



*Quality Education
Means
Quality Care*

Course Catalog and Student Handbook
1995-96
(2nd Edition)

Horizon Career College

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Horizon Career College

Course Catalog and Student Handbook

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This institution is regulated by:
The Indiana Commission of Proprietary Education
302 West Washington Street, Room 201
Indianapolis, Indiana 46204
Toll Free Number 1-800-227-5695
or
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General Information

History and Ownership

Horizon Career College, formerly Inservicer's College of Health Education, was founded in January 1990 with the goal of providing the finest quality health education available. Since its founding, the College has experienced phenomenal growth and now provides educational services throughout the state of Indiana. Well over 1500 students have benefited from the college's efforts.

The College was founded by a registered nurse. In May of 1994, the Health Quest Group of South Bend, Indiana, purchased eighty percent of the school's assets. The remaining twenty percent is retained by the school's foundress.

The College provides courses and programs specific to acute care, allied health, community health, home health, and long-term care. All programs are developed and taught by highly qualified individuals with expertise specific to their area of instruction.

Institutional Philosophy

Mission

Horizon Career College is committed to providing the highest quality health education, thereby fostering the personal and professional growth of individuals and promoting safe and effective care delivery.

Vision

As Horizon Career College accomplishes our mission, we envision success by being:

- * Continually sensitive and responsive to the particular needs and challenges of our student population.
- * An innovative leader in health education through quality curriculum development, creative system of delivery, and conscientious resource management.
- * Continually aware and responsive to the changing health care environment to ensure the marketability of our students and services.
- * A cooperative and dynamic work team comprised of highly specialized, informed individuals who take ownership in the goals of the organization.
- * Aggressive in expansion efforts of programs and locations based on careful assessment and evaluation.
- * Cost effective and time efficient in our delivery of services to ensure financial security and longevity.

Physical Facilities

The main campus of Horizon Career College is located in Merrillville, Indiana, and occupies 9,000 square feet of classroom, laboratory, and office space. A branch campus of 6,500 square feet of classroom, laboratory, and office space is located in Indianapolis, Indiana.

Accreditation and Approval

Merrillville Campus:

This institution has achieved full accreditation by the Indiana Commission on Proprietary Education.

Indianapolis Campus:

This institution is regulated by the Indiana Commission on Proprietary Education.

Both Campuses:

The Certified Nurse Aide, Home Health Aide, and Qualified Medication Aide programs are approved by the Indiana State Department of Health. This institution holds membership in: Better Business Bureau, Indiana Association of Home Care, Indiana Association of Homes for the Aging and Indiana Health Care Association.

Horizon Career College has been approved as a provider of continuing education in nursing by the Indiana State Nurses Association for the period November 11, 1994 through May 31, 1996. ISNA is accredited as an approver of continuing education in nursing by the Commission on Accreditation of the American Nurses Credentialing Center.

Non-Discrimination Policy

Horizon Career College does not discriminate against students of any race, religion, sex, ethnicity, or disability.

Academic Calendar

Horizon Career College is unique in the manner in which courses are scheduled. In order to allow greatest flexibility for students and course scheduling, Horizon Career College does not operate on a quarter or semester based calendar.

Courses start at various times throughout the year. Horizon Career College feels that this type of scheduling enables students to complete courses more quickly while allowing them to continue fulfilling non-school related responsibilities. Additionally, courses are added based on community need.

Upon admission into a program, a specific course calendar will be issued.

Horizon Career College is closed on the following holidays:

New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, Christmas Eve and Christmas Day.

Admission Information

Admission

Applications for admission may be obtained by contacting Horizon Career College. Candidates for admission must submit a completed application for admission and a \$35.00 admission fee payable to Horizon Career College during an interview with a program assistant. The admission fee covers the cost of processing student records and providing orientation as needed.

The applicant must be 18 years of age and be a high school graduate or have satisfactorily completed the General Equivalency Development (GED) test. An official high school transcript or test score must be submitted.

An admission test appropriate for the course of study must be completed before admission in order to measure the student's ability to successfully complete the course. An additional test may be required for further courses at the time of registration based on individual course requirements.

Additional admission requirements for specific programs must be met as described in individual program policies.

Candidates wishing to receive credit for courses taken at other institutions must submit an official transcript and meet the requirements stated in the Transfer of Credit policy. All admission requirements apply.

Career Counseling

Applicants for admission are encouraged to consult with the career counselor when considering entrance. The career counselor is available to provide students information about specific programs offered by Horizon Career College as well as provide assistance with career direction as needed.

