

2020

College Catalog Volume 14 Addendum #2



Quest College
Corporate and Main Campus
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San Antonio, Texas 78229
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Addendum Effective: January 26, 2021

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

Christine M. Urdialez

Christine M. Urdialez, Campus Director

Tuition and Fee Schedule

Program	Tuition	Registration Fee	Total Tuition and Fees
Administrative Assistant	\$3,575.00	\$25.00	\$3,600.00
American Heart Association Basic Life Support (BLS) Seminar for Healthcare Providers	\$100.00	\$0	\$100.00
Associate Degree in Applied Science Medical Assistant/Allied Health	\$25,475.00	\$25.00	\$25,500.00
Electrocardiography for Healthcare Providers Seminar	\$1,625.00	\$25.00	\$1,650.00
Business Administration - Hospitality/Events Coordinator	\$18,475.00	\$25.00	\$18,500.00
Business Administration – Social Media Marketing	\$18,475.00	\$25.00	\$18,500.00
I.V. Therapy Seminar for Healthcare Providers	\$200.00	\$25.00	\$225.00
Medical Assistant/Phlebotomy EKG Technician Specialist Dual	\$18,475.00	\$25.00	\$18,500.00
Nurse Aide (Effective 9/8/20)	\$1,595.00	\$25.00	\$1,620.00
Patient Care Technician	\$18,475.00	\$25.00	\$18,500.00
PICC Line Management for Healthcare Providers Seminar	\$200.00	\$25.00	\$225.00
Phlebotomy for Healthcare Providers Seminar	\$1,625.00	\$25.00	\$1,650.00

Book & Supply List by Program*Medical Assistant/Phlebotomy/EKG Technician Dual Program*

Publisher	ISBN #	
		Scrubs with Patches (2 sets)
Pearson	9780134318431	Medical Language: Immerse Yourself, 4 th Edition
Cengage	9781305964815	Delmar's Clinical Medical Assisting 6th ed.
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)
Pearson	9780134318431	Medical Language: Immerse Yourself, 4 th Edition
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
Evolve	9781455707225	Health Unit Coordinating
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 #	
N/A	N/A	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

Tuition Rate Effective 8/17/2020

Publisher	ISBN #	
Cengage	9781305581166	The Administrative Professional: Technology & Procedures
Cengage	9781305879041	Illustrated Computer Concepts and Microsoft Office 365 & Office 2016

Business Administration-Hospitality/Event Coordinator

Publisher	ISBN #	
Pearson	9780134303505	Check-in Check-out Managing Hotel Operations
Pearson	9780134744919	Exploring the Hospitality Industry
Wiley	9781119305040	Hospitality Law: Managing Legal Issues in the Hospitality Industry, 5th Edition
Cengage	9781133951261	National Geographic Learning's Visual Geography of Travel & Tourism 5th edition
Pearson		Meetings, Expositions, Events, and Conventions

Business Administration- Social Media Marketing

Publisher	ISBN #	
O'Reilly Media	B019TM98RA	The Social Media Marketing Book
For Dummies	1118540573	Web Hosting for Dummies
Orion Publishing Co	075381093X	A Brief History of the Future: Origins of the Internet
In Easy Steps Limited	1840787678	Photoshop Elements 15 Tips Tricks & Shortcuts in easy steps
Kogan Page	749484225	Digital Marketing Strategy: An Integrated Approach to Online Marketing

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

Campus Director, Christine M. Urdialez

Bookkeeper, Elizabeth Hubbard

Admissions

Director of Admissions: Denise Sosa

Admission Representative, Rose Munoz

Admission Representative, Diana Ebriega

Admission Representative, Mari Almorejo

Admission Representative, Jessica Landry

Admission In-bound Representative, Becky Held

Admission In-bound Representative, Fernando Hernandez

Administrative Assistant for Admissions, Julie Becker

Agency Coordinator, Chris Gutierrez

Director of Student Advancement and Success, Dee Aguilar

Administrative Support, Darleen Cruz

Human Resources,

Administrative Support Staff, Elizabeth Hubbard, Rose Aldape

Financial Aid Director, Sandy Clauss

Financial Aid Officer, Barbara Holdsworth

Financial Aid Officer, Anavell Gonzalez

Financial Aid Officer, Dee Carrasco

Director of Faculty and Student Services, Veronica Paz

Extern/Career Services Coordinator: Anna Zapata

Registrar, Veronica Perez

Assistant Registrar, Elizabeth Lyons

Assistant Registrar/Social Media, Darlene Marrufo

Education Department

Full Time:

