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REQUIREMENTS AND POLICIES

ADMISSION REQUIREMENTS
The admissions process depends on a truthful exchange of information between the applicant and the school. Any applicant not accepted for admission will be notified and no charges will apply. Provide Vista with official documentation of completion of secondary education. Acceptable documentation includes official high school transcripts, original diploma, a verifiable General Educational Development (GED) certificate or a verifiable original diploma document or official transcript indicating completion of an associate degree at an accredited post-secondary institution. Homeschool documentation may also be accepted.

Some of the continuing education seminars may also require proof of employment from the required industry or work environment, which demonstrates at least 6 months of work experience.

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

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

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

Texas Workforce Commission – Career Schools and Colleges

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

6. REFUND POLICY FOR INDIVIDUALS CALLED TO ACTIVE MILITARY SERVICE.

An individual of the school or college who withdraws from the school or college as a result of the individual being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each seminar in which the individual is enrolled: (a) if tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the individual for the seminar and a cancellation of any unpaid tuition, fees, or other charges owed by the individual for the portion of the seminar the individual does not complete following withdrawal; (b) a grade of incomplete with the designation “withdrawn-military” for the courses in the seminar, other than courses for which the individual has previously received a grade on the individual’s transcript, and the right to re-enroll in the seminar, or a substantially equivalent seminar if that seminar is no longer available, not later than the first anniversary of the date the individual is discharged from active military duty without payment of additional tuition, fees, or other charges for the seminar other than any previously unpaid balance of the original tuition, fees, and charges for books for the seminar; or (c) the assignment of an appropriate final grade or credit for the courses in the seminar, but only if the instructor or instructors of the seminar determine that the individual has: (1) satisfactorily completed at least 90 percent of the required coursework for the seminar; and (2) demonstrated sufficient mastery of the seminar material to receive credit for completing the seminar.

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

VISTA COLLEGE CAMPUS CATALOG

With the exception of the policies and procedures indicated in the Vista College Continuing Education Catalog, all policies and procedures of the Vista College campuses in the state of Texas appear in the Vista College Catalog on the Vista College website at www.vistacollege.edu.
THE BACKGROUND

It’s referred to in a lot of different ways, but generally speaking the concept of continuing education — engaging in additional schooling even after you’ve gotten your certificate, diploma, or degree — has been around since at least the late 1800s.

The specific origins of the concept of continuing education are tough to pin down, but what we do know is that as early as the 1870s, Cornell University was offering extension courses on its campus, primarily for teachers. In 1907, the University of Wisconsin-Madison started opening up its doors to students who had already completed an undergraduate degree. They specifically targeted past students, but the New School for Social Research, founded in 1919, left the floor open for all kinds of adult learners who wanted to study specific subject matter, even people who didn’t have a degree already.

Still, the continuing education movement didn’t really start picking up steam until around the 1970s. First there was Empire State College in 1969, an offshoot of the State University of New York and the first institution to offer CE courses in the format we recognize them today. Then the University of Florida stepped into the fray in 1976 and developed the idea of offering classes on evenings and weekends so that working adults could more easily make it on-campus in time.

Around a similar timeframe, there started to be a push to require professional development courses or continuing education units in order to maintain licensing. The practice of occupational licensing — from teachers to healthcare professionals to barbers and more — had been around for over a hundred years, but the idea that practitioners should take additional classes to keep their licenses valid was new.

When the 1990s rolled around, continuing education took off, with dozens and dozens of colleges offering programs and courses, some generalized and some industry-specific. Which means that now those who want to expand their knowledge and gain an edge in their career path have lots of options from which to choose.

WHY YOU SHOULD INVEST IN CONTINUING EDUCATION

Continuing education.
Further education.
Postsecondary learning.
Professional development.

1Cornell Era 1875-1876, February 16, 1877, p.131.
3UF Division of Continuing Education.
THE DATA
According to the National Center for Education Statistics, as of 2016, over 5.5 million adults aged 25 to 64 were engaged in getting a non-degree credential, either a licensure or certificate or another form of work credential or postsecondary certification. That’s around one-third of that age demographic, which means there is a significant and increasing demand for continuing education courses.

For example, Harvard University’s paper The Harvard Crimson reported in 2018 that the demand for the continuing education division on just their campus had experienced substantial expansion, with revenue growing by 60% and enrollment growing by nearly 25% over the previous seven years.

And employers are coming around to the benefits, too, and not just those who require their employees complete continuing education units (CEUs) in order to maintain state licensing. A 2016 Gallup poll found that 87% of the millennial generation ranked “professional or career growth and development opportunities” as important or extremely important when it came to selecting a job. That same survey found that “opportunities to learn and grow” was one of the top three factors for millennials when it came to employee retention. Investing and supporting opportunities for continuing education is turning out to be a smart move for modern companies.

THE BENEFITS
But beyond what continuing education is, the most important question is: what can it do for you? Even if you’re working in a licensed occupation, CE courses can be much more than just something you take in order to maintain professional viability. They can positively affect both your life and your career in a lot of different of ways, like:

- Increasing your chances for promotion and recognition
- Growing your marketability and competitiveness in the job marketplace
- Demonstrating your commitment to personal and professional development
- Opening up new potential and new career paths

Applying yourself to new learning and acquiring new skills are investments not just in your current occupation, but in yourself and your future for years to come. And with the number of flexible class schedules and online-focused courses that are available today — many of them geared specifically toward being accessible to working adults — it’s easier than ever to integrate continuing education into your daily life.

