, dress, and eat. Upon successful completion of this course, the student is qualified to take the State Competency Evaluation Nurse Aide Examination to **become a Certified Nursing Assistant (CNA)**. CHSE 108 must be passed with a minimum grade of 2.5 to earn the certificate. Students will complete approximately 36 hours of clinicals. Participants can choose to complete an additional course to become a certified Patient Care Technician (PCT) – see [page 5](#) for more information on this career. Students must comply with the guidelines outlined in the [Environmental Conditions-Standard Precautions](#) section of this document.

Certificate Length & Courses	Course Format	Entrance Requirements	Semesters Offered	Approximate Cost 2020-2021
<u>1 semester:</u> 1. CHSE 108	Face-to-Face	<u>Placement Levels (Pg. 7):</u> READING 4 WRITING 4	Fall, Spring, Summer	\$1,287.00 <i>*in-district tuition rates</i>

**For a detailed look at course costs including tuition rates for all residencies, check out LCC's [Tuition Cost Estimator](http://www.lcc.edu/admissions-financial-aid/tuition-and-costs/tuition-estimator.html) (www.lcc.edu/admissions-financial-aid/tuition-and-costs/tuition-estimator.html)*

EKG Technician

This **Certificate of Completion** is designed to prepare an individual to safely and skillfully work as an EKG Technician, sometimes known as a Cardiology Technician. EKG Technicians administer a variety of cardiovascular tests, including the electrocardiogram (EKG) which measures the electrical activity of your heart. An EKG technician works primarily in a hospital but could also work in an outpatient clinic or cardiology practice. Those who successfully complete this curriculum may **become EKG certified** through the American Certification Agency for Healthcare Professionals and/or the Cardiovascular Credentialing Institute. All courses must be passed with a minimum grade of 2.5 to earn the certificate.

Certificate Length & Courses	Course Format	Entrance Requirements	Semesters Offered	Approximate Cost 2020-2021
<u>1 or 2 semesters:</u> 1. CHSE 120 2. CHSE 136 <i>*Courses can be taken together</i>	<u>CHSE 120:</u> Online or Face-to-Face & <u>CHSE 136:</u> Face-to-Face	<u>Placement Levels (Pg. 7):</u> READING 5 WRITING 4	Fall & Spring	\$1,286.00 <i>*in-district tuition rates</i>

**For a detailed look at course costs including tuition rates for all residencies, check out LCC's [Tuition Cost Estimator](http://www.lcc.edu/admissions-financial-aid/tuition-and-costs/tuition-estimator.html) (www.lcc.edu/admissions-financial-aid/tuition-and-costs/tuition-estimator.html)*

Medical Assistant

The Medical Assistant (MEDA) program admits once a year and starts every fall semester. Upon successful completion students earn a **Certificate of Achievement** for Medical Assistant and are eligible to take the board exam to become nationally credentialed. **Check out the Medical Assistant [Advising Guide](http://www.lcc.edu/hhs/advising-guides.html)** (www.lcc.edu/hhs/advising-guides.html) for a list of admission requirements, application process, and detailed information on the layout and cost. Students must comply with the guidelines outlined in the [Environmental Conditions-Standard Precautions](#) section of this document.

Certificate Length & Courses	Course Format	Entrance Requirements	Semesters Offered	Approximate Cost 2020-2021
3 semesters	Face-to-Face	<u>Placement Levels (Pg. 7):</u> READING 5 WRITING 6 MATH 4	Starts Fall semester	\$7,392.00 <i>*in-district tuition rates</i>

**For a detailed look at course costs including tuition rates for all residencies, check out LCC's [Tuition Cost Estimator](http://www.lcc.edu/admissions-financial-aid/tuition-and-costs/tuition-estimator.html) (www.lcc.edu/admissions-financial-aid/tuition-and-costs/tuition-estimator.html)*

Medical Insurance Billing & Coding

This **Certificate of Completion** is designed to introduce students to insurance billing, diagnostic and procedure coding for physician and facilities billing, as well as billing directions for commercial insurances and worker's compensation. Students will also learn to record charges/payments/information, schedule appointments, ICD-10 and CPT coding, produce claim forms and patient statements, submit claims electronically, and build office databases. This is a cohort program; courses must be completed back-to-back in the sequence listed below. Students will complete approximately 140 externship hours in CHSE 130. Those who successfully complete this curriculum are eligible to take various billing and coding certification exams. All courses must be passed with a minimum grade of 2.5 to earn the certificate.