Tuition Rate Effective 8/17/2020

Part Time:

Instructor, Jose Campos
AAS in Medical Assisting
Southwest Texas Junior College
Medical Terminology/A&P Instructor

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

Instructor, Ruben Baltazar
Master in Adult Learning and Teaching
University of Texas at San Antonio
Patient Care Technician Instructor

Instructor, Patricia Cornelison
Master of Arts (Biology)
University of the Incarnate Word
Medical Assistant Instructor

Instructor, Shanail Davis
Vocational Nursing
National American University
Nurse Aide Program Instructor

Instructor, James De La Pena
Bachelor of Science-General Math Studies
University of Texas San Antonio
Administrative Assistant Program Instructor
Career Pathway Instructor

Lab Assistant, Maria Galbraith
Certified Medical Assistant
Certified Patient Care Technician
Quest College

Instructor, Sustrein Goode
Vocational Nursing
Kaplan College
Nurse Aide Instructor

Instructor, Alyssa Grimaldo
AAS-Medical Assistant
Career Point College
Medical Assistant Instructor

Instructor, Randy Hines
Bachelor of Science, Business

North Texas State University
Business, Social Media Marketing

Instructor, Robert Mahone
Associates in Occupational Therapy Assist.
St. Philip's College
Medical Terminology/A&P Instructor

Lab Assistant, Naomi Mancinas
AAS-Medical Assistant
Hallmark University

Instructor, Joseph Moore
Bachelor in Business
Management/Healthcare Management
Hallmark University
Medical Assistant Instructor

Lab Assistant, Erica Moran
Medical Assistant
Everest College

Instructor, Susan Muegge
Vocational Nursing
SAISD School of Vocational Nursing
Nurse Aid Instructor
Patient Care Technician Instructor

Instructor, Adam Ramirez
Vocational Nursing
Career Point College
Nurse Aide Instructor
Patient Care Technician Instructor

Lab Assistant, Ashanti Robinson
Associates of Arts in Healthcare Administration
University of Phoenix

Instructor, Eric Rodriguez
High School Diploma
Hospitality Instructor

Instructor, Danielle Sullivan
AAS-Surgical Technology
Baptist Health System School of Health Professionals
Medical Assistant Instructor

Holiday Schedule

Holiday	2021	2022
Martin Luther King	Monday, January 18, 2021	Monday, January 17, 2022
Memorial Day	Monday, May 31, 2021	Monday, May 30, 2022
Independence Day	Friday July 2, 2021	Monday, July 4, 2022
Labor Day	Monday, September 6, 2021	Monday September 5, 2022
Thanksgiving Recess	Thursday-Friday November 25-26, 2021	Thursday-Friday, November 24-25, 2022
Christmas/New Year Recess	Friday, December 24, 2021- Friday, Dec. 31, 2021	Monday, Dec. 26, 2022- Friday Dec. 30, 2022

