



Continuing Education Online Seminar

Catalog Addenda

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SEMINAR COURSES ADMISSIONS REQUIREMENTS

Seminar Course	Admission Requirements
Carbon Monoxide Analysis Certification Training	Must currently be a Registered HVAC Technician
CNA CEU Training Seminars	Must currently have a CNA/NATP license
Combustion Analysis and Fuel Efficiency Seminar	Must currently be a Registered HVAC Technician
Electrical Metallic Conduit Bending and Fabrication	Must hold a current apprentice electrician license and have basic skills in mathematics
Heat Pump Technician Certification Training	Must currently be a Registered HVAC Technician
HVAC Duct & Envelope Tightness Testing Certification Training	Must be employed in the HVAC industry as an installer, technician, or contractor
ICD-10-CM Online Training	Must have previous training in ICD-9 CM
Intravenous Therapy Seminar	Must have a minimum of HS diploma/GED and graduated from a nationally accredited Allied Health nursing program or provide documentation of employment in the medical field.
NEPA 70E Standard for Electrical Safety in the Workplace	Must have current Electrician/Technician credentials
Phlebotomy for Healthcare Professionals	Proof of graduation from a high school recognized by Vista College or passing GED scores; graduated from a national or regionally accredited Allied Health program (i.e. Medical Assistant); or provide sufficient employment documentation in a medical environment
Radiography/Radiobiology Essentials	Must have a current Texas X-ray Technician License
Texas Residential Appliance Installer's Electrical License Exam Preparatory	Experience appliance installer or have received specific training in installing equipment with electrical connections

SEMINAR REFUND POLICY

Texas Workforce Commission – Career Schools and Colleges

- Refund computations will be based on the period of enrollment computed on basis of course time (clock hours).
- The effective date of termination for refund purposes will be the earliest of the following: (a) the last date of attendance; or (b) the date of receipt of written notice from the student.
- If tuition and fees are collected in advance of entrance, and the student does not enter school, not more than \$100 shall be retained by the school.
- If the student fails to enter the seminar, withdraws, or is discontinued at any time before completion of the seminar, the student will be refunded the pro rata portion of tuition, fees, and other charges that the number of class hours remaining in the seminar after the effective date of termination bears to the total number of class hours in the seminar.
- A full refund of all tuition and fees is due in each of the following cases: (a) an enrollee is not accepted by the school; (b) if the seminar of instruction is discontinued by the school and thus prevents the student from completing the seminar; or (c) if the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or misrepresentations by the owner or representatives of the school.

REFUND POLICY FOR STUDENTS CALLED TO ACTIVE MILITARY SERVICE. A student of the school or college who withdraws from the school or college as a result of the student being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled: (a) if tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal; (b) a grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program

other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or (c) the assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has: (1) satisfactorily completed at least 90 percent of the required coursework for the program; and (2) demonstrated sufficient mastery of the program material to receive credit for completing the program.

7. Refunds will be totally consummated within 60 days after the effective date of termination.

ATTENDANCE REQUIREMENTS

Absence shall be charged for a full day when the student does not attend any of the scheduled classes on that day. A partial day of absence shall be charged for any period of absence during or at the end of the day.

A student attending Vista College shall be terminated when the student is absent for more than eight consecutive school days or more than 20% of the total course, whichever occurs first.

Tardiness is a disruption of a good learning environment and is discouraged. Frequent tardiness without legitimate reasons may be cause for disciplinary action up to and including probationary status. Students arriving five (5) or more minutes late for a class, or that leave prior to the end of class, will be considered “tardy” or “left early.” Tardiness and early departures affect the student’s overall education and attendance.

CONTINUING EDUCATION/ONLINE SEMINARS CNA TRAINING SEMINARS

BLOODBORNE PATHOGENS CNA CEU TRAINING SEMINAR Amarillo, Beaumont, College Station, Killeen, Longview, Lubbock

This is a one hour continuing education seminar designed to teach students how bloodborne pathogens are spread and how to help prevent exposure incidents by following work practice controls. Topics include identifying and knowing characteristics of hepatitis B (HBV), hepatitis C (HCV), and human immunodeficiency virus (HIV), identifying how these viruses are transmitted, and the diseases they can cause, understanding the importance of establishing infection prevention procedures and exposure control plan to protect employees, and recognizing, reporting and following up on employee exposures to infectious materials.

Prerequisites: Students enrolling in this course must currently have a CNA/NATP license.

Acceptance: Students enrolling in this course are not required to take the Wonderlic entrance exam.

COURSE NUMBER	COURSE TITLE	THEORY/LAB/ EXTERNSHIP HOURS	CE UNIT
VCPD12	Bloodborne Pathogens	1/0/0	1

TOTAL CLOCK HOURS: 1 hr.

ESTIMATED COMPLETION TIME: 1 hr.

Course Description:

VCPD12: This course provides an understanding of bloodborne pathogens. Student will learn about: government regulations regarding bloodborne pathogens, common and lesser known bloodborne pathogens, and how to prevent exposure to bloodborne pathogens.

Course Structure:

The course is an instructor-led experience. The following methods of instruction will be deployed as appropriate for the course: lecture.

Equipment and Supplies:

Students are encouraged to use all textbooks as reference materials.

Grading Criteria:

Students will be given an exam over the materials covered during the seminar and must achieve a minimum score of 60% to earn the CE unit. Grades below "D" are not considered as passing and the seminar must be retaken.

CEU's will only be issued after the student successfully completes the hour long training and assessment test.

COMMUNICATING WITH SPECIAL NEEDS PATIENTS CNA CEU TRAINING SEMINAR
Amarillo, Beaumont, College Station, Killeen, Longview, Lubbock

The Communicating with Special Needs Patients one hour seminar is designed to teach students to better understand residents' needs and feelings, and communicate effectively. Topics include understanding the importance of verbal and written communication; identify barriers to communication, and guidelines to communicating with special needs residents.

Prerequisites: Students enrolling in this course must currently have a CNA/NATP license.

Acceptance: Students enrolling in this course are not required to take the Wonderlic entrance exam.

COURSE NUMBER	COURSE TITLE	THEORY/LAB/ EXTERNSHIP HOURS	CE UNIT
VCPD19	Communicating with Special Needs Patients	1/0/0	1

TOTAL CLOCK HOURS: 1 hr.

ESTIMATED COMPLETION TIME: 1 hr.

Course Description:

VCPD19: Student will learn to communicate effectively with supervisors, the care team, residents and family members. Nursing assistant must be able to make brief, accurate oral and written reports to residents and staff. This course will help develop these professional communication skills.

Course Structure:

The course is an instructor-led experience. The following methods of instruction will be deployed as appropriate for the course: lecture.

Equipment and Supplies:

Students are encouraged to use all textbooks as reference materials.

Grading Criteria:

Students will be given an exam over the materials covered during the seminar and must achieve a minimum score of 60% to earn the CE unit. Grades below "D" are not considered as passing and the seminar must be retaken. CEU's will only be issued after the student successfully completes the hour long training and assessment test.

COMMUNICATION CNA CEU TRAINING SEMINAR
Amarillo, Beaumont, College Station, Killeen, Longview, Lubbock

This course provides the student with the understanding of the importance of verbal and written communications.

PREREQUISITES: Students enrolling in this course must currently have a CNA/NATP license.

ACCEPTANCE: Students enrolling in this course are not required to take the Wonderlic entrance exam.

COURSE NUMBER	COURES TITLE	THEORY/LAB	CE UNIT
VCPD32	Communication	1/0	1

TOTAL CLOCK HOURS: 1 hour

ESTIMATED COMPLETION TIME: 1 hour

Course Description:

VCPD32: Students will learn the importance of verbal and written communications.

Course Structure:

The course is an instructor-led experience. The following methods of instruction will be deployed as appropriate for the course. Lecture.

Equipment and Supplies:

Students are encouraged to use all textbooks as reference materials.

Grading Criteria:

CEU's will only be issued after the student successfully completes the hour-long training

CULTURAL DIVERSITY CNA CEU TRAINING SEMINAR
Amarillo, Beaumont, College Station, Killeen, Longview, Lubbock

This course provides the student with an understanding of cultural diversity.

PREREQUISITES: Students enrolling in this course must currently have a CNA/NATP license.

ACCEPTANCE: Students enrolling in this course are not required to take the Wonderlic entrance exam.

COURSE NUMBER	COURS TITLE	THEORY/LAB	CE UNIT
VCPD22	Cultural Diversity	1/0	1

TOTAL CLOCK HOURS: 1 hour

ESTIMATED COMPLETION TIME: 1 hour

Course Description:

VCPD22: The student will learn about cultural diversity.

Course Structure:

The course is an instructor-led experience. The following methods of instruction will be deployed as appropriate for the course. Lecture.

Equipment and Supplies:

Students are encouraged to use all textbooks as reference materials

Grading Criteria:

CEU's will only be issued after the student successfully completes the hour-long training.

DEATH AND DYING CNA CEU TRAINING SEMINAR
Amarillo, Beaumont, College Station, Killeen, Longview, Lubbock

This course provides the student with an overview on how to care for dying residents.

PREREQUISITES: Students enrolling in this course must currently have a CNA/NATP license.

ACCEPTANCE: Students enrolling in this course are not required to take the Wonderlic entrance exam.

COURSE NUMBER	COURS TITLE	THEORY/LAB	CE UNIT
VCPD23	Death and Dying	1/0	1

TOTAL CLOCK HOURS: 1 hour

ESTIMATED COMPLETION TIME: 1 hour

Course Description:

VCPD23: The student will gain an overview on how to care for dying residents.

Course Structure:

The course is an instructor-led experience. The following methods of instruction will be deployed as appropriate for the course. Lecture.

Equipment and Supplies:

Students are encouraged to use all textbooks as reference materials.

Grading Criteria:

CEU's will only be issued after the student successfully completes the hour-long training.

FALL PREVENTION CNA CEU TRAINING SEMINAR
Amarillo, Beaumont, College Station, Killeen, Longview, Lubbock

This course provides the student with guidelines in the following areas:

1. Accident prevention
2. Factors contributing to a patient's risk of falling

PREREQUISITES: Students enrolling in this course must currently have a CNA/NATP license.

ACCEPTANCE: Students enrolling in this course are not required to take the Wonderlic entrance exam.

COURSE NUMBER	COURES TITLE	THEORY/LAB	CE UNIT
VCPD24	Fall Prevention	1/0	1

TOTAL CLOCK HOURS: 1 hour

ESTIMATED COMPLETION TIME: 1 hour

Course Description:

VCPD24: The student will learn about:

1. Accident prevention
2. Factors contributing to a patient's risk of falling

Course Structure:

The course is an instructor-led experience. The following methods of instruction will be deployed as appropriate for the course. Lecture.

Equipment and Supplies:

Students are encouraged to use all textbooks as reference materials.

Grading Criteria:

CEU's will only be issued after the student successfully completes the hour-long training.

**FAMILY ROLES AND THEIR SIGNIFICANCE IN HEALTH CARE CNA CEU TRAINING
SEMINAR**

Amarillo, Beaumont, College Station, Killeen, Longview, Lubbock

This course provides an overview of various family units and their significance in health care of the patient.

PREREQUISITES: Students enrolling in this course must currently have a CNA/NATP license.

ACCEPTANCE: Students enrolling in this course are not required to take the Wonderlic entrance exam.

COURSE NUMBER	COURES TITLE	THEORY/LAB	CE UNIT
VCPD25	Family Roles and Their Significance in Health Care	1/0	1

TOTAL CLOCK HOURS: 1 hour

ESTIMATED COMPLETION TIME: 1 hour

Course Description:

VCPD25: The student will gain an overview of various family units and their significance in health care of the patient

Course Structure:

The course is an instructor-led experience. The following methods of instruction will be deployed as appropriate for the course. Lecture.

