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Horizon Career College, as an additional location of GREC (Grand Rapids Educational Centers), reserves the right to change fees, tuition or other charges; add or delete courses; revise academic programs; or alter regulations and requirements as deemed necessary. Horizon Career College, offers both equal education and equal employment opportunities.

Published in August 2000

INTRODUCTION

Horizon Career College is an additional location of Grand Rapids Educational Centers, licensed by the State of Indiana to provide training in the following fields:

**MEDICAL ASSISTANT
HEALTH INSURANCE SPECIALIST
NURSE AIDE
PRACTICAL NURSE
SURGICAL TECHNOLOGIST
MASSAGE THERAPY**

Horizon Career College 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
(317) 232-1320

Horizon Career College is institutionally accredited by the Accrediting Bureau of Health Educational Schools (ABHES), 803 West Broad Street, Suite 730, Falls Church, Virginia, 22046. Phone is (703) 533-2082.

ABHES is listed by the U.S. Department of Education as nationally recognized accrediting agency under the provisions of Chapter 33, Title 38, U.S. Code and subsequent legislation. The Accrediting Bureau of Health Education Schools is recognized by the Council of Post-secondary Accreditation (COPA) to accredit institutions of allied health in the private sector. Written copies of these accreditation's are available for review.

Horizon Career College Surgical Technologist Program is accredited by the Commission on Accreditation of Allied Health Education Programs(CAAHEP).

GENERAL INFORMATION

SCHOOL PHILOSOPHY, OBJECTIVES AND MISSION STATEMENT

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

To this end the following objectives have been established.

1. To prepare students for competency in allied health careers.
2. To give students practical experience and training in a chosen field of study.
3. To assist graduates in securing employment and improving career opportunities.
4. To continually be aware and responsive to the changing health care environment to ensure the marketability of our students and services.

PHILOSOPHY

We the faculty and staff, believe that technical education develops the mind, physique, senses and skills thereby nourishing the thinking qualities of the learner. Technical education also provides an awakening of the student to responsibility and expression of personal art work through subject matter of choice. This artistic expression allows personal exploration via problem-solving techniques.

HISTORY

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 through out the State of Indiana. Well over 1500 students have benefited from the college's efforts. In April 1996, Malone Management Company purchased the school's assets. Currently the school operates as an additional location of Grand Rapids Educational Centers'-Grand Rapids Campus in Grand Rapids, Michigan. At the current locations, GREC serves all of West Michigan and Northern Indiana.

PHYSICAL LOCATION AND FACILITY

Horizon Career College is located at 8315 Virginia St., near Route 30, in Merrillville, Indiana. The College has plenty of free parking, is handicapped accessible, and is located near public transportation. Horizon Career College is spacious (9000 sq. ft.) , offering a smoke-free environment, air-conditioning , with administrative offices, lecture rooms, medical and computer labs, and student lounge. The telephone number is (219)756-6811.

ADMISSIONS REQUIREMENTS

Horizon Career College considers each applicant on the basis of scholastic ability, aptitude for profession, and employability. Applicants must be high school graduates or equivalent. Prospective students should arrange to visit Horizon Career College for a personal interview in advance of expected enrollment. Student health forms and high school/GED transcripts are required on or before the first day of class.

Horizon Career College retains the right to accept or reject an applicant based on testing scores or scholastic ability. Advanced enrollment will assure a seat in the class upon acceptance. Transfer of credits from other programs is individually judged by the Executive Director, Program Director, and Admission Officer. An official transcript must be submitted to the school prior to review.

Some programs require additional prerequisites. It is important that students thoroughly read and understand the requirements of each program.

NON-DISCRIMINATION POLICY

Horizon Career College admits students without regard to race, religion, sex, national origin, or handicap.

ADMISSION PROCEDURE

Before enrollment, prospective students must schedule a personal interview and tour the facility. LPN applicants have special admission procedures described in detail in the Practical Nurse Program section. The C.N.A. applicants are given a basic reading and math test. An aptitude test(Wonderlic test) is given to all other applicants. A Wonderlic test score of 14 or higher is required by applicants for the Medical Assistant Program, 16 or higher for the Health Insurance Specialist Program and the Massage Therapy Program. A Wonderlic score of 21 or higher is required for Surgical Technologist Program.

DISABLED STUDENTS

Horizon Career College does not discriminate on the basis of disability in admissions, or access to, or treatment in its programs and activities. However, employment opportunities may be limited for disabled individuals depending upon the nature and degree of their disability. Prospective students who have special needs or particular questions are urged to communicate directly with the Director of the school.

ORIENTATION

Approximately one week prior to class, an orientation will be scheduled. At orientation, students become acquainted with Horizon Career College staff, student expectations, policies, and regulations.

SCHOOL FACULTY AND GUEST LECTURERS

Selection of instructors is based on their educational specialty background, and practical experience. Instructors' qualifications are on file with the accrediting agencies. Horizon Career College also has an active Advisory Board made up of local health professionals. Guest lecturers speak throughout the course and may include local physicians, dentists, and technologists. Other speakers may familiarize students with the workings of health care facilities, as schedule permits.

EQUIPMENT AND VISUAL AIDS

To prepare Horizon Career College graduates for the health field, a variety of classroom/ laboratory equipment is utilized throughout the program. Knowledge and proficiency are attained both by demonstration and actual operation of equipment by the students.

EXTERNSHIP

As students enter their final phases of training, Horizon Career College will assign students to externship sites, selecting sites from its files of hospitals, physicians, clinics, insurance companies, long-term care institutions as well as, home care agencies. Students must be current on all course requirements, meeting Satisfactory Academic Progress (SAP) requirements and must have an up-to-date account with Horizon Career College before externship can begin.

FINANCIAL ASSISTANCE

FINANCIAL AID

Financial aid funds are awarded to supplement family/student tuition contributions when family funds alone cannot cover educational expenses. A student's eligibility for loans and grants is determined by the financial aid representative. Students must complete the Free Application for Federal Student Aid (FAFSA) in order to be considered for federal financial aid. Not all programs conducted at Horizon Career College are eligible for financial aid funds.

Students may be eligible for one or more of the following student financial aid programs:

- **Federal Pell Grant**
- **Federal Supplemental Educational Opportunity Grant (FSEOG)**
- **Federal Family Educational Loan Programs (FFELP)**
 - **Federal Stafford Subsidized Loan**
 - **Federal Stafford Unsubsidized Loan**
 - **Federal Parent Loan for Undergraduate Students(PLUS)**
- **Federal College Work Study (FCWS)**
- **Veterans Administration Benefits**
- **Workforce Investment Act (WIA)**- Several local agencies work with Horizon Career College on an individual (referral) basis to assist students with tuition and other school-related costs of attendance. Contact the Admissions Office for further information.
- **Vocational Rehabilitation Services**- Students with a physical handicap or disability should contact their local state vocational rehabilitation office regarding tuition assistance.

All loan recipients will be required to attend an entrance and exit interview as scheduled by the Financial Aid Office.

All students must maintain Satisfactory Academic Progress (SAP) to retain eligibility for Title IV Federal Student Aid Programs.

SCHOOL TUITION PLAN

Details on our interest-free cash payment plans are available through Horizon Career College Business Office. Horizon Career College also accepts payment of fees with Visa/MasterCard.

FINANCIAL POLICIES

Horizon Career College reserve the right to refuse class attendance, release for externship, graduation attendance, awarding of certificate or diploma, placement services and/ or any training services for students whose financial arrangements are not being met. Terms of the payment must be met as set forth in the enrollment agreement. Federal student financial aid awards must be used in fulfillment of a student's financial obligation at Horizon Career College. A service fee will be charged for any returned check and the finance charge may be applied to a past due account. Students still waiting to receive federal student financial aid disbursements at the time of graduation will be allowed to attend graduation. However, they will not be awarded a certificate until payment in full is received.

CANCELLATION AND REFUND POLICY

An applicant may cancel enrollment at any time before the commencement of his or her class. An applicant requesting cancellation within this time shall be entitled to a refund of all monies paid to the school less the registration fee. A student is entitled to a full refund if the student cancels in six(6) business days or within 3 days of enrollment/attendance if they never visited the school. Registration fee refunds will be issued to the student no later than fourteen (14) calendar days following receipt of the student's written request. An applicant student not requesting cancellation by the scheduled starting date will be considered an enrolled student. Once classes have begun, the last date of attendance will be used to calculate refunds. HCC requests that all cancellation be made in writing to the school. HCC reserves the right to reschedule or cancel any class up to one (1) week in advance of the class start date. A student enrolled in a class that HCC cancels or reschedules will be able to either transfer their enrollment to another class or withdraw their enrollment from HCC and receive a refund of their registration fee. For students terminating after classes have begun, the refund policy listed below will be considered. Also see the award letter section for the student right to cancel loan disbursements effective 7/1/97.

REFUND POLICIES

Statutory Pro Rata Policy: A statutory pro rata refund policy will be considered if the student meets all three (3) of the following requirements: the student received federal student financial aid for the enrollment period, the student is a first-time student at Horizon Career College, the student's last date of attendance was on or before the sixty percent (60%) point in time of the enrollment period for which he or she was charged. Horizon Career College determines the sixty percent (60%) point as the number of weeks attended in the enrollment period as of the student's last date of attendance divided by the number of weeks comprising the enrollment period for which the student has been charged. A pro rata refund is a refund of not less than that portion of tuition, fees, and other charges assessed to the student by the institution equal to the portion of the enrollment period for which the student has been charged that remains on the last date of attendance date, rounded downward to the nearest tenth percent (10%), but never less than ten percent (10%) of that period, minus any unpaid charges for the enrollment period for which the student has been charged and less a reasonable administrative fee, not to exceed one hundred dollars (\$100) or five percent (5%) of the total institutional charges, whichever is less. The portion of the enrollment period for which the student has been charged that remains on the last date of attendance date is determined by dividing the number of weeks remaining in the enrollment period as of the student's last date of attendance date by the number of weeks comprising the enrollment period for which the student has been charged.

