

Fortis College's renewal application to operate as an out-of-state institution in Maryland in accordance with
COMAR 13B.02.01

OOS RENEWAL

MARYLAND HIGHER EDUCATION COMMISSION

Application for Renewal Approval for Out-of-State Degree-Granting Institutions to Operate in Maryland

Please Note: A separate application form must be completed and submitted with all supporting documentation for each proposed location in Maryland. If an additional, new location is being proposed, an Application for Renewal of Approval must be submitted for that location.

PREVIOUSLY APPROVED LOCATION IN MARYLAND.

Please provide the complete mailing address.

PROPOSED START DATE OF CONTINUED OPERATION. September 1, 2018

Applications should be submitted at least 5 months prior to the proposed start date.

NAME AND ADDRESS OF INSTITUTION APPLYING FOR APPROVAL.

Name of Institution: Fortis College

Web Address: <https://www.fortis.edu/campuses/maryland/landover/4351-garden-city-drive-landover-md.aspx>

OPEID Code: 03010802

U.S. Department of Education, Office of Postsecondary Education, ID Code -- Title IV eligibility.

Chief Executives Officer: Duncan Anderson

Mailing Address: 5026D Campbell Blvd, Nottingham, MD 21236

Telephone: 410 633-2929

Email: danderson@edaff.com

Institutional Liaison: Name and title of the individual who will serve as liaison to the Maryland Higher Education Commission:

Name: Cyndie Shadow

Title: Campus President

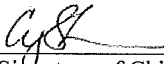
Mailing Address: 4351 Garden City Drive Landover, MD 20785

Telephone: 301-459-3650

Email: cshadow@fortiscollege.edu

***** CERTIFICATION *****

I hereby affirm that the answers given in this application and its attachments are accurate and complete and further agree to comply with the *Annotated Code of Maryland* and State regulations governing the operation of out-of-State degree-granting institutions (COMAR 13B.02.01).

June 1, 2018	
Date	Signature of Chief Executive Officer

Please Submit All Information To:

Maryland Higher Education Commission
Division of Planning and Academic Affairs
6 N. Liberty Street, 10th Floor
Baltimore, MD 21201
410-767-3268
acadprop@mhec.state.md.us

A copy of these regulations can be found at the Maryland Higher Education Commission's web site www.mhec.state.md.us (under Academic Approval Process) along with an on-line application form.

I. DURATION OF APPROVAL

Approval to operate at a previously approved location in Maryland must be renewed annually. However, "during of after the fifth year of operation in Maryland and during any subsequent renewal cycle, an out-of-State institution may apply for approval to operate in Maryland for an extended period of time up to 5 years." COMAR 13B.02.01.08C(1)

If the location for which you are applying has been annually approved for at least five years, do you wish to seek approval to operate in the State for an extended period of time of up to 5 years?

☒ Yes, we wish to be approved for 5 years.

II. SUPPORTING DOCUMENTATION

Only a complete application can be acted upon. While separate application forms must be completed and submitted for each approved location, the following Supporting Documentation needs to be included only once for each entire package of applications. **CHECK EACH ITEM AS ATTACHED.**

☒ Catalogs and Other Institutional Publications. COMAR 13B.02.01.20A(1)

Have your catalogs, other institutional publications, or awards changed since they were last submitted? ☒ Yes ☐ No If yes, please submit new copies.

☒ Application Fee. (Must accompany all renewals) COMAR 13B.02.01.08B(2)

The institution shall submit a non-refundable application fee in the amount of (a) \$7,500 for up to two degree programs and (b) an additional \$850 for each degree program over two programs. The institution's check should be made payable to: Maryland Higher Education Commission. The

application renewal fee will be waived for renewals of out-of-state institutions operating at Regional Maryland Higher Education Center.

☒ Accreditation. (Must accompany all renewals) COMAR 13B.02.01.08B(4)(g)

Provide a copy of the most recent letter of approval (notification) from an organization recognized as an accrediting agency by the U.S. Department of Education. Along with your most recent notification of institutional accreditation, please provide evidence that you are in compliance with that organization's policies and procedures related to off-campus educational activities. If any of your proposed programs require program accreditation provide evidence of that accreditation.

☒ Registration as an Out-of-State Corporation. (Must accompany all renewals)
COMAR 13B.02.01.08B(4)(f)

To transact interstate business in Maryland, the institution must qualify with the State Department of Assessments and Taxation by making the certification required in the Corporations and Associations Article, §7-202, Annotated Code of Maryland. A public institution is not required to qualify as a foreign corporation. However, a business entity affiliated with a public institution or a private institution (profit or non-profit) must qualify as a foreign corporation. The Foreign Corporation Qualification Form may be obtained from the Maryland Department of Assessments and Taxation, Room 809, 301 West Preston Street, Baltimore, Maryland 21201 or on-line at: www.dat.state.md.us. Once qualified, the institution must provide a copy of the certificate of good standing issued by the State Department of Assessments and Taxation.

☒ Certificate of Compliance With Fire and Safety Codes (Must accompany all renewals)
COMAR 13B.02.01.08B(4)(o)

Please provide a certificate for each approved location for indicating that the proposed facility has been inspected and is found in compliance with local and State ordinances pertaining to fire and safety.

☒ Board of Trustees Resolution of Financial Solvency (Must accompany all renewals)
COMAR 13B.02.01.08B(4)(e)

Please provide a resolution from your Board of Trustees addressed to the Secretary of Higher Education stating that your institution is financially solvent.

☒ Advertisements COMAR 13B.02.01.07D(3)(p)

Are there new advertisements in print format related to your programs in Maryland?

☒ Yes ☐ No **If yes, please provide copies of the new advertisements.**

☒ Enrollment Data as Prescribed by the Secretary. (Must accompany all renewals)
COMAR 13B.02.01.08B(4)(q)

Please provide the information requested on the Student Enrollment Data Form found at the end of this application.

☒ Teach-out Plan (Must accompany all renewals) COMAR 13B.02.01.08B(4)(j)(iv)

The institution must provide a copy of its teach-out plan allowing enrolled students to complete their programs if the institution decides to cease operation in Maryland.

II. APPLICATION QUESTIONNAIRE

This questionnaire, properly completed with supporting documentation, shall serve as an application for approval to operate in Maryland under the *Code of Maryland Regulations* (COMAR) 13B.02.01. It must be completed for each proposed location.

1. Programs.

➤ CURRENTLY OFFERED PROGRAMS.

INSTRUCTIONS. Please enter the requested information on your **CURRENTLY OFFERED PROGRAMS** in the spaces provided below, or create an attachment (labeled "A-1: Current Programs") to this application with the required information.

(a) Provide a list of your currently offered programs at this location. For each program provide the following information: (1) the full title of the program; (2) the degree or certificate to be awarded; (3) the mode of instructional delivery; (4) the number of credit hours (semester or quarter); and (5) whether they are offered at the parent campus.

Program Title	Degree	Mode of Instruction	Total Credit Hours	Offered on Main Campus Yes / No
<i>Example: Organizational Management</i>	<i>M.S.</i>	<i>Classroom</i>	<i>36 sem</i>	<i>Yes</i>
<i>Example: Business Administration</i>	<i>B.S.B</i>	<i>Distance Ed.</i>	<i>120 sem</i>	<i>Yes</i>
Medical Assisting Certificate	Certificate	Classroom	46 qtr	Yes
Pharmacy Technician Certificate	Certificate	Classroom	46 qtr	No
Medical Billing and Coding Certificate	Certificate	Classroom	62 qtr	No
Expanded Function Dental Assisting Certificate	Certificate	Classroom	60 qtr	Yes
Dental Hygiene Associate of Arts Degree	A.S.	Classroom	105 qtr	Yes
Medical Laboratory Technology Associate of Arts Degree	A.S.	Classroom	105 qtr	No
Radiologic Technology Associate of Arts Degree	A.S.	Classroom	105 qtr	No

➤ NEW PROGRAMS

INSTRUCTIONS. Is the institution proposing any new programs at this location? ☐ Yes ☒ No
If yes, please enter the requested information in the spaces provided below, or create an attachment (labeled "A-1: New Programs") to this information with your responses to the following for each new program:

(a) Provide a list of the new programs at this location. For each new program provide the following information: (1) the full title of the program; (2) the degree or certificate to be awarded; (3) the mode of instructional delivery; (4) the number of credit hours (semester or quarter); and (5) whether they are offered at the parent campus.

Program Title	Degree	Mode of Instruction	Total Credit Hours	Offered on Main Campus Yes / No
<i>Example: Organizational Management</i>	<i>M.S.</i>	<i>Classroom</i>	<i>36 sem</i>	<i>Yes</i>
<i>Example: Business Administration</i>	<i>B.S.B</i>	<i>Distance Ed.</i>	<i>120 sem</i>	<i>Yes</i>

- (b) If the information does not appear in the catalog or publication you submitted provide (1) a description of the curriculum; (2) the objectives of each course; and (3) a course schedule for the proposed location

Not Applicable

- (c) Please provide a brief description of the student population to be served by the proposed new programs.

Not Applicable

2. Educational Need. Before the Commission may evaluate the readiness of an out-of-State institution to operate or award new degrees in the State, including the offering of an instructional program or a degree level not previously approved, the institution shall present evidence demonstrating the educational need to establish operations, offer programs, and award the degrees in question in the State. In addition, the out-of-State institution shall demonstrate that the proposed program, for which the institution is making application, meets a critical and compelling regional or Statewide need and is consistent with the Maryland Postsecondary Education. COMAR 13B.02.01.06A&C

INSTRUCTIONS: Please enter the requested information in the spaces provided below, or create an attachment (labeled "A-2: Educational Need") to this application and respond to the following questions for each new program:

- (a) What critical and compelling Regional or Statewide (Maryland) need and demand do your proposed programs meet? In responding to this question provide documentation as indicated below:

(1) If the programs serve occupational needs, present data projecting market demand and the availability of openings in the job market to be served by the new programs for which the institution is making application. This information may include workforce and employment projections prepared by the federal and State governments, the availability of graduates in the State or region, marketing studies done by the institution or others, and material from professional and trade associations.

Not Applicable

(2) If the programs serve societal needs (include the traditional liberal arts education), provide a Description of how the proposed programs will enhance higher education in Maryland and contribute society

Not Applicable

(b) If similar programs exist in the State, what are the similarities or differences in your program in terms of the degrees to be awarded, the areas of specialization, and the specific academic content of the programs?

Not Applicable

(c) Is a Maryland employer sponsoring/supporting the application for the program(s) to be offered at this location?

☐ Yes ☒ No

If yes, please attach a letter of support from the employer addressed to the Assistant Secretary, Planning and Academic Affairs. The letter should outline the employer's reasons for selecting the institution and its programs and state the benefits to the employees who participate in the program

3. Administrative Staff. The out-of-State institution shall provide for an on-site administrative staff responsible for overall administrative operation of educational activities including counseling, advising, testing orientation, financial aid services, and maintenance of academic records. In addition to being responsible for the administration of the policies and procedures of the parent institution, the designated administrators are responsible for meeting the expectations set forth in this chapter [of the Regulatory Standards of the State of Maryland for Out-of-State Institutions]. The duties and size of the staff shall be adequate for the size of the educational activities offered. COMAR 13B.02.01.15

INSTRUCTIONS: Has any previously reported Administrative Staff information changed since your last approval at this location? ☒ Yes ☐ No

If yes, please enter the requested information in the spaces provided below, or create an attachment labeled (labeled "A-3: Administrative Staff Changes") to this application with any changes to the following questions:

(a) How are you planning to meet the above standard on Administrative Staff?

Since the last submission, the leadership team at the campus has been updated. The following is a list of the senior management positions on the campus, the individuals who are in those positions and their start dates at the campus.

Campus President: Cyndie Shadow	start date: 08/30/17
Academic Dean: Joseph, Lucero, Ed.D.	start date: 11/01/16
Director of Admissions: Mark Obermeyer	start date: 12/14/15
Director of Finance: Quandra Hamilton	start date: 06/01/17
Director of Career Services: Marilyn Hendricks	start date: 06/24/17

(b) Who will be assigned to carry-out each of these duties? Please include a curriculum vitae/resume for each administrator.

The curriculum vitae/resume for each individual listed in box a above is included in Appendix 3a.

4. Faculty

INSTRUCTIONS: Has any previously reported Faculty information changed since your last approval at this location? ☒ Yes ☐ No

If yes, please enter the requested information in the spaces provided below, or create an attachment labeled (labeled "A-4: Faculty Changes") with any changes to the following questions:

(a) List all faculty that are to teach in the first year (or cycle) of the programs at this location. For each faculty member provide the following information: COMAR 13B.02.01.08(4)(m)

- (1) the course(s) the faculty might soon teach;
- (2) the degrees the individual holds
- (3) the degrees areas of specialization; and
- (4) whether or not the faculty member is full-time or part-time (adjunct) at your parent institution

A table containing the credentialing information for new faculty as well as copies of their Curriculum Vitae/Resumes are attached in Appendix 4a.

(b) Please include a curriculum vitae/resume for each potential faculty member. For those faculty who are yet to be hired include a job description and minimal qualifications.

5. Library Resources. Out-of-State Institutions offering programs or courses, or both, in Maryland, shall provide adequate and appropriate library resources within State boundaries and within reasonable distance of the instructional site. Usage statistics shall be kept to determine to what extent these resources are available and accessible. COMAR 13B.02.01.17A

INSTRUCTIONS: Has any previously reported library information changed since your last approval at this location? ☐ Yes ☒ No

If yes, please enter the requested information in the spaces provided below, or create an attachment (labeled "A-5: Library Changes") to this application with any changes to the following questions.