Start Dates for 2021

Day Program	Start	EGD	Eve. Program	Start	EGD	Assoc. Program	Start	EGD
MA Dual/PCT	1/18/21	9/24/21	MA Dual/PCT	1/11/2021	3/4/22	MA/Allied Health	1/18/21	3/18/22
MA Dual/PCT	2/8/21	10/15/21	MA Dual/PCT	2/8/21	04/01/22	MA/Allied Health	2/8/21	4/08/22
MA Dual/PCT	3/1/21	11/5/21	MA Dual/PCT	3/8/21	4/29/22	MA/Allied Health	3/1/21	4/29/22
MA Dual/PCT	3/22/21	11/26/21	MA Dual/PCT	4/5/21	5/27/22	MA/Allied Health	3/22/21	5/27/22
MA Dual/PCT	4/12/21	12/17/21	MA Dual/PCT	5/3/21	6/24/22	MA/Allied Health	4/12/21	6/17/22
MA Dual/PCT	5/03/21	1/14/22	MA Dual/PCT	5/31/21	7/22/22	MA/Allied Health	5/03/21	7/09/22
MA Dual/PCT	5/24/21	2/4/22	MA Dual/PCT	6/28/21	8/19/22	MA/Allied Health	5/24/21	7/30/22
MA Dual/PCT	6/14/21	2/25/22	MA Dual/PCT	7/26/21	9/16/22	MA/Allied Health	6/14/21	10/21/22
MA Dual/PCT	7/5/21	3/18/22	MA Dual/PCT	8/23/21	10/14/22	MA/Allied Health	7/5/21	11/11/22
MA Dual/PCT	7/26/21	4/8/22	MA Dual/PCT	9/20/21	11/11/22	MA/Allied Health	7/26/21	12/2/22
MA Dual/PCT	8/16/21	4/29/22	MA Dual/PCT	10/18/21	12/9/22	MA/Allied Health	8/16/21	12/23/22
MA Dual/PCT	9/6/21	5/20/22	MA Dual/PCT	11/15/21	1/13/22	MA/Allied Health	9/6/21	1/20/23
MA Dual/PCT	9/27/21	6/10/22	MA Dual/PCT	12/13/21	2/10/22	MA/Allied Health	9/27/21	2/17/23
MA Dual/PCT	10/18/21	7/1/22				MA/Allied Health	10/18/21	3/10/23
MA Dual/PCT	11/8/21	7/22/22	Nurse Aide	2/8/21	4/2/21	MA/Allied Health	11/8/21	3/31/23
MA Dual/PCT	11/29/21	8/12/22	Nurse Aide	4/5/21	5/28/21	MA/Allied Health	11/29/21	4/21/23
MA Dual/PCT	12/20/21	9/2/22	Nurse Aide	5/31/21	7/23/21	MA/Allied Health	12/20/21	5/12/23
			Nurse Aide	7/26/21	9/17/21			
Nurse Aide	1/18/21	2/26/21	Nurse Aide	9/20/21	11/12/21			
Nurse Aide	3/1/21	4/9/21	Nurse Aide	11/15/21	1/14/22			
Nurse Aide	4/12/21	5/21/21		Start	EGD			
Nurse Aide	5/24/21	7/2/21	AAS-2nd Year	1/11/2021	8/19/2021			
Nurse Aide	7/5/21	8/13/21		03/08/2021				
Nurse Aide	8/16/21	9/24/21		05/03/2021				
Nurse Aide	9/27/21	11/5/21		06/28/2021				
Nurse Aide	11/8/21	12/17/21		08/23/2021				
Nurse Aide	12/20/21	2/4/22		10/18/2021				
Admin. Asst. HEC/SMM	1/4/21	4/23/21 10/8/21	Admin. Asst. HEC/SMM	11/8/21	3/4/22 8/19/22			
Admin. Asst. HEC/SMM	2/1/21	5/21/21 11/5/21	Admin. Asst. HEC/SMM	12/6/21	4/1/22 9/16/22			
Admin. Asst. HEC/SMM	3/1/21	6/18/21 12/3/21						
Admin. Asst. HEC/SMM	3/29/21	7/16/21 1/7/22						
Admin. Asst. HEC/SMM	4/26/21	8/13/21 2/4/22						
Admin. Asst. HEC/SMM	5/24/21	9/10/21 3/4/22						
Admin. Asst. HEC/SMM	6/21/21	10/8/21 4/1/22						
Admin. Asst. HEC/SMM	7/19/21	11/5/21 4/29/22						
Admin. Asst. HEC/SMM	8/16/21	12/3/21 5/27/22						
Admin. Asst. HEC/SMM	9/13/21	1/7/22 6/24/22						
Admin. Asst. HEC/SMM	10/11/21	2/4/22 7/22/22						

Addition to Page 1:

Approvals and Accreditation

Approved and Regulated by:

Texas Workforce Commission, Career Schools and Colleges, 101 East 15th Street, Austin, Texas 78778-0001 (512) 936-3100.

Texas Veterans Commission, PO Box 12277, Austin, TX 78711 (512) 463-6564

Texas Department of Health and Human Services in Nurse Aide Training and Competency Evaluation Program.

The Texas Higher Education Coordinating Board, Office of General Counsel, P.O. Box 12788, Austin, Texas 78711-2788.

Accredited by:

Council on Occupational Education (COE), 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350 (800) 917-2081.

Approved Vendor for:

Department of Assistive and Rehabilitative Services, (DARS)

Education Recipients of the Workforce Investment Opportunity Act (WIOA).

Certification Testing by:

National Association for Health Professionals (NAHP), Gardner, Kansas.

Addition to Page 7:

Progress Policies for VA Students

VA students will maintain the same academic progress standards as all other students. Progress will be evaluated at the end of each term. Quest College will not certify a student after a second term of unsatisfactory progress.

Addition to Page 12:

Attendance Policy for VA

Students using veterans' benefits to attend Quest College will have attendance monitored until the time the student drops, graduates, or completes the program. Unsatisfactory attendance will be reported to the DVA even if the student has completed the required number of hours and refund is due the student and/or refund sources. Therefore, the attendance policy (20% of the total program and/or being absent 5 consecutive days) will apply throughout the student's stay in school. All violations of the attendance policy will be reported to DVA on VA Form 22-1999b within 30 days at such time the student exceeds the allowed number of absences.