WHY VISTA COLLEGE FOR YOUR CONTINUING EDUCATION

At Vista College, we’ve built a reputation of providing evidence-based learning that will get you Day 1 Ready to start your new job. But we also recognize that your career is an endeavor that will hopefully last many, many years, and in order to be successful, you need to keep your knowledge up-to-date and your skills on point. Vista College is here for you in the weeks, months, and years afterward as your goals grow and change. It doesn’t matter where you graduated or where you got your original training — Vista College is proud to offer you a wide range of continuing education options to help you expand your career.

You want to expand your knowledge so you can advance your job prospects?
• Vista College Continuing Education can help you with that.

You need continuing education courses to update your state licensure?
• Vista College Continuing Education can help you with that.

You want additional certifications to bolster your resume?
• Vista College Continuing Education can help with that, too.
Vista College hosts a select number of continuing education classes in the vital healthcare and trade fields at our on-campus facilities, using the same evidence-based learning techniques and training skills that our instructors employ for our diploma and degree programs.

We offer courses in:
• Electronic Health Records Specialist
• EKG Technician
• HVAC Duct & Envelope Tightness Testing Certification Training
• Intravenous Therapy
• Nurse Aide Training
• Phlebotomy for Healthcare Professionals

Vista has a full array of 100% online courses, all of them self-directed so you can begin your training whenever it works for you and tackle it at the pace that best suits your needs.

There are hundreds of classes in different fields like:
• Business
• Computer Applications
• Health and Fitness
• Information Technology
• Arts and Design
• Hospitality
• And more, all geared toward giving you real-world experience.

A growing number of professions call for CEUs to be a part of maintaining your state licensure, but Vista College recognizes that meeting those requirements can be costly and time-consuming. We started StateCE in order to offer affordable, user-friendly certification courses that help you get the credits you need while not dropping the ball with your family or work obligations. Our classes are fully online, written by subject matter experts, and tailored toward your specific state agencies.

Vista College is a higher education provider that is here for you — as your career and your goals grow, change, expand, and become something even better than where you started.

LEARNING IS A LIFELONG ENDEAVOR —
START YOUR JOURNEY NOW WITH VISTA COLLEGE.
ON-CAMPUS
CONTINUING
EDUCATION COURSES
ELECTRONIC HEALTH RECORDS SPECIALIST
ERH100  |  90 hours  |  $500
Prerequisites: An individual entering this seminar must provide documentation of completion from an accredited allied health program or work in a medical environment for 6 months.

Electronic health records have provided a brand-new opportunity in patient care, allowing healthcare providers to more quickly and easily access medical histories, treatment information, test outcomes, and even insurance data. But this process still requires specialists who are trained to be responsible for organizing and maintaining the vast number of digital medical forms and reports, ensuring that they’re all accurate, accessible, and secure.

It also includes:
• Reviewing records to ensure accuracy
• Tracking patient outcomes in order to assess quality of care
• Protecting patients’ health data to make sure information stays confidential

Vista College’s Electronic Health Records Specialist seminar provides students with a basic understanding of electronic health records tasks and functional benefits. We reinforce these concepts with actual EHR experiences and provide a focus on the rules, regulations, and innovations that govern this area of the industry.

EKG Technician
EKG100  |  99 hours  |  $500
Prerequisites: An individual entering this seminar must provide documentation of completion from an accredited allied health program or work in a medical environment for 6 months. This course is designed to help students sit for the EKG Technician Certification (CET) exam offered by the National Healthcare Association (NHA).

Electrocardiography uses electrodes placed strategically on the torso to provide a readout of the electrical activity of the heart and help diagnose rhythm disturbances and arrhythmias, heart blocks and conduction problems, electrolyte disturbances and intoxication, ischemia and infarctions, and structural conditions. EKG technicians are specially trained to utilize these machines and assist physicians in analyzing patient heart functions.

They also:
• Explain the procedure to patients and monitor their blood pressure and vitals
• Maintain the medical machinery and keep it in good working order
• Assess the results to ensure a good reading was captured

This EKG Technician course at Vista College prepares students to perform routine electrocardiograms, assist physicians in diagnoses by teaching them to recognize normal and abnormal rhythms, document rhythm strips for interpretation, and operate the EKG machine.
HVAC DUCT & ENVELOPE TIGHTNESS TESTING CERTIFICATION TRAINING
VCPD-5  |  16 hours  |  $500

**Prerequisites:** An individual entering this seminar must be employed in the HVAC industry as an installer, technician, or contractor.

With the International Energy Conservation Code setting baseline standards for energy power and performance, optimizing our heating, ventilation, and air conditioning systems to be the most effective and efficient they can be is one of the primary modern challenges in the HVAC industry. Earning your certification in HVAC Duct & Envelope Tightness Testing can open doors and help you provide the best standard of service for your customers.

This includes:
- Duct testing protocols and standards
- Building envelope testing protocols and standards
- How to complete the calculations needed for the code forms
- How to track down the location of duct leaks

Vista College’s HVAC Duct & Envelope Tightness Testing Certification Training course combines a day of classroom work covering the fundamentals, energy conservation, and theory, with a day of lab work where theory is put to use in simulations and real-life equipment. Tests taken during this course will be submitted to the certifying agency for grading and issuance of certificates.