Indiana State Policy: (*Applicable only to students attending the Merrillville location*): A student withdrawing after attending one(1) week or less is entitled to a refund of ninety percent (90%) of the institutional charges and less a reasonable administrative fee, not to exceed one hundred dollars (\$100) or ten percent(10%) of the total institutional charges whichever is less. *A student with an LDA after attending more than one (1) week but equal to or less than twenty-five percent (25%) of the enrollment period, is entitled to a refund of seventy-five percent (75%) of the institutional charges and less a reasonable administrative fee not to exceed one hundred dollars (\$100) or ten percent (10%) of the total institutional charges, whichever is less. A student with an LDA after attending more than twenty-five percent (25%) but equal to or less than fifty percent (50%) of the enrollment period is entitled to a refund of fifty percent (50%) of the institutional charges and less a reasonable administrative fee, not to exceed one hundred dollars (\$100) or ten percent (10%) of the total institutional charges, whichever is less. A student with an LDA after attending more than fifty percent (50%) but equal to or less than sixty percent (60%) of the enrollment period is entitled to a refund of forty percent (40%) of the institutional charges and less a

reasonable administrative fee, not to exceed one hundred dollars (\$100) or ten percent (10%) of the total institutional charges, whichever is less. A student with an LDA after attending more than sixty percent (60%) of the enrollment period, is not entitled to a refund. When calculating the Indiana state refund policy, Horizon Career College must subtract any unpaid charges from the amount retained by the school.

*It will be the policy of Horizon Career College to use the ninety percent (90%) refund policy above with only a student whose LDA is on the day of exactly one week of attendance. A student whose LDA is less than one week is entitled to a refund of one hundred percent (100%) of the total charges less a reasonable fee, not to exceed one hundred dollars (\$100).

Horizon Career College determines the percent of the program completion as the number of weeks attended in the enrollment period as of the student's last date of attendance divided by the number of weeks comprising the enrollment period for which the student has been charged.

Horizon Career College will refund monies due to Federal Family Educational Loan Programs within sixty (60) days from the last date of attendance. Horizon Career College will refund monies due to Federal Pell Grant and Federal SEOG within thirty (30) days from the last date of attendance. Horizon Career College will refund any monies due a student within thirty (30) days of the student's last day of attendance.

Tuition will be refunded in the following order: Federal Stafford Unsubsidized Loan, Federal Stafford Subsidized Loan, Federal PLUS, Federal Pell Grant, Federal SEOG, other federal student aid programs, other federal, state, private or institutional source of aid, student.

Veteran's Affairs Refund Policy: A refund of the unused portion of tuition, fees, and other charges will be made to veterans or eligible persons who fail to enter or fail to complete the course as required by U.S. Department of Veterans Affairs regulations. The refund will be within ten(10%) percent of an exact pro rata refund. No more than \$10.00 of the established registration fee will be retained if a veteran or eligible person fails to enter the course.

Special Cases: In the case of prolonged illness or accident, death in the family, or other circumstances which make it impractical to complete the program, the school- upon written notice shall make a settlement which is reasonable and fair to both parties.

Horizon Career College will provide examples of its refund policies if requested by a student.

STUDENT SERVICES

PLACEMENT ASSISTANCE

Horizon Career College offers graduates placement assistance however the school does not guarantee employment during the course of the program. Students participate in employment preparation such as resume writing, interviewing techniques, and job search methods. Securing employment for a graduate depends upon a mutual effort between the graduate and the Career Services Department. Horizon Career College is proud of its record of placement and its continuing placement service available to our alumni. The success of our placement is due to the many satisfied physicians, dentists, hospitals, nursing homes, clinics, and insurance companies who have worked with and employed many of our graduates.

ADVISING

Faculty and staff encourages students to ask for assistance. Specific technical questions relating to the student's course should be directed to the instructor. The administrative staff will advise students in areas of financial aid, placement, and other areas of concern that may affect grades or attendance. At the beginning of the program, students are provided with referral sources for substance abuse counseling.

REGISTRATION AND CERTIFICATION

Medical assistant graduates are immediately eligible to sit for the Registered Medical Assistant Examination. Candidates who pass the exam are considered Registered Medical Assistants (RMA).

Practical Nursing graduates are immediately eligible to sit for the State of Indiana Practical Nurse Exam. Candidates who pass the exam are considered Licensed Practical Nurses.

Surgical Technologist graduates are immediately eligible to sit for the Surgical Technologist Certification Exam. Candidates who pass the exam are considered a Certified Surgical Technologist.(CST).

STUDENT LOUNGE

Horizon Career College offers a non-smoking lounge for the students. Many friendships are formed in the comfortable atmosphere shared by individuals with the same interest and dedication.

STUDENT HOUSING/ CHILD CARE

It is the responsibility of the student to make arrangements for housing and child care while attending school. There are apartments and child care centers in the vicinity of the school. Please check with our admissions representative for current information.

ACADEMIC INFORMATION

APPLICATION AND ENROLLMENT POLICY

A fee is not required to apply to Horizon Career College. Applicants must complete admissions requirements and be accepted by the school before they can enroll in a program. If an applicant has been accepted by the school and wishes to enroll in a program, a registration and enrollment agreement must be executed by the applicant and a school official. The registration fee is required at that time. An applicant is then officially enrolled in the school and considered a student.

ATTENDANCE REQUIREMENTS

Due to the nature of the training, Horizon Career College does not differentiate between an excused or non-excused absence in computing the maximum number of absences allowed. Being tardy three times or leaving class early is calculated on a minute by minute basis.

All students are required to attend ninety percent (90%) of scheduled classroom time to remain eligible for funding and graduation. Excessive absences may be cause for termination from Horizon Career College. Leaving early is defined as a student leaving the classroom before they are dismissed by the instructor. **Some programs have different attendance requirements. Check specific programs for additional information.**

The school must be notified in advance if the student will be absent from class. Arrangements must be made by the student to make up missed class work. Remember, employers look at attendance records when contemplating hiring.

GRADING SYSTEM

Grades are computed at the end of each term. Final transcripts are distributed to all students approximately three (3) weeks following the completion of their program. Grades are not distributed to students lacking high school transcripts or certified statements attesting HS/GED completion. In addition, all HCC accounts must be paid in full. Copies are maintained and become part of the student's permanent record.

Letter Grade	Score	Points
A	100-96	4.0 PTS
A-	95-92	3.7 PTS
B+	91-89	3.3 PTS
B	88-86	3.0 PTS
B-	85-82	2.7 PTS
C+	81-79	2.3 PTS
C	78-75	2.0 PTS
C-	74-70	1.7 PTS
D+	69-67	1.3 PTS
D	65-66	1.0 PTS
D-	64-62	0.7 PTS
F	61-0	0 PTS
WA (Withdrawal Academic)	Withdrawal	0 PTS
W (Attendance)	Withdrawal	0 PTS
I (Incomplete)	Incomplete	0 PTS
S (Satisfactory)	-----	0 PTS
U (Unsatisfactory)	-----	0 PTS

EXAMINATION, MAKE-UP TESTS AND LABS

ONLY for extenuating circumstances, such as illness, accident, or leave of absence will the student be allowed to make special arrangements to make up work.

CUMULATIVE GRADE POINT AVERAGE (GPA)

A cumulative grade point average will be recorded for each student reflecting the academic performance in their program.

LEAVE OF ABSENCE

During extenuating circumstances only a student may be granted a leave of absence. Petitions for a leave of absence must be submitted in writing to an appointed school official. All leave of absences must be authorized by an appointed school official. Only one (1) leave of absence is allowed and may not exceed sixty (60) days. All Title IV federal financial aid is suspended during a leave of absence. In order to reinstate eligibility, students may be required to reapply for federal financial aid funds. The following constitute a leave of absence.

Medical: An unexpected emergency medical situation that requires a student to miss an extended period of the program. A medical leave of absence must be verified by a doctor.

Personal: An unexpected emergency personal situation that requires a student to miss an extended period of the program. A personal leave of absence is handled on an individual basis.

INCOMPLETES, WITHDRAWAL, RE-ENTRY AND REPEAT POLICIES

Students who receive an incomplete grade "I" and who do not satisfactorily complete the required work to remove the incomplete from their record within two weeks after the end of the term, will receive the otherwise earned letter grade (normally an "F"). Students earning a grade of "F" in any course must repeat the course satisfactorily prior to graduation. All repetitions of an academic area require prior approval from the Director of the school. Students who withdraw or have been dismissed from the program are considered to have terminated from the school and may be considered for re-entry only after the Director's approval.

ACADEMIC/ ATTENDANCE WITHDRAWAL

A student who is dropped from the course(s) due to not meeting the academic progress policy will receive a letter grade "WA". If the student is dropped due to not maintaining satisfactory attendance, the student will receive a letter grade of "W". Within two weeks of the end of the term attended the "WA" and/or "W" grade will be changed to an "WF" and the course(s) must be repeated.

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.

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS (SAP)

Student academic/attendance progress information is available upon request. Students must maintain an overall GPA of at least 2.0. Students must attend no less than ninety percent (90%) of scheduled class time. Academic achievement will be evaluated every five (5) or six(6) weeks based on the program in which they are enrolled. Students whose GPA is below 2.0 notified and placed on academic probation for the following five (5) or six(6) weeks. Students continuing on probation, after the first probationary period, are ineligible to receive federal financial aid funds. If the student's GPA increases to 2.0 or higher after the second five(5) or six(6) week probation, financial aid can be re-instated provided the Federal payment period for funds has not changed since probation began. **Programs which require variations in this policy will have them outlined in their program description later in this catalog.**

REMOVAL FROM ACADEMIC PROBATION

The student will be removed from academic probation at the end of the five (5) or six(6)weeks when his/her GPA is at or above 2.0.

ACADEMIC DISMISSAL

If a student is on academic probation and his/her GPA remains below 2.0, at the end of the next grading period, he/she will be dismissed. If he/she receives all failures (grade F) the first term (5 or 6 weeks), he/she will be dismissed.

Professional conduct must be maintained by Horizon Career College students at all times. Students will be placed on probationary status if the above criteria for academics, attendance, and conduct are not maintained. If a student does not complete course work in the maximum time frame allowed, the student's status will change from an incomplete to a drop.

APPEALS

Students wishing to appeal any of the above policies and/or procedures must submit a written request to the school director. In cases of extenuating circumstances, special arrangements may be made with an appointed school official. Any special circumstances will be handled on an individual basis.