(a) How are you planning to meet this standard on Library Resources? Briefly describe the types of materials and titles that you will make available to your students and how they will access them. Will there be provision for bibliographic instruction and/or library orientation?

Not Applicable

6. Student Services. COMAR 13B.02.01.18 concerns student services and activities. These shall realistically reflect the stated objectives, purposes, and philosophy of the out-of-State institution. Further, an out-of-State institution shall ensure that all students have access to a well developed program of counseling, testing, advisement, orientation, financial aid, career development, and placement. The institution may determine the specific organization of services, as well as the resources and staffing provided, as long as provision for these services are made. Student activities that complement the instructional program are particularly encouraged. COMAR Section .18 also requires that the out-of-State institutions keep complete and accurate records of admission, enrollment, grades, scholarships, transfer of credits, transcripts, graduates, and other essentials in accordance with standard practice. This includes the physical security and confidentiality of such records. The Section requires as well, a published statement of student rights, privileges, and responsibilities and the school's adherence to its student grievance procedures.

INSTRUCTIONS: Has any previously reported Student Services information changed since your last approval at this location? ☐ Yes ☒ No

If yes, please enter the requested information in the spaces provided below, or create an attachment (labeled "A-6: Student Services") to this application with any changes to the following questions.

(a) How do you plan to implement the requirements for Student Services cited above?

Not Applicable

(b) Regarding student records describe the security measures the institution takes to ensure the confidentiality, physical, and electronic security of your record-keeping system.

Not Applicable

(c) Does the institution have a published statement of rights, privileges, and responsibilities of students?

☒ Yes ☐ No How will it make this available to its students at the proposed instructional site? _____

If this statement is in the Catalog you submitted with the application, please indicate the page number: 37. If not in the Catalog you submitted, please provide us with a copy of the statement.

(d) Does the institution have a published student grievance procedure? ☒ Yes ☐ No If this procedure is in the Catalog you submitted with the application, please indicate the page number 44. If not in the Catalog you submitted, please provide us with a copy of the grievance procedure.

7. Facilities. (See COMAR 13B.02.01.19).

INSTRUCTIONS: Has any previously reported Student Services information changed since your last approval at this location? ☐ Yes ☒ No

If yes to either question, please enter the requested information in the spaces provided below, or create an attachment (labeled "A-7: Facilities") to this application with any changes to the following questions.

(a) Has a specific facility been inspected and approved for use as a classroom/laboratory space and been found in compliance with local and State ordinance pertaining to fire and safety? ☒ Yes ☐ No

(1) If yes, please provide a copy of the Certificate of Compliance.

(2) If no, the Certificate of Compliance must be submitted at least 30 days prior to the start of classes.

(b) Describe any special instructional facilities and equipment (computers, audio-visual equipment, etc.) that will be used and available to students in this location.

The campus has 3 computer labs for students in all programs as well as a dental hygiene clinic for students in that program. We also have two radiologic technology labs that do not take live images and one radiologic technology lab that does take live images. In addition to those, we have a Medical Assisting lab that contains all required tools and equipment for students to do practical application of the skills that they learn. We have two Medical Laboratory Technician laboratories that replicate the experiences our students, externs and graduates will and do have in professional hospital or out patient laboratories. Our Pharmacy Technician program laboratory is a mock up of a professional pharmacy, where students can practice the skills required to be adept in that field.

(c) Describe what provisions are being made for periodic repair and maintenance of buildings and grounds. What measures are being taken for campus security and fire protection? If dangerous or toxic materials are being handled, what provisions are being made for safe storage, handling and disposal?

We have full time sub-contracted custodial staff that maintain the building. We also have an on-site facilities manager who is an employee of the company that leases the building to us, Site Management, Inc. We have security cameras throughout the campus. We have an evening security company at the campus from 7:00pm-11:30pm Monday - Thursday. We have inspected fire extinguishers on each floor and in certain labs. Stericycle makes pick-ups of dangerous materials throughout the month and the dangerous or toxic materials are maintained and disposed of in safe containers.

(d) Describe the office (and conference) space available to full and part-time faculty and administrators.

There is a conference room on the first floor of the building that is open for use by anyone who may need it. The faculty have either their own individual offices for full time team members or a common faculty work room for part time team members. The administrative staff all have computers at their desk locations.

8. Distance Education. "Distance education" means course work for academic credit delivered by telecommunicated instruction to a physical space specifically reserved for the purpose of receiving the instruction, for example, a teleclassroom, and requires the payment of tuition or fees for the instruction. "Distance education" does not include telecommunicated instruction at the student's initiation via an individual personal computer. COMAR 13B.02.01.03(8). An institution operating in Maryland and delivering instruction in Maryland by distance education shall provide evidence to the Secretary of compliance with the standards of good practice found in COMAR 13B.02.01.21.

INSTRUCTIONS. Is the institution providing distance education as defined above? ☐ Yes ☒ No
If yes, please contact the staff at the Maryland Higher Education Commission for a copy of the Standards of Good Practice and provide evidence of compliance as an attachment (labeled "A-8: Distance Education") to this application

Accreditation

ACCREDITING COUNCIL FOR INDEPENDENT COLLEGES AND SCHOOLS

Welcome to the ACICS Member Portal. Return to ACICS.org [home](#).

[Home](#)

[ACICS Member Directory](#)

ACICS Member Directory Search

* Denotes locations in transition from another accrediting agency.

**Doctoral programs approved by ACICS have been reviewed using ACICS' evaluators and standards; and are included in the institution's grant of accreditation. However, pursuant to the Council's action on April 4, 2017, the moratorium on doctoral degrees programs that was approved by the Council on December 5, 2016, is permanent. All institutions currently offering the credential has until December 31, 2019, to complete its teach-out or receive accreditation from another accrediting agency.

[Return to Search Options](#)

1 matches | 1 to 1 are displayed

1. Fortis College

4351 Garden City Drive
Landover, MD 20785, United States

Member Since: 2007

Accreditation Expiration: 12/31/2017

Accreditation Extended To: 5/31/2019

School Number : 00023520

Member Class: Branch

Phone: (301) 459-3650

Fax: (301) 459-3640

Student Achievement Disclosure Information:
www.fortis.edu/consumer-information.aspx#

Program Name	Credential Level	Program Code	Program Category
Dental Hygiene	Academic Associate's Degree	51.0602	Academic Associate's Degree
Expanded Function Dental Assisting	Certificate/Diploma	51.0601	Certificate/Diploma
Medical Assisting	Certificate/Diploma	51.0801	Certificate/Diploma
Medical Billing And Coding	Certificate/Diploma	51.0707	Certificate/Diploma
Medical Laboratory Technology	Academic Associate's Degree	51.1004	Academic Associate's Degree
Pharmacy Technician	Certificate/Diploma	51.0805	Certificate/Diploma
Radiologic Technology	Academic Associate's Degree	51.0911	Academic Associate's Degree

1 matches | 1 to 1 are displayed



Commission on Dental Accreditation

211 E. CHICAGO AVENUE SUITE 1900 CHICAGO, IL 60611-2678
MAIN 312 440 4653 FAX 312 440 2915

August 12, 2013

Mr. Don McMullen
College President
Fortis College-Landover
4351 Garden City Drive
Landover, MD 20785

Re: Dental Hygiene Program

Dear President McMullen:

At its August 8, 2013 meeting, the Commission on Dental Accreditation (CODA) considered the progress report on the dental hygiene program sponsored by the Fortis College in Landover, Maryland.

Following careful review of the information provided, the Commission determined that the recommendations cited in the February 2013 site visit report have been met and adopted a resolution to change the program's accreditation status to "approval without reporting requirements." The definitions of accreditation classifications are enclosed. No additional information is requested at this time from the program. The next site visit for the program is scheduled for **2019**.

In taking this action, the Commission stipulated that it will expect the institution to keep the Commission informed as soon as possible of anticipated major changes in any approved educational program offered, particularly in the areas of administration, enrollment, faculty, facilities and curriculum. The Commission's policy and guidelines for reporting major program changes are being sent with the electronic copy of this letter.

Note: The program's documentation for CODA (self-study, application, or reports to CODA, for example) must NOT contain any patient protected health information. If an institution nevertheless provides the Commission and/or Commission site visitors with materials containing patient protected health information (PHI), such materials must be in electronic form and encrypted as outlined by the most recent breach notification regulations related to the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

In addition, most states have enacted laws to protect sensitive personally identifiable information ("PII") such as social security numbers, drivers' license numbers, credit card numbers, account numbers, etc. Before sending documents such as faculty CVs to CODA, institutions must fully redact the following PII: social security numbers, credit or debit card numbers, driver's license numbers or government-issued ID numbers, account numbers, health information, taxpayer ID, and date of birth.

President McMullen
August 12, 2013
Page 2

The Commission has authorized use of the following statement by institutions or programs that wish to announce their programmatic accreditation by the Commission. Programs that wish to advertise the specific programmatic accreditation status granted by the Commission may include that information as indicated in italics below (see text inside square brackets); that portion of the statement is optional but, if used, must be complete and current.

The program in dental hygiene is accredited by the Commission on Dental Accreditation [*and has been granted the accreditation status of "approval without reporting requirements"*]. The Commission is a specialized accrediting body recognized by the United States Department of Education. The Commission on Dental Accreditation can be contacted at (312) 440-4653 or at 211 East Chicago Avenue, Chicago, IL 60611. The Commission's web address is: <http://www.ada.org/100.aspx>.

If this office can be of any assistance to you or members of your staff, please contact me at 1-800-621-8099, extension 2695 or by e-mail, at renfrowp@ada.org.

Sincerely,



Patrice Renfrow, RDH, BS
Manager, Allied Dental Education
Commission on Dental Accreditation

PR/ap

Sent via e-mail: CODA Accreditation Status Definitions
Reporting Changes in Accredited Programs
Electronic Submission Guidelines for General Correspondence

Link to Evaluation and Operational Policies and Procedures
<http://www.ada.org/314.aspx>

Link to Accreditation Standards for Dental Hygiene Education Programs
<http://www.ada.org/115.aspx>

cc: Ms. Joanna Piotrowska, dean, Education
Ms. Marie Varley Gillis, program director, Dental Hygiene
Dr. Kent Knoernschild, chair, Commission on Dental Accreditation (CODA)
Dr. Anthony J. Ziebert, senior vice president, Education/Professional Affairs, ADA

President McMullen
August 12, 2013
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Dr. Sherin Took, director, Commission on Dental Accreditation (CODA)
United States Department of Education
State Boards of Dentistry
Institutional Accreditors



Joint Review Committee on Education in Radiologic Technology
20 N. Wacker Drive, Suite 2850
Chicago, IL 60606-3182
312.704.5300 • (Fax) 312.704.5304
www.jrcert.org

April 26, 2018

Cyndie Shadow, M.B.A.
Campus President
Fortis College - Landover
4351 Garden City Drive
Landover, MD 20785

RE: Program #0657

Previous Accreditation Status: Pending

Most Recent Site Visit: 02/18

Dear Ms. Shadow:

The Joint Review Committee on Education in Radiologic Technology (JRCERT) appreciated the opportunity to evaluate the pending associate degree radiography program sponsored by Fortis College - Landover. The JRCERT is the only agency recognized by the United States Department of Education (USDE) and the Council for Higher Education Accreditation (CHEA) for the accreditation of traditional and distance delivery educational programs in radiography, radiation therapy, magnetic resonance, and medical dosimetry. Specialized accreditation awarded by the JRCERT offers institutions significant value by providing peer evaluation and by assuring the public of quality professional education in the radiologic sciences.

The initial accreditation status of the program was considered at the April 20, 2018 meeting of the Joint Review Committee on Education in Radiologic Technology. The program was evaluated according to the **Standards for an Accredited Educational Program in Radiography (2014)**. The JRCERT awards:

INITIAL ACCREDITATION FOR A PERIOD OF THREE YEARS.

The maximum duration that may be awarded by the Joint Review Committee on Education in Radiologic Technology in this category is three years.

The next site visit is tentatively scheduled for the First Quarter of 2021.

In compliance with the requirements of the United States Department of Education, if an institution or program elects to make public disclosure of its accreditation status, program publications must state that the program is accredited by the:

Joint Review Committee on Education in Radiologic Technology
20 North Wacker Drive, Suite 2850
Chicago, Illinois 60606-3182
(312) 704-5300
E-mail: mail@jrcert.org

Cyndie Shadow, M.B.A.

April 26, 2018

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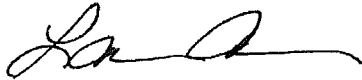
In the spirit of continuous quality improvement, the program is advised to continue refinement of its assessment plan. Program officials are strongly encouraged to attend a JRCERT-sponsored Accreditation Seminar and/or Outcomes Assessment Workshop. A complete listing of dates and locations for all JRCERT-sponsored seminars and workshops are available at www.jrcert.org/Calendar.

The program is also advised that consistent with JRCERT Policy 11.600, the JRCERT reserves the right to conduct unannounced site visits of accredited programs. The sponsoring institution would be responsible for the expenses of any on-site evaluation.

It is the responsibility of the program to provide a copy of this letter to appropriate personnel at the clinical settings.

The Joint Review Committee on Education in Radiologic Technology Directors and staff wish you and the program faculty continued success in your efforts to provide a quality educational program. If we can be of further assistance, do not hesitate to contact the office.