INTRAVENOUS THERAPY
VCPD-36  |  12 hours  |  $250

**Prerequisites:** An individual entering this seminar must provide documentation of completion from an accredited allied health program or work in a medical environment for 6 months.

Because it introduces a needle directly into the circulatory system, intravenous therapy is one of the quickest, most convenient ways to do things like replace fluids, correct electrolyte imbalances, transfuse blood, and deliver medication through either injection or infusion. But it can be a tricky and delicate process, and healthcare professionals like registered nurses and licensed practical nurses often find that they benefit from a focused seminar that covers the ins and outs of IV therapy.

Topics may include:
- Placing and managing IV lines and infusion kits
- Calculating and administering medication and fluids
- Managing complications and troubleshooting

With the Intravenous Therapy course from Vista College, students receive an introduction to the topic of IV therapy, geared toward healthcare professionals. Study materials focus on important procedures, uses, and regulations.
NURSE AIDE
NUR100-211  |  100 hours  |  *Please contact us for financial information

Prerequisites: No prerequisites are currently required.

Certified nurse aides are vital team members in the healthcare field, performing basic nursing skills and supporting registered and licensed practical nurses in administering physicians’ orders and treatment plans. Becoming a nurse aide involves learning topics and skills like CPR and first aid, infection control, safety and emergency procedures, communication and teamwork, and the legal and ethical regulations governing the healthcare field.

It can also include:
• Assisting with diagnostic procedures and technical treatments
• Dressing, bathing, feeding, and personal patient care
• Taking vitals and reporting significant observations
• Helping with patient charting and instruction

The Nurse Aide Training program at Vista College includes both theoretical applications and hands-on practical training for work in both hospitals and long-term care facilities. It covers vital signs, proper body mechanics when lifting patients, and understanding and observing patient rights. Graduates will be eligible to pursue state certification as a nurse aide.

PHLEBOTOMY FOR HEALTHCARE PROFESSIONALS
PH101  |  45 hours  |  $500

Prerequisites: An individual entering this seminar must provide documentation of completion from an accredited medical insurance billing and coding program or work in a medical environment for 6 months.

The practice of phlebotomy refers to the technique of correctly drawing blood samples and preparing them for testing in a laboratory. Sometimes clinics, hospitals, and medical facilities have phlebotomists to specifically perform this job, but oftentimes other healthcare professionals — like registered or licensed practical nurses — will have to perform these tasks and need to know how to prevent infection, properly label specimens, ensure proper patient identification, and draw blood utilizing a variety of techniques and methods, including:

• Vacuum collection devices
• Syringes
• Capillary skin puncture
• Butterfly needs
• Blood culture specimen

Vista College’s Phlebotomy for Healthcare Professionals course covers the anatomy and physiology of the cardiovascular system, as well as the legal and ethical issues associate with phlebotomy. It includes training on phlebotomy methods and procedures, safety protocols, and quality assurance.
ONLINE
CONTINUING EDUCATION COURSES
BETTER EDUCATION FOR A BETTER LIFE
CAREER TRAINING PROGRAMS

We believe training for a better career should be easy, fast, and affordable. Vista College offers hundreds of online, open enrollment career training programs in twelve different categories that can help you advance in the workforce.

ARTS & DESIGN | 7 Programs
Take your artistic skills and your eye for creative details and turn them into an exciting career path, with programs available in animation, game design and digital art, web design, and more.

BUSINESS | 89 Programs
Embrace the wide world of business opportunities with close to ninety different programs in operations, project management, accounting and finance, marketing and sales, Six Sigma training, and a variety of other options.

CAREER ONLINE HIGH SCHOOL
10 Programs
For all those who regret never completing their high school diploma, our programs give you not only that, but the option to enhance your skillset with emphases in areas like child care, security, home care, and hospitality.

COMPUTER APPLICATIONS
58 Programs
The more extensive your knowledge of the computer applications that drive modern business and commerce, the more options you’ll have for career advancement. Learn about Autodesk, Microsoft products, QuickBooks, and more.

COMPUTER SCIENCE
14 Programs
The ability to develop, write, and troubleshoot software and application is at the heart of our tech-centric world, which is why we’ve put together over a dozen programs to train you in programming.

CONSTRUCTION & TRADES
32 Programs
Learn new concepts and skills in areas like home inspection, robotics, environmental design, mechatronics, plant operations, machinist, plumbing and HVAC, and many more.
HEALTH & FITNESS | 53 Programs
Train for either the health sector — with programs that include dental assisting, hospital and medical billing and coding, and medical assisting — or in the fitness and wellness industry — with programs that include group fitness instruction, activity director, and nutrition coach.

HOSPITALITY | 24 Programs
With growing job opportunities and a range of career paths for every personality, our hospitality training programs can help you get your start in event planning, wedding planning, catering, hotel management and more.

INFORMATION TECHNOLOGY | 44 Programs
The need for trained workers who can keep our technology infrastructure working, secure, and problem-free is high and growing, which is why we have dozens of training programs in the areas of cloud computing, data security, networking, and IT support.

LANGUAGE | 1 Program
Not everyone is gifted with languages or has had the opportunity to expand the number of languages they speak. Our professional translator career training program can prepare you to bridge the communication gap.

LEGAL | 10 Programs
Assist in the search for justice and consensus with our legal career training programs, which vary from preparing you to be a paralegal or legal secretary to certifying you to be a mediator, arbitrator, or court interpreter.