An appointment can be made with the career counselor at a convenient time either before entering the college or at any time during the student's course work. This service is offered at no cost to the student.

Course Registration

All students admitted to Horizon Career College may register for courses based on space availability and academic abilities. An appointment with a program assistant must be made to complete the appropriate registration forms and test, if applicable.

Financial Information

Tuition

Tuition for specific programs and courses are developed on an individual basis. Information on tuition is available at the business office.

A \$50.00 deposit is required at the time of registration to secure the student's position in class. Tuition must be paid in full prior to beginning a class or term unless a payment plan has been arranged.

Financial Aid

Horizon Career College is not a state or federally funded institution. Fees and tuition are the responsibility of the student. Information on financial assistance is available at the business office to those students who would be unable to attend without assistance.

Payment Plan

A payment plan option can be chosen by students if they prefer not to pay the tuition for programs and general courses in full before the class begins.

A \$50.00 deposit is required at the time of registration to guarantee the student a position in the class. This is in addition to the \$35.00 first-time admission fee and is not to be used to cover textbook fees, lab fees, or anything other than tuition.

Half of the remaining balance of the tuition is due before the class begins. The other half of the balance is due by the end of the classroom sessions.

Tuition must be paid in full before beginning any clinical practicums that follow classroom sessions. No certificates, diplomas, or grades are issued and no enrollment in further classes is allowed until full payment is received.

A \$10.00 non-refundable processing fee is added to the total tuition fee if the payment plan option is chosen.

Fees for textbooks, liability insurance, lab fees, etc. are due in full before the first class day.

Refunds

The College admission fee is fully refunded if notification of the student's intent to cancel enrollment is received in writing within six (6) business days from the date of application. After the sixth business day the admission fee is non-refundable. The admission fee is also refunded if the student is not accepted into the College.

Withdrawal of enrollment and request for tuition refunds must be submitted in writing to the business office no more than 72 hours after the session last attended. Refunds are granted according to the following schedule:

<u>Percentage of Program/Course Attended</u>	<u>Percent of Tuition to be Refunded*</u>
Up to 10%	90%
Up to 25%	75%
Up to 50%	50%
Up to 60%	40%
More than 60%	Not Eligible

** An enrollment fee equal to 10 percent of the total tuition, but not to exceed \$100, shall be held back from the percent to be refunded.*

Before making a decision to withdraw, the student is encouraged to consult with the instructor or program director.

All unused portions of lab fees will be fully refunded.

All refunds will be issued within 31 days of receipt of request.

Textbooks

Textbooks used in courses at Horizon Career College are available for purchase at the business office. Textbook fees must be paid prior to the beginning of all courses. Distribution of all textbooks will take place on the first day of class. Refunds will not be granted for textbooks that have been removed from the building, have had the protective wrapping removed, or have been written in.

Academic Information

Transfer of Credits

Transfer of credits to other institutions:

Horizon Career College makes no guarantee that credits received from the College will be transferable to other schools. It is the right and responsibility of the receiving institution to decide whether to accept credit from other accredited programs.

Transfer of credits into Horizon Career College:

Students may transfer credits earned at other institutions if they meet the requirements established by Horizon Career College. The student must meet with the director of the program to which he wishes to enter to review the course description and syllabus. The following criteria must be met:

- 1.) The course description and syllabus is equivalent and relevant to the program of Horizon Career College.
- 2.) The credits have been earned with a grade of "C" or above from an accredited or equivalent institution.
- 3.) A proficiency test-out examination is passed with a score of 80% or above.
- 4.) An official transcript is submitted.
- 5.) The candidate complies with the acceptance and admittance policy of the program.

The approval of transfer credits is at the discretion of the program and division director based on the above policy. No more than 25% of required program credits may be transferred.

Proficiency Examination

A proficiency examination may be taken if:

- 1.) A student has taken courses of similar content to those non-credit general courses offered by Horizon Career College.
- 2.) A student wishes to transfer credits either for program or prerequisite courses according to the Transfer of Credits policy and has met with the program director.

Students wishing to take a proficiency examination must make an appointment with the program director or career counselor to review course content. An appointment may then be made with a program assistant to take the proficiency examination. No examinations will be given after the course begins. A \$25.00 non-refundable fee for each examination is required prior to taking the examination.

The examination must be satisfactorily passed with a score of 80% or above. Credit may then be transferred or, if appropriate, the prerequisite course requirement may be waived. The grades from examinations are not included in the cumulative grade point average. Examinations may be attempted only once. One hour is allowed for the examination.

