

2019

College Catalog Volume 13 Addendum #1



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Addendum Effective: January 1, 2019

The information contained in this catalog addendum is true and correct to the best of my knowledge.

Sandy Clauss

Sandy Clauss, School Director

Tuition and Fee Schedule

Program	Tuition	Registration Fee	Total Tuition and Fees
Administrative Assistant	\$3,575.00	\$25.00	\$3,600.00
Associate Degree in Applied Science Medical Assistant/Allied Health	\$24, 875.00	\$25.00	\$24,900.00
American Heart Association Basic Life Support (BLS) Seminar for Healthcare Providers	\$100.00	\$0	\$100.00
Electrocardiography for Healthcare Providers Seminar	\$1,625.00	\$25.00	\$1,650.00
Medical Assistant/Phlebotomy EKG Technician Specialist Dual	\$17,875.00	\$25.00	\$17,900.00
Nurse Aide	\$1,570.00	\$25.00	\$1,595.00
Patient Care Technician	\$17,875.00	\$25.00	\$17,900.00
Phlebotomy for Healthcare Providers Seminar	\$1,625.00	\$25.00	\$1,650.00

Holiday Schedule

Holiday	2019	2020
Martin Luther King	Monday, January 21, 2019	Monday, January 20, 2020
Memorial Day	Monday, May 27, 2019	Monday, May 25, 2020
Independence Day	Thursday, July 4, 2018	Friday, July 3, 2020 (Observed)
Labor Day	Monday, September 2, 2019	Monday, September 7, 2020
Thanksgiving Recess	Thursday-Friday November 28-29, 2019	Thursday-Friday November 26-27, 2020
Christmas/New Year Recess	Tuesday, Dec. 24, 2019 - Wednesday, Jan. 1, 2020	Thursday, Dec.24, 2020 – Friday, Jan. 1, 2021

Start Dates for 2019

Day Programs	Start Date	EGD
Nurse Aide	1/15/2019	2/21/2019
MA Dual/PCT	1/15/2019	9/24/2019
MA Dual/PCT	2/5/2019	10/15/2019
Nurse Aide	2/25/2019	4/1/2019
MA Dual/PCT	2/25/2019	11/4/2019
MA Dual/PCT	3/18/2019	11/25/2019
Nurse Aide	4/8/2019	5/13/2019
MA Dual/PCT	4/8/2019	12/16/2019
MA Dual/PCT	4/29/2019	1/6/2020
Nurse Aide	5/20/2019	6/25/2019
MA Dual/PCT	5/20/2019	1/27/2020
MA Dual/PCT	6/10/2019	2/17/2020
Nurse Aide	7/1/2019	8/6/2019
MA Dual/PCT	7/1/2019	3/9/2020
MA Dual/PCT	7/22/2019	3/30/2020
Nurse Aide	8/12/2019	9/17/2019
MA Dual/PCT	8/12/2019	4/20/2020
MA Dual/PCT	9/3/2019	5/12/2020
Nurse Aide	9/23/2019	10/28/2019
MA Dual/PCT	9/23/2019	6/1/2020
MA Dual/PCT	10/14/2019	6/22/2020
Nurse Aide	11/4/2019	12/11/2019
MA Dual/PCT	11/4/2019	7/13/2020
MA Dual/PCT	11/25/2019	8/3/2020
Nurse Aide	12/17/2019	1/31/2020
MA Dual/PCT	12/17/2019	8/25/2020

Night Programs	Start Date	EGD
MA Dual/PCT	1/7/2019	2/24/2020
MA Dual/PCT	2/7/2019	3/26/2020
MA Dual/PCT	3/12/2019	4/28/2020
MA Dual/PCT	4/15/2019	6/1/2020
MA Dual/PCT	5/15/2019	7/1/2020
MA Dual/PCT	6/18/2019	8/4/2020
MA Dual/PCT	7/22/2019	9/7/2020
Nurse Aide	8/21/2019	10/21/2019
MA Dual/PCT	8/21/2019	10/7/2020
MA Dual/PCT	9/24/2019	11/10/2020
MA Dual/PCT	10/24/2019	12/10/2020
MA Dual/PCT	11/26/2019	1/12/2021

Admin. Asst	
Start Date (Days)	EGD
1/3/2019	3/28/2019
1/14/2019	4/8/2019
1/22/2019	4/16/2019
1/31/2019	4/25/2019
2/11/2019	5/6/2019
2/19/2019	5/14/2019

Book & Supply List by Program

Medical Assistant/Phlebotomy/EKG Technician Dual Program

Publisher	ISBN #	
		Scrubs with patches (2 sets)
		2XL or Larger Scrubs with Patches (2 sets)
Cengage	978-1-133-60340-5	Delmar's Clinical Medical Assisting 5th ed.
Cengage	978-1-133-60316-0	Delmar's Clinical Medical Asst 5th Study Guide
Opret	978-1-944471-94-1	EKG Textbook Series I: Theory & Practical Fundamentals
Opret	978-1-944471-99-6	Phlebotomy Textbook Series I: Theory & Practical Fundamentals
NAHP	N/A	National Review Certified Medical Assistant
NAHP	N/A	National Review Certified EKG Specialist
NAHP	N/A	National Review Certified Phlebotomy Technician