WRITING | 1 Program
Communication is key to making everything run, but it’s not a skill everyone has. Training from our technical writing program prepares you to become a key point of contact, ensuring vital information is engaging and understandable to all who are reading.
**PERSONAL CLASSES FOR YOUR PROFESSIONAL FUTURE**

**PROFESSIONAL DEVELOPMENTAL COURSES**

Learning is a lifelong process, and expanding your education can be a fantastic way to increase your opportunities and advance your career. Vista College offers hundreds of fully online professional development courses, all of them affordably priced and taught by experienced instructors who are there to help you, whether you’re simply refreshing an old skill or learning a brand-new one.

**ARTS & DESIGN | 48 Courses**
Everything you could possibly need to enhance your artistic skills and hone your creative career is available in our course list, which covers everything from photography and music to essential software like Photoshop, Illustrator, and more.

**BUSINESS | 152 Courses**
There’s so much to learn and so many ways to grow in the world of business. Choose from courses in areas like accounting and finance, administration and small business management, communication and operations, and even soft skills like leadership and self-improvement.

**COMPUTER SCIENCE | 49 Courses**
Programming computers is its own set of languages — literally — and becoming fluent in any of them (e.g., Java, SQL, HTML5, C#, Visual Basic, PHP, CSS, etc.) can throw open doors of opportunity all around you.

**CONSTRUCTION & TRADES | 2 Courses**
Learn the fundamentals behind manufacturing, including production design, process planning, and logistics. And then take things a step farther by discovering how to apply manufacturing concepts in order to make companies more efficient and productive.

**COMPUTER APPLICATIONS | 95 Courses**
The more extensive your knowledge of the computer applications that drive modern business and commerce, the more options you’ll have for career advancement. Learn about Autodesk, Microsoft products, QuickBooks, and more.

**HEALTH & FITNESS | 109 Courses**
The healthcare field and wellness industry encompass a wide range of career paths and options for personal development. Our courses include medical classes, dental classes, veterinary-focused classes, fitness and personal training certification classes, and the alternative medicine field.
HOSPITALITY | 5 Courses
Be a source for helping celebrate what’s special in people’s lives. With our courses in hospitality, you can train from master event planners in the skills and techniques that help them pull together the perfect event.

INFORMATION TECHNOLOGY | 16 Courses
A single computer is powerful, but an entire network of computers and databases and servers all talking and working together is world-changing. Keeping that network functioning and secure is the focus of our information technology courses.

LANGUAGE | 22 Courses
The world is a melting pot, and the more people you can communicate with effectively, the further you’ll go. We offer courses in a number of different languages — like Spanish, French, Japanese, and Sign Language — as well as grammar courses for ESL.

LEGAL | 13 Courses
Maybe you’re working in or want to work in the legal field. Or maybe you just want to expand your knowledge of applicable law fundamentals and essentials. Either way, our courses can get you on firmer footing, both at home and in the workplace.

MATH & SCIENCE | 13 Courses
Pick up fundamental courses in subjects like chemistry, biology, human anatomy and physiology, algebra, and statistics. A convenient option for anyone who needs to fill in education gaps or just get a refresher on information.

TEACHER PROFESSIONAL DEVELOPMENT | 64 Courses
Whether you’re currently a teacher or working to become a teacher, it’s vital that you not just know your subject, but stay on top of the latest research and educational findings in the realms of child development, classroom technology, learning techniques, and more.
TEST PREP | 67 Courses
If you’re preparing to take an exam — whether to get your GED, gain entry into an educational program, earn a certification in a particular skillset to bolster your resume, etc. — our courses can help you prepare for it with powerful test-taking techniques and methods.

WRITING | 42 Courses
Writing and editing are classic skills that never have an expiration date. There is always someone who needs an effective communicator who knows how to utilize language to its greatest impact. Our courses can help hone your skills in writing for dozens of different audiences and employers.

CLICK HERE TO LEARN MORE
ONLINE CERTIFICATION AND LICENSING COURSES
According to the Bureau of Labor Statistics, as of 2015, nearly a quarter of all workers in the United States reported having a license. While the requirements of attaining and maintaining an occupational license vary by the profession and by the state where you’re working, a rising number of them require you to take continuing education courses in order to qualify for renewal, in order to demonstrate that you are staying on top of the latest developments and innovations in your field.

But folding classes into your everyday lives can be tricky when you’re already juggling just to keep up with the house, the office, the chores, and your loved ones. And you can’t really afford to lose a big chunk of your paycheck to CE classes when there are bills to pay. That’s exactly why we started the StateCE branch of Vista College Continuing Education.

Since 2001, StateCE has helped over 100,000 people get the continuing education requirements they need to maintain their occupational license in a way that fits into their lives and their budget. Our goal is to make the entire process:

**EASY**
We have decades of experience in continuing education, and our catalog has over 800 courses in a variety of professions that you can access, all of them geared to the unique requirements of your state. All you have to do is register, log in, and they’re all there at your fingertips. We also provide extensive customer support and next-day turnaround for submitting credits to your state upon successful completion of your program.

**AFFORDABLE**
We want to ensure price is not a barrier that prevents you from accessing the continuing education you need. We aim to keep all our courses priced at reasonable rates, and we offer a 100% Price Match guarantee. If you ever find a course you want listed for less by a competitor, all you have to do is send us their site or a screenshot for verification, simple as that.