Attendance

Horizon Career College believes that good attendance is vital to achieve maximum academic performance. Students are expected to be present and on time for all classroom and clinical experiences.

Attendance requirements of specific programs vary based on individual regulations. All absences and tardies will be recorded and become part of the student's official program record. Transcripts and employee reference forms or requests reflect the student's attendance record.

Tardiness:

- 1.) Class will begin on time. Students arriving fifteen (15) minutes after the onset of class will be considered tardy.

- 2.) Three (3) tardies and/or early departures equate to one (1) absence.
- 3.) If tardiness is anticipated the student must call the office no later than the beginning of class. Refer to the policy of the course syllabus.
- 4.) Individual program policies for clinical attendance will be followed.

Absenteeism:

- 1.) If ill or unable to attend class, the student must notify the office. Failure to do so will result in an unexcused absence.
- 2.) After two (2) unexcused absences, a written warning will be given by the instructor and/or the director.
- 3.) Any student who has had a written warning and continues a pattern of unexcused absences will be subject to termination from the course.
- 4.) All course content is the responsibility of the student and must be made up within a specified time as determined by the instructor of the course. Examination and assignment make-ups are to be completed according to the Examination and Quiz Make-ups and Retake policy.
- 5.) Individual course/program attendance requirements must be met.
- 6.) Unless otherwise indicated, attendance of less than 80% of classes will result in dismissal from the class.

Grading System

Students are assigned performance grades based on a fair and uniform scale. The accepted grading system for Horizon Career College is described below.

A	=	95-100	C	=	75-78
A-	=	92-94	C-	=	72-74
B+	=	90-91	D+	=	69-71
B	=	85-89	D	=	65-68
B-	=	82-84	D-	=	62-64
C+	=	79-81	F	=	below 62

Students must successfully complete each course with a "C" (75%) or better. Graduation from any program is not allowed should any course grade fall below a "C". If a student receives a "C-" or below, the course may be retaken at the student's expense based on space available to achieve a higher grade. However, if the student receives a second "C-" or below in a course, the course may not be retaken a third time and the student is released from the program.

Examination and Quiz Make-ups and Retakes

It is essential that all students be present at the scheduled testing time. However, Horizon Career College recognizes that circumstances may prevent this. In order to take a missed test or exam or turn in an assignment for full credit, the absence must be excused and a physician's note or other legitimate documentation must be received by the instructor.

The exam or quiz must be completed before or on the next day of class as the instructor's schedule permits. If no physician's note or other documentation is submitted, five (5) percentage points will be deducted from the total exam, quiz, or assignment grade.

Exams, quizzes, and assignments due on the day of an unexcused absence will be given a grade of zero (0).

A student may be allowed a second opportunity to take a failed quiz or exam in some courses if the program or course policies allow. Refer to specific policies or syllabi for further information.

If the student is absent for a final exam and it may be taken late according to policy, the exam must be completed within one calendar week of the scheduled exam as the instructor's schedule allows.

Academic Credits

Academic credits are assigned to program courses based on a ratio of fifteen (15) clock hours to one (1) credit hour for didactic segments, thirty (30) clock hours to one (1) credit hour for lab/clinical segments, and forty-five (45) clock hours to one (1) credit hour for externship/practicum segments.

Cumulative Grade Point Average (GPA)

A cumulative grade point average will be recorded for each student reflecting the academic performance in a credit granting program. The GPA is determined by:

- 1.) Multiplying the number of credits received for the course by the number of quality points received to determine the total number of quality points for the course.
- 2.) Dividing the total number of quality points by the number of credits earned.

Quality points received are as follows:

A	=	4.0	D+	=	1.3
A-	=	3.7	D	=	1.0
B+	=	3.3	D-	=	0.7
B	=	3.0	F	=	0.0
B-	=	2.7	W	=	---
C+	=	2.3	I	=	---
C	=	2.0	S	=	---
C-	=	1.7	U	=	---

Standards of Satisfactory Academic Progress

Students attending Horizon Career College are required to make satisfactory progress toward completing the program in which they are enrolled. Unless indicated in individual programs, in order to maintain satisfactory academic progress, the student must:

1. Maintain a grade point average of 75%.
2. Attend at least 80% of the course in which enrolled.
3. Complete the program within 12 months unless a personal or medical leave of absence has been granted.