GRADUATION REQUIREMENTS

To be eligible for graduation, students must:

- Complete all required courses with a grade D- or above.
- Complete all required courses with a Cumulative Grade Point Average (GPA) of 2.0 or above.
- Complete an approved externship with a grade of D- or above.
- Pay all monies due to the school. **Programs which require variations of this policy are outlined in their program descriptions later in this catalog or in the specific program handbook.**

Students on academic probation may qualify for graduation if, at the end of the probationary period, they meet the Satisfactory Academic Progress (SAP) policy.

Students must pay all financial obligations in full before they can receive their transcript and certificate.

At least one formal graduation ceremony is held each year. Eligible graduates receive a certificate of completion or diploma, program pin, and official transcript.

CERTIFICATE OF COMPLETION/ DIPLOMA

Students successfully completing all requirements of a program will be presented with either a certificate or diploma from Horizon Career College an additional location of Grand Rapids Educational Centers according to program policy. The student will not receive a certificate or diploma if tuition is owed to Horizon Career College.

ACADEMIC TRANSCRIPTS

Academic transcripts will be issued upon receipt of a written request by the student. Official transcripts may be requested at a fee of five dollars (\$5.00). There is no charge for the first un-official transcript requested. A two dollar (\$2.00) fee will be charged for each subsequent un-official transcript. Allow 5 working days for processing

STUDENT INFORMATION

DRESS CODE

All students must keep in mind that personal appearance is a key component in projecting a professional image. Students are required to wear uniforms, color-coded for the program in which they are enrolled. It is the students responsibility to purchase the required uniform, (except for health insurance specialist), prior to beginning classes. Lab jackets are required at times during the program for Practical Nurse and Surgical Technologist students as outlined in their handbooks. Health insurance specialist students are required to wear professional business attire during training. At graduation all students are required to wear professional business attire.

STUDENT CODE OF CONDUCT

Students are required to follow standards of conduct that are typically expected in the health care profession. Violations include dishonesty, unprofessional conduct, use of profanity, insubordination, noncompliance with safety rules, vandalism of school property or equipment, or any conduct that interferes with the learning progress of other students.

Substance abuse, cheating, plagiarism, carrying weapons, and stealing during school related activities such as lecture, lab, business hours, field trips, externships, or while on school property will be cause for termination from Horizon Career College without re-entry into the school.

SEXUAL HARASSMENT

Sexual harassment is unacceptable conduct at Horizon Career College and will not be tolerated or condoned. Sexual harassment is any unsolicited verbal or physical conduct of a sexual nature, which is unwelcome. Any 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. A student who believes he or she is being sexually harassed is encouraged to report the harassment to the Executive Director or any other authorized 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.

HEALTH

All applicants are required to complete a general health questionnaire during the enrollment process. Some of the programs will require a physician physical and lab work. This is program specific and will be discussed prior to 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's 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 course containing clinical study. In some clinical courses, students will be required to validate Rubella Titer Immunity or have a signed waiver in their record, if they are not immune.

RELEASE OF INFORMATION/ CONFIDENTIALITY OF RECORDS

The Family Educational Rights and Privacy Act of 1974 provides that all students records are confidential and available only to that student and his or her parent (s), if the parent(s) support the student for over half his or her income, to school officials and to outside agencies that provide the student with financial assistance. Students may review their records upon written request to the Executive Director. Student information will be released only after written permission is received for each occurrence.

STUDENT CONCERN POLICY

Any student with a concern regarding any portion of his/ her training program at Horizon Career College should:

Put the concern in writing and submit the concern to the appropriate staff in the following order:

1. Instructor
2. Program Coordinator
3. Executive Director
4. President
Grand Rapids Educational Centers
1750 Woodworth St. NE
Grand Rapids, MI 49525 -2301

Each of the above listed parties will respond within 10 business days of having received the written concern. The student may proceed with the next appropriate party only if they have received an unsatisfactory response or if the appropriate party failed to respond within the time specified. The response of the President will be final. If you have followed the above guidelines and still feel that your concern has been improperly addressed, contact the Indiana Commission on Proprietary Education, 302 W. Washington St. Room 201, Indianapolis, IN 46204

HOLIDAYS AND VACATIONS

New Year's Day, Memorial Day, Independence Day, Labor Day, week of Thanksgiving, and weeks of December 23, 2000 to January 8, 2001 are scheduled holidays.

□□ PROGRAMS □□

****NOT ALL PROGRAMS ARE OFFERED AT ALL CAMPUSES****

HEALTH INSURANCE SPECIALIST PROGRAM

EDUCATIONAL OBJECTIVES

This program is designed to provide the student with the skills necessary to provide qualified entry-level positions in the insurance and allied health industries.

Hands-on experience will be gained as the student will prepare medical and dental insurance claims, using current CPT-4 and ICD-9 coding standards. This information will be transferred to the appropriate claim forms and be prepared for processing. The student will also learn how to review the claim as it is received by the insurance company and to examine payment. The course include medical and dental terminology, anatomy and physiology which provides the student with the information needed to evaluate and properly process insurance claims. Additional areas of training include customer service, business correspondence, and employability skills.

Externship is intended to provide the student with the opportunity to put these skills to use before being placed in the field.

COURSE OBJECTIVE

Upon completion of the health insurance specialist program, the student will possess the knowledge and skills required to function as a medical office coordinator, medical transcriptionist, medical biller, medical or hospital coder/keyer.

HEALTH INSURANCE SPECIALIST PROGRAM COURSES

MODULE NUMBER	COURSE TITLE	CLOCK HOURS	CREDIT HOURS
Module A	Office Procedures	100	8
Module B	Medical Terminology & Insurance Billing	200	16
Module C	Specialized Billing	100	10
Module D	Benefit Estimation & Transcription	100	7
Module E	Computerized Program/Billing	100	5
Module F	Externship	150	5
	Program Total	750	51

* Class size: average 9 students, maximum: 15 students / 34-47 week program
(All HCC lectures and labs are based on a 50- minute clock hour.)

* 750 hours = 51 quarter credit hours.

One quarter credit hour is equal to : 10 hours lecture, 20 hours of laboratory, or 30 hours of externship. HCC reserves the right to reschedule or cancel any class up to one week in advance of the start date.

HEALTH INSURANCE SPECIALIST MODULAR DESCRIPTIONS

MODULE A – OFFICE PROCEDURES

Module A session will provide the student with basic procedures and skills required in a medical office situation that enable them to function efficiently. The module emphasizes the interpersonal skills that allow the office staff to interact successfully with customers, the hardware and software that help the decision-making process and the guidelines that must be followed. Students strengthen their English grammar and writing skills, develop speed and accuracy on the keyboard, and acquire advanced word processing skills. Students are also trained in: scheduling, Business Math, pegboard, payroll accounting, interviewing techniques, and resume writing.

60 LECTURE HOURS/40 LAB HOURS = 8.0 CREDIT HOURS

MODULE B – MEDICAL TERMINOLOGY AND INSURANCE BILLING

During Module B the session will provide a basic study of anatomy and physiology of the human body and related diseases. Major body systems such as; cardiovascular, integumentary, blood, lymph, respiratory, musculoskeletal and the skeletal systems are covered. In addition, nervous, reproductive, urinary and endocrine systems are also covered. The sessions will provide the student with a fundamental knowledge of medical terminology and disease treatments needed to function in a health care setting utilizing the ICD9/CPT4 coding format. The student will learn how to correctly determine and code the level of service for the following: evaluation and management, ER coding, surgeries, ambulatory medicine, durable medical equipment and podiatry. Students will also begin to develop proficiency in preparing and processing insurance claims such as the HCFA 1500. National coding systems used for claim processing are studied. Students are given hypothetical insurance billing situations, select appropriate forms, codes and procedures to process the insurance claims for optimal reimbursement.

120 LECTURE HOURS/80 LAB HOURS = 16.0 CREDIT HOURS

MODULE C – SPECIALIZED BILLING

This module focuses on COB/Hospital/Dental billing.

COB – These session provide the necessary information used in processing coordination of benefit claims. It provides an introduction into subrogation, primary and secondary payors, and copayments. Focuses are on Medicare/Medicaid, Champus/Champva, BC/BS.

Hospital – Students are provided with the theoretical knowledge of basic and major medical benefits, built-in benefits, comprehensive benefits, in-patient and out-patient services. The student will learn how to complete the UB92 form using the appropriate revenue codes.

Dental - These sessions introduce the basic knowledge of the anatomy and physiology of the oral cavity and terminology related to the field of dentistry. Completion of the ADA dental form using the appropriate ADA coding along with coverage estimation completes the course.

100 LECTURE HOURS = 10.0 CREDIT HOURS

MODULE D – BENEFIT ESTIMATION AND TRANSCRIPTION

This module will focus on benefit estimation and transcription. During the claims examiner portion of the module they learn how to review the claims as it is received by the insurance company. The student will also learn how to calculate payment of these claims. In medical transcription the student will learn the necessary skills for typing transcript, medical letters, and reports for a variety of specialties. The focus will be on accuracy and speed. How to interpret coverages and insurance terminology will also be discussed.

40 LECTURE HOURS/60 LAB HOURS = 7.0 CREDIT HOURS

MODULE E – COMPUTERIZED BILLING

In this module the student will use an IBM compatible computer system, and learn computerized applications of HCFA 1500 and UB92 claim forms. Principles of coding, terminology and theory will be applied to complete these sessions. Students are introduced to a computerized billing data base and simulated billing, data entry, and appointment control will be practiced. Programs covered under this module include: word processing, and spreadsheets.

100 LAB HOURS = 5.0 CREDIT HOURS

MODULE F - EXTERNSHIP

During Module F, students are able to apply the principles and practices learned in the classroom. Externs work under the direction of qualified personnel in participating institutions and under general supervision of designated school staff. Externs receive “externship booklets” in which the approved facility personnel document student progress as well extern hours. These evaluations are discussed whenever school supervisory personnel visit or call the site. They are then placed in the student’s permanent record. Proficiency skills are assessed and job search and placement is implemented upon successful completion of the externship. Students must complete their externship to fulfill graduation requirements.