Equipment and Supplies:

Students are encouraged to use all textbooks as reference materials.

Grading Criteria:

CEU's will only be issued after the student successfully completes the hour-long training.

GERIATRIC CONSIDERATIONS CNA CEU TRAINING SEMINAR
Amarillo, Beaumont, College Station, Killeen, Longview, Lubbock

This course provides an understanding of the geriatric patient. Topics for discussion include: psychosocial needs, holistic care, promotion of independence and self-care for maintenance of health and well-being.

PREREQUISITES: Students enrolling in this course must currently have a CNA/NATP license.

ACCEPTANCE: Students enrolling in this course are not required to take the Wonderlic entrance exam.

COURSE NUMBER	COURS TITLE	THEORY/LAB	CE UNIT
VCPD26	Geriatric Considerations	1/0	1

TOTAL CLOCK HOURS: 1 hour

ESTIMATED COMPLETION TIME: 1 hour

Course Description:

VCPD26: This course provides an understanding of the geriatric patient. Students will learn about: psychosocial needs, holistic care, promotion of independence and self-care for maintenance of health and well-being.

Course Structure:

The course is an instructor-led experience. The following methods of instruction will be deployed as appropriate for the course. Lecture.

Equipment and Supplies:

Students are encouraged to use all textbooks as reference materials.

Grading Criteria:

CEU's will only be issued after the student successfully completes the hour-long training.

INFECTION CONTROL CNA CEU TRAINING SEMINAR
Amarillo, Beaumont, College Station, Killeen, Longview, Lubbock

The purpose of this one hour seminar is to provide information on how infection spreads and how to prevent infection. Topics include understanding and demonstration of infection prevention practices and guidelines to standard precautions.

Prerequisites: Students enrolling in this course must currently have a CNA/NATP license.

Acceptance: Students enrolling in this course are not required to take the Wonderlic entrance exam.

COURSE NUMBER	COURSE TITLE	THEORY/LAB/ EXTERNSHIP HOURS	CE UNIT
VCPD18	Infection Control	1/0/0	1

TOTAL CLOCK HOURS: 1 hr.

ESTIMATED COMPLETION TIME: 1 hr.

Course Description:

VCPD18: The student will be able to identify the most effective means of decreasing the spread of infection in healthcare; identify the means of transmission, common signs and symptoms, and available treatments for communicable diseases commonly found in healthcare; identify standard precautions used in infection control; compare and contrast standard and transmission-based precautions; demonstrate competency utilizing current infection control methods in clinical skills; and demonstrate competency utilizing sterile and aseptic techniques in clinical skills.

Course Structure:

The course is an instructor-led experience. The following methods of instruction will be deployed as appropriate for the course: lecture.

Equipment and Supplies:

Students are encouraged to use all textbooks as reference materials.

Grading Criteria:

Students will be given an exam over the materials covered during the seminar and must achieve a minimum score of 60% to earn the CE unit. Grades below "D" are not considered as passing and the seminar must be retaken.

CEU's will only be issued after the student successfully completes the hour long training and assessment test.

INCIDENT REPORTING CNA CEU TRAINING SEMINAR
Amarillo, Beaumont, College Station, Killeen, Longview, Lubbock

This is a one hour continuing education seminar designed to teach the importance of accurately reporting an incident and the guidelines, to follow when reporting an incident. Topics include incident reporting guidelines and procedures to follow when completing an incident report.

Prerequisites: Students enrolling in this course must currently have a CNA/NATP license.

Acceptance: Students enrolling in this course are not required to take the Wonderlic entrance exam.

COURSE NUMBER	COURSE TITLE	THEORY/LAB/ EXTERNSHIP HOURS	CE UNIT
VCPD16	Incident Reporting	1/0/0	1

TOTAL CLOCK HOURS: 1 hr.

ESTIMATED COMPLETION TIME: 1 hr.

Course Description:

VCPD16: Student will learn incident reporting guidelines and how to complete the appropriate documentation.

Course Structure:

The course is an instructor-led experience. The following methods of instruction will be deployed as appropriate for the course: lecture.

Equipment and Supplies:

Students are encouraged to use all textbooks as reference materials.

Grading Criteria:

Students will be given an exam over the materials covered during the seminar and must achieve a minimum score of 60% to earn the CE unit. Grades below "D" are not considered as passing and the seminar must be retaken.

CEU's will only be issued after the student successfully completes the hour long training and assessment test.

MAINTAINING ADEQUATE HYDRATION CNA CEU TRAINING SEMINAR
Amarillo, Beaumont, College Station, Killeen, Longview, Lubbock

This course provides the student with information regarding the importance of maintaining adequate hydration.

PREREQUISITES: Students enrolling in this course must currently have a CNA/NATP license.

ACCEPTANCE: Students enrolling in this course are not required to take the Wonderlic entrance exam.

COURSE NUMBER	COURS TITLE	THEORY/LAB	CE UNIT
VCPD27	Maintaining Adequate Hydration	1/0	1

TOTAL CLOCK HOURS: 1 hour

ESTIMATED COMPLETION TIME: 1 hour

Course Description:

VCPD27: The student will learn about the importance of maintaining adequate hydration.

Course Structure:

The course is an instructor-led experience. The following methods of instruction will be deployed as appropriate for the course. Lecture.

Equipment and Supplies:

Students are encouraged to use all textbooks as reference materials.

Grading Criteria:

CEU's will only be issued after the student successfully completes the hour-long training

MANAGING PAIN CNA CEU TRAINING SEMINAR
Amarillo, Beaumont, College Station, Killeen, Longview, Lubbock

Since nursing professionals spend most of the time with the residents, they play an important role in pain monitoring and prevention. It is important to observe and report carefully pain a resident is experiencing. This one hour seminar will teach nursing professionals to be able to actively listen and ask questions to get accurate information to report to the nurse. It will also give strategies on managing a patient in pain, as well as, how to observe and report pain.

Prerequisites: Students enrolling in this course must currently have a CNA/NATP license.

Acceptance: Students enrolling in this course are not required to take the Wonderlic entrance exam.

COURSE NUMBER	COURSE TITLE	THEORY/LAB/ EXTERNSHIP HOURS	CE UNIT
VCPD22	Managing Pain	1/0/0	1

TOTAL CLOCK HOURS: 1 hr.

ESTIMATED COMPLETION TIME: 1 hr.

Course Description:

VCPD22: Student will learn to assume an active role in the team approach to pain assessment and management. Student will be able to use pain assessment techniques, manage patients experiencing pain and use strategies to reduce pain.

Course Structure:

The course is an instructor-led experience. The following methods of instruction will be deployed as appropriate for the course: lecture.

Equipment and Supplies:

Students are encouraged to use all textbooks as reference materials.

Grading Criteria:

Students will be given an exam over the materials covered during the seminar and must achieve a minimum score of 60% to earn the CE unit. Grades below "D" are not considered as passing and the seminar must be retaken.

CEU's will only be issued after the student successfully completes the hour long training and assessment test.

MANAGING THE ALZHEIMER PATIENT CNA CEU TRAINING SEMINAR
Amarillo, Beaumont, College Station, Killeen, Longview, Lubbock

This is a one hour continuing education seminar designed to teach best practices in managing resident patient with Alzheimer disease. Topics include identifying and knowing characteristics of Alzheimer patients, strategies for better communication with residents with Alzheimer disease, interventions for problems with common activities of daily living, interventions for common difficult behaviors related to Alzheimer disease and creative therapies for residents. Upon completion of the seminar, students will receive one Continuing Education Unit.

Prerequisites: Students enrolling in this course must currently have a CNA/NATP license.

Acceptance: Students enrolling in this course are not required to take the Wonderlic entrance exam.

COURSE NUMBER	COURSE TITLE	THEORY/LAB/ EXTERNSHIP HOURS	CE UNIT
VCPD11	Managing the Alzheimer Patient	1/0/0	1

TOTAL CLOCK HOURS: 1 hr.

ESTIMATED COMPLETION TIME: 1 hr.

Course Description:

VCPD11: Students will be able to understand how Alzheimer’s disease is diagnosed and classified or staged, with differing symptom affecting the lifestyle, environment and challenges placed on caregivers. They will gain an understanding of treatment modalities for Alzheimer disease, and how to manage problem behavior.

Course Structure:

The course is an instructor-led experience. The following methods of instruction will be deployed as appropriate for the course: lecture.

Equipment and Supplies:

Students are encouraged to use all textbooks as reference materials.

Grading Criteria:

Students will be given an exam over the materials covered during the seminar and must achieve a minimum score of 60% to earn the CE unit. Grades below “D” are not considered as passing and the seminar must be retaken.

CEU’s will only be issued after the student successfully completes the hour long training and assessment test.

MANAGING STRESS CNA CEU TRAINING SEMINAR
Amarillo, Beaumont, College Station, Killeen, Longview, Lubbock

This course provides training on recognizing stressors and methods of managing stress.

PREREQUISITES: Students enrolling in this course must currently have a CNA/NATP license.

ACCEPTANCE: Students enrolling in this course are not required to take the Wonderlic entrance exam.

COURSE NUMBER	COURES TITLE	THEORY/LAB	CE UNIT
VCPD28	Managing Stress	1/0	1

TOTAL CLOCK HOURS: 1 hour

ESTIMATED COMPLETION TIME: 1 hour

Course Description:

VCPD28: Student will learn how to recognize stressors and methods of managing stress.

Course Structure:

The course is an instructor-led experience. The following methods of instruction will be deployed as appropriate for the course. Lecture.

Equipment and Supplies:

Students are encouraged to use all textbooks as reference materials.

Grading Criteria:

CEU's will only be issued after the student successfully completes the hour-long training.

NURSING CARE OF DIABETES CNA CEU TRAINING SEMINAR
Amarillo, Beaumont, College Station, Killeen, Longview, Lubbock

The Nursing Care of Diabetes one hour seminar is designed to teach students a better understanding of diabetes disease and how to manage the resident's care plan. Topics include understanding diabetes, the indicators of diabetes, and guidelines for following the care plan for diabetes.

Prerequisites: Students enrolling in this course must currently have a CNA/NATP license.

Acceptance: Students enrolling in this course are not required to take the Wonderlic entrance exam.

COURSE NUMBER	COURSE TITLE	THEORY/LAB/ EXTERNSHIP HOURS	CE UNIT
VCPD14	Nursing Care of Diabetes	1/0/0	1

TOTAL CLOCK HOURS: 1 hr.

ESTIMATED COMPLETION TIME: 1 hr.

Course Description:

VCPD14: Student will learn current information about diabetes, including the ability to provide safe, optimal care and effective patient education.

Course Structure:

The course is an instructor-led experience. The following methods of instruction will be deployed as appropriate for the course: lecture.

Equipment and Supplies:

Students are encouraged to use all textbooks as reference materials.

Grading Criteria:

Students will be given an exam over the materials covered during the seminar and must achieve a minimum score of 60% to earn the CE unit. Grades below "D" are not considered as passing and the seminar must be retaken. CEU's will only be issued after the student successfully completes the hour long training and assessment test.

NURSING CARE OF STROKES CNA CEU TRAINING SEMINAR
Amarillo, Beaumont, College Station, Killeen, Longview, Lubbock

The purpose of this course is to provide information to understand how a stroke occurs and guidelines for managing residents recovering from a stroke. Topics include understanding what occurs during and after a stroke and strategies used in stroke rehabilitation.