Students considered to be progressing satisfactorily may continue enrollment in to the next sequence of classes. Withdrawals, incompletes, course repetitions, and non-credits grades are taken into consideration when determining satisfactory academic progress.

Students will be formally notified of the grade for each course at the mid-point of the course.

Academic Withdrawal

A student may withdraw from a class through the end of the week in which 75% of the course is completed or prior to the stated deadline in the specific program policies. Before making a decision to withdraw, the student should consult with the instructor or program director. The student will submit a written statement of the intent and reason for withdrawal.

Refund of tuition will be made based on the uniform refund policy. No refund will be made to the student withdrawn for disciplinary reasons.

The student will receive a "W" which does not affect the grade point average (GPA).

Incomplete

An "incomplete" or "I", may be given at the discretion of the instructor if the student's work completed thus far in the course is a "C" or better and if the student has been unable to complete the remaining work in the course because of circumstances beyond his control.

The student must submit a written request for an incomplete prior to the deadline stated in individual program policies. The incomplete will not figure into the student grade point average unless the student fails to complete the assigned course before the end of the second week following the term or within one month if the next term does not immediately follow. The incomplete will then convert to a grade of "F".

Satisfactory/Unsatisfactory

A satisfactory "S" or unsatisfactory "U" is given if the course is designed as pass/fail. Grades of "S" or "U" are not computed in the student's grade point average. If a student receives a

"U" in a clinical course as a final grade, the student must retake the classroom and clinical portions of the course.

Leave of Absence

A leave of absence for personal or medical reasons may be granted by the program director. Appropriate documentation and a written request for leave must be filed by the student. The student may re-enter the program the next time the specific courses are offered based on space availability. If space is unavailable, the student will be allowed to re-enter the following course. Only one leave of absence will be granted during a twelve month period.

Certificate of Completion/Diploma

Students successfully completing all requirements of a program will be presented with either a certificate, letter of completion, or diploma from Horizon Career College according to program policy. The student's grades will not be released and the student will not receive a certificate, letter, or diploma if fees are owed to Horizon Career College. (See individual program information for graduation requirements.)

Academic Transcripts

Academic transcripts will be issued upon written request of the student. Official transcripts may be requested at a fee of \$5.00. There is no charge for the first unofficial transcript requested. A \$5.00 fee will be charged for each subsequent transcript.

Student Information

Dress Code

Personal appearance is a key component in projecting a professional image. Students are required to dress appropriately when in classroom or clinical areas. General guidelines for appearance are:

- 1.) Clothing must be clean, pressed and conservative.
- 2.) Jeans and tennis shoes are considered acceptable only if clean and in good repair.
- 3.) Nylons or socks must be worn at all times.
- 4.) No tank tops, halters, shorts, mini skirts, or extremely tight clothing is allowed. Culottes, skirts or dresses are acceptable only if worn with nylons and non-athletic shoes and are of a conservative length.
- 5.) Students wearing clothing that is disruptive to the learning environment may be asked to leave the class.
- 6.) Clinical uniforms will be in accordance with individual program requirements or students will be instructed to leave the clinical site.

Student Conduct

Students are expected to conduct themselves in a manner that depicts professionalism. Examples of inappropriate conduct include loudness, use of foul language, sleeping in class and talking in class.

If a student's conduct disrupts or inhibits the ability of others to learn, the student may be suspended from classes by the division director and faculty. If the conduct is severe, dismissal from Horizon Career College may result.

Students engaging in the following activities may be immediately dismissed from Horizon Career College:

- Defacing school property
- Physical or verbal threats to students or faculty
- Theft from students, faculty, school, or clinical facilities
- Possession of weapons while on school property or clinical site
- Possession or indulgence of illegal drugs or alcohol while on school property or during clinical activities
- Unauthorized entry into offices, classrooms, or storage areas at Horizon Career College or clinical sites
- Cheating or use of unauthorized aid in completing tests and assignments
- Sexual harassment

Sleeping in class, though not usually disruptive to other students, inhibits that particular student's ability to learn. Sleeping during class time is considered the same as being absent and the policy for absenteeism is followed.

All students are expected to observe the policies of the clinical affiliate while fulfilling clinical obligations.

The student has the right to appeal any actions taken according to the Grievance policy.

Discipline

Disciplinary actions taken by the College are based on the seriousness of the offense. For minor offenses, the student is counseled by the instructor or program director as appropriate. For repeated or more serious offenses, the student is again counseled and receives a written Student Counseling form that is signed by the instructor and the student and becomes a part of the student record. For major offenses or if a second written warning is issued, the student may be terminated from the program.