150 EXTERN HOURS = 5.0 CREDIT HOURS

MEDICAL ASSISTANT PROGRAM

EDUCATIONAL OBJECTIVES

This program encompasses five modules and will provide the student with the necessary skills to obtain an entry-level position as a medical assistant in a physician's office, hospital, laboratory, or clinic. Each module includes a specialized understanding of the latest methods, theories, and skills needed to assist in a medical setting. Medical assistant training includes a study of anatomy and physiology, law and ethics, medical terminology, and pharmacology. Clinical procedures such as TPR, blood pressure, sterilization techniques, patient exam preparation, venipuncture, first aid, minor surgeries, EKG, CPR, injections, and basic lab procedures are included. Externship provides the student the opportunity to put these skills to use.

COURSE OBJECTIVES

Upon completion of the Medical Assistant Program, the student will possess the knowledge and skills required to function in either administrative and/or clinical capacities in a physician's office, hospital, or clinic.

PROGRAM OUTLINE

MODULE NUMBER	MODULE TITLE	CLOCK HOURS	CREDIT HOURS
Module A	Principles of Practice and Communication	100	9.0
Module B	Anatomy and Physiology	100	10.0
Module C	Medical Office Clinical and Lab Procedures	100	6.0
Module D	Application of Principles of Practice and Communication	200	16.0
Module E	Externship/Externship Preparation	220	8.0
	Program total	720	49.0

Class size average: 18 students, maximum : 30 students/32-39 week program.
(All HCC lectures and labs are based on a 50-minute clock hour.)

MEDICAL ASSISTANT PROGRAM MODULES

MODULE A – PRINCIPLES OF PRACTICE AND COMMUNICATION

Module A will emphasize the role of the Medical Assistant in the office/other settings within the medical field. Discussion of issues such as bioethics, basic medical word structures, medical ethics, quality control and risk management will also be introduced. Fundamental of communication as it relates to telephone etiquette, reception, patient instruction and appointments will be demonstrated and practiced by the students. Front end office work including computer basics, banking, filing and medical records including the principles of each procedure will be presented and simulated through special projects and practice.

90 HOURS LECTURE/10 HOURS LAB = 9.0 CREDIT HOURS

MODULE B – ANATOMY AND PHYSIOLOGY

Module B will introduce the student to the basic knowledge and terminology of body systems. It emphasizes these body systems from the simple to complex, with detail study of the structure and function of various body systems and their relationship to the body as a whole. Focus will be on care, recognition of diseases, use of medical terminology to define various conditions, pathophysiology, symptomology and treatment of disease and injury of the covered systems. Diet and nutrition as it relates to these body systems will also be introduced and discussed as appropriate.

100 HOURS LECTURE = 10.0 CREDIT HOURS

MODULE C – MEDICAL OFFICE CLINICAL AND LABORATORY PROCEDURES

Module C introduces the student to the laboratory and clinical procedures commonly performed in a physician's office. Students learn lab safety, specimen identification, collection, handling and transportation procedures, practice venipuncture and routine diagnostic hematology. Maintenance and care of laboratory equipment and supplies are discussed. The course also includes descriptions and student demonstration of skill with emphasis on physical exam, minor surgery, medical emergencies, medical equipment, vital signs, positioning and draping. Clinical requirements are outcome based on competency.

20 LECTURE HOURS/80 LAB HOURS = 6.0 CREDIT HOURS

MODULE D – APPLICATION OF PRINCIPLES OF PRACTICE AND COMMUNICATION

Module D introduces theoretical foundation of pharmacotherapeutics as well as the basic information regarding therapeutic drugs, their use, classification and effects on the body. Students will become familiar with the principles of administering medication, including invasive procedures such as injections. They also will continue to learn through lecture and practice, medical office procedures such as: dictation, letter development, insurance billing and coding. In preparation for their externship, resume writing, interview techniques, including grooming, professional behavior, stress management, time management and dealing with various office issues will be discussed with accompanying role playing.

120 LECTURE HOURS/80 LAB HOURS = 16.0 CREDIT HOURS

MODULE E – EXTERNSHIP/EXTERNSHIP PREPARATION

Upon successful completion of modules A through D, medical assisting students complete 60 hours of clinical labs and participate in a 160 hour externship at an approved facility.

The externship enables the students to work with patients and apply the principles and practices learned in the classroom. Externs work under the direct supervision of qualified personnel in participating institutions and under general supervision of the school staff. Externs receive a "Externship Booklet" in which the approved facility personnel document the students progress and extern hours. These evaluations are examined and discussed whenever school supervisory personnel visit the site and are placed in the students permanent record. Medical assisting students must complete their externship to fulfill graduation requirements.

During the final clinical labs, students must demonstrate final competency in both the medical and clinical medical office procedures learned during their classes. Rules, regulations, required documentation as well as final assignments for their particular extern sites and/or required interviews as appropriate will be completed.

160 EXTERNSHIP HOURS/60 LAB HOURS = 8.0 CREDIT HOURS

PRACTICAL NURSE PROGRAM

Philosophy/Purpose

The faculty of the Practical Nurse Program, in accordance with the philosophy of Horizon Career College, accept the responsibility to provide a quality education that enables students to be successful throughout their challenging and rewarding practical nursing careers. The faculty recognizes that providing a theoretical base for nursing with practical experience and training will enable students to become competent practical nurses. The purposes of the Practical Nurse Programs is to provide, using the nursing process, an educational base for all students to safely administer basic nursing care under the supervision of a licensed professional.

Society is viewed as an open system in which individuals can interact continuously. Through these interactions, individuals can influence and be influenced by society and the environment.

Health is a dynamic state of wellness in which the individual adapts to changes in the internal and external environments to maintain harmony between the physical, psychological, sociocultural, and spiritual state of the individual. Responsibility for health care is shared mutually by the providers and the individual receiving care. Health attainment, maintenance, restoration, and quality care is the right of each individual regardless of religious belief, race, nationality, social and/or financial status.

Nursing is an art and science that views the person in a holistic manner. Practical nurses collaborate with other health care team members to assist in providing health care. The foundation of nursing is the nursing process that utilize assessment, planning, implementation, and evaluation of the health care services of the individual and family. The practical nurse provides quality care to assist the individual and the family to attain mutually agreed upon goals within a legal and ethical framework.

The educational process involves the combined effort of both the faculty and student. Learning is influenced by the student's experiences and can be facilitated by the instructor who reinforces desired behaviors and encourages critical thinking. Learning is also a lifelong process in which the student seeks and creates learning experiences to enhance and maintain knowledge and skills.

Conceptual Framework

The Practical Nurse program is based upon four core concepts obtained from the philosophy and purpose of the nursing program. These concepts include health, society, practical nursing, and the learning process. These concepts are presented in two levels to show the program's progress from simple to complex.

In the first level, the student is introduced to the nursing process in the care of individuals with basic, simple health needs who may, or may have not, adapted to chronic health problems. At this level, individuals are viewed as members of society who have the ability to interact with their environment. Individuals mutually share in the responsibility in health attainment, maintenance or restoration. As level one progresses, the student is introduced to individuals with more emerging difficult health needs.

Application of the nursing process focuses on the development of the nursing skills learned in laboratory and clinical settings. The nursing process is further organized with other health care providers with the development of care plans. The courses covered in this level

include Anatomy and Physiology I & II, Pharmacology I & II, Nutrition, Issues in Health Care, and Fundamentals of Nursing I & II.

In the second level, the student is introduced to the care of the individuals with special needs and more complex needs throughout the life span. Enhancement and further refinement of nursing skill with individuals throughout the life span and complex health needs are accomplished at various types of clinical experiences. At the successful completion of this level, the student will demonstrate clinical competence and expertise at the practical nurse level. The nursing process emphasizes the development of nursing care plans for various populations throughout the life span. Courses included in this level are Maternal Child Health and the Young Family, Nursing Care for Adults with Medical Needs, Nursing Care for Adults with Surgical Needs, and Geriatrics and the Special Needs Populations.

Program Objectives

1. Demonstrate appropriate practical nursing assessment of individuals throughout the life span with complex health needs.
2. Formulate a plan of care with individuals throughout the life span with complete health needs under the supervision of a licensed health care professional.
3. Demonstrate competent practical nursing interventions when caring for multiple individuals throughout the life span.
4. Appraise the outcomes of nursing interventions with individuals throughout the life span.
5. Interact with individuals in a professional, caring manner regardless of age, sex, race, ethnicity, religion, income or disease process.
6. Demonstrate legal and ethical practical nursing as outlined by the Indiana Nurse Practice Act and NAPNES code of ethics.
7. Dramatize professional conduct when interacting with members of the health care team.

Curriculum Design Full-time

Level One

First Quarter

Course Number	Course Title	Credit Hours	Clock Hours
HS101	Human Anatomy & Physiology I	5	60.0
PH 101	Basic Pharmacology I	5	60.0
NS 101	Fundamentals of Nursing I	7	120.0
NS103	Issues in Healthcare	3	48.0
	Total Credit Hours	20.0	288.0

Level One:

Second Quarter

Course Number	Course Title	Credit Hours	Clock Hours
HS 103	Human Anatomy & Physiology II	5	60.0
PH 102	Basic Pharmacology II	4	48.0
NS102	Fundamentals of Nursing II	8	192.0
NU 101	Nutrition Through the Life Cycle	3	36.0
	Total Credit Hours	20.0	336.0

Level Two:

Third Quarter

Course Number	Course Title	Credit Hours	Clock Hours
NS 201	Nursing Care for Adults with Medical Needs	9	204.0
NS 202	Nursing Care for Adults with Surgical Needs	9	204.0
	Total Credit Hours	18	408.0

Level Two:

Fourth Quarter

Course Number	Course Title	Credit Hours	Clock Hours
NS 203	Maternal Child Health and the Young Family	12	276.0
NS 204	Geriatrics and the Special Needs Populations	5	108.0
	Total Credit Hours	17	384.0

TOTAL CREDIT FOR PROGRAM **75** **1416.0**

*Class size: average 15 students, with a maximum of 30 students/48 week program
(All HCC lectures and labs are based on a 60-minute clock hour.)

*1416 hours = 75 quarter credit hours

One quarter credit hour is equal to: 12 hours lecture, 24 hours of laboratory or 36 hours clinical.