Prerequisites: Students enrolling in this course must currently have a CNA/NATP license.

Acceptance: Students enrolling in this course are not required to take the Wonderlic entrance exam.

COURSE NUMBER	COURSE TITLE	THEORY/LAB/ EXTERNSHIP HOURS	CE UNIT
VCPD17	Nursing Care of Strokes	1/0/0	1

TOTAL CLOCK HOURS: 1 hr.

ESTIMATED COMPLETION TIME: 1 hr.

Course Description:

VCPD17: Student will learn current information about strokes, including the ability to provide safe, optimal care and effective patient education.

Course Structure:

The course is an instructor-led experience. The following methods of instruction will be deployed as appropriate for the course: lecture.

Equipment and Supplies:

Students are encouraged to use all textbooks as reference materials.

Grading Criteria:

Students will be given an exam over the materials covered during the seminar and must achieve a minimum score of 60% to earn the CE unit. Grades below "D" are not considered as passing and the seminar must be retaken. CEU's will only be issued after the student successfully completes the hour long training and assessment test.

NUTRITION CNA CEU TRAINING SEMINAR
Amarillo, Beaumont, College Station, Killeen, Longview, Lubbock

The purpose of this one hour seminar is to provide the foundation for an understanding nutrition, and the importance of good nutrition. It examines nutrition through health promotion, protection and restoration. Topics include identifying the six basic nutrients and understand MyPyramid, factors that influence food preferences, and special diets.

Prerequisites: Students enrolling in this course must currently have a CNA/NATP license.

Acceptance: Students enrolling in this course are not required to take the Wonderlic entrance exam.

COURSE NUMBER	COURSE TITLE	THEORY/LAB/ EXTERNSHIP HOURS	CE UNIT
VCPD20	Nutrition	1/0/0	1

TOTAL CLOCK HOURS: 1 hr.

ESTIMATED COMPLETION TIME: 1 hr.

Course Description:

VCPD20: The student will be able to identify the six basic nutrients and their benefits, understand physiological, social, economic, and life style factors that influence nutritional status, food choices, and specific life stage concerns, and explain special diets for residents who are ill.

Course Structure:

The course is an instructor-led experience. The following methods of instruction will be deployed as appropriate for the course: lecture.

Equipment and Supplies:

Students are encouraged to use all textbooks as reference materials.

Grading Criteria:

Students will be given an exam over the materials covered during the seminar and must achieve a minimum score of 60% to earn the CE unit. Grades below "D" are not considered as passing and the seminar must be retaken. CEU's will only be issued after the student successfully completes the hour long training and assessment test.

POSITIONING AND LIFTING CNA CEU TRAINING SEMINAR
Amarillo, Beaumont, College Station, Killeen, Longview, Lubbock

Residents who spend a lot of time in bed often need help getting in comfortable positions or to avoid muscle fatigue and skin breakdown. As a nursing professional, it is important to know how to help residents into positions that are comfortable and healthy for them. This one hour seminar will teach how to safely position and move residents following the resident's care plan.

Prerequisites: Students enrolling in this course must currently have a CNA/NATP license.

Acceptance: Students enrolling in this course are not required to take the Wonderlic entrance exam.

COURSE NUMBER	COURSE TITLE	THEORY/LAB/ EXTERNSHIP HOURS	CE UNIT
VCPD21	Positioning and Lifting	1/0/0	1

TOTAL CLOCK HOURS: 1 hr.

ESTIMATED COMPLETION TIME: 1 hr.

Course Description:

VCPD21: Student will learn the appropriate techniques needed to properly position and lift patients.

Course Structure:

The course is an instructor-led experience. The following methods of instruction will be deployed as appropriate for the course: lecture.

Equipment and Supplies:

Students are encouraged to use all textbooks as reference materials.

Grading Criteria:

Students will be given an exam over the materials covered during the seminar and must achieve a minimum score of 60% to earn the CE unit. Grades below "D" are not considered as passing and the seminar must be retaken. CEU's will only be issued after the student successfully completes the hour long training and assessment test.

PROFESSIONALISM IN THE WORKPLACE CNA CEU TRAINING SEMINAR
Amarillo, Beaumont, College Station, Killeen, Longview, Lubbock

This course provides the student with an understanding of professionalism in the workplace.

PREREQUISITES: Students enrolling in this course must currently have a CNA/NATP license.

ACCEPTANCE: Students enrolling in this course are not required to take the Wonderlic entrance exam.

COURSE NUMBER	COURS TITLE	THEORY/LAB	CE UNIT
VCPD29	Professionalism in the Workplace	1/0	1

TOTAL CLOCK HOURS: 1 hour

ESTIMATED COMPLETION TIME: 1 hour

Course Description:

VCPD29: The student will learn about professionalism in the workplace.

Course Structure:

The course is an instructor-led experience. The following methods of instruction will be deployed as appropriate for the course. Lecture.

Equipment and Supplies:

Students are encouraged to use all textbooks as reference materials.

Grading Criteria:

CEU's will only be issued after the student successfully completes the hour-long training.

**RECOGNITION AND CARE OF PATIENTS WITH MENTAL ILLNESS CNA CEU TRAINING
SEMINAR**

Amarillo, Beaumont, College Station, Killeen, Longview, Lubbock

This course describes some of the more common forms of mental illness, their signs and symptoms, and guidelines for observing and reporting their occurrence.

PREREQUISITES: Students enrolling in this course must currently have a CNA/NATP license.

ACCEPTANCE: Students enrolling in this course are not required to take the Wonderlic entrance exam.

COURSE NUMBER	COURES TITLE	THEORY/LAB	CE UNIT
VCPD30	Recognition and Care of Patient with Mental Illness	1/0	1

TOTAL CLOCK HOURS: 1 hour

ESTIMATED COMPLETION TIME: 1 hour

Course Description:

VCPD30: Student will learn about some of the more common forms of mental illness, their signs and symptoms, and guidelines for observing and reporting their occurrence.

Course Structure:

The course is an instructor-led experience. The following methods of instruction will be deployed as appropriate for the course. Lecture.

Equipment and Supplies:

Students are encouraged to use all textbooks as reference materials.

Grading Criteria:

CEU's will only be issued after the student successfully completes the hour-long training.

**RECOGNITION AND CARE OF PATIENTS WITH SWALLOWING DIFFICULTIES CNA CEU
TRAINING SEMINAR**

Amarillo, Beaumont, College Station, Killeen, Longview, Lubbock

This course provides an overview of the signs/symptoms and management of patients with swallowing difficulties

PREREQUISITES: Students enrolling in this course must currently have a CNA/NATP license.

ACCEPTANCE: Students enrolling in this course are not required to take the Wonderlic entrance exam.

COURSE NUMBER	COURES TITLE	THEORY/LAB	CE UNIT
VCPD33	Recognition and Care of Patients with Swallowing Difficulties	1/0	1

TOTAL CLOCK HOURS: 1 hour

ESTIMATED COMPLETION TIME: 1 hour

Course Description:

VCPD33: Student will learn about how to care for dying residents.

Course Structure:

The course is an instructor-led experience. The following methods of instruction will be deployed as appropriate for the course. Lecture.

Equipment and Supplies:

Students are encouraged to use all textbooks as reference materials.

Grading Criteria:

CEU's will only be issued after the student successfully completes the hour-long training.

REHABILITATION AND RESTORATIVE CARE CNA CEU TRAINING SEMINAR
Amarillo, Beaumont, College Station, Killeen, Longview, Lubbock

This course discusses the importance of promoting independence and how exercise improves health, the use of various assistive devices and equipment, and guidelines for maintaining proper body alignment.

PREREQUISITES: Students enrolling in this course must currently have a CNA/NATP license.

ACCEPTANCE: Students enrolling in this course are not required to take the Wonderlic entrance exam.

COURSE NUMBER	COURS TITLE	THEORY/LAB	CE UNIT
VCPD31	Rehabilitation and Restorative Care	1/0	1

TOTAL CLOCK HOURS: 1 hour

ESTIMATED COMPLETION TIME: 1 hour

Course Description:

VCPD31: Student will learn the importance of promoting independence and how exercise improves health, the use of various assistive devices and equipment, and guidelines for maintaining proper body alignment.

Course Structure:

The course is an instructor-led experience. The following methods of instruction will be deployed as appropriate for the course. Lecture.

Equipment and Supplies:

Students are encouraged to use all textbooks as reference materials.

Grading Criteria:

CEU's will only be issued after the student successfully completes the hour-long training.

RESIDENT’S RIGHTS CNA CEU TRAINING SEMINAR
Amarillo, Beaumont, College Station, Killeen, Longview, Lubbock

With the Nursing Home Reform Law, nursing homes are required to promote and protect the rights of each resident. The Resident’s Rights one hour seminar is designed to inform students of the rights of residents in healthcare facilities, and to give strategies to help provide services and activities to attain or maintain the highest practical physical mental, and psychosocial well-being of each resident in accordance with a written plan of care. Topics include understanding the OBRA Law, know ways to promote client rights, abuse violates patient rights, legal aspects of medical records, the Minimum Data Set, and incident reports.

Prerequisites: Students enrolling in this course must currently have a CNA/NATP license.

Acceptance: Students enrolling in this course are not required to take the Wonderlic entrance exam.

COURSE NUMBER	COURSE TITLE	THEORY/LAB/ EXTERNSHIP HOURS	CE UNIT
VCPD13	Resident’s Rights	1/0/0	1

TOTAL CLOCK HOURS: 1 hr.

ESTIMATED COMPLETION TIME: 1 hr.

Course Description:

VCPD13: Student will learn ethical principles and of ethical problems in the nursing assistant’s professional world. Students will be able to analyze ethical situations within the scope of their job duties. The course includes lectures, discussions, study of codes of ethics and resident’s rights.

Course Structure:

The course is an instructor-led experience. The following methods of instruction will be deployed as appropriate for the course: lecture.

Equipment and Supplies:

Students are encouraged to use all textbooks as reference materials.

Grading Criteria:

Students will be given an exam over the materials covered during the seminar and must achieve a minimum score of 60% to earn the CE unit. Grades below “D” are not considered as passing and the seminar must be retaken. CEU’s will only be issued after the student successfully completes the hour long training and assessment test.

SKIN MANAGEMENT CNA CEU TRAINING SEMINAR
Amarillo, Beaumont, College Station, Killeen, Longview, Lubbock

The Skin Management one hour seminar is designed to teach students preventative measures to promote healthy skin. Topics include guidelines for providing skin care and understanding how to observe and report skin care.

Prerequisites: Students enrolling in this course must currently have a CNA/NATP license.

Acceptance: Students enrolling in this course are not required to take the Wonderlic entrance exam.

COURSE NUMBER	COURSE TITLE	THEORY/LAB/ EXTERNSHIP HOURS	CE UNIT
VCPD15	Skin Management	1/0/0	1

TOTAL CLOCK HOURS: 1 hr.

ESTIMATED COMPLETION TIME: 1 hr.

Course Description:

VCPD15: Student will learn how to provide skin care and how to prevent further damage to the skin.

Course Structure:

The course is an instructor-led experience. The following methods of instruction will be deployed as appropriate for the course: lecture.

Equipment and Supplies:

Students are encouraged to use all textbooks as reference materials.

Grading Criteria:

Students will be given an exam over the materials covered during the seminar and must achieve a minimum score of 60% to earn the CE unit. Grades below "D" are not considered as passing and the seminar must be retaken. CEU's will only be issued after the student successfully completes the hour long training and assessment test.

