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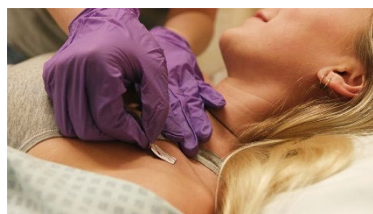
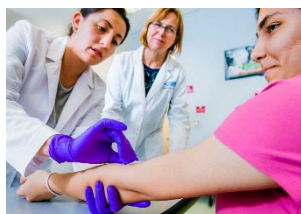
# Advising Guide for General Health Career Courses & Rapid Entry Certificates Community Health Services Education (CHSE)

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## COURSES & CERTIFICATES

LCC's Community Health Services Education (CHSE) department provides a variety of rapid-entry healthcare certificates that can be completed in just 1-3 semesters. No healthcare experience or previous college education is needed to enroll in these courses. **The following outlines all of the general health career courses and rapid entry certificates available at LCC.** For more information on these certificates and careers, visit the [CHSE website \(www.lcc.edu/commhealth\)](http://www.lcc.edu/commhealth).



## GENERAL HEALTH COURSES

These 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.

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

Course	Course Format	Entrance Requirements	Approximate Cost 2025-2026
<b>CHSE 100 - Intro to Health Professions, 3 credits</b> 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.	Face-to-Face, Online, or Hybrid <i>(50% online)</i>	<u>Placement Levels (Pg. 10):</u> READING 5 WRITING 4 <b>OR</b> READING 4, WRITING 4, & ENGL 099 concurrently	\$492.00 <i>*in-district                      tuition rates</i>
<b>CHSE 109 - LTC to AC Nurse Assistant/PCT, 3 credits</b> This course will prepare individuals for employment as a nurse aide/patient care technician (PCT) in hospital and rehabilitation settings who have previously completed a long-term care nurse aide training. This course will build on long-term care knowledge and skills, adding acute care and rehabilitation knowledge and skills required to deliver quality and safe basic patient care.	Hybrid <i>(50% online)</i>	<u>Placement Levels (Pg. 10):</u> READING 5 WRITING 4	\$751.25 <i>*in-district                      tuition rates</i>
<b>CHSE 114 - Pathophysiology for Allied Health, 3 credits</b> 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.	Face-to-Face or Online	BIOL 145 or BIOL 201&202: 2.5 minimum grade + <u>Placement Levels (Pg. 10):</u> READING 5 WRITING 4	\$492.00 <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 \(www.lcc.edu/tuition-and-costs/tuition-estimator.html\)](http://www.lcc.edu/tuition-and-costs/tuition-estimator.html)*

Course	Course Format	Entrance Requirements	Approximate Cost 2025-2026
<b>CHSE 117 - Health Law and Ethics,</b> <i>2 credits</i> Covers legal and ethical issues arising from the organization and delivery of health care services.	Face-to-Face, Online, <u>or</u> Hybrid (50% online)	<u>Placement Levels (Pg. 10):</u> READING 5 WRITING 4	\$357.00 <i>*in-district tuition rates</i>
<b>CHSE 120 - Medical Terminology,</b> <i>4 credits</i> 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.	Face-to-Face, Online, <u>or</u> Hybrid (50% online)	<u>Placement Levels (Pg. 10):</u> READING 5 WRITING 4	\$627.00 <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 \(www.lcc.edu/tuition-and-costs/tuition-estimator.html\)](http://www.lcc.edu/tuition-and-costs/tuition-estimator.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)**. Students will complete 30 hours of clinicals. Participants can choose to complete an additional course to become a certified Patient Care Technician (PCT) (see [page 7](#)).

CHSE 108 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 2025-2026
<u>1 semester:</u> CHSE 108	Face-to-Face	<u>Placement Levels (Pg. 10):</u> READING 4 WRITING 4  <u>Age Restriction:</u> 18+	Fall, Spring, Summer	\$1,379.50 <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 \(www.lcc.edu/tuition-and-costs/tuition-estimator.html\)](http://www.lcc.edu/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 are eligible to **become EKG certified** through various credentialing agencies.

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 2025-2026
<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> Hybrid (online with Face-to-Face Lab)	<u>Placement Levels (Pg. 10):</u> READING 5 WRITING 4  <u>Age Restriction:</u> 18+	Fall & Spring	\$1,362.00 <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 \(www.lcc.edu/tuition-and-costs/tuition-estimator.html\)](http://www.lcc.edu/tuition-and-costs/tuition-estimator.html)*

## MEDICAL ASSISTANT

The Medical Assistant (MEDA) program admits once a year and starts every fall semester. This **Certificate of Achievement** is a cohort program that takes 1 year to complete. **Check out the Medical Assistant Advising Guide** ([www.lcc.edu/advising-guides.html](http://www.lcc.edu/advising-guides.html)) for a list of admission requirements, the application process, and detailed information on the program layout and cost.

## 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. 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.

There is a **required orientation** that takes place in early August. The specific date is provided as a registration note when students register for CHSE 123, and the department follows up with an email to each student with location and time.