Patient Care Technician Program

Publisher	ISBN #	
		Scrubs with patches (2 sets)
		2XL or Larger Scrubs with Patches (2 sets)
Opret	978-1-944471-94-1	EKG Textbook Series I: Theory & Practical Fundamentals
Opret	978-1-944471-99-6	Phlebotomy Textbook Series I: Theory & Practical Fundamentals
Opret	978-1-944471-59-0	Patient Care Technician Textbook Series I: Theory & Practical Fundamentals
Wolters Kluwer	978-1-4511-9255-1	Psychiatric Nursing Made Incredibly Easy
Cengage	978-1-4018-2705-2	Health Unit Coordinator: 21st Century Professional
Hartman	978-1-60425-038-1	Nursing Assistant Care WB 2nd ed.
N/A	N/A	Gait Belt
N/A	N/A	Blood Pressure Cuff
N/A	N/A	Stethoscope
NAHP	N/A	National Review Certified Patient Care Technician
NAHP	N/A	National Review Certified Phlebotomy Technician
NAHP	N/A	National Review Certified EKG Specialist

Nurse Aide Program

Publisher	ISBN #	
		Scrubs with patches (2 sets)
		2XL or Larger Scrubs with Patches (2 sets)
Hartman	978-1-60425-038-1	Nursing Assistant Care WB 3rd ed.
N/A	N/A	Gait Belt
N/A	N/A	Blood Pressure Cuff
N/A	N/A	Stethoscope

Administrative Assistant Program

Publisher	ISBN #	
Cengage	9781305581166	The Administrative Professional: Technology & Procedures
Cengage	9781337069885	Discovering Computers & Microsoft Office 365

AAS-Medical Assistant/Allied Health (2nd Year)

Publisher	ISBN #	
Cengage	9781305778924	College Algebra: Real Mathematics, Real People, 7 th edition
Cengage	978128443546	Inside Writing: Form A, 8 th edition
Cengage	9781337280914	Composing to Communicate: A Student's Guide, 1 st edition
Cengage	9781337561815	Discovering Psychology: The Science of Mind, 3 rd edition
Cengage	9781305879041	Illustrated Computer Concepts and Microsoft Office 365 & Office 2016, 1 st edition
Elsevier	9781455744657	Step-By-Step Medical Coding Textbook
Elsevier	9781455744893	Step-By-Step Coding Workbook
AMA	9781603596848 9781583837535	2017 CPT Professional Edition HCPCS National Level II Codes Expert

Key Staff and Faculty

President/CEO, Jeanne Martin

School Director, Sandy Clauss

Bookkeeper, Elizabeth Hubbard

Admissions

Director of Admissions: Denise Sosa

Admission Coordinator, Dee Aguilar

Admission Representative, Rose Munoz

Admission Representative, Linda Constancio

Admission In-bound Representative, Becky Held

Admission In-bound Representative, Stacey Harlan

Admission Representative/Agency Coordinator, Chris Gutierrez

Administrative Assistant for Admissions, Rochelle Puertas

Public Relations Manager: Jenise Ingleston

Director of Human Resources,
Administrative Support Staff, Rose Aldape

Director of Financial Aid, Sandy Clauss

Financial Aid Officer, Barbara Holdsworth

Financial Aid Officer, Anavell Gonzalez

Director of Faculty and Student Services, Christine Urdialez

Extern/Career Services Coordinator: Anna Zapata

Assistant Registrar, Elizabeth Lyons

Administrative Assistant, Mary Alice Escobedo

Education Department

Full Time:

Instructor, Ruben Baltazar

Master in Adult Learning and Teaching

University of Texas at San Antonio

Patient Care Technician Instructor

Instructor, Robert Mahone

Associates in Occupational Therapy

St. Philip's College

Medical Terminology/A&P Instructor

Part Time:

Instructor, Lee-ssa Bridgeman

Bachelor of Health Science

Western Kentucky University

Patient Care Technician Instructor

Instructor, Carey Burger

Master of Acupuncture and Oriental Medicine

Texas College of Traditional Chinese Medicine

Medical Assistant Instructor

Full Time:

Instructor, Annabel Mull
Computer User Specialist Certificate
Career Quest
Administrative Assistant Instructor

Part Time:

Instructor, Patricia Cornelison
Master of Arts (Biology)
University of the Incarnate Word
Medical Terminology/A&P Instructor

Instructor, Shellie Derico
LVN
Metropolitan Community College
Nurse Aide Instructor

Instructor, Robin Dillard
Doctor of Business Administration
Walden University
Patient Care Technician Instructor

Instructor, Virginia Jenson
LVN
The Health Institute of San Antonio
Nurse Aide Instructor

Instructor, Pam Joslin
Master of Management
University of Phoenix
Medical Billing and Coding Instructor

Instructor, Kristel Kendall
Bachelor of Science
Mid-America Christian University
Medical Assistant Instructor

Instructor, Lemond Robinson
Bachelor of Business Management/Healthcare
Wayland Baptist
Medical Assistant Instructor