CARBON MONOXIDE ANALYSIS CERTIFICATION TRAINING SEMINAR
Amarillo, Beaumont, El Paso, Killeen, Longview, Lubbock

This one-day course is designed to provide HVAC Technicians with the required review and training to prepare for their Carbon Monoxide Analysis Certification. The course provides instruction in basic information regarding signs and symptoms of carbon monoxide poisoning, sources of carbon monoxide poisoning, testing procedures, combustion and principles of combustion gas, pressure measurements, measuring air flow, and preparing building and combustion appliance zones. At the conclusion of this course, students will be eligible to take the Carbon Monoxide Analysis Certification exam.

Prerequisites: Students enrolling in this course must currently be Registered HVAC Technician

Acceptance: Students enrolling in this course are not required to take the Wonderlic entrance exam

COURSE NUMBER	COURSE TITLE	THEORY/LAB HOURS
VCPD-7	Carbon Monoxide Analysis Certification Exam Preparation	08/00/00

TOTAL CLOCK HOURS: 8

ESTIMATED COMPLETION TIME: 1 Day

VCPD-7 CARBON MONOXIDE ANALYSIS CERTIFICATION EXAM PREPARATION

PREREQUISITES: NONE

This one-day course is designed to provide HVAC Technicians with the required review and training to take their Carbon Monoxide Analysis Certification. The course provides instruction in basic information regarding signs and symptoms of carbon monoxide poisoning, sources of carbon monoxide poisoning, testing procedures, combustion and principles of combustion gas, pressure measurements, measuring air flow, and preparing building and combustion appliance zones. At the conclusion of this course, students will be eligible to take the Carbon Monoxide Analysis Certification exam.

COMBUSTION ANALYSIS AND FUEL EFFICIENCY SEMINAR
Amarillo, Beaumont, El Paso, Killeen, Longview, Lubbock

This one-day course is designed to provide basic information HVAC service technician need to know to be productive and effective when installing and servicing combustion appliances. Topics such as carbon dioxide formation and release, carbon monoxide generation, thermal heat transfer and flame temperature, as well as steps and procedures to increase efficiency and reduce emissions and carbon monoxide safety precautions will be covered. Students should expect to increase their knowledge of combustion, the combustion process, combustion control, and draft and venting of fuel fired appliances. At the conclusion of this course, students will be eligible for the Combustion Analysis Technician Certification exam.

Prerequisites: Students enrolling in this course must currently be Registered HVAC Technician

Acceptance: Students enrolling in this course are not required to take the Wonderlic entrance exam

COURSE NUMBER	COURSE TITLE	THEORY/LAB HOURS
VCPD-8	Combustion Analysis and Fuel Efficiency Seminar	08/00/00

TOTAL CLOCK HOURS: 8

ESTIMATED COMPLETION TIME: 1 Day

VCPD-8 COMBUSTION ANALYSIS AND FUEL EFFICIENCY SEMINAR

PREREQUISITES: NONE

This one-day course is designed to provide basic information HVAC service technicians need to know to be productive and effective when installing and servicing combustion appliances. Topics such as carbon dioxide formation and release, carbon monoxide generation, thermal heat transfer and flame temperature, as well as steps and procedures to increase efficiency and reduce emissions and carbon monoxide safety precautions will be covered. Students should expect to increase their knowledge of combustion, the combustion process, combustion control, and draft and venting of fuel fired appliances.

**DIRECT RADIOGRAPHY/ANATOMY BASICS
CONTINUING EDUCATION ONLINE SEMINAR
Amarillo, Beaumont, College Station, El Paso, Killeen, Longview, Lubbock**

This online course is designed as a comprehensive course which combines the study of both radiography and anatomy of human bones. It includes information on different types of bone fractures, injury, healing, and bone growth. The evolution of the X-ray, different types of bone fractures, injury, healing, and bone growth. The evolution of the X-ray, different types of X-ray equipment, radiographic principles, CAT scans, and MRI's are also reviewed. System of measurements and their equivalences, Nucleic Acids, and DNA are also discussed. The examination of the goals and standards that best advance the field to Tele-radiology are included in this course. Students must complete the eleven lessons in order to receive a Certificate of Completion.

Prerequisite: Students must have a current Texas X-ray Technician license

Acceptance: Students enrolling in this course are not required to take the Wonderlic entrance exam.

COURSE NUMBER	COURSE TITLE	NUMBER OF LESSONS
TXZ0192010	Direct Radiography/Anatomy Basics Continuing Education Seminar	11 Lessons

Approximate Hours: 10

Course Description:

TXZ0192010 Direct Radiography/Anatomy Basics

This online course is designed as a comprehensive course which combines the study of both radiography and anatomy of human bones. It includes information on different types of bone fractures, injury, healing, and bone growth. The evolution of the X-ray, different types of X-ray equipment, radiographic principles, CAT scans, and MRI's are also reviewed. Systems of measurements and their equivalences, Nucleic Acids, and DNA are also discussed. The examination of the goals and standards that best advance the field of Teleradiology are included in this course.

Course Structure:

This is a self-paced, untimed course consisting of eleven chapters. Students access the information by viewing and/or downloading the materials. At the completion of all chapters, students take a 50-question multiple choice exam and must pass with a 70% accuracy (software scores responses). if necessary, students are allowed a maximum of five attempts to achieve the required passing score. Students provide specific security information during the initial registration process. Periodically throughout the course, students are prompted to respond to questions that allow them to continue completion of the course. Upon successful completion, students can print a Certification of Completion which they must submit to the American Society of Radiologic Technologist (ASRT).

Equipment and Supplies:

Since this course is accessed online, students must utilize a standard computer with Internet access. A printer is required to print a Certificate of Completion.

**DIRECT INTRODUCTION TO RADIOGRAPHY
CONTINUING EDUCATION ONLINE SEMINAR**
Amarillo, Beaumont, College Station, El Paso, Killeen, Longview, Lubbock

This online course is designed as a comprehensive course in Radiography with detailed information about bones, cartilage, and joints. It includes information for students to learn the various parts that comprise bone, processes and functions that occur in bone, types and functions of bone cells, and standard classifications of bones. The course also discusses the history of X-rays, working of x-ray equipment, film development methods, common imaging techniques depending whether bones, cartilage, or joints are involved, and how digital technology has advanced this field. The course also provides information about regulations of medical devices, FDA regulatory actions, and local and national laws. Students must complete the eleven lessons in order to receive a Certificate of Completion.

Prerequisite: Students must have a current Texas X-ray Technician license

Acceptance: Students enrolling in this course are not required to take the Wonderlic entrance exam.

COURSE NUMBER	COURSE TITLE	NUMBER OF LESSONS
TXZ0192009	Direct Introduction to Radiography Continuing Education Seminar	11 Lessons

Approximate Hours: 9

Course Description:

TXZ0192009 Direct Introduction to Radiography

This online course is designed as a comprehensive course in Radiography with detailed information about bones, cartilage, and joints. It includes information for students to learn the various parts that comprise bones, processes and functions that occur in bone, types and functions of bone cells, and standard classifications of bones. The course also discusses the history of X-rays, working of x-ray equipment, film development methods, common imaging techniques depending whether bones, cartilage, or joints are involved, and how digital technology has advanced this field. The course also provides information about regulations of medical devices, FDA regulatory actions, and local and national laws.

Course Structure:

This is a self-paced, untimed course consisting of eleven chapters. Students access the information by viewing and/or downloading the materials. At the completion of all chapters, students take a 50-question multiple choice exam and must pass with a 70% accuracy (software scores responses). If necessary, students are allowed a maximum of five attempts to achieve the required passing score. Students provide specific security information during the initial registration process. Periodically throughout the course, students are prompted to respond to questions that allow them to continue completion of the course. Upon successful completion, students can print a Certification of Completion which they must submit to the American Society of Radiologic Technologist (ASRT).

Equipment and Supplies:

Since this course is accessed online, students must utilize a standard computer with Internet access. A printer is required to print a Certificate of Completion.

DIRECT RADIOBIOLOGY BASICS
CONTINUING EDUCATION ONLINE SEMINAR
Amarillo, Beaumont, College Station, El Paso, Killeen, Longview, Lubbock

This online course is designed as a comprehensive course intended to provide information on Direct Radiobiology Basics. It combines many different subjects which aid the student in understanding the body and how injuries or disease occurs including detailed examination of the appendicular skeleton. Students receive instruction on techniques for proper x-ray placement to achieve the best pictures of the bones so doctors can see the injury and/or disease. Students must complete the eleven lessons in order to receive a Certification of Completion.

Prerequisite: Students must have a current Texas X-ray Technician license

Acceptance: Students enrolling in this course are not required to take the Wonderlic entrance exam.

COURSE NUMBER	COURSE TITLE	NUMBER OF LESSONS
TXZ0192008	Direct Radiobiology Basics Continuing Education Seminar	11 Lessons

Approximate Hours: 6

Course Description:

TXZ0192008 Direct Radiobiography Basics

This online course is designed as a comprehensive course intended to provide information on Direct Radiobiology Basics. It combines many different subjects which aid the student in understanding the body and how injuries or disease occurs including detailed examination of the appendicular skeleton. Students receive instruction on techniques for proper x-ray placement to achieve the best pictures of the bones so doctors can see the injury and/or disease.

Course Structure:

This is a self-paced, untimed course consisting of eleven chapters. Students access the information by viewing and/or downloading the materials. At the completion of all chapters, students take a 50-question multiple choice exam and must pass with a 70% accuracy (software scores responses). If necessary, students are allowed a maximum of five attempts to achieve the required passing score. Students provide specific security information during the initial registration process. Periodically throughout the course, students are prompted to respond to questions that allow them to continue completion of the course. Upon successful completion, students can print a Certification of Completion which they must submit to the American Society of Radiologic Technologist (ASRT).

Equipment and Supplies:

Since this course is accessed online, students must utilize a standard computer with Internet access. A printer is required to print a Certificate of Completion.

ELECTRICAL METALLIC CONDUIT BENDING AND FABRICATION SEMINAR
Amarillo, Beaumont, College Station, El Paso, Killeen, Longview, Lubbock

This two-day introduction course is designed for apprentice electricians already employed in the electrical construction industry. Apprentice electricians will learn skills in installing electrical metallic tubing (EMT Conduit) required in most commercial electrical systems such as shopping centers, schools, medical facilities, office buildings, and all other structures other than industrial facilities, residences, and agricultural structures. The journeyman electrician will learn to perform the advanced duties of connecting and terminating the wiring systems as required.

Prerequisites: Must hold a current apprentice electrician license and have basic skills in mathematics.

COURSE NUMBER	COURSE TITLE	THEORY/LAB/HOURS
VCPD-4EMT	Conduit Bending and Fabrication Course	10/07/00
		10/07/00

TOTAL CLOCK HOURS: 17

ESTIMATED COMPLETION TIME: 2 days

VCP-4 ELECTRICAL METALLIC CONDUIT BENDING AND FABRICATION COURSE

CONTACT HOURS: THEORY-10.0 LAB-07 (17 Hours)

TOTAL QUARTER CREDITS: 0.0

PREREQUISITES: NONE

In this course, the apprentice electrician will learn fundamentals of preparing and installing an electrical metallic tubing (EMT Conduit) system. Students will learn types of bends and their applications, mathematical calculations for bending, bending techniques, cutting techniques, securing the system in place, and applying safe work practices.