**CONVENIENT**
With everything going on in life, the last thing you need is to try to find time to sit in a classroom or attend a seminar. StateCE’s courses are 100% online, so you can take them whenever works best for you right from the comfort of your own home — or wherever you have an internet connection. All of the courses are written by subject matter experts, and many are also available in hard-copy form. So if online isn’t your thing, we can ship the materials straight to your house.

With hundreds of online courses to choose from, Vista College’s StateCE is helping people from coast to coast meet their state’s licensing standards. Keep track of the unique requirements you need to meet in order to maintain compliance in areas like:

- Cosmetology
- Electrician
- Insurance
- HVAC
- Mortgage
- Private Security
- Radiology
- Tow Operator

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BLOODBORNE PATHOGENS CAN CEU TRAINING SEMINAR
VCPD12 | $61 | 1 HR

This seminar provides an understanding of blood borne pathogens. Individuals will learn about: government regulations regarding blood borne pathogens, common and lesser known blood borne pathogens, and how to prevent exposure to blood borne pathogens.

Prerequisites: An individual entering this seminar must currently have a CNA/NATP license.

COMMUNICATION CNA CEU TRAINING SEMINAR
VCPD32 | $61 | 1 HR

Individuals will learn the importance of verbal and written communications.

Prerequisites: An individual entering this seminar must currently have a CNA/NATP license.

CULTURAL DIVERSITY CNA CEU TRAINING SEMINAR
VCPD22 | $61 | 1 HR

Individuals will learn about cultural diversity.

Prerequisites: An individual entering this seminar must currently have a CNA/NATP license.

COMMUNICATING WITH SPECIAL NEEDS PATIENTS CNA CEU TRAINING SEMINAR
VCPD19 | $61 | 1HR

Individuals will learn to communicate effectively with supervisors, the care team, residents and family members. Must be able to make brief, accurate oral and written reports to residents and staff. This seminar will help develop these professional communication skills.

Prerequisites: An individual entering this seminar must currently have a CNA/NATP license.
DEATH AND DYING CNA CEU TRAINING SEMINAR
VCPD23 | $61 | 1 HR

Individuals will gain an overview on how to care for dying residents.

Prerequisites: An individual entering this seminar must currently have a CNA/NATP license.

EKG TECHNICIAN SEMINAR
EKG100 | $500 | 99 HRS

This EKG Technician course prepares individuals to perform routine electrocardiograms. These readings assist the physician to diagnose irregularities or changes in the patient’s heart. The class will prepare individuals to recognize normal and abnormal rhythms, document rhythm strips to provide reliable test results for the physician’s interpretation, administer the EKG, and operate the electrocardiograph machine. EKG Technicians may be employed in hospitals, emergency care clinics or physicians’ offices.

Prerequisites: An individual entering this seminar must provide documentation of completion from an accredited allied health program or work in a medical environment for 6 months.

ELECTRONIC HEALTH RECORDS SPECIALIST
ERH100 | $500 | 90 HRS

This seminar provides a basic understanding of EHR tasks and functional benefits that is continuously reinforced by actual EHR experiences. The seminar focuses on EHR rules, regulations, and innovations.

Prerequisites: An individual entering this seminar must provide documentation of completion from an accredited allied health program or work in a medical environment for 6 months.

EVALUATION AND MANAGEMENT CODING SEMINAR
VCPD35 | $400 | 21 HRS

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

Prerequisites: An individual entering this seminar must provide documentation of completion from an accredited medical insurance billing and coding program or work in a medical environment for 6 months.

FALL PREVENTION CNA CEU TRAINING SEMINAR
VCPD24 | $61 | 1 HR

Individuals will learn about:
1. Accident prevention
2. Factors contributing to a patient’s risk of falling

Prerequisites: An individual entering this seminar must currently have a CNA/NATP license.

FAMILY ROLES AND THEIR SIGNIFICANCE IN HEALTHCARE CNA CEU TRAINING SEMINAR
VCPD25 | $61 | 1 HR

Individuals will gain an overview of various family units and their significance in health care of the patient.

Prerequisites: An individual entering this seminar must currently have a CNA/NATP license.
## GERIATRIC CONSIDERATIONS CNA CEU TRAINING SEMINAR
VCPD26 | $61 | 1 HR

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

Prerequisites: An individual entering this seminar must currently have a CNA/NATP license.

## INFECTION CONTROL CNA CEU TRAINING SEMINAR
VCPD18 | $61 | 1 HR

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

Prerequisites: An individual entering this seminar must currently have a CNA/NATP license.

## INCIDENT REPORTING CNA CEU TRAINING SEMINAR
VCPD16 | $61 | 1 HR

Individuals will learn the importance of accurately reporting an incident and the guidelines, to follow when reporting an incident. Topics include incident reporting guidelines and procedures to follow when completing an incident report.

Prerequisites: An individual entering this seminar must currently have a CNA/NATP license.

## INTRAVENOUS THERAPY
VCPD36 | $250 | 12 HRS

Individuals will receive an introduction to Intravenous Therapy for healthcare professionals. The seminar focuses on IV procedures, uses, and regulations.

Prerequisites: An individual entering this seminar must provide documentation of completion from an accredited allied health program or work in a medical environment for 6 months.

## MAINTAINING ADEQUATE HYDRATION CNA CEU TRAINING SEMINAR
VCPD27 | $61 | 1 HR

Individuals will learn about the importance of maintaining adequate hydration.

