

2010 Program Catalog Addendum



Irving, Texas (Dallas)
hightechinstitute.edu





High-Tech Institute
4250 N. Beltline Rd.
Irving, TX 75038

**Addendum to June 30, 2009, Volume 16 Academic Catalog
Catalog Effective: June 30, 2009**

This bulletin is an integral part of the College's Academic Catalog. The purpose of this bulletin is to amend current information or include additional information in the catalog. The information published herein is effective **March 29, 2010**.

Catalog Amendment:

Accreditations page 4 – to replace current information

High-Tech Institute is institutionally accredited by the Accrediting Council for Independent Colleges and Schools (ACICS) to award Diplomas. The Accrediting Council is listed by the U.S. Department of Education as a nationally recognized accrediting agency.

Institutional Leadership on page 4: Replace current Campus President information

Michelle Schultz, Campus President

Miscellaneous Corrections:

Transcripts on page 9: Replace the second paragraph

High-Tech Institute will supply each graduate with one complimentary copy of his/her transcript. A fee of \$5.00 for each additional request will be charged.

MINIMUM STANDARD FOR ALL STUDENTS on pages 14-15

Replace each reference to **67%** of attempted credits successfully completed with **66.67%**

GRADUATION on page 23: Replace the first sentence

Formal graduation ceremonies are held 3 times per year.

EXTERNSHIP for Dental Assistant on page 26:

Should read **225** clock hours instead of 256.

EXTERNSHIP for Medical Assistant on page 28:

Should read **270** clock hours instead of 256.

EXTERNSHIP for Medical Billing and Coding on page 30:

Should read **182** clock hours instead of 160.

EXTERNSHIP Pharmacy Technician on page 32:

Should read **182** clock hours instead of 160.

COURSE DESCRIPTIONS:

DA08299 – Should be DA297 with 225 clock hours and 5 semester credit hours.

Remove MA08106 Anatomy & CPR (no longer part of program)

MA08299 – should be MA297 with 270 clock hours and 6 semester credit hours.

MB08299 – Should be MB297 with 182 clock hours and 4 semester credit hours.

Remove PD08115 Professional Development (changed to PD101)

Remove PT08126 Integumentary & Endocrine Systems (no longer part of program)

PT08299 – Should be PT296 with 182 clock hours and 4 semester credit hours.

New Information:**Scholarship Information:**

High Tech Institute participates in the Imagine America Scholarship and Awards Program. Students start the application process on the Imagine America website, www.imagine-america.org. Your high school guidance counselor must accept your application before Anthem College may review it. Applications are reviewed and approved by the Scholarship Review Committee at the campus. The Scholarship Review Committee will determine the final approval based on essay then financial need.

Program Information:

We have made minor changes to the curriculum in each of the following programs.

DENTAL ASSISTANT on page 27**DIPLOMA**

Program Requirements: 9 courses, 32 semester credits and 38 weeks.

Courses	32 semester credit hours
PD101 Career Success	3.0
CIS101 Computer Applications	3.0
DA101 Administrative Procedures	3.5
DA102 Dental Radiography	3.5
DA103 Dental Sciences	3.5
DA104 Chairside Assisting	3.5
DA105 Laboratory Procedures	3.5
DA106 Dental Health	3.5
DA297 Externship	5.0
TOTAL semester credit hours required	32

MEDICAL ASSISTANT on page 29

DIPLOMA

Program Requirements: 8 courses, 30 semester credits and 34 weeks.

Courses	30 semester credit hours
PD101 Career Success	3.0
MA101 Office Administration.....	3.5
MA122 Bookkeeping/Clinical Procedures	3.5
MA103 Insurance/Health Science	3.5
MA104 Cardiopulmonary/ECG	3.5
MA125 Laboratory/Clinical Procedures	3.5
MA145 Body Systems	3.5
MA297 Externship	6.0
TOTAL semester credit hours required	30

MEDICAL BILLING AND CODING on page 31

DIPLOMA

Program Requirements: 9 courses, 30.5 semester credits and 37 weeks.