Certificate Length & Courses	Course Format	Entrance Requirements	Semesters Offered	Approximate Cost 2020-2021
<u>3 semesters:</u> 1. CHSE 120 CHSE 123 CHSE 131 2. CHSE 124 CHSE 125 CHSE 127 3. CHSE 130	Hybrid (Face-to-Face and Online)	Must have computer, keyboarding, & internet skills <u>Placement Levels (Pg. 7):</u> READING 5 WRITING 4	Fall & Spring <i>*2nd semester courses only offered during the Spring semester.</i>	\$3,453.00 <i>*in-district tuition rates</i>

**For a detailed look at course costs including tuition rates for all residencies, check out LCC's [Tuition Cost Estimator](http://www.lcc.edu/admissions-financial-aid/tuition-and-costs/tuition-estimator.html) (www.lcc.edu/admissions-financial-aid/tuition-and-costs/tuition-estimator.html)*

Patient Care Technician (PCT)

This **Certificate of Completion** will prepare an individual for employment as a Patient Care Technician (PCT) in a hospital or other acute care settings. PCTs provide quality-of-life care to their patients. They record vital signs, perform basic medical care, give first-aid, administer medication, maintain records, and help patients bathe, dress, and eat. Unlike CNAs, a PCT can also use an EKG machine and draw blood. Upon successful completion students are eligible to take the Certified Patient Care Technicians/Assistant Exam to **become a certified Patient Care Technician (PCT)**. All courses must be passed with a minimum grade of 2.5 to earn the certificate. Students will complete approximately 66 hours of clinicals over 2 semesters. Students must comply with the guidelines outlined in the [Environmental Conditions-Standard Precautions](#) section of this document.

Certificate Length & Courses	Course Format	Entrance Requirements	Semesters Offered	Approximate Cost 2020-2021
<u>2 semesters:</u> 1. CHSE 108 2. CHSE 151 NCHE 102	Face-to-Face	<u>Placement Levels (Pg. 7):</u> READING 5 WRITING 4	Fall & Spring	\$3,244.50 <i>*in-district tuition rates</i>

**For a detailed look at course costs including tuition rates for all residencies, check out LCC's [Tuition Cost Estimator](http://www.lcc.edu/admissions-financial-aid/tuition-and-costs/tuition-estimator.html) (www.lcc.edu/admissions-financial-aid/tuition-and-costs/tuition-estimator.html)*

Pharmacy Technician

This **Certificate of Completion** is designed to introduce students to the skills necessary for a Pharmacy Technician position in a hospital or retail pharmacy. A Pharmacy Technician accurately prepares and distributes prescriptions, maintains patient records, and assists the pharmacist with day-to-day needs. Students will complete approximately 128 externship hours in CHSE 236. Those who successfully complete this curriculum may **become a certified Pharmacy Technician** after passing the board exam. All courses must be passed with a minimum grade of 2.5 to earn the certificate.