Instructor to student ratio consists of the following:

Lecture: 1:30

Lab: 1:10

Clinical: 1:10

Fundamentals of Nursing I lab experience will be scheduled on campus at HCC. One-half of the students will attend lab on one day during the week, the other half will attend on another day of the week.

Fundamentals of Nursing II clinical experience will be scheduled at area sites. The student will be notified of their clinical sites approximately 6 weeks before that clinical experience. Clinical times are tentative based upon clinical availability.

HCC RESERVES THE RIGHT TO RESCHEDULE OR CANCEL ANY CLASS UP TO ONE WEEK IN ADVANCE OF THE START DATE. ALL CLINICAL TIMES ARE TENTATIVE BASED UPON CLINICAL AVAILABILITY AND CLASS SIZE.

ADMISSION POLICY AND PROCEDURE

1. The applicant must be a high school graduate or have satisfactorily passed the high school equivalency examination (GED). The appropriate transcript or test scores must be submitted with admissions.
2. Admission requirements include the following:
 - A. A SAT score of Verbal 375 and Math 400. The SAT must have been taken within 10 years of applying for the Practical Nurse Program. The appropriate test scores must be submitted with admissions.

OR

- B. A score at or above the 50th percentile on the National League of Nursing Test. This test must have been taken within 5 years of the applying for the Practical Nurse Program. The appropriate test scores must be submitted with admissions.

OR

- C. Schedule with the admission department to take the Nursing School and Allied Health Entrance Exam (PSB). The applicant must score at or above the 30th percentile. Approximately three and one half (3-1/2) hours will be scheduled for the entire exam. A non-refundable fee of thirty dollars (\$30.00), payable to Horizon Career College must be paid prior to the examination. This exam must be taken before entrance into the Practical Nurse Program. If the applicant should receive a score below the 30th percentile, the applicant may repeat the exam once.
3. Once the applicant enrolls in the Practical Nurse Program and has submitted the appropriate transcripts and admission test scores, the applicant must pay a \$25 non-refundable admissions fee payable to HCC. This fee includes the work for processing the application.
4. American Heart Association or the American Red Cross CPR for Health Care Providers (Course C) is required by all applicants entering into the Practical Nurse Program within 30 days from the first day of class.
5. Upon acceptance into the Practical Nurse Program, the student will receive an acceptance letter via the mail along with a physical form. It is the applicant's responsibility to complete this physical form. This physical form, along with all of its requirements of the physical examination, laboratory tests, and all immunizations must be submitted prior to the first day of class. If these requirements have not been met and the applicant misses the first day of class, it may be impossible for the student to start with the class. If this occurs the student will be offered a spot in the next class.

Note: If the applicant has ever been convicted of a felony, or any other crime that is deemed to affect performance, that applicant may be subject to a review and hearing by the State board of Nursing before he/she is permitted to sit for licensure.

CLINICAL FACILITIES:

Clinical experiences throughout the program will be conducted at a variety of health care facilities throughout the area. Observation experiences will be scheduled with various clinical sites in accordance with the area of study. Classes will be conducted at Horizon Career College, which houses the learning laboratory, classrooms, library, faculty and directors offices.

EVALUATIONS:

Evaluation devices will be used to measure progress toward the specific objectives at each stage of the program. These include, but are not limited to, test and quiz results, student and faculty evaluation results, clinical evaluation tools and summaries, and the nursing process recordings and care plans.

PROGRESSION:**Satisfactory Progress:**

Academic achievement will be evaluated at the sixth (6th) week and again at the end of each quarter. Academic achievement will be evaluated using one of the following criteria.

- a. The student must achieve a grade of 75% in all clinical nursing courses.
- b. The student must achieve a satisfactory (S) in all clinical nursing courses.
- c. The student must achieve a grade of 75% in all but two (2) non-clinical nursing courses.
- d. The student must achieve a minimum grade of 71% in 2 non-clinical nursing courses.
- e. The student must achieve an overall GPA of 2.0

Academic Probation:

A student will be placed on academic probation at the end of the first six weeks of each quarter if any of the following occurs:

- a. The student achieves a grade below 75% in any clinical nursing courses.
- b. The student achieves an unsatisfactory (U) in any clinical nursing course.
- c. The student achieves a grade below 70% in any non-clinical nursing course.
- d. The student achieves a grade below 75% in a third non-clinical nursing course.
- e. The student achieves an overall GPA below 2.0.

Once a student is placed on academic probation, the student will be notified by the Academic Advisor and Program Coordinator. The student will have till the end of the quarter, or till the next mid-term, whichever comes first, to achieve satisfactory progress and grades. If a student receives continuous academic probation (receives two consecutive probations), that student will be ineligible to receive federal financial aid funds.

Removal from Academic Probation:

Removal from Academic Probation occurs when any of the following occurs:

- a. The student achieves a grade of 75% in all courses.
- b. The student achieves a grade of satisfactory (S) in all clinical nursing courses.
- c. The student achieves and overall GPA of 2.0.

Academic Dismissal:

Academic Dismissal will occur if any of the following occurs:

- a. A student achieves a final grade below 75% in any clinical nursing courses.
- b. The student achieves an unsatisfactory (U) final grade in any clinical nursing course.
- c. The student achieves a final grade below 75% in more than two (2) non-clinical nursing courses.
- d. The student achieves an overall final GPA below 2.0.
- e. Failure to successfully achieve a final grade of 80% or higher on at least one Pharmacology Drug Proficiency Exams (three exams are given during the first quarter).

Refer to the catalog's academic policy for other grades: (I) Incomplete, (WA) Withdrawal Academic, (W) Withdrawal, (S) Satisfactory, (U) Unsatisfactory. Both theory and clinical grades will be submitted in the policy.

RE-ENROLLMENT POLICY:

Re-enrollment requests must be approved by the Executive Director, Program Coordinator, and Admission Officer. A request for re-enrollment must be submitted, in writing, to the Program Coordinator. The student must start at the beginning of the program. The student is required to repeat all of the nursing courses in the progression of the curriculum.

Available space, as determined by the admission committee, will determine the number of students allowed to re-enroll. All other program requirements must have been completed and current prior to re-enrolling. Tuition fees must be paid in full per policy prior to re-entry.

PROMOTION:

Promotion:

The levels of achievement, warnings, promotion, and graduation are reflected in the academic policy.

Graduation:

A candidate for graduation must meet the following criteria to be eligible to receive the school certificate:

1. Satisfactory completion of the required courses of study as stated in the curriculum design.
2. No monetary indebtedness from the program.
3. Completion and submission of all required documents.

A certificate from Horizon Career College is awarded to students successfully completing the required curriculum in practical nurse education. The graduation uniform must be purchased by each student prior to graduation. The school pin and certificate will be presented at the graduation program if all requirements for graduation are met.

Graduation and Licensure Fees:

Licensure fees include fees to be paid to the NCLEX Licensure Exam and the State Board of Nursing. These fees are subject to change by the State Board of Nursing and/or NCLEX. The Program Coordinator will notify the graduates of any and all graduation and licensure fees no later than two (2) weeks prior to graduation.

AUDIT POLICY:

Request to audit a lecture must be approved by the Program Coordinator.

FEES:

1. All admission fees must be submitted with the application.
2. Tuition is paid quarterly in advance by credit hours and due prior to the beginning of the quarter. Payment is made payable to Horizon Career College.
3. Any unexpected or unanticipated additional expenses are the student's responsibility.

TARDINESS:

In addition to the policy in the general Student Handbook, the following applies to Practical Nursing students:

Class Tardies:

It is the responsibility of the student to notify the school if the student is going to be tardy.

This is to be done at least 1/2 hour prior to the scheduled class time. The student is to state his/her name and reason for the tardy. A student will be considered tardy for class if he/she is fifteen (15) minutes late or more for the scheduled class time. Tardies are calculated on a minute by minute basis.

Clinical Tardies:

It is the responsibility of the student to notify the unit and the instructor. In addition, the student must call the school if he/she will be tardy for clinical. The student is to state his/her name and the reason for the tardy.

All students are expected to be present and ready to begin pre-conference at the scheduled time. Anyone more than five (5) minutes late for a clinical will be considered tardy.

If the student is tardy or unprepared for clinical, it is at the discretion of the instructor to determine if the student will be permitted to participate in the clinical experience.

See the specific tardy policy for the practical nurse program detailed in the Practical Nurse Program Handbook.

ABSENTEEISM:

1. Students are required to attend 90% of all class time. Anything less may result in program dismissal. Make-up time may be scheduled at the discretion of the instructor or Program Coordinator.
- .2. Any student who is absent from class must call the school to notify of absence no later than (one) 1 hour prior to the scheduled class time. The student must state his/her name and reason for the absence.
3. Any student who is absent from the clinical or classroom without giving prior and proper notification (NO CALL / NO SHOW) will be subject to, a verbal warning and afterwards a written warning. Absence without notification may be subject to program dismissal.
4. Any student who is absent from the clinical must call both the clinical site and the school to notify of absence no later than (one) 1 hour prior to the scheduled clinical time. The student must state his/her name, the instructor, class and reason for absence.

See the Practical Nurse Program Student Handbook for the specific absenteeism policy.

LIBRARY

The library of Horizon Career College provides service to all students. A well-rounded collection of reference materials, including professional journals and resource textbooks are available. Access to internet service for further reference is also available, assistance granted upon request.

The library is open during normal business hours. All materials are to remain in the building. Photocopies are available upon request. A fee of five cents (\$.05) per page is charged.

PRACTICAL NURSE PROGRAM LEVEL OUTLINE

Level One Outline

Description: The first level of the Practical Nurse Program introduces the student to the nursing process in the care of individuals with basic, simple health needs who may, or may not have adapted to chronic health problems. As the level progresses, the student is introduced to individuals with more emerging difficult health needs. The application of the nursing process focuses on the development of nursing skills learned in the laboratory and clinical settings. The nursing process is further organized with other health care providers with the development of care plans.