Student Grievance

Any student with a concern or legitimate grievance relevant to courses or programs has the right to file a complaint. A student complaint must be submitted in writing to the program or division director. A conference will be provided to discuss the problem and, if possible, arrive at a mutual resolution.

If no mutual resolution is achieved, a written grievance should be submitted by the student to the grievance committee within five (5) school days. The committee will have ten (10) school days to examine the grievance and respond to the student.

The grievance committee consists of:

- the division director and faculty for general courses
- the program director and faculty for program courses

Guidance and Counseling

Counseling generally occurs as a part of the evaluation process, however, a student may request guidance and counseling as needed throughout the program.

Each student will have a designated faculty member from whom guidance or counseling may be received as needed. Students enrolled in general courses may contact the instructor of the course for assistance as needed. If the student is unable to meet with the instructor, either due to time constraints or personal reasons, the division director will be available by appointment.

Upon admission to a program, students may seek assistance from the program director or the assigned advisor if one has been designated.

It is recommended that an appointment be made with the appropriate faculty member when needed to ensure adequate time to meet the student's needs.

An appointment may be made with the career counselor and/or placement coordinator to assist the student in identifying career opportunities.

Smoking

Horizon Career College is committed to ensuring that students and faculty are provided with a smoke free environment. Smoking is not allowed within or on the grounds of Horizon Career College. Smoking policies of all clinical affiliates must be followed. Failure to comply with the smoking policy may result in suspension from all courses or programs.

Student Organizations

Students may form their own organizations, with officers, which would facilitate involvement in school, professional, and community groups. Students are encouraged to consult with the division or site director prior to the formation of such organizations.

Transportation

Transportation to and from school and clinical experiences are the responsibility of the student. Students are to park only in designated areas.

Lost and Found

Inquire about lost articles with the receptionist. If articles are found, please turn them in to the office. The office will retain all articles found until identified by the owner. Labeling articles such as textbooks and supplies is highly recommended. Horizon Career College is not responsible for lost or stolen articles.

Cancellation of Classes

If inclement weather renders travel to class unsafe, classes will be canceled. The decision to cancel classes will be made as early as possible by the site director. The student must call the office to receive instructions regarding cancellation of classes.

Job Placement Assistance

Job placement assistance is offered to all graduating Horizon Career College students who are about to complete a program of instruction. Students will receive a short presentation prior to graduation regarding this service. It is the student's responsibility to register with the placement office individually if assistance is requested. It must be understood that every effort will be made to assist and guide graduates in their chosen fields, but the ultimate career decision rests with each student. The placement coordinator as well as the faculty will make every effort to cooperate and assist students in their successful placement, however there is no employment guarantee.

The faculty will assist by offering suggestions for completing resumes, cover letters, and follow-up letters. They can also assist with such things as professional etiquette and proper business attire. This, combined with curriculum content from their fields of study, should prepare students for a full-time professional career.

The placement office serves as a liaison between the graduating student and area employers seeking qualified personnel. The graduating students will complete a general information sheet that will be kept on file with their resumes unless otherwise directed by the student. Every 30 to 60 days following graduation, the student will be contacted to determine their availability for employment. The student will remain in the active file as long as they are not employed and respond to notices sent to them regarding their status.

The College will maintain an active relationship with employers who have expressed interest in our graduates.

Housing

Horizon Career College is a commuter college and does not have residence halls. The College is not responsible for locating or providing student housing.

Reference Material

Reference material for course work and additional resources are available to students through the business office. Students are encouraged to request additional materials as needed to enhance their learning experience.

Release of Information/Confidentiality of Records

The Family Educational Rights and Privacy Act of 1974 provides that all student records are confidential and available only to that student, and if under 21, his or her parent(s) only. Students may review their records upon written request to the program or division director. Deletions of or additions to the records will be considered only if the grievance process is utilized. Student information will be released only after written permission is received for each occurrence.

Sexual Harassment

Sexual harassment is unacceptable conduct at the College and will not be condoned. Sexual harassment is any unsolicited verbal or physical conduct of a sexual nature which is unwelcome. Any instructor, other employee, or student who uses implicit or explicit coercive sexual behavior to control, influence, or affect the performance or learning environment of a student is engaging in sexual harassment. Sexual harassment may include actions such as:

- sex oriented verbal "kidding" or abuse
- subtle pressure for sexual activity, either verbally or through physical contact, such as pinching or repeated brushing against another's body
- demands for sexual favors accompanied by implied or direct promises of special treatment or threats of unfavorable actions

A student who believes he or she is being sexually harassed is encouraged to report the harassment to the program director or any other authoritative personnel. All information disclosed will be kept confidential unless otherwise authorized by the complaining party. All such complaints will be thoroughly investigated. If the complaints of sexual harassment are found to be true, appropriate disciplinary action will follow.