Sincerely,



Laura S. Aaron, Ph.D., R.T.(R)(M)(QM), FASRT
Chair

LSA/JAM/jm

copy:	Program Director:	Olive Peart, M.S., R.T.(R)(M)
	Dean:	Joseph Lucero, Ph.D.
	Site Visitors:	Alan J. Bode, M.A., R.T.(R)(QM)
		Heather C. Johnson, B.A.S., R.T.(R)
	ARRT	



National Accrediting Agency
for Clinical Laboratory Sciences

A NON-PROFIT ORGANIZATION

April 15, 2015

Donald McMullen, BBA
Campus President
Fortis College - Landover
4351 Garden City Drive
Landover, MD 20785-

Dear President McMullen:

Enclosed is the NAACLS Board of Directors' official accreditation award for your Medical Laboratory Technician program's accreditation as decided at its April 9, 2015 meeting.

The Board of Directors' award is based on the initial accreditation review process that included a site visit of your program in Fall 2014.

Accreditation for your program will continue until April 30, 2020. As a result, your program will commence the continuing accreditation process with submission of the Self-Study Report on April 1, 2019 and the scheduling of a site visit during Fall 2019. We provide this information to assist you in your program's administrative and financial planning.

This letter and the accompanying award represent formal accreditation by NAACLS. The NAACLS Certificate of Accreditation will be forwarded to the Program Director.

Sincerely,

A handwritten signature in black ink, reading "Fred H. Rodriguez, MD". The signature is fluid and cursive, with the last name "Rodriguez" being the most prominent part.

Fred Rodriguez, MD
President, NAACLS Board of Directors

cc: Brady Rogers, MS, MT(ASCP), Program Director
Joanna Piotrowska, MA, MS, Dean

Course descriptions from the College's catalog

ACADEMIC PROGRAMS

CERTIFICATE PROGRAMS

EXPANDED FUNCTION DENTAL ASSISTING

Length: 1040 Clock Hours; 48 Instructional Weeks

Program Quarter Credits: 60

Credential Awarded: Certificate

Mode of Delivery: Residential

OBJECTIVE

The Dental Assistant's role is critical to the delivery of quality dental health care. Advanced technologies and the increasing demand for dental services have resulted in dramatic growth in the industry. The objective of the dental assisting program is to provide quality career education that prepares students for not only seeking entry-level employment in the dental assisting field, but also for life-long learning and personal and professional growth.

DESCRIPTION

Dental Assistants perform a variety of patient care, office, and laboratory duties. They sterilize and disinfect instruments and equipment, prepare and lay out the instruments and materials required to treat each patient, and obtain the update patients' dental records. Assistants make patients comfortable in the dental chair and prepare them for treatment. During dental procedures, assistants work alongside the dentist to provide assistance. The Expanded Function Dental Assisting curriculum provides a foundation in the health sciences and hands-on training in using the technology necessary to perform tasks typically performed by a Dental Assistant.

EXTERNSHIP

An externship component is included in this program to provide students with the opportunity to apply their knowledge and skills to real-life situations in a dental setting. Students are required to complete the required externship hours and other related learning activities prior to graduation. Students are not paid for work performed at the externship site.

CREDENTIALING EXAMS

Graduates of this program are eligible for taking the Dental Assisting National Board's (DANB), Radiation Health and Safety (RHS), and the Infection Control Examination (ICE) Examinations.

CAREER OPPORTUNITIES

Graduates of the Expanded Function Dental Assisting program are prepared to seek entry-level employment in the office of a licensed dentist, performing tasks such as assisting with procedures, managing/maintaining patient records, and completing other appropriate tasks assigned by the licensed Dentist.

PLAN OF STUDY

COURSE CODE	COURSE TITLE	CLOCK HOURS	CREDIT HOURS
AHP101	Introduction to Health Professions	60	4
AHP105	Medical Terminology	60	4
AHP106	Medical Anatomy and Physiology	60	4
DAS110	Fundamentals of Dental Assisting	60	4
DAS115	Preventative Dentistry and Nutrition	60	4

DAS120	Dental Procedures and Techniques	60	4
DAS125	Dental Materials and Lab Techniques	60	4
DAS130	Dental Restorative Procedures	60	4
DAS135	Dental Radiology	60	4
DAS140	Dental Offices Procedures and Billing	60	4
DAS145	Dental Specialties and Expanded Functions	60	4
DAS150	Capstone and Career Development	60	4
DAS190	Externship I	160	6
DAS195	Externship II	160	6

MEDICAL ASSISTING

Length: 780 Clock Hours; 36 Instructional Weeks

Program Quarter Credits: 46

Credential Awarded: Certificate

Mode of Delivery: Residential

OBJECTIVE

Medical Assistants play an integral part in performing administrative and clinical tasks that supports the work of physicians and other healthcare professionals. With changes in the healthcare industry, the need for well-trained Medical Assistants has grown significantly. The objective of the Medical Assisting program is to provide training for those who wish to work in the clinical and administrative areas of health care and enable students to gain knowledge and skills necessary for entry-level employment in a healthcare setting.

DESCRIPTION

The Medical Assisting program includes administrative and clinical competencies expected for entry-level positions in a health care setting. Students develop skills in front office administration with an introduction to health insurance and basic billing practices. The back office portion focuses on direct patient contact and typical clinical and laboratory skills, such as minor clinical procedures, EKG, phlebotomy, injections, and lab screenings. Students also learn to observe Universal Precautions, OSHA regulations, HIPAA requirements, confidentiality, and the legal aspects applicable to any allied health environment.

Duties of medical assistants vary from office to office depending on office location, size, and specialty. In small practices, medical assistants are usually "generalists", handling both administrative and clinical duties. They report directly to an office manager, physician, or other health practitioner. Those in large practices tend to specialize in a particular area under the supervision of a department administrator/practice manager.

EXTERNSHIP

An externship course is included in this program to provide students with the opportunity to apply their knowledge and skills to real-life situations in a healthcare setting. Students are required to complete the required externship hours and other related learning activities prior to graduation. Students are not paid for work performed at the externship site.

CREDENTIALING EXAMS

Students in their final quarter are eligible to take the American Medical Technologist (AMT) Registered Medical Assistant (RMA) exam.

CAREER OPPORTUNITIES

Upon satisfactory completion of the training, students are prepared to seek entry-level positions as medical assistants performing the medical procedures, lab techniques, and front office duties described above.

PLAN OF STUDY

COURSE CODE	COURSE TITLE	CLOCK HOURS	CREDIT HOURS
AHP101	Introduction to Health Professions	60	4
AHP105	Medical Terminology	60	4
AHP106	Medical Anatomy and Physiology	60	4
MAS110	Clinical Procedures and Techniques	60	4
MAS115	Laboratory Procedures and Techniques	60	4
MAS125	Invasive Clinical Procedures	60	4
MAS135	Certification Review and Career Development	60	4
MAS190	Externship	180	6
MOA110	Medical Office Procedures	60	4
MOA115	Medical Records and Insurance	60	4
MOA120	Electronic Health Records	60	4

PHARMACY TECHNICIAN

Length: 780 Clock Hours; 36 Instructional Weeks
 Program Quarter Credits: 46
 Credential Awarded: Certificate
 Mode of Delivery: Residential

OBJECTIVE

In today's healthcare field, the role of the pharmacist has been expanded to provide not only patient care and education but also advice to health care providers. As a result, the demand for formally educated pharmacy technicians has also increased significantly, and the role of the pharmacy technician has evolved from simple customer service role to one of knowledge and responsibility. The objective of the Pharmacy Technician program is to train and develop qualified pharmacy technicians who value the pharmacy standards and competently assist the pharmacist in direct patient care.

DESCRIPTION

The Pharmacy Technician certificate program provides students with a solid foundation of pharmacy fundamental and terminology needed for graduates to be successful as an entry-level technician. Students of this program will get hands-on practice in multiple pharmacy settings such as hospital, retail, compounding, mail-order, and long-term care. Topics such as professionalism, state and federal laws, and ethical issues are covered.

EXTERNSHIP

An externship course is included in this program to provide students with the opportunity to apply their knowledge and skills to real-life situations in a pharmacy setting. Students are required to complete

the required externship hours and other related learning activities prior to graduation. Students are not paid for work performed at the externship site.

CREDENTIALING EXAMS

Graduates are eligible to take the PTCB (Pharmacy Technician Certification Board) exam.

CAREER OPPORTUNITIES

Graduates of the Pharmacy Technician program are prepared to seek entry-level employment such as Pharmacy Technician and Pharmaceutical Care Associate. Upon successful passing of the certification exams and where applicable, graduates could also seek employment opportunities such as Certified Pharmacy Technician (CPhT) and IV Certified Pharmacy Technician.

PLAN OF STUDY

COURSE CODE	COURSE TITLE	CLOCK HOURS	CREDIT HOURS
AHP101	Introduction to Health Professions	60	4
AHP105	Medical Terminology	60	4
AHP106	Medical Anatomy and Physiology	60	4
PHT110	Fundamentals of Pharmacy	60	4
PHT115	Mathematics for Pharmacy Technicians	60	4
PHT120	Drug Classification Systems	60	4
PHT125	Pharmacy Practices and Principles	60	4
PHT130	Pharmacology for Pharmacy Technicians	60	4
PHT135	Intravenous Admixtures and Aseptic Compounding	60	4
PHT140	Certification Preparation and Career Development	60	4
PHT190	Externship	180	6

MEDICAL BILLING AND CODING

Length: 1020 Clock Hours; 48 Instructional Weeks
 Program Quarter Credits: 62
 Credential Awarded: Certificate
 Mode of Delivery: Residential

OBJECTIVE

The medical billing and coding profession continues to evolve in the new century, and technological developments have significantly enhanced both quality and productivity. Increasing complexities in coding, changes in coding standards and the current trend in healthcare industry have all contributed to a growing need for well-trained individuals to enter the medical billing and coding profession. The objective of the certificate program in Medical Billing and Coding is to prepare students with a solid foundation of billing and coding knowledge and technological skills so that they can seek entry-level employment in the healthcare industry.

DESCRIPTION

The Medical Billing and Coding certificate program prepares students for entry-level billing and coding positions in a medical office, clinic, or hospital setting. Content incorporated in the program includes how to compile, compute, process, and maintain patient medical records with appropriate codes for billing purposes. Principles of billing and coding include use of the CMS 1500 form,

ICD-9 and ICD-10 codes, CPT codes, HIPAA confidentiality, and legal aspects.

EXTERNSHIP

An externship course is included in this program to provide students with the opportunity to apply their knowledge and skills to real-life situations in a healthcare setting. Students are required to complete the required externship hours and other related learning activities prior to graduation. Students are not paid for work performed at the externship site.

CREDENTIALING EXAMS

Students in their final quarter are eligible to take National Healthcareer Association's (NHA) Certified Billing and Coding Specialist (CBCS) exam.

CAREER OPPORTUNITIES

Upon successful completion of the program, graduates are prepared to seek entry-level employment in health care facilities, such as physician's offices, hospitals, clinics, rehabilitation centers, nursing homes, home health agencies, or insurance offices.

PLAN OF STUDY

COURSE CODE	COURSE TITLE	CLOCK HOURS	CREDIT HOURS
AHP101	Introduction to Health Professions	60	4
AHP105	Medical Terminology	60	4
AHP106	Medical Anatomy and Physiology	60	4
MAS120	Human Diseases and Pharmacology	60	4
MBC110	Procedural and Diagnostic Coding	60	4
MBC115	Hospital, Surgical, and Medical Coding	60	4
MBC120	Physician Coding	60	4
MBC125	Reimbursement Methods and Procedures	60	4
MBC130	Capstone and Career Development	60	4
MBC190	Externship	180	6
MOA110	Medical Office Procedures	60	4
MOA115	Medical Records and Insurance	60	4
MOA120	Electronic Health Records	60	4
MOA125	Medical Insurance and Billing	60	4
MOA130	Bookkeeping in the Medical Office	60	4

ASSOCIATE DEGREE PROGRAMS**DENTAL HYGIENE**

Length: 2514 Clock Hours/108 Instructional Weeks

Program Quarter Credits: 105 Credits

Credential Awarded: Academic Associate of Science

Mode of Delivery: Residential

PROGRAM DESCRIPTION

This program prepares the individual to pursue a career as a dental hygienist. A dental hygienist is a licensed oral health professional who provides educational, preventive, and clinical therapeutic services to the public. A thorough educational background in general education courses, basic science courses, dental and dental hygiene sciences prepares the student for supervised pre-clinical and clinical practice and entry into the field.

Possible entry-level employment opportunities include a variety of clinical settings, educational institutions, and public health settings. Graduates of this CODA accredited program are eligible to take the National Board Dental Hygiene Examination by the Joint Commission on National Dental Examinations, which allows the graduate to take regional and state licensing exams to become a Registered Dental Hygienist (R.D.H.). Licensing is required to work as a Dental Hygienist.