Prerequisites: An individual entering this seminar must currently have a CNA/NATP license.

## MANAGING PAIN CNA CEU TRAINING SEMINAR
VCPD22 | $61 | 1 HR

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

Prerequisites: An individual entering this seminar must currently have a CNA/NATP license.
MANAGING THE ALZHEIMER PATIENT CNA CEU TRAINING SEMINAR
VCPD11 | $61 | 1 HR

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

Prerequisites: An individual entering this seminar must currently have a CNA/NATP license.

NURSING CARE OF STROKES CNA CEU TRAINING SEMINAR
VCPD17 | $61 | 1 HR

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

Prerequisites: An individual entering this seminar must currently have a CNA/NATP license.

NURSING CARE OF DIABETES CNA CEU TRAINING SEMINAR
VCPD14 | $61 | 1 HR

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

Prerequisites: An individual entering this seminar must currently have a CNA/NATP license.

NUTRITION CNA CEU TRAINING SEMINAR
VCPD20 | $61 | 1 HR

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

Prerequisites: An individual entering this seminar must currently have a CNA/NATP license.
PHLEBOTOMY FOR HEALTHCARE PROFESSIONALS SEMINAR
PH101 | $500 | 45 HRS

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

Prerequisites: An individual entering this seminar must provide documentation of completion from an accredited medical insurance billing and coding program or work in a medical environment for 6 months.

POSITIONING AND LIFTING CNA CEU TRAINING SEMINAR
VCPD21 | $61 | 1 HR

Individuals will learn the appropriate techniques needed to properly position and lift patients.

Prerequisites: Individuals enrolling in this seminar must currently have a CNA/NATP license.

PROFESSIONALISM IN THE WORKPLACE CNA CEU TRAINING SEMINAR
VCPD29 | $61 | 1 HR

Individuals will learn about professionalism in the workplace.

Prerequisites: An individual enrolling in this seminar must currently have a CNA/NATP license.

RECOGNITION AND CARE OF PATIENTS WITH MENTAL ILLNESS CNA CEU TRAINING SEMINAR
VCPD30 | $61 | 1 HR

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

Prerequisites: An individual entering this seminar must currently have a CNA/NATP license.

RECOGNITION AND CARE OF PATIENTS WITH SWALLOWING DIFFICULTIES CNA CEU TRAINING SEMINAR
VCPD33 | $61 | 1 HR

Individuals will learn the signs/symptoms and management of patients with swallowing difficulties.

Prerequisites: An individual entering this seminar must currently have a CNA/NATP license.

REHABILITATION AND RESTORATIVE CARE CNA CEU TRAINING SEMINAR
VCPD31 | $61 | 1 HR

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

Prerequisites: An individual entering this seminar must currently have a CNA/NATP license.
RESIDENT’S RIGHTS CNA CEU TRAINING SEMINAR
VCPD13 | $61 | 1 HR

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

Prerequisites: An individual entering this seminar must currently have a CNA/NATP license.

SKIN MANAGEMENT CNA CEU TRAINING SEMINAR
VCPD15 | $61 | 1 HR

Individuals will learn how to provide skin care and how to prevent further damage to the skin.

Prerequisites: An individual entering this seminar must currently have a CNA/NATP license.

DIRECT INTRODUCTION TO RADIOGRAPHY CONTINUING EDUCATION ONLINE SEMINAR
TXZ0192009 | $99 | 9 HRS

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

Prerequisites: An individual entering this seminar must have a current Texas X-ray Technician license.

DIRECT RADIOBIOLOGY BASICS CONTINUING EDUCATION ONLINE SEMINAR
TXZ0192008 | $99 | 6 HRS

This self-paced, untimed online seminar is designed as a comprehensive seminar intended to provide information on direct radiobiology basics. It combines many different subjects which aid individuals in understanding the body and how injuries or disease occurs including detailed examination of the appendicular skeleton. Individuals receive instruction on techniques for proper X-ray placement to achieve the best pictures of the bones so doctors can see the injury and/or disease.

Prerequisites: An individual entering this seminar must have a current Texas X-ray Technician license.
DIRECT RADIOGRAPHY/ANATOMY BASICS CONTINUING EDUCATION ONLINE SEMINAR
TXZ0192010  |  $99  |  10 HRS

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

Prerequisites: An individual entering this seminar must have a current Texas X-ray Technician license.

RADIOBIOLOGY ESSENTIALS CONTINUING EDUCATION ONLINE SEMINAR
TXZ0037006  |  $72  |  8 HRS

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

Prerequisites: An individual entering this seminar must have a current Texas X-ray Technician license.

RADIOGRAPHY ANATOMY ESSENTIALS CONTINUING EDUCATION ONLINE SEMINAR
TXZ0037005  |  $72  |  11 HRS

This self-paced, untimed online seminar is designed as a comprehensive seminar that introduces radiology anatomy essentials through as detailed study of bones and cartilage. Individuals learn about the various processes and functions that occur in bone, types and functions of bones cells, the standard classifications of bones, different types of bones fractures, and the healing process. Basic principles of imaging technology as well as the different methods of X-raying fractures are reviewed. This seminar specifically discusses common fractures of the hip, wrist, femur, knee, and pelvic bones and is specifically beneficial to radiography technologists. Terminology designating anatomical directions, planes, and joint motion as well as joint angles is also covered. Individuals must complete ten lessons in order to receive a Certification of Completion.