Certificate Length & Courses	Course Format	Entrance Requirements	Semesters Offered	Approximate Cost 2025-2026
<u>3 semesters:</u> 1. CHSE 120 CHSE 123 CHSE 131 2. CHSE 124 CHSE 125 CHSE 127 3. CHSE 133	Hybrid (Face-to-Face and Online)	Must have computer, keyboarding, & internet skills <u>Placement Levels (Pg. 10):</u> CHSE 120	Fall, Spring, & Summer <i>*2<sup>nd</sup> semester courses only offered during the Spring semester.</i>	\$3,496.00 <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 ([www.lcc.edu/tuition-and-costs/tuition-estimator.html](http://www.lcc.edu/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)**. Students will complete 30 hours of clinicals over 2 semesters.

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 2025-2026
<u>2 semesters:</u> 1. CHSE 108 2. CHSE 151 NCHE 102	Face-to-Face	<u>Placement Levels (Pg. 10):</u> READING 5 WRITING 4  <u>Age Restriction:</u> 18+	Fall & Spring	\$3,315.25 <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 \(www.lcc.edu/tuition-and-costs/tuition-estimator.html\)](http://www.lcc.edu/tuition-and-costs/tuition-estimator.html)*

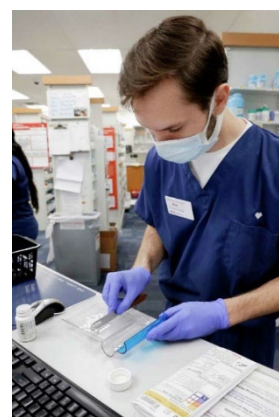
## PHARMACY TECHNICIAN

This **Certificate of Completion** is designed to introduce students to the skills necessary for a pharmacy technician position in a hospital or retail pharmacy. Students will be prepared to function with knowledge and accuracy in dispensing and control of drugs in either setting. Successful completion of this certificate makes students eligible to sit for the Pharmacy Technician Certification Board National Certification Exam. Students will complete 128 externship hours in CHSE 236.

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 2025-2026
<u>2 semesters:</u> 1. CHSE 235 2. CHSE 236	Face-to-Face	<u>Placement Levels (Pg. 10):</u> READING 5 WRITING 4 MATH 4  <u>Age Restriction:</u> 18+	Fall & Spring	\$1,196 <i>*in-district tuition rates</i>

*\*\*\*LCC's Pharmacy Technician curriculum is a Pharmacy Technician Certification Program-Recognized Education/Training Program.\*\*\**



*\*For a detailed look at course costs including tuition rates for all residencies, check out LCC's [Tuition Cost Estimator \(www.lcc.edu/tuition-and-costs/tuition-estimator.html\)](http://www.lcc.edu/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. Successful completion of the LCC certificate qualifies the student to take the ASCP National Certification Exam. Students will complete 100 externship hours in CHSE 144. Externship sites are within a 100-mile radius of downtown Lansing. The student is responsible for transportation (and associated cost) to the site where they are placed.

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 2025-2026
<u>2 semesters:</u> 1. CHSE 143 2. CHSE 144	Face-to-Face	<u>Placement Levels (Pg. 10):</u> READING 5 WRITING 4 <b>OR</b> READING 4, WRITING 4, & ENGL 099 concurrently  <u>Age Restriction:</u> 18+	Fall, Spring, & Summer	\$1,104 <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 \(www.lcc.edu/tuition-and-costs/tuition-estimator.html\)](http://www.lcc.edu/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 legal requirements of our clinical partners, some programs require a minimum age of 18 to participate; 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 \(www.lcc.edu/get-started/\)](http://www.lcc.edu/get-started/). Applying is FREE! Then follow the steps on the [Get Started at LCC site \(www.lcc.edu/get-started/\)](http://www.lcc.edu/get-started/).
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 \(www.lcc.edu/services/testing/placement/\)](http://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 \(www.lcc.edu/services/testing/waiver.html\)](http://www.lcc.edu/services/testing/waiver.html).  
\*First-time college students will need to **attend a College orientation** before enrolling in classes. More information is on the [Getting Started website \(www.lcc.edu/admissions/first-time.html\)](http://www.lcc.edu/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 unofficial transcript(s) to the [Assessment Waiver Form \(www.lcc.edu/services/testing/waiver.html\)](http://www.lcc.edu/services/testing/waiver.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 Registration site to view Academic Calendars and for instructions on how to sign-up for classes ([www.lcc.edu/admissions-financial-aid/registrar/registration/index.html](http://www.lcc.edu/admissions-financial-aid/registrar/registration/index.html)).  
**\*When searching for a course in Banner, CHSE classes are in the "Community Health Services Education" subject area.**

**ACADEMIC ADVISORS** are available in the Gannon building StarZone.

To schedule an appointment, visit the [academic advising website \(www.lcc.edu/services/advising/\)](http://www.lcc.edu/services/advising/).