PLAN OF STUDY		CREDIT HOURS	CLOCK HOURS
AHP101	ETHICS AND JURISPRUDENCE	1.0	60
AHP116	ANATOMY & PHYSIOLOGY I	3.0	60
AHP117	ANATOMY & PHYSIOLOGY II	3.0	60
COM101	COMMUNICATION	5.0	60
DAS112	DENTAL MATERIALS/PROSTHESES FABRICATION	4.0	60
DAS114	RADIOLOGY I	4.0	60
DHG100	NUTRITION	5.0	60
DHG104	INTRODUCTION TO DENTAL HYGIENE LAB I	2.0	60
DHG105	INTRODUCTION TO DENTAL HYGIENE LAB II	2.0	60
DHG110	ANATOMY, HISTOLOGY, EMBRYOLOGY OF FACIAL STRUCTURES I	2.0	60
DHG111	ANATOMY, HISTOLOGY, EMBRYOLOGY OF FACIAL STRUCTURES II	2.0	60
DHG112	PROCESS OF CARE I	3.0	60
DHG191	DENTAL HYGIENE CLINIC I	2.0	60
DHG192	DENTAL HYGIENE CLINIC II	2.0	60
DHG193	DENTAL HYGIENE CLINIC III	2.0	60
DHG194	DENTAL HYGIENE CLINIC IV	2.0	60
DHG212	PROCESS OF CARE II	3.0	60
DHG220	PERIODONTOLOGY I	2.0	60
DHG230	HEALTH EDUCATION AND INSTRUCTION METHODS	2.0	60
DHG240	GENERAL ORAL PATHOLOGY	3.0	60
DHG250	PHARMACOLOGY AND PAIN CONTROL	3.0	60
DHG291	DENTAL HYGIENE CLINIC V	2.0	60
DHG292	DENTAL HYGIENE CLINIC VI	2.0	60
DHG293	ADVANCED DENTAL HYGIENE CLINIC I	2.0	90
DHG294	ADVANCED DENTAL HYGIENE CLINIC II	2.0	90
DHG312	PROCESS OF CARE III	2.0	60
DHG314	RADIOLOGY II	1.0	60
DHG320	PERIODONTOLOGY II	3.0	60
DHG330	COMMUNITY ORAL HEALTH	2.0	60
DHG391	ADVANCED DENTAL HYGIENE CLINIC III	2.0	90

DHG392	ADVANCED DENTAL HYGIENE CLINIC IV	0.0	90
DHG393	ADVANCED DENTAL HYGIENE CLINIC V	0.0	90
ENG101	ENGLISH COMPOSITION I	5.0	60
MAT101	COLLEGE MATHEMATICS	5.0	60
PDC100	COLLEGE SUCCESS	0.0	24
PDC200	CAREER DEVELOPMENT	0.0	60
PSY101	PSYCHOLOGY	5.0	60
SCI118	CHEMISTRY	5.0	60
SCI119	MICROBIOLOGY	5.0	60
SOC101	SOCIOLOGY	5.0	60

MEDICAL LABORATORY TECHNOLOGY

Length: 2060 Clock Hours/84 Instructional Weeks

Program Quarter Credits: 105.0 Credits

Credential Awarded: Academic Associate of Science

Mode of Delivery: Residential

PROGRAM DESCRIPTION

The Medical Laboratory Technology program provides students with a quality education in clinical laboratory science. The program meets the educational standards set forth by the Clinical Laboratory Improvement Amendment (CLIA) for Medical Laboratory Technicians. The objective of this program is to prepare the graduate for a career in the medical & clinical laboratories of hospitals, reference laboratories, and physician offices and in other related medical laboratories. Students develop the knowledge and skills for clinical laboratory tests that are needed to assist physicians in the diagnosis and treatment of patients.

Graduates will be eligible to sit for the National Registry examinations, provided by ASCP and AMT, including Clinical Laboratory Technician, and Medical Laboratory Technician. Individuals with a criminal conviction may be ineligible for employment based on employers Human Resource policies. (See admissions policies and procedures).

PLAN OF STUDY		CREDIT HOURS	CLOCK HOURS
AHP101	INTRODUCTION TO HEALTH CAREERS	4.0	60
MAT101	COLLEGE MATHEMATICS	5.0	60
SCI118	CHEMISTRY	5.0	60
COM101	COMMUNICATION	5.0	60
AHP116	ANATOMY AND PHYSIOLOGY I	3.0	60
AHP117	ANATOMY AND PHYSIOLOGY II	3.0	60
CMP101	COMPUTER APPLICATIONS	4.0	60
BIO100	BIOLOGY	4.0	60
MLT101	INTRODUCTION TO CLINICAL LABORATORY SCIENCE	3.0	60
MLT102	CLINICAL CHEMISTRY I	4.0	60
MLT103	CLINICAL CHEMISTRY II	3.0	60
MLT104	HEMATOLOGY I	4.0	60
MLT105	HEMATOLOGY II	3.0	60
MLT106	MICROBIOLOGY I	4.0	60
MLT107	MICROBIOLOGY II	3.0	60
MLT108	IMMUNOHEMATOLOGY I	4.0	60
MLT109	IMMUNOHEMATOLOGY II	3.0	60
MLT110	URINE AND BODY FLUIDS ANALYSIS	3.0	60
MLT111	IMMUNOLOGY/SEROLOGY	4.0	60
MLT112	PARASITOLOGY/MYCOLOGY	4.0	60
MLT113	CAPSTONE	4.0	60

MLT114	EXTERNSHIP	14.0	440
MLT115	SIMS LAB	12.0	360

Students must have a 2.0 or better in core courses to graduate from the Medical Laboratory Technology program.

RADIOLOGIC TECHNOLOGY

Length: 2020 Clock Hours/96 Instructional Weeks

Program Quarter Credits: 105.0 Credits

Credential Awarded: Academic Associate of Science

Mode of Delivery: Residential

PROGRAM DESCRIPTION

The Radiologic Technology program prepares competent, entry-level radiographers to serve the public healthcare needs. The radiologic technology field is fascinating because it is part science and part art. This program prepares students to work in this technological field successfully by developing skills in communication, diversity, scientific inquiry, critical thinking, and judgment. Students learn to communicate with patients, to solve problems and to work with other members of the health care team, including doctors, nurses, and experienced radiologic technologists.

Upon graduating from the RT program, the graduate is eligible to take the certification exam through the American Registry of Radiologic Technologists (ARRT) to become a Registered Technologist (Radiographer) using the credentials RT(R). Licensing is required to work as a Radiologic Technician.

PLAN OF STUDY		CREDIT HOURS	CLOCK HOURS
AHP116	ANATOMY AND PHYSIOLOGY I	5.0	60
AHP117	ANATOMY AND PHYSIOLOGY II	5.0	60
MAT101	COLLEGE MATHEMATICS	5.0	60
ENG101	ENGLISH COMPOSITION I	5.0	60
PSY101	PSYCHOLOGY	5.0	60
SOC101	SOCIOLOGY	5.0	60
RAD102	INTRODUCTION TO RADIOGRAPHY	3.0	40
RAD106	PATIENT CARE AND PHARMACOLOGY	4.0	60
RAD110	RADIATION BIOLOGY AND PROTECTION	3.0	40
RAD116	POSITIONING – CHEST, ABDOMEN AND UPPER EXTREMITIES	4.0	60
RAD121	RADIOGRAPHIC IMAGE PRODUCTION	5.0	70
RAD126	POSITIONING – LOWER EXTREMITIES AND PELVIS	4.0	60
RAD136	RADIOLOGIC PHYSICS	5.0	70
RAD145	RADIOGRAPHY I	4.0	120
RAD141	POSITIONING – SPINE AND BONY THORAX	3.0	60
RAD155	RADIOGRAPHY II	4.0	120
RAD206	POSITIONING – CONTRAST PROCEDURES	4.0	60
RAD225	RADIOGRAPHY III	4.0	120
RAD211	POSITIONING – SKULL AND FACIAL BONES	3.0	60
RAD230	RADIOGRAPHY IV	7.0	210
RAD235	RADIOGRAPHY V	7.0	210
RAD245	RADIOGRAPHIC REGISTRY REVIEW	3.0	60
RAD240	RADIOGRAPHY VI	8.0	240

COURSE DESCRIPTIONS

EXPLANATION OF COURSE NUMBERING SYSTEM

The first three letters identify the subject area. For example, AHP represents courses in the Allied Health Professions subject area.

AHP	Allied Health Professions
BIO	Biology
CMP	Computer
COM	Communications
DAS	Dental Assisting
DHG	Dental Hygiene
ENG	English
MAS	Medical Assisting
MAT	Mathematics
MBC	Medical Billing and Coding
MLT	Medical Laboratory Technology
MOA	Medical Office Administration
PDC	Professional Development
PHT	Pharmacy Technician
PSY	Psychology
RAD	Radiologic Technology
SCI	Science
SOC	Sociology

The first number represents the level of the course: 100 series courses are generally first academic year courses or do not have pre-requisite requirements; 200 series courses are generally second academic year; courses or the course requires completion of a pre-requisite.

AHP101 INTRODUCTION TO HEALTH PROFESSIONS

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

In this course, students will gain an overview of health professions and learn the basics of medical terminology, life support, and infection control. Students will also learn directives and guidelines set forth by government agencies for healthcare facilities and professionals. To help students transition successfully into college environment, this course also explores learning strategies such as reading and critical thinking, test taking, and using computer technology for resources and class assignments.

Prerequisite(s): None

AHP101 INTRODUCTION TO HEALTH CAREERS (MLT PROGRAM)

4.0 Credits

60 Clock Hours (30 Lecture /30 Lab Hours)

This course is designed to introduce students to the realm of a college atmosphere. Students will establish skills that will aid in their success throughout college and their careers. Upon completion of this course, students will be eligible for certification in American Heart Association CPR for the Healthcare Provider. Students will be given an overview of First Aid, assisting in emergency responses, and taking vital signs: pulse, respiration, temperature, and height and weight measurements. Additional topics include background information on patients with HIV/AIDS, recognizing and managing medical issues associated with domestic violence, and recognizing and preventing medical errors and maintaining patient privacy.

Prerequisite(s): None

AHP101 ETHICS AND JURISPRUDENCE (DH PROGRAM)

1.0 Credits

60 Clock Hours (60 Lecture)

This course will prepare the allied health student to manage the moral, legal, and administrative challenges encountered in clinical and non-clinical settings. Principles and standards of practice will be presented as well as ethical issues and challenges associated with a professional health care career. The ethical values presented provide a basis for the development of critical thinking skills and a foundation for appropriate decision-making models.

Prerequisite(s): None

AHP105 MEDICAL TERMINOLOGY

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

This course will introduce students to the terminology associated with medical language. To function effectively in health profession students must understand the structure of medical language, including prefixes, suffixes, root words, and medical abbreviations. Through virtual laboratory assignments, terminology relative to the body systems is presented to help the student understand medical terminology. In addition to studying the medical terminology, the course briefly covers disease processes and treatment modalities such as psychiatry, oncology, radiology, and nuclear medicine. This introductory course provides a basis for a more in-depth study of human anatomy and physiology.

Prerequisite(s): None

AHP106 MEDICAL ANATOMY AND PHYSIOLOGY

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

Students are introduced to anatomical structures and physiological function of the human body. This course defines the integumentary, skeletal, muscular, nervous, endocrine, cardiovascular, respiratory, digestive, urinary, and reproductive systems. Virtual practical laboratory experiences included in the course provide an understanding of basic anatomy and physiology, which is the foundation for a career in health professions.

Prerequisite(s): None

AHP116 HUMAN ANATOMY & PHYSIOLOGY I

3.0 Credits

60 Clock Hours (40 Lecture /20 Lab Hours)

This course presents an introduction to the structure and function of the human body, including basic cellular principles, the skin, skeletal tissues, joints, and the muscular system. Also included, is the nervous system cells, central and peripheral nervous systems, sense organs, and endocrine system. Virtual laboratory experiences are included in the course.

Prerequisite(s): None

AHP116 HUMAN ANATOMY & PHYSIOLOGY I (RAD PROGRAM)

5.0 Credits

60 Clock Hours (40 Lecture /20 Lab Hours)

This course presents an introduction to the structure and function of the human body, including basic cellular principles, the skin, skeletal tissues, joints, and the muscular system. Also included, is the nervous system cells, central and peripheral nervous systems, sense organs, and endocrine system. Virtual laboratory experiences are included in the course.

Prerequisite(s): None

AHP117 HUMAN ANATOMY & PHYSIOLOGY II

3.0 Credits

60 Clock Hours (40 Lecture /20 Lab Hours)

This course is a continuation of AHP116 and continues the study of the anatomy and function of the human body. Presented is information on the anatomy and physiology of the components of blood. Also presented, is an introduction to the cardiovascular, lymphatic, and immune systems. An overview of the respiratory, digestive, and reproductive systems is included. Virtual laboratory experiences are included in the course.

Prerequisite(s): AHP116

AHP117 HUMAN ANATOMY & PHYSIOLOGY II (RAD PROGRAM)

5.0 Credits

60 Clock Hours (40 Lecture /20 Lab Hours)

This course is a continuation of AHP116 and continues the study of the anatomy and function of the human body. Presented is information on the anatomy and physiology of the components of blood. Also presented, is an introduction to the cardiovascular, lymphatic, and immune systems. An overview of the respiratory, digestive, and reproductive systems is included. Virtual laboratory experiences are included in the course.

Prerequisite(s): AHP116

BIO100 BIOLOGY

4.0 Credits

60 Clock Hours (60 Lecture Hours)

This course will introduce the students to the major concepts of cell biology, molecular biology, genetics, and evolution.

Prerequisite(s): None

COM101 COMMUNICATION

5.0 Credits

60 Clock Hours (40 Lecture /20 Lab Hours)

This course will introduce the students to communication with the goal of helping the student become more effective in verbal and non-verbal communication, and to be able to manage interpersonal as well as group communication. The course focuses on learning and applying practical principles to one's daily life, both in formal and informal settings. The course looks at the psychological, social, cultural, and linguistic factors that influence person-to-person interaction. This course is designed to give students strategies for improving their communication behavior. Some of the topics addressed include human perceptions, interpersonal dynamics, and patterns of influence, listening and verbal and visual symbols.

Prerequisite: none

CMP101 COMPUTER APPLICATIONS

4.0 Credits

60 Clock Hours (60 Lecture Hours)

This course familiarizes the student with the computer and its uses and introduces them to the Windows environment through Microsoft Office Suite operating system software. This introduction includes Microsoft Office Basics, Microsoft Office, Word, and Desktop Publishing.