Level One Objectives:

1. Utilize nutritional principles and the nursing process to identify, prevent, and correct nutritional inadequacies of patients throughout the life span.
2. Discuss in order of increasing complexity the anatomy & physiology of the human body.
3. Discuss how controversial and ethical issues associated with practical nursing and health care effect the health care system.
4. Perform basic assessment skills in the care of individuals with health care needs.
5. Identify goals based on assessment findings of individuals with health care needs.
6. Establish a plan of care for individuals with basic to complex health care needs.
7. Under the supervision of a licensed health care professional, demonstrate competent practical nursing skills when implementing plans of care for individuals w/ health care needs.
8. Evaluate plans of care and identify areas of improvement in the care of individuals with basic to complex health needs.

Level One Courses:

Fundamentals I	Fundamentals II
Anatomy and Physiology I	Anatomy and Physiology II
Pharmacology I	Pharmacology II
Issues in Health Care	Nutrition

Level Two Outline

Description: In the second level, the student is introduced to the care of individuals with special needs and/or more complex needs throughout the life span. Enhancement and further refinement of nursing skills are accomplished in a variety of clinical and observational settings. The nursing process emphasizes the development of nursing care plans for the various populations throughout the life span. At the completion of this level, the student will demonstrate competence and expertise at the entry practical nurse level under the supervision of a licensed health care professional.

Level Two Objectives:

1. Demonstrate competent assessment skills in the care of individuals with special and more complex needs throughout the life span.
2. Identify and prioritize goals based on the assessment findings of individuals with special and more complex needs throughout the life span.
3. Identify and individualize plans of care for individuals with special and more complex needs throughout the life span.
4. Demonstrate competent practical nursing skills when implementing nursing care for individuals throughout the span.
5. Evaluate and modify the plans of care for individuals throughout the life span.
6. Demonstrate professional conduct when interacting with the health care team.
7. Prioritize and organize the care of multiple individuals under the supervision of a licensed health care professional.

Level Two Courses:

Maternal Child Health and Young Family
Nursing Care for Adults with Medical Needs
Nursing Care for Adults with Surgical Needs
Geriatrics and the Special Needs Populations

PRACTICAL NURSE PROGRAM COURSE DESCRIPTIONS

HS 101 -- HUMAN ANATOMY & PHYSIOLOGY I: This course is designed as an introduction to basic anatomy and physiology of the healthy human body. The body's organization is followed from the structure and function of the single cell to the interaction of body systems to obtain a stable internal environment called homeostasis. The topics covered in this course include an introduction to the human body, chemistry, cells and their functions, disease and disease producing organisms, digestive system, the lymphatic system, the musculoskeletal system, the nervous system, the endocrine and sensory system.
60 HOURS LECTURE = 5 CREDIT HOURS

HS 103 – HUMAN ANATOMY AND PHYSIOLOGY II: This course is a continuation of Anatomy and Physiology I. Conditions that cause disease throughout the life cycle of an individual will also be discussed. The discussion of the structures and function of the body systems is completed and the interaction between the systems to maintain homeostasis is explored. Topics covered in this course include the cardiovascular and peripheral and cardiovascular systems, respiratory system, the skin in health and disease, metabolism, nutrition and body temperature, the urinary system, the reproductive system and genetics.
60 HOURS LECTURE = 5 CREDIT HOURS

PH 101 – BASIC PHARMACOLOGY I: The course is an introduction to the therapeutic actions of drugs and the nursing role in the administration of drugs. There is a special emphasis on drugs affecting the gastrointestinal system, nervous system, coagulation, and treating infections. Topics about methods to solve drug dosage calculations needed in nursing practice will be presented.
60 HOURS LECTURE = 5 CREDIT HOURS

PH 102 – BASIC PHARMACOLOGY II: This course is a continuation of Basic Pharmacology I. It is an introduction to the therapeutic actions of drugs and the nursing role in the administration of drugs. There is a special emphasis on drugs affecting the cardiopulmonary system, endocrine system, nervous system, urinary system, reproductive system, and treating cancer. A review about methods to solve drug dosage calculations needed in nursing practice will be presented.
48 HOURS LECTURE = 4 CREDIT HOURS

NS 101 – FUNDAMENTALS OF NURSING I: The course serves as an introduction to the student of the fundamental concepts of nursing. The nursing process will be introduced as a means by which professional nurses make clinical decisions for appropriate nursing interventions. Students will be introduced to the nursing process when addressing the psychosocial, developmental, sociocultural, economic, spiritual and physiological needs of all clients. Skills basic to the nursing process will be practiced in the laboratory setting only this session. This will provide the student practical nurse a solid foundation for nursing practice.
120 LECTURE/LAB = 7 CREDIT HOURS

NS102 – FUNDAMENTALS OF NURSING II: This course is designed as a continuation of the first quarter of Fundamentals of Nursing. Discussion of the role of the practical nurse is continued as it relates to the nursing process. The student will be encouraged to develop and implement a basic nursing care plan addressing the psychosocial, developmental, sociocultural, economic, spiritual and physiological needs of all patients. Skills basic to the nursing practice taught and practiced in lab will be applied in clinical settings in order to provide the practical nursing student with a solid foundation for nursing practice.

192 LECTURE/CLINICAL = 8 CREDIT HOURS

NS 103 – ISSUES IN HEALTH CARE: This course is designed to expose students to concepts that relate to the development, heritage, history, and future of the nursing profession. It focuses on important issues and trends that affect practicing nurses in a changing health care environment especially legal and ethical issues. Special emphasis on the emergent of computer and life-long learning skills required within the health field is covered.

48 LECTURE/LAB = 3 CREDIT HOURS

NU 101 – NUTRITION ACROSS THE LIFE SPAN: This course introduces the basic principles of nutrition and diet for individuals throughout the life span I the stages of wellness and illness. Sociocultural, economic, religious, and personal food preferences will be explored.

36 LECTURE = 3 CREDIT HOURS

NS 201 – NURSING CARE OF ADULTS WITH MEDICAL NEEDS: This course explores the attainment, maintenance, and restoration of health in adults. Focuses on the nursing process for adults with acute or chronic health alterations affecting the cardiopulmonary, endocrine, neurological, auditory, ophthalmic, hematological, and immunological systems. In addition, the nursing process for individuals with skin problems, infections and requiring emergency care is covered. Opportunity is given to implement the nursing process for individuals primarily with medical problems in the clinical environment.

204 LECTURE/CLINICAL = 9 CREDIT HOURS

NS 202 – NURSING CARE OF ADULTS WITH SURGICAL NEEDS: This course explores the attainment, maintenance, and restoration of health in adults. Focuses on the nursing process for adults with acute or chronic health alterations affecting the digestive, genitourinary, reproductive and musculoskeletal systems. In addition, the nursing process for individuals with cancer, pain, and requiring surgery is covered. There is an introduction to rehabilitation, home care, and other community resources available for non-institutionalized individuals. Opportunity is given to implement the nursing process for individuals primarily with surgical problems in the clinical environment.

204 LECTURE/CLINICAL = 9 CREDIT HOURS

NS 203 – MATERNAL-CHILD AND YOUNG FAMILY HEALTH: Utilizing a holistic approach, this course is designed to introduce the student to incorporating the nursing process in the maternal-child and young family health setting. The student will be introduced to the rapid changes in society and technology that affect the health care of the maternal-child and young family. Students will be taught to identify common problems of maternal-child nursing and education of the maternal-child client and/or young family will be stressed. Pathophysiology, diseases unique to maternal-child health, principles of maternal-child health maintenance, health restoration, sociocultural, psychological, economical factors, spiritual needs, and social agencies that support the maternal-child and young family health with also be explored.

276 LECTURE/CLINICAL = 12 CREDIT HOURS

NS 204 – GERIATRICS AND SPECIAL NEEDS POPULATIONS: This course is designed to provide knowledge and understanding of the needs and care of the elderly client or the client with special needs in a holistic manner. Emphasis is placed on those skills necessary in the utilization of the nursing process with the focus being on the geriatric client and/or the patient with special needs. Awareness of the sociocultural, psychological, economic, physiological and spirituality of the client is addressed.
108 LECTURE/CLINICAL = 5 CREDIT HOURS

SURGICAL TECHNOLOGIST PROGRAM

COURSE DESCRIPTION

Educational Objectives:

1. To prepare surgical technologist students for competency in the surgical technology field.
2. To give students practical and clinical experience in the field of surgical technology.
3. To assist graduates in securing employment in surgical technology.
4. To continually be aware and responsive to the changing health care environment and medical technology as it relates to surgical technology.
5. To support the framework of the surgical technologist program which will support the goals and objectives of the Association of Surgical Technologists.

Course Objectives:

Upon completion of the program the surgical technologist can expect to find employment opportunities in hospitals clinics, and private surgeon's office.

SURGICAL TECHNOLOGIST PROGRAM COURSES

Course Number	Course Title	Credit Hours	Clock Hours
First Quarter			
GE 101	General Education	8	80
HS 102	Anatomy and Physiology I	10	100
ST 101	Surgical Technology I	8	100
240 Hours of Lecture + 40 Hours of Clinical			
Second Quarter			
HS 202	Anatomy and Physiology II	10	100
ST 201	Surgical Technology II	12	160
180 Hours of Lecture + 80 Hours of Clinical			
Third Quarter			
HS 302	Anatomy and Physiology III/IV	10	100
ST 301	Surgical Technology III	12	200
140 Hours of Lecture + 160 Hours of Clinical			
Fourth Quarter			
ST 401	Surgical Tech Externship	16	480
480 Hours of Clinical			

Class size: Maximum 25 students. 45 week program(all lectures and labs are based on a 50-minutes clock hours). One quarter credit hour is equal to 10 hours of lecture, 20 hours lab, or 30 hours clinical/externship. 1320 hours = 86 credit hours.

GE 101 GENERAL EDUCATION

This course is designed to help the student develop basic skills needed in school and/or work setting. The topics covered are professional responsibilities and relations, interpersonal relationships and communication skills, legal and ethical responsibilities, operating room environment, medical terminology, basic safety, workplace safety, introduction to microbiology, the infectious process body measures, pharmacological agents and anesthesia, job hunting skills, and interviewing skills.

80 HOURS LECTURE = 8 CREDIT HOURS

HS 102 Anatomy & Physiology I

This course is designed to introduce the student to the structure and function of the human body.. In addition to providing an introduction to basic anatomical terms, the course covers organization of the body, cells and tissues, and structures of the integumentary, skeletal, and muscular systems.