Courses	30.5 semester credit hours
PD101 Career Success	3.0
MB111 Healthcare Deliver and Insurance Management	3.5
MB112 Healthcare Reimbursement & Legal Issues	3.5
MB113 Professional Coding Practice.....	3.5
MB115 Medical Records & Documentation.....	3.0
MB116 Medical Office Procedures.....	3.5
MB117 Health Information Technology	3.0
MB118 Medical Billing & Coding	3.5
MB297 Externship	4.0
TOTAL semester credit hours required	30.5

PHARMACY TECHNICIAN on page 33

DIPLOMA

Program Requirements: 9 courses, 31.5 semester credits and 37 weeks.

Courses	31.5 semester credit hours
PD101 Career Success	3.0
PT121 Cardiovascular Pharmacology & IV Basics	3.5
PT122 Introduction to Antibiotics & Chemotherapy.....	3.5
PT123 CNS Pharmacology & Special IV Solutions	3.5
PT124 Non-Prescription Drugs & Computer Keyboarding.....	3.5
PT129 Retail Pharmacy & and Law	3.5
PT136 Body Systems	3.5
PT128 Hospital Pharmacy	3.5
PT296 Externship	4.0
TOTAL semester credit hours required	31.5

SURGICAL TECHNOLOGIST on page 35

DIPLOMA

Program Requirements: 14 courses, 51.5 semester credits and 60 weeks.

Courses	51.5 semester credit hours
PD101 Career Success	3.0
AH116 Healthcare Compliance	3.0
ST101 Infection Control	3.5
ST102 Law & Ethics/OR Facility	3.5
ST103 Special Senses	3.5
ST124 General Surgery	3.5
ST105 Anesthesia/Pharmacology	3.5
ST106 Instrumentation/Supplies	3.5
ST127 Orthopedic Surgery	3.5
ST108 Specialty Surgery	3.5
ST109 Positioning/Counting Procedures	3.5
ST110 Life & Death in the OR	3.5
ST111 Cardiovascular System/Surgery	3.5
ST999 Externship	7.0
TOTAL semester credit hours required	51.5

Course Descriptions:

AH-116 Healthcare Compliance

This course introduces the student to compliance regulations within the healthcare facility. Students will be introduced to workplace safety, standards, equipment, and guidelines that have been set up by various government agencies and professional organizations. The student will learn to conduct work in full compliance with standards and guidelines in healthcare laws, regulations, and practices.

Prerequisite: None

Clock hours: 48 lecture/0 Lab

Semester Credit Hours: 3.0

PD-101 Career Success

This course is designed to help students be successful as a student and in their career fields. Students learn to identify career opportunities in their chosen field of study and acquire the critical skills that enable them to manage their life and school work effectively. They are also exposed to fiscal responsibilities as a college student.

Prerequisite: None

Clock hours: 48 lecture/0 Lab

Semester Credit Hours: 3.0

MA-145 Body Systems

Anatomical structure and the skeletal system are introduced. Theory of radiation safety and protection is taught. Students are trained in cardiopulmonary resuscitation (CPR) procedures in accordance with the guidelines provided by the American Heart Association. Students study the endocrine system, reproductive system, obstetrics and pediatrics, and relevant medical concepts and terminology are also studied.

Prerequisite: None

Clock hours: 45 Lecture/25 Lab

Semester Credit Hours: 3.5

PT-136 Body Systems

Students study the anatomy and physiology of the Integumentary, Digestive and Endocrine systems. Students also study common disorders, diseases and the drugs used to treat them. Students learn Retail Pharmacy Practice, including the importance of inventory control, ordering medication, stocking and pricing. Students are introduced to third party payments. Compounding of creams, ointments, solutions and lotions are covered as well as interpretation of orders. Calculation involving reconstituting medication, IV flow rates and pediatric dosing also covered.

Prerequisite: None

Clock hours: 52 Lecture/18 Lab

Semester Credit Hours: 3.5