Prerequisites: An individual entering this seminar must have a current Texas X-ray Technician license.

RADIOGRAPHY TECHNOLOGY ESSENTIALS CONTINUING EDUCATION ONLINE SEMINAR
TXZ0037004  |  $72  |  7 HRS

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

Prerequisites: An individual entering this seminar must have a current Texas X-ray Technician license.
Carbondioxide formation and release, carbon monoxide generation, thermal heat transfer and flame temperature, as well as steps and procedures to increase efficiency and reduce emissions and carbon monoxide safety precautions will be covered. Individuals should expect to increase their knowledge of combustion, the combustion process, combustion control, and draft and venting of fuel fired appliances.

Prerequisites: An individual entering this seminar must currently be Registered HVAC Technician.
ELECTRICAL METALLIC CONDUIT BENDING AND FABRICATION SEMINAR
VCPD-4EMT | $580 | 17 HRS

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

Prerequisites: An individual entering this seminar must hold a current apprentice electrician license and have basic skills in mathematics.

FIRE ALARM SYSTEMS TECHNICIAN TEST PREP SEMINAR
VCPD-9 | $400 | 16 HRS

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

Prerequisites: An individual entering this seminar must provide documentation of employment in the related field for 3 months.

HEAT PUMP TECHNICIAN CERTIFICATION TRAINING SEMINAR
VCPD-6 | $500 | 16 HRS

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

Prerequisites: An individual entering this seminar must currently be a Registered HVAC Technician.

HVAC DUCT & ENVELOPE TIGHTNESS TESTING CERTIFICATION TRAINING SEMINAR
VCPD-5 | $500 | 16 HRS

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

Prerequisites: An individual entering this seminar must be employed in the HVAC industry as an installer, technician, or contractor.
VIDEO SECURITY SYSTEM TECHNICIAN TEST PREP SEMINAR
VCPD-10  |  $400  |  16 HRS

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

Prerequisites: An individual entering this seminar must provide documentation of employment in the related field for 3 months.

ELECTRICIAN NEC CODE CHANGES CONTINUING EDUCATION ONLINE SEMINAR
TDLR #20041  |  $40  |  4 HRS

This timed online seminar is designed as a comprehensive continuing education seminar that provides information on the changes found from the NFPA NEC® 2014 and 2008 books. Many terms and key words in the NEC 2014 Code that were changed or otherwise revised from the 2008 NEC Code are given. Primarily, those changes that draw on important safety information from the NEC Code or help individuals to achieve learning objectives by their review are presented. This seminar is also designed to provide lifesaving training regarding safety and the prevention of workplace hazards. Individuals will develop understanding of the OSHA requirements and will be able to reduce or eliminate electrical safety hazards in their workplace.

Prerequisites: An individual entering this seminar must have a current Texas Electrician license.

HVAC FUNDAMENTALS CONTINUING EDUCATION ONLINE SEMINAR
TDLR #20040  |  $99  |  4 HRS

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

Prerequisites: An individual entering this seminar must have a current Texas HVAC license.
HVAC RULES, LAWS, HEALTH & SAFETY CONTINUING EDUCATION ONLINE SEMINAR
TDLR #20037 | $99 | 4 HRS

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

Prerequisites: An individual entering this seminar must have a current Texas HVAC license.

HVAC SYSTEMS AND STANDARDS II CONTINUING EDUCATION ONLINE SEMINAR
TDLR #20039 | $99 | 4 HRS

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

Prerequisites: An individual entering this seminar must have a current Texas HVAC license.

HVAC SYSTEMS AND STANDARDS I CONTINUING EDUCATION ONLINE SEMINAR
TDLR #20038 | $99 | 4 HRS

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

Prerequisites: An individual entering this seminar must have a current Texas HVAC license.
TEXAS TOW TRUCK OPERATOR RULES & SAFETY CONTINUING EDUCATION ONLINE SEMINAR

TDLR #20036 | $30 | 4 HRS

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

Prerequisites: An individual entering this seminar must have a current Texas Tow Truck Operators.

BOS BUSINESS OFFICE SUPPORT

$2,600 | 128 HRS (TOTAL)

• Business Office Support | BOS101 | 32 HRS
• Business Office Support II | BOS102 | 32 HRS
• Business Office Support III | BOS103 | 32 HRS
• Business Office Support IV | BOS104 | 32 HRS

This seminar will prepare online individuals to employ skills needed in online coursework and the workplace. This seminar is presented in four (4), sixteen (32) hour lessons/modules. It is designed to provide an overview of basic personal, professional, and self-management skills, including setting goals, professional communication skills, and time and stress management. It will focus on ways to improved study habits to increase one’s memory and motivations and to strengthen decision making and problem solving skills. Additionally, this seminar will prepare individuals to provide office support by employing various tasks such as note-taking, communication, conflict resolution, setting priorities, office information technology, office decorum, office safety, laws, rules, and regulations.

Prerequisite: NONE
WHAT COMES NEXT?

If you’re ready to make continuing education a part of your career and your future, it’s time to contact Vista College. Your individual goals, your schedule, your responsibilities all factor into your unique needs as a continuing education student, and we can help guide you on some of the decisions you need to make in designing your path forward.