100 HOURS LECTURE = 10 CREDIT HOURS

HS 202 Anatomy & Physiology II

This course is a continuation of HS 101 and introduces the surgical technologist student to additional medical terminology, as well as the structure and function of the nervous, sensory, digestive, circulatory, and lymphatic systems.

100 HOURS LECTURE = 10 CREDIT HOURS

HS 302 Anatomy & Physiology III/IV

This course is a continuation of HS 201/101. Introduces the surgical technologist student to additional medical terminology, as well as the structure and function of the respiratory, reproductive, urinary, and endocrine systems.

100 HOURS LECTURE = 10 CREDIT HOURS

ST 101 Surgical Technology I

This course is designed to introduce and integrate the student to the surgical environment. Topics covered are principles of aseptic technique, scrubbing, gowning and gloving, sterilization and disinfection, operating room sanitation, preoperative routine, positioning, prepping and draping, related nursing procedures, care of pediatric patients, care of patients with special needs, care of chronic and terminal patients and operating room furniture, equipment and instrumentation.

60 HOURS LECTURE/40 HOURS LAB=8 CREDIT HOURS

ST 201 Surgical Technology II

Further integrates and builds on information presented and practiced in the previous Surgical Technology I course. Content includes instrumentation, sutures and needles, sponges, dressings and packings, drainage systems and tubes, syringes and hypodermic needles, sponge, sharp and instrument counts, division of duties in a sterile field, introduction to surgical procedures, diagnostic procedures and general surgery.

80HOURS LECTURE/80 HOURS LAB = 12 CREDIT HOURS

ST 301 Surgical Technology III

Along with the reinforcement of the clinical theory, the student has the opportunity to practice the technical aspects of pre, peri and post operative care required of the surgical technologist. Specific topics include gastrointestinal surgery, obstetrics and gynecological surgery, genitourinary surgery, ophthalmic surgery, plastic surgery, orthopedic surgery, neurosurgery, thoracic surgery and cardiovascular and peripheral vascular surgery, oncology and transplants.

40 HOURS LECTURE/160 HOURS LAB = 12 CREDIT HOURS

ST 401 Externship

Clinical experience of 480 hours under supervision of a clinical preceptor will prepare the student for entering the job arena. Expected by completion of the class will be 150 surgical first and second scrubs from five categories of general, urology, gynecology, orthopedic and otorhinolaryngology. Additional experience is desired in the remaining surgical specialties as well.

480 HOURS CLINICAL EXTERNSHIP = 16 CREDIT HOURS

MESSAGE THERAPY PROGRAM

EDUCATIONAL OBJECTIVES

The program is designed to train students for entry level positions as a massage therapist in the public or in private practice. Studies emphasize a “hands-on” techniques for students to develop competencies in the latest methods, theories and skills which will be needed in their practice. Clinical labs are included for further practice of new learned techniques.

COURSE OBJECTIVES

Upon completion of the Massage Therapy Program, the student will possess the knowledge and skills required to function in either a public or private practice.

MESSAGE THERAPY COURSE CURRICULUM

TERM I

Course Number	Course Title	Clock Hours	Credit Hours
HS 104	Anatomy & Physiology I	50	5
MS 101	Massage Modalities	40	4
MS 102	Basic Massage I/Lab	60	3.5
CS 101	Cranial Sacral Therapy	60	3.5
FA 101	AIDS/CPR and First Aid	16	1
MS 104	Seated Massage	16	1
TOTALS		242	18

TERM II

HS 204	Anatomy and Physiology II	40	4
KN 101	Kinesiology I	60	4
MS 201	Basic Massage II	60	3.5
SC 101	Wellness and Self Care	50	4.5
MJ 101	Muscle Stretching and Joint Mobilization	16	1
GM 101	Geriatric Massage	16	1
TOTALS		242	18

TERM III

HS 304	Anatomy and Physiology III	40	4
KN 201	Kinesiology	55	3.5
MS 201	Deep Tissue Massage I	30	2
SM 101	Sports Massage I	30	2
SH 101	Shiatsu	60	4.5
TOTALS		245	17.6

TERM IV

RF 101	Reflexology	16	1
DTM 201	Deep Tissue Massage II	60	3.5
BU 101	Business, Law and Ethics	55	5.5
SM 201	Sports Massage II	35	2
PM 101	Prenatal Massage	16	1
PD 101	Infant Massage	16	1
TOTALS		198	14

Clinical		90	3
Course Total		1017	70.5

Class size average: 18 students, maximum: 21 students 40-63 week program.
(All HCC lectures and labs are based on a 50-minute clock hour.)

*1017 hours = 70.5 quarter credit hours

MESSAGE THERAPY PROGRAM COURSE DESCRIPTIONS

HS104 – ANATOMY & PHYSIOLOGY I

This introduces the elementary study of human anatomy and physiology. This first course covers the body a whole, disease and the first line of defense, and movement and support.

50 CLOCK HOURS LECTURE = 5.0 CREDIT HOURS

HS204 - ANATOMY & PHYSIOLOGY II

A continuation of A & P I covering coordination and control, and circulation and body defense.

40 CLOCK HOURS LECTURE = 4.0 CREDIT HOURS

HS304 - ANATOMY & PHYSIOLOGY III

This final section of A & P covers energy; supply and use, and perpetuation of life. After finishing this section of study the student will have a complete knowledge of the human body as a whole.

40 CLOCK HOURS LECTURE = 4.0 CREDIT HOURS

MS101 - MESSAGE MODALITIES

This course offers the student a basic overview of the varied styles of massage & bodywork therapies. Studies include history, philosophy, professional issues and ethics, as well as career opportunities.

40 CLOCK HOURS LECTURE = 4.0 CREDIT HOURS

FA101 - AIDS AWARENESS

Designed to inform students of the current and factual HIV/AIDS information. By creating an understanding of the physical and psycho-social aspects of the disease, students are empowered to protect their health & the health of their clients.

CPR/FIRST AID

Provides certification in first aid and cardiopulmonary resuscitation. Basic rescue & survival skills for acute emergencies as well as basic skills for resuscitation when heart & lungs cease to function will be emphasized.

6 CLOCK HOURS LECTURE/10 CLOCK HOURS LAB = 1 CREDIT HOURS

MS102 - BASIC MESSAGE I

This is the first stage of training in the art of massage. Students learn & practice basic massage techniques for the posterior body, stretches, draping table mechanics & good posture while developing a sense of touch & pressure sensitivity.

15 CLOCK HOURS LECTURE/45 CLOCK HOURS LAB = 3.5 CREDIT HOURS

MS201 - BASIC MESSAGE II

A continuation of Basic Massage I; students will study massage techniques for the anterior body.

15 CLOCK HOURS LECTURE/45 CLOCK HOURS LAB = 3.5 CREDIT HOURS

KN101 - KINESIOLOGY I

Using modeling clay & plastic Mannikins, students will build the muscles of the upper body to study in detail the origin, insertion & action of the major muscles. As each layer of muscle is placed on the Mannikin students will gain a better understanding of the structural depth of the human body.

20 CLOCK HOURS LECTURE/40 CLOCK HOURS LAB = 4 CREDIT HOURS

KN201 - KINESIOLOGY II

This is a continuation of Kinesiology I with the study focused on the lower body.

20 CLOCK HOURS LECTURE/40 CLOCK HOURS LAB = 4 CREDIT HOURS

MS104 - SEATED MASSAGE

Students will learn a 10-20 minute massage technique that is performed while the client is seated in a custom designed chair for seated massage. Since clients remain clothes this is an excellent way to introduce and educate the community about massage.

4 CLOCK HOURS LECTURE/12 CLOCK HOURS LAB = 1 CREDIT HOUR

CS101 - CRANIAL SACRAL THERAPY

This is a gentle therapeutic technique addressing the restrictions within the cranial vault and dural tube. A ten-step protocol will be introduced which can be incorporated into other massage routines.

15 CLOCK HOURS LECTURE/45 CLOCK HOURS LAB = 3.5 CREDIT HOURS

SC101 - WELLNESS & SELF-CARE

Students will learn stretches to prevent repetitive injuries. Concepts related to themselves, their practice and their clients will also be taught. Concepts will be presented through discussion, meditation, networking & journaling.

40 CLOCK HOURS LECTURE/10 CLOCK HOURS LAB = 4.5 CREDIT HOURS

MJ101 - MUSCLE STRETCHING/JOINT MOBILIZATIONS

Stretching techniques for all major muscles of the body will be demonstrated and practiced. Students planning to work with athletes or persons who exercise regularly will find this class particularly helpful.

4 CLOCK HOURS LECTURE/12 CLOCK HOURS LAB = 1 CREDIT HOUR

GM101 - GERIATIC MASSAGE

The study of specific disease processes related to the aging process will be emphasized. Students will learn specific techniques that will benefit the senior population. Contraindications will also be discussed.

4 CLOCK HOURS LECTURE/12 CLOCK HOURS LAB = 1 CREDIT HOUR

MS201 - DEEP TISSUE MASSAGE I

Using deep tissue manipulation, students will be able to create structural and functional changes in the upper body. Building on previous courses of basic massage, kinesiology, and anatomy & physiology, students will begin to use observational skills to identify trigger points and structural imbalances.

15 CLOCK HOURS LECTURE/45 CLOCK HOURS LAB = 3.5 CREDIT HOURS

DTM201 - DEEP TISSUE MASSAGE II

A continuation of Deep Tissue Massage I, focusing on the lower body.

15 CLOCK HOURS LECTURE/45 CLOCK HOURS LAB = 3.5 CREDIT HOURS

SM101 - SPORTS MASSAGE I

This prepares students to address the needs of the athletic client. Topics to be discussed and practiced will be pre-event warm-up, post-event recovery, injury prevention or recovery, and assisting the athlete in improving performance.

10 CLOCK HOURS LECTURE/20 CLOCK HOURS LAB = 2 CREDIT HOURS

SM201 - SPORTS MASSAGE II

A continuation of Sports Massage I with the emphasis on specific problems and athlete might encounter during sporting events. Repetitive use sports injury techniques will be demonstrated and practiced.