Certificate Length & Courses	Course Format	Entrance Requirements	Semesters Offered	Approximate Cost 2020-2021
<u>2 semesters:</u> 1. CHSE 235 2. CHSE 236	Face-to-Face	<u>Placement Levels (Pg. 7):</u> READING 5 WRITING 4 MATH 4	Fall & Spring	\$1,125.00 <i>*in-district tuition rates</i>

**For a detailed look at course costs including tuition rates for all residencies, check out LCC's [Tuition Cost Estimator](http://www.lcc.edu/admissions-financial-aid/tuition-and-costs/tuition-estimator.html) (www.lcc.edu/admissions-financial-aid/tuition-and-costs/tuition-estimator.html)*

Phlebotomy Technician

This **Certificate of Completion** is designed to prepare an individual to function as a Phlebotomy Technician. It will provide the knowledge, skills, and externship experience that is necessary to safely and skillfully obtain a blood specimen from a patient. A phlebotomist may work in a variety of settings such as hospitals, outpatient labs, physicians' offices, or clinics. Students will complete approximately 124 externship hours in CHSE 144. All courses must be passed with a minimum grade of 2.5 to earn the certificate. Students must comply with the guidelines outlined in the [Environmental Conditions-Standard Precautions](#) section of this document.

Certificate Length & Courses	Course Format	Entrance Requirements	Semesters Offered	Approximate Cost 2020-2021
<u>2 semesters:</u> 1. CHSE 143 2. CHSE 144	Face-to-Face	<u>Placement Levels (Pg. 7):</u> READING 5 WRITING 4 OR READING 4, WRITING 4, & ENGL 099 concurrently	Fall, Spring, & Summer	\$1,183.00 <i>*in-district tuition rates</i>

**For a detailed look at course costs including tuition rates for all residencies, check out LCC's [Tuition Cost Estimator](http://www.lcc.edu/admissions-financial-aid/tuition-and-costs/tuition-estimator.html) (www.lcc.edu/admissions-financial-aid/tuition-and-costs/tuition-estimator.html)*

Sterile Processing Technician

This **Certificate of Completion** is designed to prepare individuals to function competently in the central service department of a healthcare facility. Duties include, but are not limited to, processing of patient care equipment, supplies, and instruments for use in all departments. Sterile Processing Technicians play a crucial role in decontamination, cleaning, disinfection, sterilization, and distribution of medical/surgical supplies. Students will complete approximately 48 clinical hours in CHSE 145 and 128 externship hours in CHSE 148. Those who successfully complete this curriculum may **become a certified Sterile Processing Technician** by taking the National Certification Board for Sterile Processing & Distribution exam. All courses must be passed with a minimum grade of 2.5 to earn the certificate.

Certificate Length & Courses	Course Format	Entrance Requirements	Semesters Offered	Approximate Cost 2020-2021
<u>2 semesters:</u> 1. CHSE 120 CHSE 145 2. CHSE 148	Face-to-Face	<u>Placement Levels (Pg. 7):</u> READING 5 WRITING 4	Fall & Spring	\$2,367.00 <i>*in-district tuition rates</i>

**For a detailed look at course costs including tuition rates for all residencies, check out LCC's [Tuition Cost Estimator](http://www.lcc.edu/admissions-financial-aid/tuition-and-costs/tuition-estimator.html) (www.lcc.edu/admissions-financial-aid/tuition-and-costs/tuition-estimator.html)*

REGISTRATION PROCESS

You must be an LCC student to be eligible to complete these courses. Enrollment is on a first-come-first-serve basis. Due to the nature of legal requirements of some of our clinical partners, some of our programs require a minimum age of 18; please inquire with the program director before registering for classes to ensure that you will be able to proceed with all program requirements. Follow these steps to get started:

1. **APPLY TO LCC:** If you are not currently and have never been an LCC student, [apply to the college](http://www.lcc.edu/admissions-financial-aid/get-started/) (www.lcc.edu/admissions-financial-aid/get-started/). Applying is FREE! Then follow the steps on the getting started site.
2. **GET PLACEMENT LEVELS:** Before you can register for classes, all students need to establish their skill-levels in Reading, Writing, and Math (placement levels). Visit LCC's [Placement Testing site](http://www.lcc.edu/services/testing/placement/) (www.lcc.edu/services/testing/placement/) for more information
 - a. **Current LCC students** can find their placement levels by logging into their [MyLCC account](https://my.lcc.edu/) (https://my.lcc.edu/) and looking in the "Profile" tab.
 - b. **First-time college students** can get placement levels by taking Assessment tests in Reading, Writing and Math. Tests are free to complete. They can also get placement levels based off of their High School GPA, AP courses, or ACT / SAT scores. For more information, check out the [Assessment Waiver Form](https://lcc.edu/services/testing/placement/waive-testing.html) (https://lcc.edu/services/testing/placement/waive-testing.html).