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

## CRIMINAL BACKGROUND CHECK

In order for these courses and programs to be in compliance with Michigan Public Act 26 of 2006, a **Criminal Background investigation is required for all students**. Directions for completing a Background Check, which may include fingerprinting and drug testing, will be given once classes begun. Please note digital fingerprinting may also be required by the State of Michigan at the time of application for career licensure. To comply with State and Federal statutes, clinical/externship privileges will be denied for any of the following:

- 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)

It is the student's responsibility – prior to pursuing these courses – to know whether they are prohibited from providing clinical services.

The [Michigan Workforce Background Check Program \(www.miltcpartnership.org/documents/legalguide.pdf\)](http://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 courses have started, must contact the Program Director within 72 hours of the charge. Students convicted of certain crime(s) may become ineligible for clinical/externship privileges and/or professional certification/licensure, and therefore, may be dismissed from the Program.

## ENVIRONMENTAL CONDITIONS-STANDARD PRECAUTIONS

Applicants must be aware students in these courses and profession 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 path 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.

## ***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 & CLINICAL REQUIREMENTS:***

Students participating in CHSE courses with clinical and/or externship components are required to present evidence from a licensed healthcare provider that they have completed ALL of the following immunizations. Exemptions are not accepted. Third party externship sites may necessitate changes in vaccine requirement at any time.

- COVID – *depends on third party clinical or externship site*
- Hepatitis B
- Influenza (flu)
- MMR (Measles, Mumps, and Rubella)
- Tdap
- Varicella

Participants must also provide the following documentation:

- TB test results showing they are free from infection
- Basic Life Support (BLS) certification  
*\*Required for Patient Care Technician (PCT) and Medical Assistant*
- Results of a Background Check (*see the [Criminal Background Check section](#) of this guide*)

These requirements are in accordance with professional standards and third-party clinical/externship site requirements. Students are responsible for the cost associated with obtaining immunizations, physicals, BLS certification, and any other items relating to clinical/externship eligibility. Clinical/Externship hours must be completed in-full in order to successfully complete the course and/or certificate. Students who have not met all of the required clinical/externship requirements, including vaccinations, are not eligible to participate in these courses and certificates.

**More information about these requirements and how to submit them will be provided once the course begins; do not submit these documents prior to being instructed to do so by program administration.** Contact the Program Director for questions regarding clinical/externship requirements.

For most students the easiest way to verify your current vaccination status is to visit the [Michigan Immunization Portal \(https://mcir.org/public/\)](https://mcir.org/public/) and access your State of Michigan immunization record from the Michigan Care Improvement Registry (MCIR). **Students are encouraged to consult with their healthcare provider before pursuing these courses to ensure they can meet the immunization and physical requirements.**

## ***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.

### ***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.

## **CHOSEN/PREFERRED NAME**

LCC has adopted a policy providing all members of the campus community the opportunity to use their chosen or preferred name in records and communications across the campus. A chosen/preferred name refers to a first name which is different than the legal first name. Students may request this option via their LCC profile. The student's Chosen/Preferred Name may be used in many contexts, including class rosters, ID Cards (by request), Desire to Learn (D2L) course sites, and more. However, **LCC is legally required to use a student's Legal Name for some things. This includes at all clinical and externship sites, on immunization and medical records, official transcripts, diplomas, financial aid records, and more.**

## **NON-DISCRIMINATION STATEMENT**

LCC provides equal opportunity for all persons and prohibits discriminatory practices based on race, color, sex, age, religion, national origin, creed, ancestry, height, weight, sexual orientation, gender identity, gender expression, disability, familial status, marital status, pregnancy, pregnancy-related conditions, 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 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, Employee Title IX Coordinator, Washington Court Place, 309 N. Washington Square Lansing, MI 48933, 517-483-1730; HR Director of Total Compensation & Employment, 504/ADA, Administration Building, 610 N. Capitol Ave. Lansing, MI 48933, 517-483-1875; Associate Dean, Center for Student Support, 504/ADA, Gannon Building, 411 N. Grand Ave. Lansing, MI 48933, 517-483-1885; Director of Student Compliance, Student Title IX Coordinator, Gannon Building, 411 N. Grand Ave., Lansing, MI 48933, 517-483-9632, Director of Athletics, Deputy Title IX Coordinator, Gannon Building, 411 N. Grand Ave., Lansing, MI 48933, 517-483-1622, U.S. Department of Education's Office of Civil Rights, Michigan Department of Civil Rights.

The nondiscrimination policy and grievance procedures can be located at [LCC's Board Policies \(www.lcc.edu/about/board-of-trustees/policies.html\)](http://www.lcc.edu/about/board-of-trustees/policies.html) website. To report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination

under Title IX, please refer to [Title IX and Sexual Misconduct Resources](http://www.lcc.edu/consumer-information/sexual-misconduct.html) ([www.lcc.edu/consumer-information/sexual-misconduct.html](http://www.lcc.edu/consumer-information/sexual-misconduct.html)) website.

## CONTACT INFORMATION

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