Replaces on page 18:

Graduation Honors

Students who have successfully completed all course requirements and have a cumulative grade average of 3.75 **and** attendance of 90% will be designated as Honors Graduates. Honors Graduates will be eligible to apply for the National Technical Honor Society with the Director of Faculty and Student Services.

Addition to Page 22:

Technology Requirements for Online/Hybrid Courses

All online courses require access to the Internet. Unless you will be traveling to the campus computer lab, you will need to have access to your own computer and a high-speed Internet Service Provider. A webcam and a headset or microphone for your computer is recommended and may be required.

COMPUTER MINIMUM REQUIREMENTS

Hardware

- PC or Mac with Fast Processor
- Monitor
- Speakers
- Microphone
- Headset
- Webcam

Software

- Windows 8.1 or Above
- OS 10.14 or Above

Internet Connection

- High speed Broadband Internet Connection is Required
- Please consider the following while participating in online/hybrid courses:
 - Using a shared Internet connection will impact connectivity, such as additional household members use of streaming TV, gaming, and other Internet usage.
 - Wireless connections may be impacted by the distance from the router and interference from microwaves and other electronics. (Wired connections are recommended.)
 - Your Internet Service Provider’s performance may vary throughout the day based on community usage.

Browsers

- The most recent release of Chrome or Firefox is Recommended

CANVAS

Most online or hybrid online courses will use Canvas Quest College’s learning management system. Think of it as your online classroom.

If you are unfamiliar with Canvas, there is a self-paced tutorial that will help you to learn how to navigate and to sample many of its features. To access the online tutorial, go to <https://community.canvaslms.com/t5/Student-Guide/tkb-p/student>.

New Page 27:

I.V. Therapy Seminar

A. Seminar Title: I.V. Therapy Seminar for Healthcare Providers

B. Seminar Objective

The I.V. Therapy Seminar for Healthcare Providers is specifically designed to prepare students with the skills and medical knowledge required to comprehend and apply technical and clinical skills necessary to perform I.V. Therapy procedures whether in a clinic, hospital or laboratory setting. Seminar topics include: I.V. therapy explanation, regulations & legal considerations of I.V. therapy in Texas, medications, patient identification, I.V. dosing, methods and timing, medical documentation, medication administration assessment, circulatory system, acid base & fluid balance, osmolarity, tonicity and vein selection.

C. Admissions Requirement

Must have completed a training program with a minimum of a certificate in one the following fields; medical assistant, patient care technician or vocational nursing. Proof of current certification/licensure will be required.

D. Seminar Outline

Seminar	Course #	Course Title:	Lecture Hours	Lab Hours	Total Hours	Length
Day classes:	IV Therapy	IV Therapy Seminar for Healthcare Providers	1.5	2.5	4	4 hours
Evening hours						classes: 4
Totals			1.5	2.5	4	

E. Subject Description

Students will learn how to safely insert, utilize and maintain intravenous catheters. Students will also learn how to administer intravenous fluid therapy and to recognize any contraindications. Finally, students will learn the law regarding intravenous therapy in Texas and how to properly document treatments and findings.

Prerequisites

Must have completed an allied health training program with a current certification and/or licensure.

Hours – 4 Total Clock Hours

Textbook: None

F. Fee Breakdown

Total fee for this seminar is \$200.00 plus \$25.00 registration fee.

New Page 28:

PICC Line Management Seminar

G. Seminar Title: PICC Line Management for Healthcare Providers Seminar

H. Seminar Objective

The IV Therapy Seminar for Healthcare Providers is specifically designed to prepare students with the skills and medical knowledge required to comprehend and apply technical and clinical skills necessary to perform PICC Line Management procedures whether in a clinic, hospital or laboratory setting. Seminar topics include defining a PICC Line, indications for PICC Lines, PICC Line contraindications, MID-Lines, drugs to be infused through a Central Line, drawing blood and infusing from different lumens, Subclavian Central Line, anatomy of the vein, management and dressing care.

I. Admissions Requirement

Must have completed a training program with a minimum of a certificate in one the following fields; medical assistant, patient care technician or vocational nursing. Proof of current certification/licensure will be required.