*First-time college students will need to **attend a College orientation** before enrolling in classes. More information is on the [Getting Started website](http://www.lcc.edu/admissions-financial-aid/admissions/first-time.html) (www.lcc.edu/admissions-financial-aid/admissions/first-time.html).
 - c. **Guest/Transfer students** may be able to receive placement levels based on courses completed at another college. To do this, attach copies of your transcript(s) to the [Assessment Waiver Form](https://lcc.edu/services/testing/placement/waive-testing.html) (https://lcc.edu/services/testing/placement/waive-testing.html). Know that the waiver form does not grant transfer credit. Official transcripts must be sent directly to LCC's Registrars Office for transfer credit to be awarded.
3. **REGISTER FOR CLASSES:** LCC has 3 semesters – Fall, Spring, and Summer. Students can view class offerings and enroll in courses using the Banner system. Go to LCC's Help Desk for instructions on [How To Register for Classes](https://5starservicecenter.lcc.edu/TDClient/41/Portal/KB/ArticleDet?ID=59) (https://5starservicecenter.lcc.edu/TDClient/41/Portal/KB/ArticleDet?ID=59).

*****When searching for a course in Banner, CHSE classes are in the "Community Health Services Education" subject area.*****

ACADEMIC ADVISING: For course planning, degree options, and transfer opportunities, meet with an Academic Advisor. Advisors are available by appointment, chat, or email. For more information, visit the [Academic Advising site](http://www.lcc.edu/services/advising/) (www.lcc.edu/services/advising/).

**Check out LCC's [Academic Calendars](http://www.lcc.edu/academics/calendars/) for important dates (www.lcc.edu/academics/calendars/).*

CRIMINAL BACKGROUND CHECK

Many certificates/programs within CHSE require students to complete a Criminal Background Check to participate in some course activities (i.e. Clinicals, externships, internships, etc.). This is in compliance with Michigan Public Act 26 of 2006. Directions for completing a Background Check will be given once the course starts. Please note a background check, which could include digital fingerprinting, may be required by the State of Michigan at the time of application for career certification. To comply with State and Federal statutes, students will be ineligible to complete certain CHSE courses and state certification if any of the following are on their record:

- Any felony conviction within 15 years + three years' probation prior to application.
- Any misdemeanor within ten years prior to application that involved or is similar to the following:
 - Abuse, neglect, assault, battery
 - Criminal sexual conduct
 - Fraud or theft against a vulnerable adult (as defined by the Michigan penal code)

The [Michigan Workforce Background Check Program](http://www.miltcpartnership.org/documents/legalguide.pdf) (www.miltcpartnership.org/documents/legalguide.pdf) provides detailed information regarding the types of crimes and their implications to employment suitability in health care facilities and agencies.

Any student who has been charged with a felony or a misdemeanor crime after enrollment in the certificate/program must contact the Program Director within 72 hours of the charge. Students convicted of certain crime(s) may become ineligible for certification, and therefore, may be dismissed from the Certificate/Program.

ENVIRONMENTAL CONDITIONS-STANDARD PRECAUTIONS

Students must be aware that certain CHSE courses and professions will be exposed to blood, body tissues, and fluids. There is the potential of exposure to electrical hazards, hazardous waste materials, radiation, poisonous substances, chemicals, loud or unpleasant noises and high stress emergency situations. Students enrolled in these courses and career paths are at risk for exposure to blood and body fluids and transmission of blood-borne and other infectious diseases, including HIV. The Americans with Disabilities Act forbids discrimination against patients with infectious diseases; therefore, students are required to treat all patients assigned, regardless of the disease-state of the patient. Standard precautions must be followed when treating each patient. Students will provide care to patients of varying genders, ages, and backgrounds.