ELECTRICIAN NEC CODE CHANGES 2011 CONTINUING EDUCATION ONLINE SEMINAR

Amarillo, Beaumont, College Station, El Paso, Killeen, Longview, Lubbock

This online course is designed as a comprehensive continuing education course that provides information on the updates and revisions of terms and key words found in the 2008 NEC Code. It also covers changes in federal, state, and municipal laws within the Texas Electrical industry over the past two years. Each articles change is referenced in the order in which it is presented in the Code. More than 500 changes were made in the 2011 edition. Many sections of the NEC contain multiple entries in a single article totaling over 600 changes. As the entire set of changes cannot be presented in this course, it is highly recommended the student purchase a copy of the NFPA NEC 2011 edition. Students must successfully complete all seven lessons of this course to receive a Certificate of Completion. Upon completion of the course, the CE hours are reported to the Texas Department of Licensing and Regulations by the State CE office.

Prerequisite: Students must have a current Texas Electrician license.

Acceptance: Students enrolling in this course are not required to take the Wonderlic entrance exam.

COURSE NUMBER	COURSE TITLE	NUMBER OF LESSONS
TDLR #10306	Electrician NEC Code Changes 2011 Continuing Education Seminar	7 Lessons

Approximate Hours: 4

Course Description:

TDLR #10306 ELECTRICIAN NEC CODE CHANGES 2011

This online course is designed as a comprehensive continuing education course that provides information on the updates and revisions of terms and key words found in the **2008 NEC Code**. It also covers changes in federal, state, and municipal laws within the Texas Electrical industry over the past two years. Each articles change is referenced in the order in which it is presented in the **Code**. More than 500 changes were made in the 2011 edition. Many sections of the **NEC** contain multiple entries in a single article totaling over 600 changes. As the entire set of changes cannot be presented in this course, it is highly recommended the student purchase a copy of the **NFPA NEC 2011** edition. Students must successfully complete all seven chapters of this course to receive a Certificate of Completion.

Course Structure:

This is a timed course in which the software controls the length of time the student is allowed to complete each page before proceeding to the next page. At the end of each chapter, students are required to answer five review questions with an 80% accuracy (software scores responses) before advancing to the next chapter. If the 80% accuracy is not achieved on the first attempt, students may review the chapter and respond to the questions again. During the initial registration process, students provide specific security information. For identity purposes, throughout the course students are prompted to respond to questions that allows them to continue with the course.

Equipment and Supplies:

Since this course is accessed online, students must utilize a standard computer with Internet access. A printer is required to print a Certificate of Completion.

EVALUATION AND MANAGEMENT CODING SEMINAR
Amarillo, Beaumont, College Station, El Paso, Killeen, Longview, Lubbock

Evaluation and Management Coding Seminar will provide the student with the opportunity to learn about the information and documentation required to effectively code procedures and services from the Evaluation and Management (E/M) section of the CPT Manual. Students will be trained to review patient/healthcare provider documentation to assign the appropriate codes for healthcare services. Upon completion of the course, students will receive a certificate of completion.

Prerequisites:

Students entering this course must document that they have a minimum of a High School Diploma or high school equivalent (GED) and have graduated from a nationally accredited Medical Billing & Coding Program or be able to provide sufficient documentation that they have been working in a medical environment.

COURSE NUMBER	COURSE TITLE	CONTACT HOURS
VCPD35	EVALUATION AND MANAGEMENT CODING	21

TOTAL CONTACT HOURS: 21

ESTIMATED COMPLETION TIME: 3 weeks

Grading Criteria:

This course is graded as pass or fail. If all lessons are not successfully completed by the end of the 3 week period, the student will fail the course and must retake the course.

ATTENDANCE:

Absence shall be charged for a full day when the student does not attend any of the scheduled classes on that day. A partial day of absence shall be charged for any period of absence during or at the end of the day.

A student attending Vista College shall be terminated when the student is absent for more than eight consecutive school days or more than 20% of the total program, whichever occurs first.

Tardiness is a disruption of a good learning environment and is discouraged. Frequent tardiness without legitimate reasons may be cause for disciplinary action up to and including probationary status. Students arriving five (5) or more minutes late for a class, or that leave prior to the end of class, will be considered "tardy" or "left early." Tardiness and early departures affect the student's overall education and attendance.

COURSE DESCRIPTION

VCPD35 Evaluation and Management Coding

Evaluation and Management Coding will provide the student with the opportunity to learn about the information and documentation required to effectively code procedures and services from the Evaluation and Management (E/M) section of the CPT Manual. Students will be trained to review patient/healthcare provider documentation to assign the appropriate codes for healthcare services.

EVALUATION AND MANAGEMENT CODING ONLINE SEMINAR
Amarillo, Beaumont, College Station, El Paso, Killeen, Longview, Lubbock

This online seminar will provide the student with the opportunity to learn about the information and documentation required to effectively code procedures and services from the Evaluation and Management (E/M) section of the CPT Manual. Students will be trained to review patient/healthcare provider documentation to assign the appropriate codes for healthcare services. Students will complete each daily lesson with chapter readings and activity submissions, ending with an online lesson assessment. Upon successful completion of each lesson, students may advance to the next lesson. Students will receive a certificate of completion.

Prerequisites:

Students entering this course must document that they have a minimum of a High School Diploma or high school equivalent (GED) and have graduated from a nationally accredited Medical Billing & Coding Program or be able to provide sufficient documentation that they have been working in a medical environment.

COURSE	COURSE TITLE	NUMBER OF LESSONS
VCPD35	EVALUATION AND MANAGEMENT CODING ONLINE	15 Lessons

TOTAL LESSONS: 15

ESTIMATED COMPLETION TIME: 3 weeks

Grading Criteria:

All lessons within the online course are graded as pass or fail. If all lessons are not successfully completed by the end of the 3 week period, the student will fail the course and must be retaken.

ATTENDANCE

“Attendance” is defined as active participation in the seminar as described in the individual seminar syllabus. Due to the intensity and complexity of the seminar experience, students are expected to interact with the course lessons weekly. Students should discuss any absences with the instructor.

To receive **full** credit for attending class, the student must complete all lessons associated with the seminar within a 3 week period of time:

1. Completion of required lessons and assessments.
2. Submission/completion of assignments within 3 weeks.
3. Communication with an instructor and/or Student Advisor as it relates to class participation.

Students are reminded it is their responsibility to be current in all assignments at all times. Absences do not excuse program obligations which lead to satisfactory progress.

Attendance records reflecting absences are kept by the school. Any agency that provides educational financial assistance to a student can receive accurate and complete information concerning the student attendance and progress.

Students using veteran benefits to attend VISTA COLLEGE will have attendance monitored until the time that the graduate completes the program, or withdraws. **FOR VA STUDENTS** - Unsatisfactory attendance will be reported to the DVA even if the VA student has completed the required number of hours to complete and no refund is due the student and/or funding sources. Therefore, the attendance policy (more than 20% of the total program or absence for two consecutive weeks) will apply throughout the student’s stay in school. All violations of the attendance policy will be reported to DVA on VA Form 22-1999b within 30 days at any time the student exceeds the allowed number of absences.

COURSE DESCRIPTION

VCPD35 Evaluation and Management Coding Online

Evaluation and Management Coding will provide the student with the opportunity to learn about the information and documentation required to effectively code procedures and services from the Evaluation and Management (E/M) section of the CPT Manual. Students will be trained to review patient/healthcare provider documentation to assign the appropriate codes for healthcare services.

FIRE ALARM SYSTEMS TECHNICIAN TEST PREP SEMINAR
Amarillo, Beaumont, El Paso, Killeen, Longview, Lubbock

The two-day test-prep course is designed to provide engineering technicians working in the fire alarm industry and engaged in a combination of fire alarm system activities the required review and training to prepare for the certification exam for Fire Alarm Systems Technician. Technical areas covered include applicable codes and standards, types of detectors and signaling systems, supervision requirements, power requirements, building/space structure and occupancy considerations, and basic electricity and electronics. At the conclusion of the course, students will be eligible to take the Fire Alarm System Technician certification exam.

Prerequisites: Students enrolling in this course must have a high school diploma or GED and a minimum of 3 months' employment in the field.

Acceptance: Students enrolling in this course are not required to take the Wonderlic entrance exam.

COURSE NUMBER	COURSE TITLE	THEORY/LAB/HOURS
VCPD-9	Fire Alarm Systems Technician Level 1	16/00/00

TOTAL CLOCK HOURS: 16

ESTIMATED COMPLETION TIME: 2 Day

Course Description:

VCPD-9: FIRE ALARM SYSTEMS TECHNICIAN LEVEL I

CONTACT HOURS: THEORY- 16 LAB-0 (16 HOURS)

TOTAL QUARTER CREDIT HOURS: 0

This two-day test-prep course is designed to prepare engineering technicians working in the fire alarm industry and engaged in a combination of fire alarm system activities the training required to take the Fire Alarm Systems Certification exam. Technical areas covered include applicable codes and standards, types of detectors and signaling systems, supervision requirements, power requirements, building/space structure and occupancy considerations, and basic electricity and electronics.

HEAT PUMP TECHNICIAN CERTIFICATION TRAINING SEMINAR
Amarillo, Beaumont, El Paso, Killeen, Longview, Lubbock

This two-day course is designed to provide HVAC Technicians with the required review and training to prepare for their Heat Pump Technician Certification. The course provides instruction in basic refrigeration and heat pump components, air flow, methods of defrost, dual fuel systems, trouble shooting, wiring, voltage, and concepts and characteristics of different heat pump systems. At the conclusion of this course, students will be eligible to take the Heat Pump Technician Certification exam.

Prerequisites: Students enrolling in this course must currently be a Registered HVAC Technician

Acceptance: Students enrolling in this course are not required to take the Wonderlic entrance exam

COURSE NUMBER	COURSE TITLE	THEORY/LAB/HOURS
VCPD-6	Heat Pump Technician Certification Exam Preparation	16/00/00

TOTAL CLOCK HOURS: 16

ESTIMATED COMPLETION TIME: 2 days

VCPD-6 HEAT PUMP TECHNICIAN CERTIFICATION EXAM PREPARATION

CONTACT HOURS: THEORY- 16 LAB-0 (16 HOURS)

TOTAL QUARTER CREDIT HOURS: 0

PREREQUISITES: NONE

This two-day course is designed to provide HVAC Technicians with the required review and training to take their Heat Pump Technician Certification exam. The course provides instruction in basic refrigeration and heat pump components, air flow, methods of defrost, dual fuel systems, trouble shooting, wiring, voltage, and concepts and characteristics of different heat pump systems. At the conclusion of this course, students will be eligible to sit for the Heat Pump Technician Certification exam.

HVAC DUCT & ENVELOPE TIGHTNESS TESTING CERTIFICATION TRAINING SEMINAR
Amarillo, Beaumont, College Station, El Paso, Killeen, Longview, Lubbock

This two-day course is designed for HVAC technicians working in the heating, ventilation, and air conditioning industry. Students will prepare for certification through Green Mechanical Council in the testing [for tightness] of HVAC Duct and Envelope systems installed in structures. The course is administered through ESCO Institute, and taught by ESCO-approved proctors/instructors.

Prerequisites: Must be employed in the HVAC industry as an installer, technician, or contractor

COURSE NUMBER	COURSE TITLE	THEORY/LAB/HOURS
VCPD-5	HVAC Duct & Envelope Tightness Testing Certification	08/08/00

TOTAL CLOCK HOURS: 16
ESTIMATED COMPLETION TIME: 2 days

VCPD-5: HVAC (DET) CERTIFICATION AND FABRICATION COURSE

CONTACT HOURS: THEORY-8.0 LAB-8.0 (16 Hours)

TOTAL QUARTER CREDITS: 0.0

PREREQUISITES: NONE

Students will learn the skills and calculations necessary to acquire certification in testing of HVAC ducts and envelopes installed in structures. The lecture portion covers the fundamentals of ducts and envelopes, the importance of tightness in these systems as it applies to energy conservation, and the process of setting up the test. A computer-generated exam is administered to each student at the completion of the first day of theory. The second day of class involves work in the lab in which the student tests the tightness of a system through simulation, utilizing real-life testing equipment including vacuum and pressurizing equipment. A paper test is administered to each student at the completion of the hands-on portion of this course. Results of both tests are submitted to the certifying agency for grading and issuance of certificates.