J. Seminar Outline

	Course #	Course Title:	Lecture Hours	Lab Hours	Total Hours	Length
Seminar	PICC Line	PICC Line Management for	1.5	2.5	4	Length 4 hours classes: 4
Day classes:	Management	Healthcare Providers				
Evening hours	Totals		1.5	2.5	4	

K. Subject Description

Students will learn how to safely utilize, flush, administer and maintain PICC lines, central lines and midlines. How to safely change PICC, central lines and midline dressings. Students will also learn how to administer intravenous fluid therapy via PICC line, central lines and midlines. Student will also learn to recognize any contraindications and signs of allergic reactions. Finally, students will learn the law regarding intravenous therapy in Texas how to properly document treatments and findings.

Prerequisites

Must have completed an allied health training program with a current certification and/or licensure.

Hours – 4 Total Clock Hours

Textbook: None

L. Fee Breakdown

Total fee for this seminar is \$200.00 plus \$25.00 registration fee.

Replaces on new page 29:

Administrative Assistant Program

<u>Estimated Completion Time</u>	<u>Total Clock Hours</u>	<u>Total Semester Credit Hours</u>
Day Class: 16 weeks	360	17.0
Evening Class: 22 weeks		

CLASS SCHEDULE

Day Classes or Lab: Monday through Friday between the hours of 8:00 A.M. to 1:00 P.M.

Evening Classes or Lab: Monday through Friday between the hours of 5:30 P.M. to 09:55 P.M. (If Available)

Replaces on new page 30:

Medical Assistant / Phlebotomy / EKG Technician Specialist Dual Program

CLASS SCHEDULE:

Day Classes or Lab: Monday - Friday between the hours of 8:00am-1:00pm.

Evening Classes or Lab: Monday - Thursday between the hours of 5:30pm - 9:55pm.

Externship is scheduled to mirror the hours of operation within the Extern site between 8AM - 5PM.

The Day students will be scheduled for a minimum of 25 hours per week externship during the day.

The Evening students will be scheduled a minimum of 20 hours per week externship during the day.

Quest College curriculum uses a “wheel” format for this program. Students will take HP 101 and HP 102 prior to any other course.

Other courses stand independently and can be completed in any order subsequent to HP101 and HP 102.

Replaces on new page 31:

Nurse Aide Program

Estimated Completion Time:

Day Class: 5 weeks

Evening Classes: 8 weeks

Total Clock Hours

116

Total Semester Credit Hours

1*

CLASS SCHEDULE:

Day Classes: Monday - Friday between the hours of 8:30am-12:45pm.

Evening Classes: Monday - Thursday between the hours of 5:30pm - 9:45pm.

Clinical hours are scheduled for the hours of operation within the Clinical site between 7:00 am – 5:00 pm.

Class hours may be adjusted as needed for holidays.

Replaces on new page 32:

Patient Care Technician

CLASS SCHEDULE:

Day Classes or Lab: Monday - Friday between the hours of 8:00am-1:00pm.

Evening Classes or Lab: Monday - Thursday between the hours of 5:30pm - 9:55pm.

Externships are scheduled to mirror the hours of operation within the Clinical site between 7AM - 5PM.

The Day students will be scheduled for a minimum of 25 hours per week externship during the day.

The Evening students will be scheduled a minimum of 20 hours per week externship during the day.

Replaces on new page 33:

Associate of Applied Science in Medical Assisting/Allied Health

Estimated Completion Time

Day Class: 60 Weeks

Evening Class: 91 Weeks

(excluding Holidays and Breaks)

Total Clock Hours

1350

Total Semester Credit Hours

60

CLASS SCHEDULE

Day Classes or Lab: Monday - Friday between the hours of 8:00am-1:00pm.

Evening Classes or Lab: Monday - Thursday between the hours of 5:30pm - 9:55pm.

Externship is scheduled to mirror the hours of operation within the Extern site between 8AM - 5PM.

The Day students will be scheduled for a minimum of 25 hours per week externship during the day.

The Evening students will be scheduled a minimum of 20 hours per week externship during the day.

Replaces on new page 34:

Business Administration– Hospitality/Events Coordinator

Class Schedule

Day Classes or Lab: Monday through Friday between the hours of 8:00 A.M. to 1:00 P.M.

Evening Classes or Lab: Monday through Thursday between the hours of 5:30 P.M. to 9:55 P.M.

Replaces on new page 35

Business Administration– Social Media Marketing

CLASS SCHEDULE

Day Classes or Lab: Monday through Friday between the hours of 8:00 A.M. to 1:00 P.M.

Evening Classes or Lab: Monday through Thursday between the hours of 5:30 P.M. to 9:55 P.M.