Any student, faculty member, or other employee is responsible for reporting such cases to the program or division director so that the problem may be addressed.

Health

All applicants are required to complete a general health questionnaire during the enrollment process. Applicants who have indicated a health problem exists that may interfere with the health and safety of the student or others will be required to obtain a physician's medical release before being admitted.

Injuries or illnesses occurring at Horizon Career College or an affiliate are to be reported to the instructor immediately. If an injury occurs, the student must complete an incident report according to the affiliate or Horizon's policy. The College is not responsible for illness or injury incurred during classroom/clinical studies. The student is responsible for all costs related to treatment.

If the student has been injured or has a communicable disease, he/she will not be allowed to return to class or clinical until a physician's release has been received.

Pregnant students must present a doctor's release before beginning or continuing a clinical study.

General Courses

Communication and Writing Skills for Health Care

Accurate communication and writing skills are of utmost importance in health care. This course explores formal and informal communication techniques proven successful in dealing with patients and other members of the health care team. Basic spelling, grammar, and punctuation skills are emphasized. Participants will practice oral, written, and telephone communication in the classroom setting.

Suggested participants include those just entering the health care field as well as individuals currently employed in a medical setting who wish to strengthen their skills.

Contact hours: 30

Math Preparation for Health Care

This course is designed as a preparatory course for those wishing to enter nursing and other health related fields. Contents include a review of basic math skills, decimals and fractions, household and apothecary measurements, metric system, conversions and calculations, and military time.

Contact hours: 36

Medical Terminology

This course is designed as an introduction to medical terminology and commonly used medical abbreviations. Each class begins with a review of basic body systems which is then

correlated to pertinent terminology. Although medical terms can sometimes be frustrating and confusing, the material is presented in a relaxed setting utilizing unique teaching methods to stimulate and reinforce learning. Suggested participants include those just entering the health care field as well as individuals currently employed in the health care setting such as medical secretaries, social workers, billing clerks and allied health workers.

Contact hours: 22.5

Study Skills for the Beginning Health Care Student

This course has been specially designed to assist those persons wishing to enter health care fields in developing time efficient and effective study skills and test taking strategies. This course is strongly recommended for persons who have been out of high school for two or more years, those with a GED, persons seeking changes in careers, those who have previously had difficulties in test taking, and those who desire an in-depth preparation before beginning health care education programs.

Contact hours: 8

Programs

Basic Nurse Aide Training Program

This program is approved by the Indiana State Department of Health. The program is designed to ensure that nursing assistants employed in health care facilities gain the knowledge, skills, and attitudes essential for the provision of quality care in support of state and federal regulations. The program consists of thirty-two (32) hours of classroom and eighty (80) hours of clinical experience in a licensed nursing facility. Successful completion leads to registration as a Certified Nurse Aide (CNA) in the state of Indiana.

Suggested participants include those desiring an entry level position in health care.

Contact hours: 112

First Assistant Course

The First Assistant Program provides qualified Certified Surgical Technologists and CORNs with the necessary knowledge and experience to function as the first assistant to the surgeon. The program consists of classroom and laboratory sessions as well as a clinical practicum.

Contact hours: Didactic - 108, Clinical practicum - 100 hours.

Home Health Aide Training Program

This program is designed to ensure that aides employed in home health care gain the knowledge, skills, and attitudes essential for the provision of quality care in support of the federal and state guidelines. The program includes sixty (60) hours of classroom instruction, and forty (40) hours of clinical experience in the home health setting. This program is based

on the nationally recognized Model Curriculum and is approved by the Indiana State Department of Health. Upon successful completion of the program, the participant will receive certification from the Indiana State Department of Health and the Indiana Association of Home Care. Suggested participants include those desiring an entry level position in health care.

Contact Hours: 100

Phlebotomy Technician Program

This program prepares the student to function as an integral, respected member of the health care team. Proper patient preparation, specimen collection and handling are essential to accurate testing and are stressed. The program also places emphasis on the development of professionalism in the student, as well as the attainment of the knowledge and technical skills required of a competent phlebotomy technician in today's health care system. The program consists of 16 weeks of class, meeting 2 days per week for 7 hours each day. Upon completion of the classroom portion, 160 hours of clinical training is required. Graduates are eligible to take national registry and certification exams.