Prerequisite(s): None

DAS110 FUNDAMENTALS OF DENTAL ASSISTING

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

This course presents the foundational principles of the dental assisting profession, the science of dentistry, and an introduction to dental communications. The course includes the roles and functions of the dental team, and laws affecting ethics and the practice of dentistry. Students will gain a working vocabulary that includes terminology related to oral, dental, and head and neck anatomy, and histology. Students will be introduced to dental office

communication and business operating systems. *Prerequisite(s):* None

DAS112 DENTAL MATERIALS/PROSTHESES FABRICATION

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

This course is an integrated lecture laboratory course that introduces students to the dental laboratory environment. Students will learn to assist the dentist in restorative, fixed, and removable prosthodontics.

Prerequisite(s): None

DAS114 RADIOLOGY I

4.0 Credits

60 Clock Hours (30 Lecture /30 Lab Hours)

This course provides lecture and laboratory-based instruction on the exposure and processing techniques of diagnostic dental films. Students will also learn the basic principles of radiation physics and the concepts of radiation safety in the dental office. Radiographic instruction includes intraoral x-ray, panoramic x-rays, and an overview of digital x-ray systems. Using a radiographic simulator, students will develop a portfolio of radiographs they have taken to demonstrate competence in exposing, processing, and mounting intra and extra oral radiographs on a variety of patient types.

Prerequisite(s): None

DAS115 PREVENTIVE DENTISTRY AND NUTRITION

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

This course presents the background, importance, and practical application of disease transmission prevention and infection control in dentistry, including regulatory agency guidelines. Also presented is the foundation of oral disease prevention including patient education guidelines in oral self-care practices and nutrition.

Prerequisite(s): None

DAS120 DENTAL PROCEDURES AND TECHNIQUES

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

This course presents the foundation of chairside dental assisting in the delivery of dental care to include dental instrument identification and use, and moisture and pain control methods. Patient information and assessment skills detailed are patient information and assessment, an understanding of oral diagnosis and treatment planning process, the needs of the special needs and the medically compromised patient, principles of pharmacology, assisting in a medical emergency, patient assessment and oral pathology.

Prerequisite(s): DAS110

DAS125 DENTAL MATERIALS AND LAB TECHNIQUES

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

This course presents the fundamentals of materials used in restorative dentistry including laboratory techniques and procedures. The properties of dental materials are covered such as restorative and esthetic materials, liners, bases, and bonding materials, cements, and impression materials. Labs will cover applications and uses of dental materials.

Prerequisite(s): DAS110

DAS130 DENTAL RESTORATIVE PROCEDURES

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

The goal of this course is to introduce students to the practices in dentistry, and the foundations of radiography, radiation safety, infection control and quality assurance involving dental radiography. The student should be able to describe dental procedures including: general dentistry, restorative dentistry, fixed prosthodontics, provisional coverage, removable prosthodontics, and implant dentistry. *Prerequisite(s): DAS110*

DAS135 DENTAL RADIOLOGY

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

This course provides lecture and laboratory-based instruction on the exposure and processing techniques of diagnostic dental films. Radiographic instruction includes intraoral x-ray, panoramic x-rays, and an overview of digital x-ray systems. Using a radiographic simulator, students will develop a portfolio of radiographs they have taken to demonstrate competence in exposing, processing and mounting intra and extra oral radiographs on a variety of patient types.

*Prerequisite(s): DAS110***DAS140 DENTAL OFFICE PROCEDURES AND BILLING**

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

This course will prepare students for administrative tasks in a dental office. Students are provided with an overview of dental office management systems: the computerized dental practice, information management, patient scheduling, recall systems, inventory management, and dental office business equipment. Managing dental office finances entails financial arrangements and collection procedures, insurance processing, and accounts payable and accounts receivable. Students are introduced to DENTRIX, dental practice management software. Class activities involve working through patient simulation exercises. While progressing through DENTRIX's menus and windows, students learn to input patient information, schedule appointments, and handle billing. The rules and function of the Health Insurance Portability and Accountability Act of 1996, Administrative Simplification, as it applies to the dental healthcare system, are reviewed.

*Prerequisite(s): None***DAS145 DENTAL SPECIALTIES AND EXPANDED FUNCTIONS**

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

In this course, students will explore expanded dental assistant functions within the dental specialties endodontics, periodontics, oral and maxillofacial surgery, pediatric dentistry, and orthodontics. The basics of coronal polishing and dental sealants are presented along with advanced instruction on radiography.

*Prerequisite(s): DAS135***DAS150 CAPSTONE AND CAREER DEVELOPMENT**

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

This course provides a comprehensive review of program contents to prepare for applicable certification examinations. Students are also given an opportunity to review clinical skills acquired throughout the program. Students will develop a portfolio of radiographs they have taken to demonstrate competence in exposing, processing and mounting intra and extra oral radiographs on a variety of patient types. Professional ethics and local jurisprudence issues and regulations associated with dental assisting are presented.

*Prerequisite(s): DAS135***DAS190 EXTERNSHIP I**

6.0 Credits

160 Clock Hours (10 Lecture /150 Extern Hours)

This course allows the student to apply what they have learned in the program curriculum to practical use in a healthcare facility under the direct supervision of a preceptor on the site. Through the externship experience, the student gain first-hand knowledge of the workplace and perform the assigned duties to meet the expectations in a professional setting. Students are expected to adapt to the work environment and reflect regularly on their learning and observations. The externship work performed, is not to be paid. Students will be required to meet at the campus a total of 10 hours, 1-1/2 hours a week to review the extern experience and competency checklist.

*Prerequisite(s): All Preceding Program Coursework***DAS195 EXTERNSHIP II**

6.0 Credits

160 Clock Hours (10 Lecture /150 Extern Hours)

This course allows the student to apply what they have learned in the program curriculum to practical use in a healthcare facility under the direct supervision of a preceptor on the site. Through the externship experience, the student gain first-hand knowledge of the workplace and perform the assigned duties to meet the expectations in a professional setting. Students are expected to adapt to the work environment and reflect regularly on their learning and observations. The externship work performed, is not to be paid. Students will be required to meet at the campus a total of 10 hours, 1-1/2 hours a week to review the extern experience and competency checklist.

*Prerequisite(s): All Preceding Program Coursework***DHG100 NUTRITION**

5.0 Credits

60 Clock Hours (60 Lecture)

This course is a basic orientation to the principles of nutrition. Topics include digestion, carbohydrates, proteins, lipids, the utilization of energy and metabolism. The role of vitamins, minerals and nutrients are emphasized and their role in maintaining healthy oral tissues. The role of the dental hygienist in nutritional assessment and counseling are highlighted.

*Prerequisite(s): None***DHG104 INTRODUCTION TO DENTAL HYGIENE - LAB I**

2.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

This course presents the didactic and laboratory components of pre-clinical dental hygiene theory. A firm foundation in infection control procedures, dental hygiene process of care, client assessment, deposit and disease indices, oral infection control, fluoride therapies, and disease prevention is highlighted. In preparation for advancing to patient care, the following topics are presented: CPR and management of medical emergencies, OSHA regulations, Blood Born Pathogen Standard, Hazard Communication Standard, and CDC Guidelines. Students will gain clinical experiences through student partner clinical experiences.

*Prerequisite(s): None***DHG105 INTRODUCTION TO DENTAL HYGIENE - LAB II**

2.0 Credits

60 Clock Hours (20 Lecture /20 Lab Hours)

This combination lecture-laboratory course is designed to introduce the student to the dental hygiene care environment and to present basic instrumentation skills and techniques. The principles of

instrumentation, ergonomic standards, and preparation for the educational and therapeutic patient services are presented in detail. Students will practice on typodonts in the lab then progress to student partner experiences in the clinic.

Prerequisite(s): DHG104

DHG110 ANATOMY, HISTOLOGY, AND EMBRYOLOGY OF FACIAL STRUCTURES I

2.0 Credits

60 Clock Hours (40 Lecture /20 Lab Hours)

Information presented in this course is designed to develop a firm foundation for the dental hygiene student in morphology and function of head, neck, and oral structures. Topics presented in detail include the formation of the face (nervous system, muscles etc.), development, and growth of the jaws, the origin, and stages of tooth development and root formation.

Prerequisite(s): None

DHG111 ANATOMY, HISTOLOGY, AND EMBRYOLOGY OF FACIAL STRUCTURES II

2.0 Credits

60 Clock Hours (40 Lecture /20 Lab Hours)

Information presented in this course is designed to develop a firm foundation for the dental hygiene student in morphology and function of the head, neck, and oral structures. Topics presented include the formation of the face (nervous system, muscles, etc.) development and growth of the jaws and the origin and stages of tooth and root formation and development.

Prerequisite(s): DHG110

DHG112 PROCESS OF CARE I

3.0 Credits

60 Clock Hours (40 Lecture /20 Lab Hours)

This course builds on the foundations of DHG105. The focus is the elements of the Dental Hygiene Process of Care. As part of an introductory approach to implementing more advanced dental hygiene services, topics include risk assessments, patients with medical, physical, and psychological conditions as well as the dental hygiene treatment modifications for those patient communities. In addition, the theoretical foundation for sealant placement, chemotherapies, ultrasonic and sonic instrumentation, and instrument sharpening is presented.

Prerequisite(s): DHG204

DHG191 DENTAL HYGIENE CLINIC I

2.0 Credits

60 Clock Hours (60 Clinic Hours)

This course is designed to enable beginning dental hygiene students to assess the systemic and oral health of the client and allow for the delivery of clinical dental hygiene preventive and therapeutic care appropriate at the novice or DHG 100 level.

Prerequisite(s): DHG104, DHG105

DHG192 DENTAL HYGIENE CLINIC II

2.0 Credits

60 Clock Hours (60 Clinic Hours)

This course is designed to enable beginning dental hygiene students to assess the systemic and oral health of the client and allow for the delivery of clinical dental hygiene preventive and therapeutic care appropriate at the novice or DHG 100 level.

Prerequisite(s): DHG191

DHG193 DENTAL HYGIENE CLINIC III

2.0 Credits

60 Clock Hours (60 Clinic Hours)

In this course, the dental hygiene student continues to acquire basic clinic competencies in patient assessments, radiographic techniques, patient education techniques, and delivery of preventive and therapeutic services. Additional topics include evaluation of the effectiveness of therapy and attainment of patient's goals. The student is expected to provide services in a more autonomous process services.

Prerequisite(s): DHG191 & DHG192

DHG194 DENTAL HYGIENE CLINIC IV

2.0 Credits

60 Clock Hours (60 Clinic Hours)

This course is intended for the dental hygiene student to acquire basic clinic competencies in patient assessments radiographic techniques, patient education techniques and delivery of preventive and therapeutic services. Additional topics include evaluation of the effectiveness of therapy and attainment of patient's goals. The student is expected to provide services in a more autonomous process.

Prerequisite(s): DHG191, DHG192, DHG193

DHG212 PROCESS OF CARE II

3.0 Credits

60 Clock Hours (40 Lecture /20 Lab Hours)

This course is designed to present to the dental hygiene student an overview of more advanced clinical competencies including debridement concepts, instrumentation strategies, and pain control strategies. The techniques of pain control include non-invasive and behavioral strategies, local anesthesia administration, and nitrous oxide sedation. Students will have simulated lab experiences to practice the pain control techniques. Didactic and lab sessions are presented for the clinical skills associated with: Sealants, Chemotherapeutics, Dental Hypersensitivity, Ultrasonic Instrumentation, and Instrument Sharpening. These skills will be practiced in the lab and then delivered under supervised sessions in concurrent and future clinic sessions. Competencies for these services are located in the syllabi and course documents for Dental Hygiene Clinics DHG 294 and higher.

Prerequisite(s): DHG110, DHG111, DHG194, DHG250

DHG220 PERIODONTOLOGY I

2.0 Credits

60 Clock Hours (60 Lecture)

The intent of this course is to acquaint the dental hygiene student with the fundamentals of Periodontology. Topics include the basics of the epidemiology, anatomy, physiology, neurology, lymphatics and hematology of the periodontium in health and disease. A detailed discussion of the classification and etiology of periodontal diseases (periodontitis and gingivitis) is presented as well as clinical and radiographic assessments and systemic conditions affecting pathology.

Prerequisite(s): None

DHG230 HEALTH EDUCATION AND INSTRUCTIONAL METHODS

2.0 Credits

60 Clock Hours (40 Lecture /20 Lab Hours)

This course is designed to emphasize the role of the dental hygienist in health promotion, as educator and resource person. The knowledge and experiences will assist the dental hygiene student in developing and enhancing interpersonal communication skills necessary to interact effectively with patients from diverse populations and communities. An introduction to cultural diversity and competency as it relates to patient management is presented A

participatory segment of this course explores the various methods used in health promotion and disease prevention programs (e.g., educational strategies, group and individual processes, community approaches). These education methods are tailored for diverse settings and populations. Topics include community efforts in tobacco cessation counseling programs, nutritional counseling programs and pit and fissure sealant placement programs. In addition, students will develop educational aids for individualized oral hygiene instructions.

Prerequisite(s): None

DHG240 GENERAL AND ORAL PATHOLOGY

3.0 Credits

60 Clock Hours (40 Lecture /20 Lab Hours)

This course presents processes of inflammation, wound healing, repair, regeneration, and immunological responses. Topics include oral manifestations of systemic diseases, genetics, and developmental anomalies of the oral cavity. In addition, commonly encountered diseases and disorders of the head and neck will be covered. Emphasis will be placed on recognizing the differences between the pathological and normal tissues.

Prerequisite(s): None

DHG250 PHARMACOLOGY AND PAIN CONTROL

3.0 Credits

60 Clock Hours (60 Lecture Hours)

This course is designed to provide the student with a knowledge and understanding of basic pharmacology specific to clinical situations and with emphasis on dental hygiene practice. The pharmacology of pain control is presented in detail.