10 CLOCK HOURS LECTURE/25 CLOCK HOURS LAB = 2 CREDIT HOURS

SH101 - SHIATSU I & II

Part I: Be natural...be reverent...be present...be continuous...use both hands. Students learn the fundamental principles of Ohashiatsu as they apply to bodywork and, more importantly, to every aspect of life. The benefits are felt immediately as you become calmer, more centered and accepting of yourself and others. The course focuses on feeling the life force or Ki energy flow in the body; learning the natural movements central to Ohashiatsu; location of the energy meridians and some of the major tsubos(acupoints); and the concept of Yin and Yang(balance). You will experience enhanced sensitivity as well as increased body awareness and grace, and by the end of the course, you will know how to give a full-body session.

Part II: Beginning I gave the "how" to work with energy meridians. Beginning II provides the "why" to work with specific meridians by introducing the Five Elements(Fire, Earth, Metal, Water and Wood). Our appearance, our habits, our likes and dislikes, our emotions and attitudes are examples of our effort to be in harmony with the Five Elements that are in Nature and within us at all times. As you learn about energy flow relating to the Five Elements, you will gain useful knowledge of your feelings about yourself and others. Meridian and point locations are reinforced as you learn new techniques in side position.

30 CLOCK HOURS LECTURE/30 CLOCK HOURS LAB = 4.5 CREDIT HOURS

RF101 - REFLEXOLOGY

Students will learn specific reflex points in the feet representing various organs and areas of the body. By manipulating these reflex points, students will discover how bodywork applied to one area of the body can affect other structures of the body.

Using finger pressure along specific points or meridians, students learn to identify imbalances in the energy flow or kyo and kitsu. Students will learn a full body routine using stretches and joint rotations for generalized relaxation.

4 CLOCK HOURS LECTURE/12 CLOCK HOURS LAB = 1 CREDIT HOUR

BU101 - BUSINESS, LAW AND ETHICS

Students will investigate massage and business laws for their communities. Ethical conduct in the massage practice business will also be discussed. Students will formulate a business plan which will address advertising, press releases, bookkeeping, resume writing, goals identifying target markets, and business financing.

55 CLOCK HOURS LECTURE = 5.5 CREDIT HOURS

PM101 - PRE-NATAL MASSAGE

Students will focus on the physiology of pregnancy as well as the physical changes that occur throughout each trimester. Techniques to relieve muscular tension and pain will be taught. Precautions and contraindications will also be reviewed.

4 CLOCK HOURS LECTURE/12 CLOCK HOURS LAB = 1 CREDIT HOUR

PD101 - INFANT MASSAGE

Benefits of massage for infants and the child/parent bonding that occurs will be discussed. How to use massage therapy in special situations such as colic, irritability, and developmental needs, will be taught.

4 CLOCK HOURS LECTURE/12 CLOCK HOURS LAB = 1 CREDIT HOUR

CLINICAL

The Student Clinic Internship allows students to develop self-confidence in their massage skills while working in a supervised setting. Students will learn to use SOAP notes documentation format for maintaining client records. Students will massage faculty and staff for periodic evaluations. Clinical experience allows students the opportunity to utilize their overall massage and observations skills.

90 CLOCK HOURS CLINICAL = 3 CREDIT HOURS

GENERAL EDUCATION AND SHORT PROGRAMS

BASIC NURSE AIDE TRAINING PROGRAM

This program is approved by the Indiana State Department of Health. This 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.

CLINICAL CALCULATIONS

This non-credit 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.

MEDICAL TERMINOLOGY

This non-credit 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.

MICROBIOLOGY FOR THE HEALTH SCIENCES

This clinically focused non-credit course is designed to assist the student to learn basic microbiologic concepts that apply to the health field. Contents include: type of microorganisms, chemistry of life, microbial physiology, human/micro interactions, microbial epidemiology, human defenses against infectious diseases and major infectious diseases.

TUITION AND FEES

Medical Assistant Program:

Total cost : \$6,925.00 This includes a \$25.00 registration fee paid by the student at enrollment (Books and supplies are included in tuition)

Note: In addition, students are responsible for providing clinical uniforms, lab jacket, shoes, their Hepatitis B vaccine injections, TB/Chest X-ray, and a signed physical form. The approximate cost for a uniform and shoes is \$75.00.

Health Insurance Specialist Program:

Total cost - \$6925.00 This includes a \$25.00 registration fee paid by the student at registration.
(Books and supplies are included in tuition)

Note: In addition, HIS students are required to wear professional business attire according to Center policy. The cost of this attire is unique to each individual student.

Horizon Career College recognizes the IRS's nationally accepted transportation cost of \$0.29 per mile. This figure must be calculated into the students' cost of attendance.

Practical Nurse Program:

Total cost: \$9,925.00 This includes a \$25.00 registration fee paid by the student at registration.
(Books and supplies are included in tuition)

Note: In addition, students are responsible for providing clinical uniforms, lab coat, shoes, their Hepatitis B vaccine injections, TB/Chest Xray, Rubella Titer, clinical assessment kits and a signed physical form. The approximate cost for a uniform and shoes is \$75.00

Surgical Technologist Program

Total cost: \$9825.00 This includes a \$25.00 registration fee paid by the student at registration.
(Books and supplies are included in tuition)

Note: In addition, students are responsible for providing clinical scrub uniform, lab jacket, shoes, Hepatitis B Vaccine series, TB/Chest Xray, proof of tetanus injection within last 5 years and a signed physical form.

Massage Therapy Program:

Total cost: \$7425.00 This includes a \$25.00 registration fee paid by the student at registration.
(Books and supplies are included in tuition)

Nurse Aide Training Program (C.N.A.):

Total cost \$450.00 (books, supplies and competency test are included)

Note: Students are responsible for a "competency re-test fee" of \$25.00

Microbiology for Health Care:

Total cost **\$ 102.00** (this includes books and supplies)

Clinical Calculations:

Total cost **\$ 111.00** (this includes books and supplies)

Medical Terminology:

Total cost **\$ 112.00** (this includes books and supplies)

ACADEMIC CALENDAR

Medical Assistant Program Schedule

Day Schedule

February 2 – September 18, 2001
April 13 – December 4, 2001
May 18 – January 22, 2002
June 25 – February 26, 2002
July 31 – April 2, 2002
October 10 - June 12, 2002
November 14 – July 19, 2002

Evening Schedule

February 13 – November 15, 2001
March 28 – January 21, 2002
May 10 – March 5, 2002
June 26 – April 17, 2002
September 25 – July 17, 2002
November 7– August 29, 2002

Health Insurance Specialist Program Schedule

Day Schedule

March 16 – November 13, 2001
April 20 – January 8, 2002
May 25 – February 12, 2002
July 2 – March 19, 2002
October 17 – July 3, 2002
November 28 – August 9, 2002

Evening Schedule

January 29 – January 15, 2002
March 13 – February 29, 2002
April 25 – April 11, 2002
September 10 – August 26, 2002
October 23 – October 8, 2002
December 12 – November 21, 2002

LPN Program Schedule

LPN 4/2/01

April 2, 2001 – March 29, 2002

LPN 9/24/01

September 24, 2001 – September 19, 2002

Surgical Technology Program

Tuesday thru Friday

February 6 – December 18, 2001

Monday thru Thursday

September 10, 2001 – August 27, 2002

HORIZON CAREER COLLEGE

George K. Grayeb B.A., Anderson University M.A. University of Denver	President
Gloria Stender B.A. Western Michigan University	Vice-President
Dan Grimm B.A. Cornell College B.A., M.S. Northern Illinois University	Director of Financial Aid

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Gail Dixon Director of Critical Care Services St. Catherine Hospital 4321 Fir East Chicago, IN 46312		

HORIZON CAREER COLLEGE

ADMINISTRATIVE STAFF

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Judy Erdelac A.D.N. Purdue University Calumet	Career Services
Chris Polacek	Financial Aid Officer
Carrie Schultz	Admissions Officer
Lisa DeChantal	Retention/Recruitment
Lisa Schlitz	Bookkeeper

HORIZON CAREER COLLEGE FACULTY

All faculty members teach on a full-time and/or part-time basis.

HEALTH INSURANCE SPECIALIST

Susan Davies	MS Purdue University Calumet
	BA Purdue University Calumet
Pam Kregel	Med. Tech Purdue University
Sandra Poling	Methodist Hospital
Karen Westbay	Management Health Services
Claudia Wydro	

MEDICAL ASSISTANT PROGRAM

Michaelene Adamaczyk	LPN, St. Anthony Medical Center
Karen Horst	LPN, St. Anthony Medical Center
Antoinette Sharp	LPN, Purdue University Calumet
	BFA, Chicago State University

PRACTICAL NURSE PROGRAM

Patricia Barrett	BSN St. Francis College
	RN Diploma South Chicago Hospital,
Katherine Callahan	RN BSN Valparaiso University
Eileen Klonowski	MS in Nursing Rush University
	RN BSN Trenton State College
Debra Luytgaarden	RN BSN Purdue University Calumet
Patricia Sandor	MSN Purdue University Calumet
	RN BSN Purdue University Calumet
Bernadette Sanner	MS Notre Dame
	BSN St. Frances College
	RN St. Margaret Hospital Diploma Program
Sandra Taylor	BS College of St. Francis
	RN AND Purdue University North Central

SURGICAL TECHNICIAN PROGRAM

Linda Kearschner	RN Lakeland College
	LPN Ivy Tech State College
Yvone Hunter	CST Children's Memorial Hospital
Anne Babjack	ST Horizon Career College
Dawn Eidman	CST Ivy Tech State College

C.N.A PROGRAM

Michaelene Adamczyk	LPN St. Anthony Medical Center
Angela DeLaurentis	LPN St. Anthony Medical Center
Sandra Taylor	BS College of St. Francis
	RN AND Purdue University North Central

PRESS ON

Nothing in the world can take the place of persistence
Talent will not; nothing is more common than unsuccessful
men with talent. Genius will not; unrewarded genius is almost a
proverb. Education alone will not; the world is almost a proverb.
Education alone will not; the world is full of educated derelicts. Persistence
and determination alone are omnipotent.

Author Unknown