

## **Course Descriptions**

### **Health Services Technology**

#### **HLST 1012 Medical Math**

This course is designed to prepare the student with the skills and techniques needed to accurately calculate medication dosages as well as interpret physician orders and drug labels. Early chapters provide a detailed review of basic math and algebra skills. A variety of calculation methods is introduced, including ratio and proportions, fractional proportions, formula methods and dimensional analysis.

#### **HLST 1111 Medical Asepsis**

This course provides an overview of the hazards related to the health care profession. It provides accident prevention measures that will protect the healthcare provider, co-workers and patients. Students will demonstrate safe practices as they apply to both personal and environmental safety, emergency procedures and protocol in both a classroom and workplace setting, skills necessary for successful completion of CPR and First Aid certification and infection control practices.

#### **HLST 1112 Medical Terminology**

This course is designed to prepare the student to correctly use and apply medical terminology. Introduction to medical terminology covers terminology used in medical science, hospital science and paramedical specialties.

#### **HLST 1211 Medical Ethics**

This course is designed to provide the student with an overview of the law and ethics knowledge to give competent, compassionate care to patients that are within legal and ethical boundaries. Through legal case review and computer assisted activities, the student will develop a guide to assist in resolving the many legal and ethical questions reasonably expected in a career as a health care practitioner.

#### **HLST 1226 Personal and Professional Development**

This course provides a logical, in-depth review of all administrative competencies required of today's multi-skilled medical assistants. Topics include an introduction to medical assisting and health professions; professionalism; communication skills; the therapeutic approach; responsible medical practices; legal concepts integrated administrative procedures; managing facility finances, office and human resource management and entry into the profession.

#### **HLST 1236 Introduction to Dental Assisting**

#### **HLST 1246 Dental Office Procedures & Instruments**

#### **HLST 1256 Dental Assistant Administration & Clinical Procedures**

#### **HLST 1311 CPR/First Aid/AED**

This course is designed to teach the skills for CPR for victims of all ages, use of automated external defibrillator and relief of foreign-body airway obstruction. It is intended for participants who provide health care to patients in a wide variety of settings. Proficiency in the skills of this course is a prerequisite for AHA advanced courses in resuscitation, including advanced cardiovascular life support, pediatric advanced life support and instructor courses.

#### **HLST 1410 Clinical Applications I (1-4 Hours)**

A cooperative agreement between industry and education which allows students to utilize and refine skills previously learned in the education process. This course incorporates clinical experiences, which will increase the learners understanding of the health care profession. Experience will take place in a clinical setting with demonstration, observations and data collection. Attention will be given to wellness promotion to individuals throughout the life span. This course is designed to be taken concurrently with HLST 1510, HLST 1610 or HLST 1710.

#### **HLST 1420 Clinical Applications II (1-4 hours)**

This course incorporates Clinical Application with increasing knowledge in the clinical setting and delivery of care with an increased scope of therapy specific to the designated career pathway. This course is designed to be taken concurrently with HLST 1620 or HLST 1720.

#### **HLST 1430 Clinical Applications III (1-4 hours)**

This course incorporates Clinical Application with the addition of clinical rotations, designed to start orienting students to the healthcare setting. Emphasis will be placed on the student's ability to aid in the care and management of patients throughout the life span. This course is designed to be taken concurrently with HLST 1630.

**HLST 1510 Direct Care (1-5 Hours)**

The Direct Care pathway provides the theory and clinical skills necessary for individuals who wish to work with patients of all ages, in varying degrees of health on a personal, on a one-to-one basis in a variety of clinical setting.

**HLST 1520 Direct Care II (1-5 Hours)**

This course incorporates clinical applications with increasing knowledge in the clinical setting and delivery of care with an increased scope of therapy specific to the designated career pathway. The Direct Care pathway provides the theory and clinical skills necessary for individuals who wish to work with patients of all ages, in varying degrees of health on a personal, on a one-to-one basis in a variety of clinical setting.

**HLST 1610 Therapeutic Care I (1-6 hours)**

This course focuses on the foundations of therapeutic care as well as the general goal of wellness promotion for the general population. Students will learn and explore the general therapeutic care environment.

**HLST 1620 Therapeutic Care II (1-6 hours)**

This course incorporates Therapeutic Care with a focus on case studies, cognitive reasoning and patient application. Emphasis will be placed on the development of clinical judgment and techniques. Students will learn the effects of pathology and conditions that influence the therapeutic care professional.

**HLST 1630 Therapeutic Care III (1-6 hours)**

This course incorporates Therapeutic Care with a focus on the introduction of alternative practices in the area of therapeutic care. Students will learn nature of additional treatment options and effective patient education.

**HLST 1710 Medical Assisting I (1-6 hours)**

This course will introduce the student into Medical Assisting as a Health Career. The course offers the student an opportunity to become familiar with the various health care opportunities available as a Medical Assistant. Students will learn techniques for displaying professionalism, communicating with others, applying legal concepts to practice and medical terminology.

**HLST 1720 Medical Assisting II (1-6 hours)**

This course is a continuation of Medical Assisting I. Students will learn to utilize and refine skills previously learned in the education process. All work is performed in accordance with industry standards and guidelines and will be supervised by industry and school representatives. The student must meet competency guidelines and receive instructor approval prior to enrolling in this class.