**HVAC RULES, LAWS, HEALTH & SAFETY 2013-14
CONTINUING EDUCATION ONLINE SEMINAR
Amarillo, Beaumont, College Station, El Paso, Killeen, Longview, Lubbock**

This online course is designed as a comprehensive continuing education course that covers changes in federal, state, and municipal laws within the State of Texas HVAC industry over the past two years. The course also includes a mandatory Ethics requirement, HVAC business, laws, health and safety, and environmental requirements. OSHA, EPA, and NOISH standards and regulations and responsibility of the Licensee and License's company (including any penalties that might be incurred) are also covered. Students must complete all seven lessons in order to earn a Certificate of Completion. Upon successfully completion of this course, the CE hours are reported to the Texas Department of Licensing and Regulation by the State CE office.

Prerequisite: Students must have a current Texas HVAC license

Acceptance: Students enrolling in this course are not required to take the Wonderlic entrance exam.

COURSE NUMBER	COURSE TITLE	NUMBER OF LESSONS
TDLR #9726	HVAC Rules, Laws, Health & Safety 2013-14 Continuing Education Seminar	7 Lessons

Approximate Hours: 4

Course Description:

TDLR #9726: This online course is designed as a comprehensive continuing education course that covers changes in federal, state, and municipal laws within the State of Texas HVAC industry over the past two years. The course also includes a mandatory Ethics requirement, HVAC business, laws, health and safety, and environmental requirements. OSHA, EPA, and NOISH standards and regulations and responsibility of the Licensee and License's company (including any penalties that might be incurred) are also covered. Students must complete all seven lessons in order to earn a Certificate of Completion.

Course Structure:

This is a timed course in which the software controls the length of time the student is allowed to complete each page before proceeding to the next page. At the end of each chapter, students are required to answer five review questions with an 80% accuracy (software scores responses) before advancing to the next chapter. If the 80% accuracy is not achieved on the first attempt, students may review the chapter and respond to the questions again. During the initial registration process, students provide specific security information. For identity purposes, throughout the course students are prompted to respond to questions that allows them to continue with the course.

Equipment and Supplies:

Since this course is accessed online, students must utilize a standard computer with Internet access. A printer is required to print a Certificate of Completion.

HVAC FUNDAMENTALS 2013-14
CONTINUING EDUCATION ONLINE SEMINAR
Amarillo, Beaumont, College Station, El Paso, Killeen, Longview, Lubbock

This HVAC Fundamentals online course is designed as a comprehensive continuing education course that provides a basic overview of HVAC designs and the need for HVAC systems. The different scientific principles, different elements and compounds that are used in the profession are covered. HVAC Fundamentals also describes duct system design, air distribution, infiltration, and ventilation. The use of psychometrics, the technique of mental measurements is discussed. The course also reviews maintenance of HVAC systems and procedures to make systems perform better. HVAC Fundamentals also discusses electrical systems and their controls. Ethics in the HVAC industry are also discussed. Student must complete all eleven lessons in order to receive a Certificate of Completion. Upon successful completion of this course, the CE hours are reported to the Texas Department of Licensing and Regulation by the State CE office.

Prerequisite: Students must have a current Texas HVAC license

Acceptance: Students enrolling in this course are not required to take the Wonderlic entrance exam.

COURSE NUMBER	COURSE TITLE	NUMBER OF LESSONS
TDLR #9727	HVAC Fundamentals 2013-14 Continuing Education Seminar	11 Lessons

Approximate Hours: 4

Course Description:

TDLR #9727 HVAC Fundamentals 2013-14

This HVAC Fundamentals online course is designed as a comprehensive continuing education course that provides a basic overview of HVAC designs and the need for HVAC systems. The different scientific principles, different elements and compounds that are used in the profession are covered. HVAC Fundamentals also describes duct system design, air distribution, infiltration, and ventilation. The use of psychometrics, the technique of mental measurements is discussed. The course also reviews maintenance of HVAC systems and procedures to make systems perform better. HVAC Fundamentals also discusses electrical systems and their controls. Ethics in the HVAC industry are also discussed. Student must complete all eleven chapters in order to receive a Certificate of Completion.

Course Structure:

This is a timed course in which the software controls the length of time the student is allowed to complete each page before proceeding to the next page. At the end of each chapter, students are required to answer five review questions with an 80% accuracy (software scores responses) before advancing to the next chapter. If the 80% accuracy is not achieved on the first attempt, students may review the chapter and respond to the questions again. During the initial registration process, students provide specific security information. For identity purposes, throughout the course students are prompted to respond to questions that allows them to continue with the course.

Equipment and Supplies:

Since this course is accessed online, students must utilize a standard computer with Internet access. A printer is required to print a Certificate of Completion.

**HVAC SYSTEMS AND STANDARDS I 2013-14
CONTINUING EDUCATION ONLINE SEMINAR
Amarillo, Beaumont, College Station, El Paso, Killeen, Longview, Lubbock**

This online course is designed as a comprehensive continuing education course that provides review of HVAC conditions and the needed equipment for each condition. This course provides instruction in using refrigerant correctly and manages its usage. Electricity and its foundation in HVAC systems are also discussed. HVAC Systems & Standards I course reviews how air is distributed throughout a home or building, the different exhaust systems used for ventilation, and how to properly ventilate a building. It also includes discussion on the impact HVAC in order to receive a Certificate of Completion. Upon successful completion of this course, the CE hours are reported to the Texas Department of Licensing and Regulation by the State CE office.

Prerequisite: Students must have a current Texas HVAC license

Acceptance: Students enrolling in this course are not required to take the Wonderlic entrance exam.

COURSE NUMBER	COURSE TITLE	NUMBER OF LESSONS
TDLR #10174	HVAC Systems & Standards I 2013-14 Continuing Education Seminar	8 Lessons

Approximate Hours: 4

Course Description:

TDLR #10174 HVAC SYSTEMS & STANDARDS I

This online course is designed as a comprehensive continuing education course that provides review of HVAC conditions and the needed equipment for each condition. This course provides instruction in using refrigerant correctly and manages its usage. Electricity and its foundation in HVAC systems are also discussed. HVAC Systems & Standards I course reviews how air is distributed throughout a home or building, the different exhaust systems used for ventilation, and how to properly ventilate a building. It also includes discussion on the impact HVAC in order to receive a Certificate of Completion.

Course Structure:

This is a timed course in which the software controls the length of time the student is allowed to complete each page before proceeding to the next page. At the end of each chapter, students are required to answer five review questions with an 80% accuracy (software scores responses) before advancing to the next chapter. If the 80% accuracy is not achieved on the first attempt, students may review the chapter and respond to the questions again. During the initial registration process, students provide specific security information. For identity purposes, throughout the course students are prompted to respond to questions that allows them to continue with the course.

Equipment and Supplies:

Since this course is accessed online, students must utilize a standard computer with Internet access. A printer is required to print a Certificate of Completion.

**HVAC SYSTEMS AND STANDARDS II 2013-14
CONTINUING EDUCATION ONLINE SEMINAR
Amarillo, Beaumont, College Station, El Paso, Killeen, Longview, Lubbock**

This HVAC Systems and Standards II online course is designed as a comprehensive continuing education course that covers more specific content in Heat systems, zones, controls, and thermostats. Detailed information is provided in ventilation and exhaust systems and the way air is distributed through the home or building. Mechanical, refrigeration, and cooling systems are also reviewed. Students will learn how to install each type of HVAC system and how to trouble shoot problems. Students must complete the eleven lessons in order to earn a Certificate of Completion. Upon successful completion of this course, the CE hours are reported to the Texas Department of Licensing and Regulation by the State CE office.

Prerequisite: Students must have a current Texas HVAC license.

Acceptance: Students enrolling in this course are not required to take the Wonderlic entrance exam.

COURSE NUMBER	COURSE TITLE	NUMBER OF LESSONS
TDLR #10307	HVAC Systems & Standards II 2013-14 Continuing Education Seminar	11 Lessons

Approximate Hours: 4

Course Description:

TDLR #10307 HVAC SYSTEMS & STANDARDS II 2013-14

This HVAC Systems and Standards II online course is designed as a comprehensive continuing education course that covers more specific content in Heat systems, zones, controls, and thermostats. Detailed information is provided in ventilation and exhaust systems and the way air is distributed through the home or building. Mechanical, refrigeration, and cooling systems are also reviewed. Students will learn how to install each type of HVAC system and how to trouble shoot problems. Students must complete the eleven lessons in order to earn a Certificate of Completion.

Course Structure:

This is a timed course in which the software controls the length of time the student is allowed to complete each page before proceeding to the next page. At the end of each chapter, students are required to answer five review questions with an 80% accuracy (software scores responses) before advancing to the next chapter. If the 80% accuracy is not achieved on the first attempt, students may review the chapter and respond to the questions again. During the initial registration process, students provide specific security information. For identity purposes, throughout the course students are prompted to respond to questions that allows them to continue with the course.

Equipment and Supplies:

Since this course is accessed online, students must utilize a standard computer with Internet access. A printer is required to print a Certificate of Completion.

ICD-10-CM ONLINE TRAINING SEMINAR
Amarillo, Beaumont, College Station, El Paso, Killeen, Longview, Lubbock

This is an outline course that provides an introduction to ICD-10-CM coding and helps students translate their knowledge of ICD-9-CM coding to the new code set. Expert insight, engaging learning modules, and interactive exercises prepare students for the transition to ICD-10-CM, and a printable Certification of Completion enables them to prove their ICD-10-CM proficiency to employers.

Prerequisites: A student must have previous experience with ICD-9-CM

ACCEPTANCE: ICD-10-CM Online Training students are not required to take the Wonderlic entrance exam.

COURSE NUMBER	COURSE TITLE	NUMBER OF MODULES
ICD-10	ICD-10-CM Online Training Seminar	6 lessons/modules

(Estimated time of completion @ 10 hours depending on each student's skill set)

COURSE DESCRIPTION

ICD-10: This is an online course that provides an introduction to ICD-10-CM coding and helps students translate their knowledge of ICD-9-CM coding to the new code set. Expert insight, engaging learning modules, and interactive exercises prepare students for the transition to ICD-10-CM. A printable Certification of Completion enables them to provide proof of their ICD-10-CM proficiency to employers.

COURSE STRUCTURE

This is a self-paced course that is divided into six (6) modules with non-graded exercises in each. At the end of each module, a student will take an exam that covers information in that module. Students must successfully complete all six (6) modules with a minimum score of 70% on each exam. Students must also successfully pass the final exam, which covers information in all modules, with a minimum score of 70%. Upon successful completion of the modules and exams, students will receive a Certificate of Completion that can be printed from the site.

EQUIPMENT REQUIREMENTS

Since the modules are accessed through on-line, the student must utilize a standard computer with Internet access and a printer to be able to receive a printout of their certificate.

INTRAVENOUS THERAPY SEMINAR
Amarillo, Beaumont, College Station, El Paso, Killeen, Longview, Lubbock

Intravenous Therapy seminar provides an introduction to Intravenous Therapy for healthcare professionals. The course focuses on IV procedures, uses, and regulations.