Prerequisite(s): None

DHG291 DENTAL HYGIENE CLINIC V

2.0 Credits

60 Clock Hours (60 Clinic Hours)

This course is designed to refine the psychomotor instrumentation skills of dental hygiene students. Students are expected to complete oral assessment and delivery of dental hygiene services in an independent manner. The students will have experiences with special care patient populations, pediatric clients, and radiologic interpretations. Treatment plans will be written with more comprehensive components. An emerging portfolio of foundational competencies is expected at the completion of this course.

Prerequisite(s): DHG194

DHG292 DENTAL HYGIENE CLINIC VI

2.0 Credits

60 Clock Hours (60 Clinic Hours)

This course is designed to refine the psychomotor instrumentation skills of dental hygiene students. Students are expected to complete oral assessment and delivery of dental hygiene services in an independent manner. The students will have experiences with special care patient populations, pediatric clients, and radiologic interpretations. Treatment plans will be written with more comprehensive components.

Prerequisite(s): DHG194

DHG293 ADVANCED DENTAL HYGIENE CLINIC I

2.0 Credits

90 Clock Hours (90 Clinic Hours)

This course is intended for the student who will incorporate all components of the process of care and will recognize and implement evaluation methods in an independent manner. It is expected that the dental hygiene student will begin to incorporate

the basics of autonomous decision-making in the process of patient care. A burgeoning portfolio of foundational competencies is expected at the completion of this course.

Prerequisite(s): DHG292

DHG294 ADVANCED DENTAL HYGIENE CLINIC II

2.0 Credits

90 Clock Hours (90 Clinic Hours)

This course is intended for the dental hygiene student who will incorporate all components of the process of care and will recognize and implement evaluation methods in an independent manner. It is expected that the dental hygiene student will begin to incorporate the basics of autonomous decision-making in the process of patient care. A burgeoning portfolio of foundational competencies is expected at the completion of this course.

Prerequisite(s): DHG292

DHG312 PROCESS OF CARE III

2.0 Credits

60 Clock Hours (60 Lecture Hours)

This capstone course is intended to furnish the upper level dental hygiene student with an opportunity to demonstrate competency in the process of care for diverse patient populations. Utilizing case studies, students assess findings, formulate a dental hygiene diagnosis, plan, implement, and evaluate intervention strategies for a variety of diverse communities. Selected projects provide opportunities for proficiency in critical thinking skills and evidence-based decision-making. Students will take a simulation of the written Dental Hygiene National Board Examination.

Prerequisite(s): Satisfactory completion of all DHG100 and DHG200 level courses

DHG314 RADIOLOGY II

1.0 Credits

60 Clock Hours (30 Lecture /30 Lab Hours)

Topics include additional experiences in digital radiography, intra oral photography, and extra oral radiography. Advanced topics include: issues. During the clinical portion of this course, students are assigned to the radiology clinic/lab and provided selected imaging services.

Prerequisite(s): DAS114

DHG320 PERIODONTOLOGY II

3.0 Credits

60 Clock Hours (60 Lecture Hours)

The intent of this course is to present the field of Periodontics to the dental hygiene student. Based on the foundation of the introductory course, the student will survey the diseases and disorders of the periodontium and the surgical and non-surgical therapies. Students will gain experience with autonomous decision making of evidence based treatment planning and case management. Strong emphasis is placed on the role of the dental hygienist as a periodontal therapist in the recognition, treatment, and prevention of periodontal diseases.

Prerequisite(s): DHG220

DHG330 COMMUNITY ORAL HEALTH

2.0 Credits

60 Clock Hours (40 Lecture /20 Lab Hours)

This course introduces the history and principles of community dental health and health care delivery systems. Topics include the prevention of oral disease, development of public policy, and implementation of community efforts to enlighten the public. Issues surrounding access to care, managed care, private practice,

independent practice, as well as trends in dental insurance reimbursement are presented. In addition, students will gain insight into research design and statistical methods and evaluation by participating in a table clinic or poster research project. Selected current topics in international healthcare are presented. The student will participate in a community-based program from the planning stage through to evaluation.

Prerequisite(s): Satisfactory completion of all 100 and 200 level courses

DHG391 ADVANCED DENTAL HYGIENE CLINIC III

2.0 Credits

90 Clock Hours (90 Clinic Hours)

This clinic course provides the student with experiences in the managing patient care using a comprehensive utilization of a process of care model. The student will apply the process of care model for patients who have systemic modifiers and/or intermediate stages of periodontal diseases. In addition, the student will apply the techniques of pain control presented in Process of Care II.

Prerequisite(s): Satisfactory completion of all DHG100 and DHG200 level courses

DHG392 ADVANCED DENTAL HYGIENE CLINIC IV

0.0 Credits

90 Clock Hours (90 Clinic Hours)

This clinic course provides the student with experiences in the managing patient care using a comprehensive utilization of a process of care model. The student will apply the process of care model for patients who have systemic modifiers and/or intermediate stages of periodontal diseases. In addition, the student will apply the techniques of pain control presented in Process of Care II.

Prerequisite(s): Satisfactory completion of all DHG100 and DHG200 level courses

DHG393 Advanced Dental Hygiene Clinic V

0.0 Credits

90 Clock Hours (90 Clinic Hours)

This course is designed to continue to advance the skills necessary in providing clinical preventive and therapeutic dental hygiene services. Experiences in comprehensive dental hygiene patient care will include advanced manual instrumentation, ultrasonic instrumentation, and application of chemotherapeutic agents, nutrition counseling, whitening tray fabrication, and sealant placement.

Prerequisite(s): Satisfactory completion of all DHG100 and DHG200 level courses

ENG101 ENGLISH COMPOSITION I

5.0 Credits

60 Clock Hours (50 Lecture /10 Lab Hours)

This course will introduce the students to English Composition and covers all aspects of writing for a College-level course, beginning with components of the essay, and ending with modes of writing and argumentation. Students cover all writing stages and strategies and learn to adapt them to their own writing and learning preferences. The student acquires skills for generating ideas and drafting preliminary outlines using brainstorming, drafting, outlining, and topic selection, while learning to revise, rewrite, and polish structure, syntax, argumentation, grammar, punctuation, word choice, and diction.

Prerequisite(s): None

ENG101 ENGLISH COMPOSITION I (RAD PROGRAM)

5.0 Credits

60 Clock Hours (40 Lecture /20 Lab Hours)

This course will introduce the students to English Composition and covers all aspects of writing for a College-level course, beginning with components of the essay, and ending with modes of writing and argumentation. Students cover all writing stages and strategies and learn to adapt them to their own writing and learning preferences. The student acquires skills for generating ideas and drafting preliminary outlines using brainstorming, drafting, outlining, and topic selection, while learning to revise, rewrite, and polish structure, syntax, argumentation, grammar, punctuation, word choice, and diction.

Prerequisite(s): None

MAS110 CLINICAL PROCEDURES AND TECHNIQUES

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

This course is an introduction to clinical procedures performed in the medical office. Students practice obtaining vital signs and medical histories, maintaining exam rooms, preparing for and assisting with routine and specialty exams, and performing diagnostic testing, including eye and respiratory testing. OSHA standards, communication techniques, cultural diversity, charting, patient education, therapeutic modalities, assistive devices, and nutritional and wellness concepts are also covered.

Prerequisite(s): None

MAS115 LABORATORY PROCEDURES AND TECHNIQUES

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

This course introduces basic medical laboratory techniques, diagnostic imaging tests, and cardiac diagnostic tests performed in the medical office. Laboratory terminology and the medical assistant's responsibility in specimen collection and processing, including urine, blood, microbiology and immunology testing, and phlebotomy, are discussed. Safety, infection control, and OSHA guidelines are reinforced. Quality assurance, laboratory mathematics, and federal and state regulations regarding clinical laboratories are also addressed.

Prerequisite(s): MAS110

MAS120 HUMAN DISEASES AND PHARMACOLOGY

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

This course will introduce the students to the common diseases that affect the body systems. A review of body systems along with the causes, signs, symptoms, and treatments of the diseases will be discussed. Students will learn about the medications used as treatments. An emphasis on drug action, classification, patient education, and common side effects of these medications will be provided.

Prerequisite(s): None

MAS125 INVASIVE CLINICAL PROCEDURES

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

Students learn terminology and skills related to medication administration and assisting with minor surgery. Pharmacology principles and math, elements of prescriptions, TB and allergy testing, phlebotomy, and surgical supplies and instruments are discussed, along with the medical assistant's role in assisting with surgical procedures. Emergency preparedness concepts and the medical assistant's role in medical emergencies are reinforced. Safety, infection control, and federal regulations regarding medications and surgical procedures are addressed.

Prerequisite(s): MAS110

MAS135 CERTIFICATION REVIEW AND CAREER DEVELOPMENT

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

This course provides a review of all skills acquired during prior Medical Assisting classes, including injections and phlebotomy. Through a comprehensive review, the student will prepare to sit for the national Certified Medical Assistant examination. Career development and employment seeking related topics will be discussed, including cover letters, resumes, applications, and professionalism during interviews, answering interview questions, appropriate follow-up after the interviews, and continuing education. Life skills and professional behavior will also be addressed.

Prerequisite(s): MAS110

MAS190 EXTERNSHIP

6.0 Credits

180 Clock Hours (180 Externship Hours)

This course allows the student to apply what they have learned in the program curriculum to practical use in a healthcare facility under the direct supervision of a preceptor on the site. Through the externship experience, the student gain first-hand knowledge of the workplace and perform the assigned duties to meet the expectations in a professional setting. Students are expected to adapt to the work environment and reflect regularly on their learning and observations. The externship work performed, is not to be paid.

Prerequisite(s): All Preceding Program Coursework

MAT101 COLLEGE MATHEMATICS I

5.0 Credits

60 Clock Hours (40 Lecture /20 Lab Hours)

This course provides an introduction to college level math with the goal of teaching students to read, write, and think mathematically in support of real world applications. Topics include solving problems using equations, developing graphs for linear equations and functions, solving polynomial equations, factoring and solving problems using quadratic equations, solving problems using rational expressions, solving systems of equations, and solving problems using roots and radicals. The focus of this course is to apply mathematics to solve problems mathematically.

Prerequisite(s): None

MBC110 PROCEDURAL AND DIAGNOSTIC CODING

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

This course expands the basic diagnostic and procedural coding fundamentals already introduced. Students will use the ICD-9-CM and ICD-10-CM, CPT 4, and HCPCS Level II coding manuals to apply principles of diagnosis and procedural coding. Students learn diagnosis coding systems with detailed instruction on how to code and properly apply the guidelines for ICD-9-CM, Volumes I, II, and III and ICD-10-CM, Volumes I and II. It also provides in-depth coverage of procedural coding systems with detailed instruction on CPT 4 coding for Anesthesia, Evaluation and Management services, surgical procedures, Pathology, Laboratory, Radiology, and Medicine. HCPCS Level II coding for procedures, services, and supplies is also taught.

Prerequisite(s): MOA115

MBC115 HOSPITAL, SURGICAL, AND MEDICAL CODING

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

This course provides the student with practical applications of Diagnostic and Procedural Coding Systems for facilities. Students will expand their knowledge of coding by abstracting the appropriate information from hospital records, surgical/operative reports, and medical case studies to accurately assign diagnoses and procedure codes to be used on the hospital CMS-1450 insurance claim form and for electronic claims. Students will also acquire a working knowledge of MS-DRGs (Medicare Severity Diagnosis Related Groups) assignment.

Prerequisite(s): MBC110

MBC120 PHYSICIAN CODING

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

This course provides the student with practical applications of diagnostic and procedural coding systems for physician billing. Students will expand their knowledge of coding by abstracting the appropriate information from provider's progress notes and treatment plans in private clinics and other outpatient entities provided by physician's and mid-level providers to accurately assign diagnoses and procedure codes to be used on the CMS-1500 insurance claim form and for electronic submissions.

Prerequisite(s): MBC110

MBC125 REIMBURSEMENT METHODS AND PROCEDURES

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

This course reviews the different types of insurance programs, payer specific guidelines, and reimbursement issues. This will include review of diagnostic and procedural coding and Medicare Severity Diagnosis Related Groups (DRGs), explanation of the Resource Based Relative Value Scale (RBRVS), Ambulatory Payment Classifications (APCs), and the National Correct Coding Initiative (NCCI). Review of insurance claims processing steps, patient billing, payment determinations, and calculations for insurance and private pay payments, and interpretation of the explanation of benefits (EOB) are integral parts of this course. Through application exercises, the student will evaluate and respond to claims denials and site resubmission requirements and will endorse the ability to process appeals. A review of insurance plans and regulation, insurance math, claims administration organizations, billing concepts, and terminology associated with accounts receivable and accounts payable are integrated into the course.

Prerequisite(s): MOA115

MBC130 CAPSTONE AND CAREER DEVELOPMENT

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

This course provides a complete overview of all information and skills acquired during prior Medical Coding and Billing courses. Through a comprehensive review, the student will prepare to sit for one of the National Certified Coding Examinations. Utilizing course exercises, the students will engage all phases of professional development relative to employment.