Age Restrictions:

Due to the nature of legal requirements of some of our clinical partners, some of our programs require a minimum age of 18; please inquire with the program director before registering for classes to ensure that you will be able to proceed with all program requirements

Immunization Certification:

Students participating in CHSE courses with clinical and/or externship components shall be required to present evidence, in the form, of certification by a licensed healthcare provider, that he/she has been immunized against tuberculosis, measles, mumps/rubeola, rubella, tetanus, diphtheria, pertussis, hepatitis B, Varicella, **and** influenza (seasonal flu shot). Students must also provide documentation of BLS certification and a physical from a licensed healthcare provider. This is in accordance with professional standards and clinical/externship site requirements. Students are responsible for the cost associated with obtaining immunizations, physicals, BLS certification, and any other items relating to clinical eligibility. A seasonal flu vaccine may be required by externship sites in some of these programs. **More information about these items and how to submit them will be provided once the course begins.**

Allergies:

Latex sensitivity and allergy has grown as a health care concern in recent years. Beginning one's professional life with a latex allergy presents unique problems because of the increased need to don gloves in both medical and non-medical settings, and unavoidable direct contact with products containing latex rubber (gloves, syringes, tubing, etc.), or by inhaling powder from latex gloves. Applicants with latex sensitivity and allergy are therefore encouraged to consult with their primary care physician to ensure their health and safety while participating in these courses and certificate programs.

Insurance:

Be aware Lansing Community College does not provide accident and health insurance coverage for students. The College provides liability insurance coverage for students in practicum for injuries and damages they cause to others. It does not cover injuries students sustain as a result of their own actions. Students must use personal funds or personal medical insurance as a primary medical coverage payment if accident or injury occurs or if emergency treatment is required.

COVID-19

Because of the COVID-19 pandemic, students are required to comply with all laws, rules, and regulations as well as any guidance provided by the CDC, the local health department, and other governmental authorities. Due to rapid developments related to COVID-19, students are encouraged to periodically visit the College's website for updated information about COVID-19 (www.lcc.edu/about/coronavirus/).

NON-DISCRIMINATION STATEMENT

Lansing Community College is committed to providing equal employment opportunities and equal education for all persons regardless of race, color, sex, age, religion, national origin, creed, ancestry, height, weight, sexual orientation, gender identity, gender expression, disability, familial status, marital status, military status, veteran's status, or other status as protected by law, or genetic information that is unrelated to the person's ability to perform the duties of a particular job or position or that is unrelated to the person's ability to participate in educational programs, courses services or activities offered by the college.

The following individuals have been designated to handle inquiries regarding the nondiscrimination policies: Equal Opportunity Officer, Washington Court Place, 309 N. Washington Square Lansing, MI 48933, 517-483-1730; Employee Coordinator 504/ADA, Administration Building, 610 N. Capitol Ave. Lansing, MI 48933, 517-483-1875; Student Coordinator 504/ADA, Gannon Building, 411 N. Grand Ave. Lansing, MI 48933, 517-483-1885; Lori Willett, Human Resource Manager/Title IX Coordinator, Administration Building, 610 N. Capitol Ave. Lansing, MI 48933, 517-483-1870; Christine Thompson, Student Title IX Coordinator, Gannon Building, 411 N. Grand Ave. Lansing, MI 48933, 517-483-1261.

For questions, contact the Health & Human Services (HHS) Division:

lcc-hhs@star.lcc.edu | (517) 483-1410

Program Director: Mary Pacitto – pacittom@star.lcc.edu

Check out all of the Health Career [Advising Guides](http://lcc.edu/hhs/advising-guides.html) (lcc.edu/hhs/advising-guides.html)