Prerequisite:

An individual entering this program must document they have a minimum of a High School Diploma or a high school equivalent (GED); have graduated from a nationally accredited allied health or nursing program or be able to provide sufficient documentation they have been working in a medical environment.

COURSE	COURSE TITLE	CONTACT HOURS NUMBER
VCPD36	INTRAVENOUS THERAPY	06/06

TOTAL CONTACT HOURS: 12 HOURS

This career skill enhancement course is exempt from oversight by the Texas Workforce Commission, according to the Texas Education Code, Section 132.003.

Course Description

VCPD36: Students will receive an introduction to Intravenous Therapy for healthcare professionals. The course focuses on IV procedures, uses, and regulations.

2012 NFPA 70E STANDARD FOR ELECTRICAL SAFETY IN THE WORKPLACE SEMINAR
El Paso

This one-day compliant course is a perfect fit for plant electrical maintenance personnel, gas or oil drilling platform/rig electrical workers, electricians working for electrical contractors, and electrical engineering personnel who specialize in electrical retrofits or new installations. The classroom training is supplemented with hands-on test equipment training, the application of safe work practices that apply to energized work by qualified electrical workers, and PPE selection/demonstration for tasks associated with energized work. This class provides all the safe work practices needed to meet or exceed the requirements of OSHA 29 CFR 1910.331-335 and the current consensus standard addressing shock and arc flash protection for electrical workers.

COURSE NUMBER	COURSE TITLE	THEORY/LAB/HOURS
ES101	2012 NFPA 70E Standard for Electrical Safety in the Workplace Chapter 1 – Related Work Practices	08/00/00

TOTAL CLOCK HOURS: 8 hours

ESTIMATED COMPLETION TIME: 8 hours

PHLEBOTOMY FOR HEALTHCARE PROFESSIONALS SEMINAR

Amarillo, Beaumont, College Station, El Paso, Killeen, Longview, Lubbock

This course will cover the anatomy and physiology of the cardiovascular system and address the legal and ethical issues associated with being a Phlebotomist. Students will be trained to perform a variety of blood collection methods using proper techniques and precautions including: vacuum collection devices, syringes, capillary skin puncture, butterfly needles, and blood cultures specimen collection on adults, children and infants. Emphasis will be placed on infection prevention; proper patient identification; proper labeling, handling, processing, and accessioning of specimens; quality assurance.

COURSE NUMBER	COURSE TITLE	THEORY/LAB/ EXTERNSHIP HOURS
PH101	Phlebotomy for Healthcare Professionals	20/25/00
		20/25/00

TOTAL CLOCK HOURS: 45

ESTIMATED COMPLETION TIME: 2.5 weeks

PH 101 PHLEBOTOMY FOR HEALTHCARE PROFESSIONALS

CONTACT HOURS: THEORY-20 LAB-25 (45 HOURS)

PREREQUISITES: NONE

The student will be introduced to the legal and ethical issues associated with being a Phlebotomist. This course will cover the Anatomy and Physiology of the Cardiovascular System. Students will be trained to perform a variety of blood-collection methods using proper techniques and precautions including: vacuum collection devices, syringes, capillary skin puncture, butterfly needles, and blood culture specimen collection on adults, children, and infants. Emphasis will be placed on infection prevention, proper patient identification, proper labeling of specimens, and quality assurance. Students will be taught specimen handling, processing, and accessioning.

Approved and regulated by the Commission of the Council on Occupational Education 7840 Roswell Rd, Bldg. 300, Ste. 325 Atlanta Georgia 30350
www.council.org

**RADIOGRAPHY ANATOMY ESSENTIALS
CONTINUING EDUCATION ONLINE SEMINAR
Amarillo, Beaumont, College Station, El Paso, Killeen, Longview, Lubbock**

This online course is designed as a comprehensive course that introduces Radiology Anatomy Essentials through as detailed study of bones and cartilage. The student learns about the various processes and functions that occur in bone, types and functions of bones cells, the standard classifications of bones, different types of bones fractures, and the healing process. Basic principles of imaging technology as well as the different methods of x-raying fractures are reviewed. This course specifically discusses common fractures of the hip, wrist, femur, knee, and pelvic bones and is specifically beneficial to radiography technologists. Terminology designating anatomical directions, planes, and joint motion as well as joint angles is also covered. Students must complete ten lessons in order to receive a Certification of Completion.

Prerequisite: Students must have a current Texas X-ray Technician license.

Acceptance: Students enrolling in this course are not required to take the Wonderlic entrance exam.

COURSE NUMBER	COURSE TITLE	NUMBER OF LESSONS
TXZ0037005	Radiography Anatomy Essentials Continuing Education Seminar	10 Lessons

Approximate Hours: 11

Course Description:

TXZ0037005 RADIOGRAPHY ANATOMY ESSENTIALS

This online course is designed as a comprehensive course that introduces Radiology Anatomy Essentials through as detailed study of bones and cartilage. The student learns about the various processes and functions that occur in bone, types and functions of bones cells, the standard classifications of bones, different types of bones fractures, and the healing process. Basic principles of imaging technology as well as the different methods of x-raying fractures are reviewed. This course specifically discusses common fractures of the hip, wrist, femur, knee, and pelvic bones and is specifically beneficial to radiography technologists. Terminology designating anatomical directions, planes, and joint motion as well as joint angles is also covered. Students must complete ten lessons in order to receive a Certification of Completion.

Course Structure:

This is a self-paced, untimed course consisting of seven lessons. Students access the information by viewing and/or downloading the materials. At the completion of all chapters, students take a 50-questions multiple choice exam and must pass with a 70% accuracy (software scores responses). If necessary, students provide specific security information during the initial registration process. Periodically throughout the course, students are prompted to respond to questions that allow them to continue completion of the course. Upon successful completion, students can print a Certificate of Completion which they must submit to the American Society of Radiologic Technologist (ASRT).

Equipment and Supplies:

Since this course is accessed online, students must utilize a standard computer with Internet access. A printer is required to print a Certificate of Completion.

RADIOBIOLOGY ESSENTIALS
CONTINUING EDUCATION ONLINE SEMINAR
Amarillo, Beaumont, College Station, El Paso, Killeen, Longview, Lubbock

This online course is designed as a comprehensive course that introduces Radiobiology Essentials and presents a detailed study of cells, DNA replication, and cell reproduction. The main objective is to examine how radiation affects human cells – particularly how it affects DNA. Research studies examine the fundamentals of nuclear reactions and atomic radiation emissions and the relationship between radiation and illness. The course answers questions regarding ionizing radiation in relation to the biological effects and details the system of radiation measurements. Students must complete seven lessons in order to receive a Certificate of Completion.

Prerequisite: Students must have a current Texas X-ray Technician license.

Acceptance: Students enrolling in this course are not required to take the Wonderlic entrance exam.

COURSE NUMBER	COURSE TITLE	NUMBER OF LESSONS
TXZ0037006	Radiobiology Essentials Continuing Education Seminar	7 Lessons

Approximate Hours: 8

Course Description:

TXZ0037006 RADIOBIOLOGY ESSENTIALS

This online course is designed as a comprehensive course that introduces Radiobiology Essentials and presents a detailed study of cells, DNA replication, and cell reproduction. The main objective is to examine how radiation affects human cells – particularly how it affects DNA. Research studies examine the fundamentals of nuclear reactions and atomic radiation emissions and the relationship between radiation and illness. The course answers questions regarding ionizing radiation in relation to the biological effects and details the system of radiation measurements.

Course Structure:

This is a self-paced, untimed course consisting of seven lessons. Students access the information by viewing and/or downloading the materials. At the completion of all chapters, students take a 50-questions multiple choice exam and must pass with a 70% accuracy (software scores responses). If necessary, students provide specific security information during the initial registration process. Periodically throughout the course, students are prompted to respond to questions that allow them to continue completion of the course. Upon successful completion, students can print a Certificate of Completion which they must submit to the American Society of Radiologic Technologist (ASRT).

Equipment and Supplies:

Since this course is accessed online, students must utilize a standard computer with Internet access. A printer is required to print a Certificate of Completion.

**RADIOGRAPHY TECHNOLOGY ESSENTIALS
CONTINUING EDUCATION ONLINE SEMINAR**
Amarillo, Beaumont, College Station, El Paso, Killeen, Longview, Lubbock

This online course is designed as a comprehensive course that introduces the field of Radiology through a quick review of its history starting with the discovery of X-rays, how they are produced in nature, how machines are designed to create X-rays, equipment, photomultipliers, transformers, film development methods and common imaging techniques used in radiography. The course also includes how digital technology revolutionized radiology departments. Students will learn technology surrounding tele-radiology including software, network systems, and hardware integrations within digital radiography that allow for the archiving of digital images. Other areas include government standards and how regulations influenced the technical field that uses radiation devices and commercial market that produces and sells these devices. Students must complete eleven lessons in order to receive a Certificate of Completion.

Prerequisite: Students must have a current Texas X-ray Technician license.

Acceptance: Students enrolling in this course are not required to take the Wonderlic entrance exam.

COURSE NUMBER	COURSE TITLE	NUMBER OF LESSONS
TXZ0037004	Radiography Technology Essentials Continuing Education Seminar	11 Lessons

Approximate Hours: 9

Course Description:

TXZ0037004 RADIOGRAPHY TECHNOLOGY ESSENTIALS

This online course is designed as a comprehensive course that introduces the field of Radiology through a quick review of its history starting with the discovery of X-rays, how they are produced in nature, how machines are designed to create X-rays, equipment, photomultipliers, transformers, film development methods and common imaging techniques used in radiography. The course also includes how digital technology revolutionized radiology departments. Students will learn technology surrounding tele-radiology including software, network systems, and hardware integrations within digital radiography that allow for the archiving of digital images. Other areas include government standards and how regulations influenced the technical field that uses radiation devices and commercial market that produces and sells these devices.

Course Structure:

This is a self-paced, untimed course consisting of seven lessons. Students access the information by viewing and/or downloading the materials. At the completion of all chapters, students take a 50-questions multiple choice exam and must pass with a 70% accuracy (software scores responses). If necessary, students provide specific security information during the initial registration process. Periodically throughout the course, students are prompted to respond to questions that allow them to continue completion of the course. Upon successful completion, students can print a Certificate of Completion which they must submit to the American Society of Radiologic Technologist (ASRT).

Equipment and Supplies:

Since this course is accessed online, students must utilize a standard computer with Internet access. A printer is required to print a Certificate of Completion.

**TEXAS TOW TRUCK OPERATOR RULES & SAFETY 2013-14
CONTINUING EDUCATION ONLINE SEMINAR
Amarillo, Beaumont, College Station, El Paso, Killeen, Longview, Lubbock**

This Texas Tow Truck course is designed as an online continuing education course which provides information regarding key components of the Texas Tow Act, the Vehicle Towing Occupations Code, Title 14, Regulations of Motor Vehicles and Transportation Chapter 2308 and the Administration Rules of the Texas Department of Licensing and Registration codes and guidelines. Course content offers instruction on the basics of highway and driver safety issues for tow truck operators and drivers. Codes of Conduct and Customer Services are covered as well as educational, training and skill requirements that meet current standards in regard to technical and mechanical advancements within the towing industry. Students will become familiar with various codes regarding licensing, insurance requirements, towing laws and regulations and the importance of vehicle inspection, safety measures, professionalism and courtesy in this service-based field. Key points and guidelines are provided for those that own Tow Truck companies. Students must complete all eight lessons to receive a Certificate of Completion. Upon completion of the course, the CE hours are reported to the Texas Department of Licensing and Regulation by the State CE office.