Prerequisite(s): MBC110

MBC190 EXTERNSHIP

6.0 Credits

180 Clock Hours (180 Externship Hours)

This course allows the student to apply what they have learned in the program curriculum to practical use in a healthcare facility under the direct supervision of a preceptor on the site. Through the externship experience, the student gain first-hand knowledge of the

workplace and perform the assigned duties to meet the expectations in a professional setting. Students are expected to adapt to the work environment and reflect regularly on their learning and observations. The externship work performed, is not to be paid.
Prerequisite(s): All Preceding Program Coursework

MOA110 MEDICAL OFFICE PROCEDURES

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

Students gain a working knowledge of reception procedures and office management skills utilized in the medical environment. Knowledge and skills related to scheduling appointments, written and oral communication including telephone techniques, reception duties, and emergency procedures are introduced. Students will learn how computers impact the medical office environment. In addition, administrative terminology, legal, ethical, and safety concepts related to the medical office will be addressed.

*Prerequisite(s): None***MOA115 MEDICAL RECORDS AND INSURANCE**

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

Students explore the fundamentals of paper and electronic medical record management, fee determination, billing methodology, and collection processes. Students perform basic bookkeeping, coding, and third-party billing procedures. Financial management of the medical office and various medical insurance plans are discussed along with related terminology and legal regulations.

*Prerequisite(s): None***MOA120 ELECTRONIC HEALTH RECORDS**

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

This course focuses on the various aspects of electronic health records including standards, setup, administration, patient charts, office visits, clinical tools, templates, and pop-up text. Other topics covered include tests, procedures, and diagnosis codes, productivity center, and utilities. Students will gain invaluable real-world experience through the use of the SpringCharts EHR software program. Taken as a whole, this course is designed to provide each student with the necessary tools needed to be successful in the rapidly growing field of electronic health records.

*Prerequisite(s): None***MOA125 MEDICAL INSURANCE AND BILLING**

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

This course builds on the foundational insurance and billing information. Students will learn in-depth concepts regarding health insurance, including the types and sources of health insurance, Medicaid, Medicare, and other carriers. To help understand the billing aspects, students will learn more about the CMS-1500, universal claims form. Legal regulations and ethical issues relating to insurance and claims will be examined.

*Prerequisite(s): MOA115***MOA130 BOOKKEEPING IN THE MEDICAL OFFICE**

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

Building on the prior coding, billing, and collection information, this course introduces students to medical practice finance and practice management. Terminology and concepts related to accounting, banking, financial records, and payroll records will be discussed. Diagnostic and procedural coding procedures are reviewed, and

customer service concepts are addressed. Related legal and ethics issues will be examined.

*Prerequisite(s): MOA115***MLT101 INTRODUCTION TO CLINICAL LABORATORY SCIENCE**

3.0 Credits

60 Clock Hours (30 Lecture /30 Lab Hours)

This course will give an overview of all departments and areas of the clinical laboratory. This class will prepare the MLT student to have a clear understanding of the lab as a whole prior to learning each area independently. Basic laboratory equipment is introduced prior to the student experiencing manual testing procedures.

*Prerequisite(s): None***MLT102 CLINICAL CHEMISTRY I**

4.0 Credits

60 Clock Hours (30 Lecture /30 Lab Hours)

This course includes the study of plasma electrolytes, proteins, enzymes, minerals, lipids, certain organ systems and the clinical evaluation of these systems in relation to human health and disease states. Topics of acid-base balance, carbohydrate and lipid metabolism, therapeutic drug monitoring and toxicology, and enzymes are also studied. Students also learn laboratory instrumentation, spectrophotometry, quality control, and other topics.

*Prerequisite(s): SCI118 & MLT101***MLT103 CLINICAL CHEMISTRY II**

3.0 Credits

60 Clock Hours (10 Lecture /50 Lab Hours)

This course continues the study of the renal, hepatic, cardiac, infectious disease systems and the clinical evaluation of these systems in relation to human health and disease states. Lipid metabolism, therapeutic drugs, hormones, endocrine, markers, are also studied. Student will learn laboratory instrumentation, immunochemistry, spectrophotometric methods, Westgard rules, and other relevant topics.

*Prerequisite(s): MLT102***MLT104 HEMATOLOGY I**

4.0 Credits

60 Clock Hours (30 Lecture /30 Lab Hours)

This course focuses on the introduction of the student to hematology. It will demonstrate basic aspects of hematology, including a study of blood cells and identification of normal and abnormal cell morphology and their correction states.

*Prerequisite(s): AHP117 & MLT101***MLT105 HEMATOLOGY II**

3.0 Credits

60 Clock Hours (10 Lecture /50 Lab Hours)

This course continues the study of all aspects of the hematology lab. It further correlates alterations present in disease states including anemias and leukemias. Coagulations factors will be discussed with hematology and coagulation testing performed in the laboratory.

*Prerequisite(s): MLT104***MLT106 MICROBIOLOGY I**

4.0 Credits

60 Clock Hours (30 Lecture /30 Lab Hours)

This course demonstrates aspects of the clinical microbiology laboratory, including specific site pathogens and antimicrobial testing, as well as introduction to bacteriology. The course will

include performing analytic techniques and methodologies in the laboratory setting.

Prerequisite(s): AHP117 & MLT101

MLT107 MICROBIOLOGY II

3.0 Credits

60 Clock Hours (10 Lecture /50 Lab Hours)

This course is a continuation of Microbiology I. The course demonstrates aspects of the clinical microbiology laboratory, including specific site pathogens and antimicrobial testing. The course continues the study of bacteriology as well as introduces mycology and virology. The course will include performing analytic techniques and methodologies in the laboratory setting.

Prerequisite(s): MLT106

MLT108 IMMUNOHEMATOLOGY I

4.0 Credits

60 Clock Hours (30 Lecture /30 Lab Hours)

Students learn basic blood banking principles and applications of blood banking immunology. ABO and Rh blood group systems, other blood groups, compatibility testing, antibody identification, and quality control are covered. Emphasis is placed on reading and grading ABO typing, Rh typing, antibody screens and antibody interpretations. Also covered are the Hemolytic Disease of the Newborn, blood components and products, blood donations and transfusion complications. Lab safety and regulatory standards are emphasized.

Prerequisite(s): MLT111

MLT109 IMMUNOHEMATOLOGY II

3.0 Credits

60 Clock Hours (10 Lecture /50 Lab Hours)

Students learn the basic principles and applications of blood banking immunology, ABO and Rh blood grouping systems, compatibility testing, antibody identification, and quality control are covered. Emphasis is placed on crossmatch procedures, unknowns, case studies, transfusion reactions, donor interviews, and testing. Topics also covered are: Hemolytic Disease of the Newborn, blood components and products, blood donations and transfusion complications. Lab safety and regulatory standards are emphasized.

Prerequisite(s): MLT108

MLT110 URINE AND BODY FLUID ANALYSIS

3.0 Credits

60 Clock Hours (10 Lecture /50 Lab Hours)

This course covers the anatomy and function of the kidney and the urinary tract in relation to health and disease. Other body fluids are also studied, including spinal fluid, serous fluid, synovial fluid, semen, feces, and amniotic fluid. The students' laboratory includes the physical examination of urine, chemical analysis, and the microscopic examination of urinary sediment.

Prerequisite(s): AHP117 & MLT101

MLT111 IMMUNOLOGY/SEROLOGY

4.0 Credits

60 Clock Hours (30 Lecture /30 Lab Hours)

This course introduces the immune system and its role in protection from pathogens. The roles of both innate and adaptive immunity are discussed as the activation and differentiation of B and T-cells are uncovered. This course will also include discussions of autoimmunity and immunodeficiencies.

Prerequisite(s): AHP117 & MLT101

MLT112 PARASITIC/MYCOLOGY

4.0 Credits

60 Clock Hours (30 Lecture /30 Lab Hours)

Upon completion of the Parasitology course, students will be able to identify parasites using preserved specimens, pre-mounted slides, power point graphics, and/or kodachromes. The student will also know the life cycles and characteristic macroscopic and microscopic morphology of organisms that are parasitic in humans. Basic knowledge of the related subjects of mycology and virology will also be studied.

Prerequisite(s): MLT107, SCI118

MLT113 CAPSTONE

4.0 Credits

60 Clock Hours (30 Lecture /30 Lab Hours)

This is a review course for the MLT certification examination. All MLT major content areas are covered throughout the course in the form of multiple-choice questions. The format coincides with text chapters that correspond to each content area, as they would appear on the Board of Registry Study Guide for Clinical Laboratory Certification Examination. Within each chapter, the questions are further grouped by topic.

Prerequisite(s): All didactic courses

MLT114 EXTERNSHIP

14.0 Credits

440 Clock Hours (440 Externship Hours)

Medical Laboratory Technology Externship Rotation.

Prerequisite(s): All didactic courses

MLT115 SIMS LAB

12.0 Credits

360 Clock Hours (360 Externship Hours)

The simulation laboratories present the MLT student with supervised, practical experiences mimicking patient care situations as found in a typical transfusion service, which supports the needs of patients requiring blood transfusion, component therapy, and all associated serological testing to assure compatibility and safety. This SIMS experience consists of a 360 clock hours and will be conducted under the direction of certified medical laboratory professionals.

Prerequisite(s): All didactic courses

PDC100 COLLEGE SUCCESS

0.0 Credits

24 Clock Hours (24 Lecture Hours)

This course is designed to introduce students to the realm of a college atmosphere. Students will establish skills that will aid in their success throughout college and their careers.

Prerequisite(s): None

PDC200 CAREER DEVELOPMENT

0.0 Credits

60 Clock Hours (40 Lecture /20 Lab Hours)

This course is designed to provide the graduate with necessary marketable job search techniques and skills. It will encompass all phases of professional development relative to employment.

Prerequisite(s): None

PHT110 FUNDAMENTALS OF PHARMACY

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

Beginning with a brief review of the history of medicines and pharmacy practices, students cover the qualifications, operational

guidelines, and job duties of a pharmacy technician. An outline of pharmacy practice including office procedures and effective customer service will prepare the student for the technicians' role. Upon completion of this course, students will be able to discuss the purpose of the pharmacy department; identify the duties and responsibilities of a pharmacy technician; explain the importance of utilizing pharmacy resources and summarize the importance of environmental safety standards, pharmacy safety, and personal safety and hygiene.

Prerequisite(s): None

PHT115 MATHEMATICS FOR PHARMACY TECHNICIANS

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

Students learn and apply mathematical processes commonly encountered in the course of duty as a pharmacy technician, including problems encountered in the preparation and distribution of pharmaceutical products. Topics include mathematical processes specific to prescription preparation and the business of pharmacy practice. Upon completion of the course, students will be able to solve mathematics problems relating specific to pharmacy practice.

Prerequisite(s): None

PHT120 DRUG CLASSIFICATION SYSTEMS

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

In this course students study therapeutic agents, properties, actions, and effects on the human body and their role in the management of disease, specifically in the management of pharmacy medication therapy. Drug dosages, therapeutic properties, side effects, interactions, toxicities, incompatibilities, over-the-counter (OTC) medications and dietary supplements will be discussed with their possible interactions with prescription, restricted and investigational drugs. Upon completion of this course, students will be able to review patient prescription and medication orders/profiles for safety and accuracy while assisting the pharmacist.

Prerequisite(s): None

PHT125 PHARMACY PRACTICE AND PRINCIPLES

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

Students continue the study of therapeutic agents, properties, actions, and effects on the human body and their role in the management of disease, specifically in the management of pharmacy medication therapy as practiced in a retail setting. Applying mathematical processes commonly encountered in the course of duty as a pharmacy technician will bridge the concepts between preparation and distribution of pharmaceutical products and prescription preparation. Office equipment, reimbursement methodologies and the business of pharmacy practice is reinforced. Upon completion of the course, students will be able to define various disease processes, patterns, and pathogenic organisms.

Prerequisite(s): PHT110

PHT130 PHARMACOLOGY FOR PHARMACY TECHNICIANS

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

This course provides students with an understanding of the history of medicine and pharmacy and the general aspects of pharmacology with an emphasis on the understanding of drug actions, classifications, and formularies. Commonly prescribed drugs will also be covered. Upon completion of the course students will be able to prepare prescriptions and effectively work as an entry-level member of the pharmacy staff.

Prerequisite(s): PHT110

PHT135 INTRAVENOUS ADMIXTURES AND ASEPTIC COMPOUNDING

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

This course teaches pharmacy technician students entry-level skills performed in institutional pharmacy settings. The main objective is to provide the students with a practical experience in the duties performed by a pharmacy technician in an institutional pharmacy setting. In this hands-on course, topics include: information sources, reviewing and processing prescriptions, application of rules and regulations, institutional pharmacy equipment, non-sterile compounding, intravenous products and aseptic technique. Chemotherapy and Quality Control and Assurance are additional subject areas that are introduced and reviewed.

Prerequisite(s): PHT110

PHT140 CERTIFICATION PREPARATION AND CAREER DEVELOPMENT

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

Students will prepare for the national certification through the Pharmacy Technician Certification Board's Pharmacy Technician Certification Exam. A review of drug names, drug classifications, interactions, side effects, and dosages, pharmaceutical calculations, extemporaneous compounding, prescription/medical order interpretation and preparation; and the application of Federal law concepts to the tasks and duties of pharmacists and technicians in the practice of pharmacy.

Prerequisite(s): PHT110

PHT190 EXTERNSHIP

6.0 Credits

180 Clock Hours (180 Externship Hours)

This course allows the student to apply what they have learned in the program curriculum to practical use in a healthcare facility under the direct supervision of a preceptor on the site. Through the externship experience, the student gain first-hand knowledge of the workplace and perform the assigned duties to meet the expectations in a professional setting. Students are expected to adapt to the work environment and reflect regularly on their learning and observations. The externship work performed, is not to be paid.