1. Decide on the field or courses you want to study.
   Whether you’re approaching it from the angle of personal development or licensure renewal, it’s important to take a look at all your options and decide where you want to focus your studies, what skills and knowledge will get you closer to your goals, and what courses are best equipped for teaching you those things.

2. Find out if your employer offers any tuition aid or reimbursement for CE courses.
   More and more companies are realizing the benefits of supporting additional training and certifications for their employees, so don’t assume they won’t help with your goals. Be sure to reach out to the appropriate company contact to see what kind of assistance they can offer you.

3. Assess what learning method is right for you.
   Take a look at your day-to-day life, your responsibilities and those of your loved ones, and how you’ve been most successful with learning in the past. Do you thrive in a physical classroom? Do you prefer to have hard-copy materials? Or do you need the flexibility of fully online courses?

4. Contact the branch of Vista College Continuing Education that meets you where you are.
   That might be our on-campus continuing education seminars or it might be the hundreds of online classes through our Cengage partnership. Or it could be through our highly successful StateCE website. Whichever one you choose, Vista College can help get you enrolled and on your way.

5. Get it on the calendar and get ready.
   Many of the courses through Vista College Continuing Education are self-directed and open enrollment, so you can select the start date that fits your schedule and tackle course materials at a pace that works for you.

IMPORTANT REMINDER!
After you complete continuing education courses in conjunction with Vista College, don’t forget to share that success by:

• Keeping your current employer in the loop on the knowledge and work you’re putting — sometimes CE courses can put you in the mix for promotions, raises, and so on

• Adding any certifications, licenses, or any important continuing education credits to your resume, your LinkedIn profile, etc.

• Mentioning your new achievements in applications and cover letters
Continuing Education Catalog Addendum

Publish Date: February 1, 2020

Effective Date: January 1, 2020 - December 31, 2020

Volume 36

Approved and regulated by the Texas Workforce Commission, Career Schools and Colleges, Austin, Texas.
ADMISSIONS REQUIREMENTS

The admissions process depends on a truthful exchange of information between the applicant and the school. Any applicant not accepted for admission will be notified and no charges will apply. Applicants must provide Vista with official documentation of completion of secondary education. Acceptable documentation includes official high school transcripts, original diploma, a verifiable General Educational Development (GED) certificate or a verifiable original diploma document or official transcript indicating completion of an associate degree at an accredited post-secondary institution. Homeschool documentation may also be accepted.

Some of the continuing education seminars may also require proof of employment from the required industry or work environment, which demonstrates at least 6 months of work experience.

**Medical Spanish for Heritage Speakers**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Fee</th>
<th>Hours</th>
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<tbody>
<tr>
<td>SPA370</td>
<td>$720</td>
<td>90 THEORY HRS/0 LAB HRS</td>
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<tr>
<td>UNIT 1: Introduction to Healthcare</td>
<td>8 HRS</td>
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<tr>
<td>UNIT 2: Medical Institutions</td>
<td>10 HRS</td>
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<tr>
<td>UNIT 3: First Aid &amp; Emergency Response</td>
<td>6 HRS</td>
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<tr>
<td>UNIT 4: Medical Specialties</td>
<td>12 HRS</td>
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<tr>
<td>UNIT 5: Surgical Procedures</td>
<td>18 HRS</td>
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<td>UNIT 6: Mental Health</td>
<td>12 HRS</td>
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<tr>
<td>UNIT 7: Infancy &amp; Old Age</td>
<td>6 HRS</td>
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<tr>
<td>UNIT 8: Public Health</td>
<td>8 HRS</td>
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<tr>
<td>Course Review and Final Exam</td>
<td>10 HRS</td>
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</tbody>
</table>

Medical Spanish is designed to expand the student’s vocabulary and proficiency in Spanish for healthcare. The course focuses on building medical vocabulary and developing speaking, writing, and presentation skills in Spanish within the context of healthcare. This includes study and research on various healthcare topics, role-play scenarios, research, significant vocabulary acquisition, and, when possible, guest speakers and visits to local clinics or hospitals.

Prerequisite: Learners must test-in via Language Plus placement exam and place at Intermediate level or higher.

**COURSE MATERIALS**

All required textbooks and other materials are provided to the student at the start of the course at no additional cost.


Selections from:

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Volume 16

Accredited by Accrediting Commission of Career Schools and College
2101 Wilson Boulevard, Suite 302, Arlington, VA 22201
www.accsc.org

Approved and regulated by the Texas Workforce Commission, Career Schools and Colleges
101 E. 15th Street, Austin, TX 78778
www.texasworkforce.org

Authorized and Regulated by New Mexico Higher Education Department
2044 Galisteo Street, Santa Fe, NM 87505-2100
www.hed.nm.us
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Some of the continuing education seminars may also require proof of employment from the required industry or work environment, which demonstrates at least 6 months of work experience.

Medical Spanish for Heritage Speakers
SPA370 | $750 | 90 THEORY HRS/0 LAB HRS

UNIT 1: Introduction to Healthcare 8 HRS
UNIT 2: Medical Institutions 10 HRS
UNIT 3: First Aid & Emergency Response 6 HRS
UNIT 4: Medical Specialties 12 HRS
UNIT 5: Surgical Procedures 18 HRS
UNIT 6: Mental Health 12 HRS
UNIT 7: Infancy & Old Age 6 HRS
UNIT 8: Public Health 8 HRS
Course Review and Final Exam 10 HRS

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