Prerequisite: Students must have a current Texas Tow Truck Operators.

Acceptance: Students enrolling in this course are not required to take the Wonderlic entrance exam.

COURSE NUMBER	COURSE TITLE	NUMBER OF LESSONS
TDLR #9725	Texas Tow Truck Operator Rules & Safety 2013-14 Continuing Education Seminar	8 Lessons

Approximate Hours: 4

Course Description:

TDLR #9725 TEXAS TOW TRUCK OPERATOR RULES & SAFETY 2013-14

This Texas Tow Truck course is designed as an online continuing education course which provides information regarding key components of the Texas Tow Act, the Vehicle Towing Occupations Code, Title 14, Regulations of Motor Vehicles and Transportation Chapter 2308 and the Administration Rules of the Texas Department of Licensing and Registration codes and guidelines. Course content offers instruction on the basics of highway and driver safety issues for tow truck operators and drivers. Codes of Conduct and Customer Services are covered as well as educational, training and skill requirements that meet current standards in regard to technical and mechanical advancements within the towing industry. Students will become familiar with various codes regarding licensing, insurance requirements, towing laws and regulations and the importance of vehicle inspection, safety measures, professionalism and courtesy in this service-based field. Key points and guidelines are provided for those that own Tow Truck companies. Students must complete all eight lessons to receive a Certificate of Completion. Upon completion of the course, the CE hours are reported to the Texas Department of Licensing and Regulation by the State CE office.

Course Structure:

This is a timed course in which the software controls the length of time the student is allowed to complete each page before proceeding to the next page. At the end of each chapter, students are required to answer five review questions with an 80% accuracy (software scores responses) before advancing to the next chapter. If the 80% accuracy is not achieved on the first attempt, students may review the chapter and respond to the questions again. During the initial registration process, students provide specific security information. For identity purposes, throughout the course students are prompted to respond to questions that allows them to continue with the course.

Equipment and Supplies:

Since this course is accessed online, students must utilize a standard computer with Internet access. A printer is required to print a Certificate of Completion.

**TEXAS RESIDENTIAL APPLIANCE INSTALLER'S ELECTRICAL LICENSE EXAMINATION
PREPARATORY ONLINE SEMINAR
Amarillo, Beaumont, El Paso, Killeen, Longview, Lubbock**

This online seminar coupled with an optional 60 days of self-led secure online access to sample tests designed to prepare a potential Texas Residential Appliance Installer Exam taker to pass the required State exam. The goal is to provide the test taker with methods that may be applied in locating the answers to 80 multiple-choice exam questions using the current version of the National Electrical Code book, which is the only reference material permitted in the exam room.

This State of Texas license, Residential Appliance Installer, is required by the Texas Department of Licensing and Regulation for any person who makes electrical connections in the installation of home appliances and the replacement of electrical swimming pool equipment.

Prerequisites: Experience appliance installer or have received specific training in installing equipment with electrical connections

COURSE NUMBER	COURSE TITLE	NUMBER OF LESSONS
VCPD-2	Installer's Electrical License Exam Preparatory Seminar	4 Lessons

Approximate Hours: 08

Estimated Completion Time: 1 day

VCPD-2: TEXAS RESIDENTIAL APPLICANCE INSTALLER'S ELECTRICAL LICENSE EXAM PREPARATORY COURSE

CONTACT HOURS: THEORY-08.0

PREREQUISITES: NONE

This is an 8-hour instructor-led classroom presentation and self-led on-line practice exam course that teaches the potential exam taker methods in locating the correct answers to the 80-question multiple choice State exam for the Texas Residential Appliance Installer License, using the current version.

VIDEO SECURITY SYSTEM TECHNICIAN TEST PREP SEMINAR
Amarillo, Beaumont, El Paso, Killeen, Longview, Lubbock

This two-day test-prep course is designed to review and train qualified program technicians to prepare for certification as a Video Security Systems Technician, Level I. The course is based on an analysis of tasks that are performed by a component technician in areas or “domains” such as System Installation, Testing and Commissioning, Troubleshooting, and Documentation. Topics such as safe worksite practices, installation of correct coaxial and twisted pair video cables, installation of camera mounts, assembling of camera hardware and mounting, low voltage power connections, splices and junctions, and assembling cabinets, racks, and mount equipment are also discussed. At the conclusion of this course, students will be eligible to sit for the Video Security Systems Technician Level I certification exam.

Prerequisites: Students enrolling in this course must have a high school diploma or GED and a minimum of 3 months employment in the field.

Acceptance: Students enrolling in this course are not required to take the Wonderlic entrance exam.

COURSE NUMBER	COURSE TITLE	THEORY/LAB/ EXTERNSHIP HOURS
VCPD-10	Video Security Systems Technician Level I	16/00/00

TOTAL CLOCK HOURS: 16

ESTIMATED COMPLETION TIME: 2 days

Course Description:

VCPD-10 VIDEO SECURITY SYSTEMS TECHNICIAN LEVEL I

CONTACT HOURS: THEORY- 16 LAB-0 (16 HOURS)

TOTAL QUARTER CREDIT HOURS: 0

This two-day test-prep course is designed to prepare qualified program technicians for certification as a Video Security Systems Technician, Level I. The course is based on an analysis of tasks that are performed by a component technician in areas or “domains” such as system installation, testing and commissioning, troubleshooting, and documentation. Topics include safe worksite practices, installation of correct coaxial and twisted pair video cables, installation of camera mounts, assembling of camera hardware and mounting, low voltage power connections, splices & junctions, and assembling cabinets, racks, and mount equipment. At the conclusion of this course, students will be eligible to sit for the Video Security Systems Technician Level I certification exam.

**Seminars/Continuing Education
Tuition and Fees**

Seminars	Clock Hours	Program Tuition and Books	Equipment and Fees**	Total Program Cost
Bloodborne Pathogens <i>CNA CEU Training Seminar *</i>	1	\$61	-0-	\$61
Communicating with Special Needs Patients <i>CNA CEU Training Seminar *</i>	1	\$61	-0-	\$61
Communication CEU Training <i>CNA CEU Training Seminar*</i>	1	\$61	-0-	\$61
Cultural Diversity CEU Training <i>CNA CEU Training Seminar *</i>	1	\$61	-0-	\$61
Death and Dying CEU Training <i>CNA CEU Training Seminar *</i>	1	\$61	-0-	\$61
Fall Prevention CNA CEU Training <i>Seminar *</i>	1	\$61	-0-	\$61
Family Roles and Their Significance in Health Care <i>CNA CEU Training Seminar *</i>	1	\$61	-0-	\$61
Geriatric Considerations CEU Training <i>CNA CEU Training Seminar *</i>	1	\$61	-0-	\$61
Incident Reporting <i>CNA CEU Training Seminar*</i>	1	\$61	-0-	\$61
Infection Control <i>CNA CEU Training Seminar *</i>	1	\$61	-0-	\$61
Maintaining Adequate Hydration <i>CNA CEU Training Seminar *</i>	1	\$61	-0-	\$61
Managing Pain <i>CNA CEU Training Seminar *</i>	1	\$61	-0-	\$61
Managing the Alzheimer Patient <i>CNA CEU Training Seminar *</i>	1	\$61	-0-	\$61
Managing Stress <i>CNA CEU Training Seminar *</i>	1	\$61	-0-	\$61
Nursing Care of Diabetes <i>CNA CEU Training Seminar *</i>	1	\$61	-0-	\$61
Nursing Care of Strokes <i>CNA CEU Training Seminar *</i>	1	\$61	-0-	\$61
Nutrition <i>CNA CEU Training Seminar *</i>	1	\$61	-0-	\$61
Positioning and Lifting <i>CNA CEU Training Seminar *</i>	1	\$61	-0-	\$61
Professionalism in the Workplace <i>CNA CEU Training Seminar *</i>	1	\$61	-0-	\$61
Recognition and Care of Patients with Mental Illness <i>CNA CEU Training Seminar *</i>	1	\$61	-0-	\$61
Recognition and Care of Patients with Swallowing Difficulties <i>CNA CEU Training Seminar *</i>	1	\$61	-0-	\$61
Rehabilitation and Restorative Care <i>CNA CEU Training Seminar *</i>	1	\$61	-0-	\$61
Resident's Rights <i>CNA CEU Training Seminar *</i>	1	\$61	-0-	\$61
Skin Management <i>CNA CEU Training Seminar *</i>	1	\$61	-0-	\$61
Carbon Monoxide Analysis Certification Training <i>Seminar *</i>	8	\$250	-0-	\$250
Combustion Analysis and Fuel Efficiency <i>Seminar *</i>	8	\$250	-0-	\$250
Direct Radiography/Anatomy Basics <i>CE Online Seminar (11 Lessons)*</i>	-	\$72	-0-	\$72
Direct Introduction to Radiography <i>CE Online Seminar (11 Lessons)*</i>	-	\$72	-0-	\$72
Direct Radiobiology Basics <i>CE Online Seminar* (11 lessons)</i>	-	\$72	-0-	\$72
Electrical Metallic Conduit Bending and Fabrication <i>Seminar *</i>	17	\$580	-0-	\$580
Electrician NEC Code Changes 2011 <i>CE Online Seminar (7 Lessons)*</i>	-	\$99	-0-	\$99
Fire Alarm Systems Technician Test Prep <i>Seminar *</i>	16	\$400	-0-	\$400
Evaluation and Management Coding <i>Seminar *</i>	21	\$400	-0-	\$400
Evaluation and Management Coding <i>Online Seminar (15 Lessons)*</i>	-	\$400	-0-	\$400
Heat Pump Technician Certification Training <i>Seminar *</i>	16	\$500	-0-	\$500
HVAC Duct & Envelope Tightness Testing Certification Training <i>Seminar *</i>	16	\$500	-0-	\$500
HVAC Rules, Law, Health & Safety 2013-2014 <i>CE Online Seminar (7 Lessons)*</i>	-	\$99	-0-	\$99
HVAC Fundamentals 2013-2014 <i>CE Online Seminar (11 Lessons)*</i>	-	\$99	-0-	\$99
HVAC Systems & Standards I 2013-2014 <i>CE Online Seminar (8 Lessons)*</i>	-	\$99	-0-	\$99
HVAC Systems & Standards II 2013-2014 <i>CE Online Seminar (11 Lessons)*</i>	-	\$99	-0-	\$99
ICD 10-CM <i>Online Training Seminar (6 lessons) *</i>	-	\$99	-0-	\$99
Intravenous Therapy <i>Seminar *</i>	12	\$250	-0-	\$250
2012 NFPA 70E Standard for Electrical Safety in the Workplace <i>Seminar *</i>	8	\$320.66	-0-	\$320.66

Phlebotomy for Healthcare Professionals Seminar *	45	\$500	-0-	\$500
Radiography Anatomy Essentials CE Online Seminar (10 Lessons)*	-	\$72	-0-	\$72
Radiobiology Essentials CE Online Seminar (7 Lessons)*	-	\$72	-0-	\$72
Radiography Technology Essentials CE Online Seminar (11 Lessons)*	-	\$72	-0-	\$72
Texas Tow Truck Operator Rules & Safety 2013-2014 CE Online Seminar (8 Lessons)*	-	\$30	-0-	\$30
Texas Residential Appliance Installer's Electrical License Examination Preparatory Online Seminar * (4 lessons)	-	\$365	-0-	\$365
Video Security System Technician Test Prep Seminar *	16	\$400	-0-	\$400

*Non-Title IV Eligible

^The initial cost of the written and practical exam is included in total program cost. Additional expenses due to re-examination or failure to show at scheduled exam time will be incurred by the students.