Prerequisite(s): All Preceding Program Coursework

PSY101 PSYCHOLOGY

5.0 Credits

60 Clock Hours (40 Lecture Hours /20 Lab Hours)

This course provides a general overview of the field of psychology. It begins by discussing psychological research methods used to gather psychological data to provide students with a foundation for critically analyzing information. The course then discusses basic psychological concepts from the perspective and with the goal of improving the quality of life for self and others. Topics include the brain and human development, learning and memory, intelligence and creativity, motivation and emotion, personality, and the impact of stress on health. The course then discusses selected psychological disorders and associated common therapies.

Prerequisite(s): None

RAD102 INTRODUCTION TO RADIOGRAPHY

3.0 Credits

40 Clock Hours (20 Lecture /20 Lab Hours)

Content provides an overview of the foundations of radiography and the practitioner's role in the health care delivery system. Principles, practices, and policies of health care organizations are examined

and discussed in addition to the professional responsibilities of the radiographer. Content also presents an overview of the principles of radiation protection and provides a foundation in ethics and law related to the practice of medical imaging. An introduction to terminology, concepts, and principles will be presented. Students will examine a variety of ethical and legal issues found in clinical practice.

Prerequisite(s): None

RAD106 PATIENT CARE AND PHARMACOLOGY

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

Content provides the concepts of optimal patient care, including consideration for the physical and psychological needs of the patient and family. Routine and emergency patient care procedures are described, as well as infection control procedures using standard precautions. The role of the radiographer in patient education is identified. Content provides basic concepts of pharmacology, venipuncture and administration of diagnostic contrast agents and intravenous medications. The appropriate delivery of patient care during these procedures is emphasized.

Prerequisite(s): None

RAD110 RADIATION BIOLOGY AND PROTECTION

3.0 Credits

40 Clock Hours (30 Lecture /10 Lab Hours)

Content provides an overview of the principles of the interaction of radiation with living systems. Radiation effects on molecules, cells, tissues and the body as a whole are presented. Factors affecting biological response are presented, including acute and chronic effects of radiation. Content also presents an overview of the principles of radiation protection, including the responsibilities of the radiographer for patients, personnel and the public. Radiation health and safety requirements of federal and state regulatory agencies, accreditation agencies, and health care organizations are incorporated.

Prerequisite(s): AHP116, RAD102

RAD116 POSITIONING - CHEST, ABDOMEN AND UPPER EXTREMITIES

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

Content provides the knowledge base necessary to perform standard imaging procedures of the chest, abdomen, and upper extremities. Consideration is given to the evaluation of optimal diagnostic images and introduces radiographic appearances of diseases and the impact on exposure selection.

Prerequisite(s): AHP116, RAD102

RAD121 RADIOGRAPHIC IMAGE PRODUCTION

5.0 Credits

70 Clock Hours (40 Lecture /30 Lab Hours)

This course is designed to establish a knowledge base in factors that govern the image production process. Guidelines for calculating and selecting exposure factors, proper use of accessory devices, and the factors affecting imaging quality are also presented. Content will also cover the terminology and equipment associated with digital imaging plus image quality in digital radiography.

Prerequisite(s): MAT101

RAD126 POSITIONING - LOWER EXTREMITIES AND PELVIS

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

Content provides the knowledge base necessary to perform standard imaging procedures of the lower extremities and pelvis.

Consideration is given to the evaluation of optimal diagnostic images and introduces radiographic appearances of diseases and the impact on exposure selection.

Prerequisite(s): RAD116

RAD136 RADIOLOGIC PHYSICS

5.0 Credits

70 Clock Hours (40 Lecture /30 Lab Hours)

Content establishes a basic knowledge of atomic structure and terminology. Also presented are the nature and characteristics of radiation, x-ray production and the fundamentals of photon interactions with matter. The content also establishes a knowledge base in radiographic, fluoroscopic and mobile equipment requirements and design and provides a basic knowledge of quality control. This course is designed to provide entry-level radiography students with an introduction to and basic understanding of the operation of a computed tomography (CT) device and other imaging modalities. However, content is not intended to result in clinical competency.

Prerequisite(s): MAT101, RAD121

RAD141 POSITIONING - SPINE AND BONY THORAX

3.0 Credits

60 Clock Hours (10 Lecture /50 Lab Hours)

Content provides the knowledge base necessary to perform standard imaging procedures of the spine and bony thorax. Consideration is given to the evaluation of optimal diagnostic images and introduces radiographic appearances of diseases and the impact on exposure selection.

Prerequisite(s): RAD126

RAD145 RADIOGRAPHY I

4.0 Credits

120 Clock Hours (120 Externship Hours)

This course allows the student to apply what they have learned in the program curriculum to practical use in a healthcare facility under the supervision of a preceptor on the site. Through the externship experience, the student gain first-hand knowledge of the workplace and perform the assigned duties to meet the expectations in a professional setting. Students are expected to adapt to the work environment and reflect regularly on their learning and observations. The externship work performed, is not to be paid.

Prerequisite(s): RAD102, RAD106, RAD116

RAD155 RADIOGRAPHY II

4.0 Credits

120 Clock Hours (120 Externship Hours)

This course allows the student to apply what they have learned in the program curriculum to practical use in a healthcare facility under the supervision of a preceptor on the site. Through the externship experience, the student gain first-hand knowledge of the workplace and perform the assigned duties to meet the expectations in a professional setting. Students are expected to adapt to the work environment and reflect regularly on their learning and observations. The externship work performed, is not to be paid.

Prerequisite(s): RAD145

RAD206 POSITIONING - CONTRAST PROCEDURES

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

Content provides the knowledge base necessary to perform imaging procedures utilizing contrast media. Consideration is given to the evaluation of optimal diagnostic images and introduces radiographic appearances of diseases and the impact on exposure selection.

Prerequisite(s): RAD141

RAD211 POSITIONING - SKULL AND FACIAL BONES

3.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

Content provides the knowledge base necessary to perform imaging procedures of the cranium and mandible. Consideration is given to the evaluation of optimal diagnostic images and introduces radiographic appearances of diseases and the impact on exposure selection.

Prerequisite(s): RAD206

RAD225 RADIOGRAPHY III

4.0 Credits

120 Clock Hours (120 Externship Hours)

This course allows the student to apply what they have learned in the program curriculum to practical use in a healthcare facility under the supervision of a preceptor on the site. Through the externship experience, the student gain first-hand knowledge of the workplace and perform the assigned duties to meet the expectations in a professional setting. Students are expected to adapt to the work environment and reflect regularly on their learning and observations. The externship work performed, is not to be paid.

Prerequisite(s): RAD155

RAD230 RADIOGRAPHY IV

7.0 Credits

210 Clock Hours (210 Externship Hours)

This course allows the student to apply what they have learned in the program curriculum to practical use in a healthcare facility under the supervision of a preceptor on the site. Through the externship experience, the student gain first-hand knowledge of the workplace and perform the assigned duties to meet the expectations in a professional setting. Students are expected to adapt to the work environment and reflect regularly on their learning and observations. The externship work performed, is not to be paid.

Prerequisite(s): RAD225

RAD235 RADIOGRAPHY V

7.0 Credits

210 Clock Hours (210 Externship Hours)

This course allows the student to apply what they have learned in the program curriculum to practical use in a healthcare facility under the supervision of a preceptor on the site. Through the externship experience, the student gain first-hand knowledge of the workplace and perform the assigned duties to meet the expectations in a professional setting. Students are expected to adapt to the work environment and reflect regularly on their learning and observations. The externship work performed, is not to be paid.

Prerequisite(s): RAD230

RAD240 RADIOGRAPHY VI

8.0 Credits

240 Clock Hours (240 Externship Hours)

This course allows the student to apply what they have learned in the program curriculum to practical use in a healthcare facility under the supervision of a preceptor on the site. Through the externship experience, the student gain first-hand knowledge of the workplace and perform the assigned duties to meet the expectations in a professional setting. Students are expected to adapt to the work environment and reflect regularly on their learning and observations. The externship work performed, is not to be paid.

Prerequisite(s): RAD235

RAD245 RADIOGRAPHIC REGISTRY REVIEW

3.0 Credits

60 Clock Hours (10 Lecture /50 Lab Hours)

This course is designed to provide a comprehensive review of the program learning objectives and to prepare students to take and pass the American Registry of Radiologic Technologists certification exam.

Prerequisite(s): RAD235

SCI118 CHEMISTRY

5.0 Credits

60 Clock Hours (40 Lecture /20 Lab Hours)

This course provides instruction in the Introduction to atomic structure, chemical bonding, states of matter, organic and inorganic chemical reactions, and acids and bases. Virtual laboratory experiences are included in the course.

Prerequisite(s): None

SCI119 MICROBIOLOGY

5.0 Credits

60 Clock Hours (40 Lecture /20 Lab Hours)

This course acquaints students with microorganisms and their activities. Topics include microbial cell structure and function, metabolism, microbial genetics, and the role of microorganisms in disease, immunity, and other selected applied areas. Virtual laboratory experiences are included in the course.

Prerequisite(s): None

SOC101 SOCIOLOGY

5.0 Credits

60 Clock Hours (40 Lecture /20 Lab Hours)

This course is designed to introduce students to the application of the principles, methods, and major theoretical orientations of sociology in providing basic understanding of social aspects of human life.

Prerequisite(s): None

Recent Approval Letter



MHEC

Creating a state of achievement

13112

Martin O'Malley
Governor

Anthony G. Brown
Lt. Governor

Anwer Hasan
Chairperson

Danette G. Howard
Secretary

November 12, 2013

Donald McMullen
Campus President
Fortis College
4351 Garden City Drive
Landover, MD 20785

Dear Mr. McMullen:

The Maryland Higher Education Commission has reviewed a renewal application for a certificate of approval from Fortis College under Code of Maryland Regulations (COMAR) 13B.02.01.08C for extended approval to operate in Maryland. I am pleased to inform you that Fortis College is authorized to offer programs at the Landover location as listed in the attachment to this letter until August 31, 2018.

An electronic renewal form and the regulations for out-of-state institutions are available on the Commission's website: www.mhec.state.md.us under "Academic Approval Process." To operate at the approved location after the stated expiration date, the renewal application should be completed and submitted to this office no later than five months before the institution proposes to commence operation for the academic year 2018-19. If applicable, the use of VA benefits for these programs should be coordinated through Ms. Trish Gordon-McCown, Veterans Affairs Coordinator. She can be reached at 410-767-3098.

Please keep us informed of changes in your offerings in Maryland. We look forward to continuing the cooperative relationship developed between your institution and the Maryland Higher Education Commission.

Sincerely,

Danette G. Howard, Ph.D.
Secretary of Higher Education

Attachment

DGH:JVF:wrf

Fortis College is authorized by the Maryland Higher Education Commission to offer the following programs at 4351 Garden City Drive, Landover, Maryland 20785 until August 31, 2018:

Associate of Science in Dental Hygiene

Associate of Science in Medical Laboratory Technology

Associate of Science in Cyber Security and Forensics

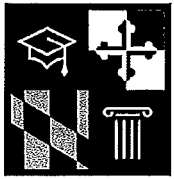
Lower Division Certificate in Expanded Functions Dental Assisting

Lower Division Certificate in Medical Assisting

Lower Division Certificate in Medical Billing and Coding

Lower Division Certificate in Pharmacy Technician

Lower Division Certificate in Computer and Network Support



MHEC
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Larry Hogan
Governor

Boyd K. Rutherford
Lt. Governor

Anwer Hasan
Chairperson

James D. Fielder, Jr., Ph. D.
Secretary

February 4, 2019

Cyndie Shadow, Ph.D.
Campus President
Fortis College, Landover
4351 Garden City Drive
Landover, MD 20785

Dear Dr. Shadow:

The Maryland Higher Education Commission received Fortis College's application for renewal with the request for extended approval in May 2018, with statutory for-profit institution bond requirements completed in November 2018. Upon review of the documentation presented in the proposal, and subsequent documentation provided at the request of the Commission, the renewal application is now complete and the Commission is proceeding with the review process.

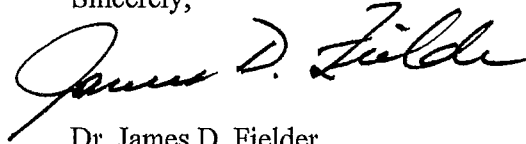
It is anticipated that the Secretary will render a final decision on the renewal application for extended approval in the next 60 days. In the interim, this letter grants conditional approval for Fortis College to continue its operations at the previously approved site located at 4351 Garden City Drive, Landover, Maryland, offering the previously approved programs as listed below:

1. Associate of Science in Radiologic Technology
2. Associate of Science in Medical Laboratory Technology
3. Associate of Science in Dental Hygiene
4. Lower Division Certificate in Expanded Functions Dental Assisting
5. Lower Division Certificate in Medical Assisting
6. Lower Division Certificate in Medical Billing And Coding
7. Lower Division Certificate in Pharmacy Technician

Please note that Fortis must continue to comply with the Annotated Code of Maryland and State regulations governing the operation of out-of-State degree institutions (COMAR) 13B.02.01. Should you have any questions regarding Fortis College's operations in the State of Maryland, please contact Ms. Jacqueline Cade, Education Policy Analyst, at 410-767-3303, or Jacqueline.cade@maryland.gov.

Cyndie Shadow, Ph.D.
Fortis College, Landover
February 4, 2019
Page 2

Sincerely,

A handwritten signature in black ink, reading "James D. Fielder". The signature is fluid and cursive, with the first name "James" being the most prominent.

Dr. James D. Fielder
Secretary

JDF:EAAD:KKS:jmc

C: Dr. Emily A. A. Dow, Assistant Secretary for Academic Affairs, MHEC
Dr. Michael Kiphart, Director of Academic Affairs
Ms. Karen King-Sheridan, Associate Director Collegiate Affairs, MHEC
Ms. Jacqueline M. Cade, Education Policy Analyst, MHEC