Admission requirements: All college admission requirements and completion of the following prerequisites with a score of at least 80%: CPR, Medical Terminology, Communication and Writing Skills for Health Care, and Study Skills (recommended).

Credits: 12.5

Curriculum Design

The following courses are taken concurrently during the 16 week session, with the clinical practicum taking place after classroom portions are completed.

Anatomy and Physiology

This course introduces the anatomy and physiology of the major body systems and describes the interaction among them. General pathologic conditions associated with body systems are included. The course also defines the importance of specimen collection, particularly blood, related to these conditions.

Contact hours: 48, Credits: 3

Phlebotomy Theory and Techniques

This course is specific for the instruction of venipuncture and capillary puncture skills which are employed to properly obtain and handle blood specimens for clinical laboratory testing. Discussion of phlebotomy problem areas and uncommon situations in case study format are utilized to develop problem-solving methodologies related to blood specimen collection. Laboratory exercises are incorporated to facilitate practical usage of phlebotomy equipment and development appropriate techniques. All issues relevant to patient care, including infection control, blood borne pathogen standards, professional patient approach and patient confidentiality are also presented.

Contact hours: 48 lecture, 40 lab; Credits: 4.5

Ethics and Professionalism

This course exposes the student to the concepts which relate to the development, history, and future of the role of the phlebotomist in the health care field. These concepts are the foundation upon which the student will build and practice the personal and technical skills obtained in the phlebotomy program. Current topics will be identified and the student will be asked to think critically and problem solve at a basic level. The student is encouraged to apply these concepts throughout the curriculum and future practice.

Contact hours: 16, Credits: 1

Phlebotomy Clinical Practicum

The clinical practicum provides the student the opportunity to apply the concepts and techniques learned in the core courses. Students may be placed in a variety of clinical settings to provide diverse exposure to phlebotomy practice.

Contact hours: 160, Credit hours: 3.5

Practical Nurse Program

Completion of this program prepares the student to provide quality patient care as a practical nurse. This program was designed based on the criteria of the Indiana State Board of Nursing. Students will progress through a comprehensive curriculum which emphasizes meeting both physical and psychosocial needs of the patient. A full-time 46 week and part-time 92 week option are available to applicants based on space availability.

Admission requirements: All College admission requirements and completion of the following prerequisites with a score of at least 80%: CPR, Medical Terminology, Communication and Writing Skills for Health Care, and Study Skills (recommended). Additionally, completion of the National League of Nursing preadmission test with a score above the 50th percentile, a 150 word essay, a physical exam, and personal references, and previous hands-on health care experience are required.

Credits: 64.5

Curriculum Design

The following courses are taken in four 12 week quarters, (full-time) or eight 12 week quarters (part-time). Clinical experience are incorporated throughout the program.

Course Descriptions

Human Anatomy and Physiology I

The student is presented with basic facts and principles of the body structure and function. These fundamental facts are simplified and practical application is emphasized. The student is encouraged to correlate the relationship between science facts and the nursing process.

Credits: 6

Issues and Trends in Health Care

The focus is on the issues and trends which effect the practicing nurse in a changing health care environment. This course provides opportunities to discuss relevant issues which influence the client, practical nurse, society, and the nursing profession.

Credits: 2.

Basic Pharmacology I

This course is designed to provide useful information regarding medications and to correlate facts and principles with Human Anatomy and Physiology. The student will be presented with foundational knowledge needed to safely and responsibly administer medications under the supervision of licensed professional. Emphasis is placed on the nursing process and the role of the practical nurse.

Credits: 3

Fundamentals of Nursing I

This course provides an overview of fundamental concepts which incorporates theory skills and the nursing process while viewing the client in a holistic manner. The focus is on the psychosocial, developmental, physiological, economic, spiritual, and sociocultural needs of the client. Opportunities are provided to introduce basic skills both in the learning laboratory and clinical setting. (Didactic = letter grade, lab/clinical = S/U grade.)

Credits: 3.5

Human Anatomy and Physiology II

Requires completion of Human Anatomy and Physiology I.

This course is the continuation of Human Anatomy and Physiology I. It focuses on the interaction between structure and function of the body. It also provides an opportunity to develop client evaluation skills which can be utilized under the supervision of a licensed professional.

Credits: 6

Nutrition Through the Life Cycle

This course focuses on the nutritional need of individuals in various age groups, both in a well and illness state. Exploration of sociocultural, economic, and religious preferences are included to develop an individualized plan of care through the use of the nursing process.

Credits: 2

Basic Pharmacology II

This course is designed as a continuation of Basic Pharmacology I to provide useful information regarding medications and to correlate facts and principle with Anatomy and Physiology. Information will be presented to enable the student to practice safe and responsible medication administration under the supervision of a licensed professional. Emphasis is placed on the nursing process and the role of the practical nurse.

(Requires successful completion of Fundamentals I, Anatomy and Physiology I and Basic Pharmacology I.)

Credits: 4

Fundamentals of Nursing II

This course is a continuation of Fundamentals of Nursing I. Evaluation skills will be taught, practiced in lab, and applied in a clinical setting. Students will continue to use the nursing process and perform nursing interventions. This includes basic nursing care and collection and reporting of data. Components of nursing care plans will be introduced and a sample presented.

(Requires successful completion of Fundamentals of Nursing I.)

Didactic = letter grade, Lab/clinical = S/U grade

Credits: 4

Medical/Surgical Nursing

The focus of this course is on the altered health status of the adult client by using the nursing process in a holistic manner. Emphasis on the psychological, sociocultural, economic, and spiritual preferences of the client is discussed. Opportunity is given to incorporate specific health care concepts of the adult medical/surgical client in the classroom and clinical environments.

(Requires successful completion of first/second quarter courses.)

Didactic = letter grade, Lab/clinical = S/U grade

Credits: 8

Geriatric Nursing

This course focuses on the study of the geriatric individual in the long-term care facility and in the home environment. Emphasis is placed on the nursing process with knowledge of the economic, sociocultural, and spiritual preferences of the individual. An opportunity to incorporate the biological and psychological processes in the assessment of the individual is provided in the theory and clinical experiences.

(Requires successful completion of first/second quarter courses.)

Didactic = letter grade, Lab/clinical = S/U grade

Credits: 8

Obstetrical Nursing

This course focuses on the study of the obstetrical client and family in a holistic approach throughout the reproductive cycle using the nursing process. Emphasis is placed on the client and family. Opportunity is given in the classroom and clinical environment to incorporate discussion of common health disruptions of the maternal client.

(Requires successful completion of first/second quarter courses.)

Didactic = letter grade, Lab/clinical = S/U grade

Credits: 8

Pediatric Nursing

This course focuses on the growth and development of the pediatric client throughout the wellness/illness continuum using the nursing process in a holistic manner. The sociocultural, psychological, economic, and spiritual preference of the client and family is discussed. Opportunity is given in the classroom and clinical environment to incorporate specific health concepts of the pediatric client.

(Requires successful completion of first/second quarter courses.)

Didactic = letter grade, Lab/clinical = S/U grade

Credits:8

Therapy Aide Program

This program prepares the participant to function safely and effectively in both the physical and occupational therapy settings. The curriculum consists of: body structure and function, medical terminology, role of a therapy aide in a clinical setting, legal and ethical issues, mobility and ambulation, use of assistive devices, and safety and infection control. A supervised clinical practicum completes the program. A certificate of completion is awarded upon completion. Suggested participants include those desiring an entry level position in health care.

Contact hours: Didactic and lab - 60, Clinical practicum - 40

Qualified Medication Aide Program

This program is designed to provide the unlicensed Certified Nursing Assistant (CNA) with entry-level competency in non-parenteral medication administration according to the Indiana State Department of Health regulations. The program includes forty (40) hours of classroom instruction and twenty (20) hours of RN supervised practicum. Upon successful completion of the program, the participant will be eligible to take the examination for qualification as a Medication Aide by the Indiana State Department of Health. Participants must be a CNA with three months experience in a long-term care facility.

Contact Hours: 60

Additional Educational Opportunities

Continuing Education

Horizon Career College offers a variety of continuing education opportunities for professional and paraprofessional health care staff. Topics include those such as: Care Planning, IV Therapy, Management sessions, Physical Assessment, Tuberculosis Skin Test course. Special requests from organizations are encouraged.

Community Education

Horizon Career College is committed to meeting the needs of the community. Toward that end, courses are also available to the general community. Topics include: American Heart Association CPR, Babysitting Safety, Medic First Aide, Study Skills. Groups are encouraged to schedule special classes to meet their needs.

Note: Information contained in this course catalog and student handbook is subject to change at the discretion of the administration of Horizon Career College.

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