



# AP&P Agenda

Thursday, April 26, 2018  
 BE 314  
 3:00 – 5:30pm

**Type of Meeting:** *Regular*  
**Note Taker:** *Melissa Jauregui, Academic Affairs Specialist*  
**Please Review/Bring:** The past minutes for accuracy.

**Committee Members:**

- |  |   |
|--|---|
| Jeffrie Ahmad, Faculty Division Rep                  | Cynthia Littlefield, Faculty Division Rep   |
| Bonnie Curry, Faculty Division Rep                   | Mark McGovern, Faculty Division Rep         |
| Riley Dwyer, Academic Dean                           | Alberto Mendoza, Adjunct Rep                |
| Jessica Eaton, Articulation Officer                  | Terry Rezek, Faculty Division Rep           |
| Luis Echeverria, Faculty Division Rep                | Tim Sturm, Faculty Division Rep             |
| Ibrahim Ganley, Faculty Division Rep                 | Bonnie Suderman, Co-chair                   |
| Irit Gat, Faculty Division Rep                       | Deborah Sullivan-Ford, Faculty Division Rep |
| Tooraj Gordi, Faculty Division Rep                   | LaDonna Trimble, Student Services Dean      |
| Richie Neil Hao, Faculty Division Rep                | Les Uhazy, Technical Education Dean         |
| Michael Hutchison, Faculty Division Rep              | Darcy Wiewall, Co-chair                     |
| Scott Lee, Faculty Division Rep/Librarian/DE Liaison |   |

Items	Person	Action
I. Opening Comments from the Co-chair	<i>Darcy/ Bonnie</i>	
II. Meeting Minutes – -4/12/2018	<i>All</i>	<p><b><u>Issues Discussed:</u></b></p> <p><b><u>Action Taken:</u></b></p> <p><b><u>Follow Up Items:</u></b></p>
III. Informational Item – -2017-2018 Meeting Schedule: 5/10/18 -Deactivations Impact AUTO 176 Family Consumer Sciences, AS -Courses due Fall 2018 -CurricUNET Workshops -CCE Course: Explore a Career as an Administrative Medical Assistant (Denied by MOA Faculty)	<i>Darcy</i>	<p><b><u>Issues Discussed:</u></b></p> <p><b><u>Action Taken:</u></b></p> <p><b><u>Follow Up Items:</u></b></p>
IV. Discussion -DE page in CurricUNET -Committee Goals -Goal 2: Calendar -Goal 3: Website/Handbook -Goal 4: Corporate Ed Process	<i>Darcy</i>	<p><b><u>Issues Discussed:</u></b></p> <p><b><u>Action Taken:</u></b></p> <p><b><u>Follow Up Items:</u></b></p>
V. Action Item – Corporate Community Ed Approval:	<i>All</i>	<p><b><u>Issues Discussed:</u></b></p>



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<p>-Certificate in Infectious Diseases and Infection Control -Explore a Career in Medical Transcription -EKG Technician Program</p> <p><b>Additional Approval:</b> -Instructional Material Fee List</p>		<p><b><u>Action Taken:</u></b></p> <p><b><u>Follow Up Items:</u></b></p>
<p><b>NEXT MEETING DATE: 5/10/18</b></p>		

# AP&P Agenda Addendum

Thursday, April 26, 2018  
BE 314  
3:00 – 5:30pm

**I. 2018-19 AP&P Deadline – Courses and Programs need to be approved by 11/8/2018 for Fall 2019 inclusion**

- CORs due 2016-2017 academic year – List at the end of the agenda
- CORs due 2017-2018 academic year – List at the end of the agenda
- CORs due 2018-2019 academic year – List at the end of the agenda
- TMC Degrees that may need to be developed and brought to AP&P – List at the end of the agenda
- C-ID Approval needed, COR revised and brought to AP&P – List at the end of the agenda

**II. Proxy Memo needed for all committee members. Email Darcy Wiewall, CC dean, proxy, and Melissa Jauregui indicating the name of the proxy.**

1. Jeffrie Ahmad, Faculty Division Rep – *Priscilla Jenison*
2. Bonnie Curry, Faculty Division Rep – *Denise Walker*
3. Riley Dwyer, Academic Dean – *Vacant*
4. Jessica Eaton, Articulation Officer – *Tamira Palmetto-Despain*
5. Luis Echeverria, Faculty Division Rep – *Dietra Jackson*
6. Ibrahim Ganley, Faculty Division Rep – *Cynthia Lehman*
7. Irit Gat, Faculty Division Rep – *Nancy Bednar*
8. Tooraj Gordi, Faculty Division Rep – *Mike Tran*
9. Richie Neil Hao, Faculty Division Rep – *Vacant*
10. Michael Hutchison, Faculty Division Rep – *Debra Dickinson*
11. Scott Lee, Faculty Division Rep/Librarian/DE Liaison – *Carolyn Burrell*
12. Cynthia Littlefield, Faculty Division Rep – *Lisa Karlstein*
13. Mark McGovern, Faculty Division Rep – *David Newman*
14. Alberto Mendoza, Adjunct Rep – *Fiorella Chauca*
15. Terry Rezek, Faculty Division Rep – *Lisa Karlstein*
16. Tim Sturm, Faculty Division Rep – *Maria Clinton*
17. Bonnie Suderman, Co-chair – *Les Uhazy*
18. Deborah Sullivan-Ford, Faculty Division Rep – *Kathleen Ballestero*
19. LaDonna Trimble, Student Services Dean – *Gary Roggenstein*
20. Les Uhazy, Technical Education Dean – *Tom O’Neil*
21. Darcy Wiewall, Co-chair – *Mark McGovern*
22. *Position Vacant*, Student Rep – *Vacant*
23. *Position Vacant*, Non-Voting Student Rep – *Vacant*

**III. CSUGE/IGETC Course Designation**

- IGETC
  1. MATH 116 – Area 2A
  2. MUS 111 – Area 3A
  3. PSY 230 – Area 4I
  4. PSY 232 – Area 4I
  5. PSY 244 – Area 4I
  6. SOC 111 – Area 4J
  7. SOC 120 – Area 4J
  8. SPAN 110SS – Area 6A
- UC Transferable
- CSU/GE
  1. AFAB 130 – Area E
  2. AFAB 130 – Area C2
  3. MATH 116 – Area B4
  4. PSY 244 – Area D9
  5. SOC 120 – Area D0, D7, E

**IV. SB 1440 AA-T/AS-T that need to be developed and submitted to AP&P**

Area of Study	CCCCO Template	Articulation Agreements	PLO	Recommended Plan of Study	CurricUNET Status
1. Agriculture Animal Sciences	X				Not developing
2. Agriculture Business	X				Not developing
3. Agriculture Plant Sciences	X				In Progress
4. Child and Adolescent Development	X				
5. Computer Science	X				Can develop
6. Elementary Teacher Education	X				Cannot develop, no full-time faculty in area

7. Environmental Sciences	X				
8. Film, Television and Electronic Media	X				In Progress
9. Global Studies	X				
10. Hospitality Management	X				
11. Journalism	X				Cannot develop, no full-time faculty in area
12. Law, Public Policy, and Society	X				
13. Nutrition and Dietetics	X				In Progress
14. Public Health Science	X				
15. Social Justice Studies	X				
16. Social Work and Human Services	X				

V. **C-ID REPORT FOR TMC's**

COURSE	C-ID DESC.	STATUS	EXPIRES	ADT	STATUS
AG-EH 112L	AGRI 234	CONDITIONAL	11/14/17		
ART 101	ARTH 110	CONDITIONAL	3/12/2017	Art History	
ART 102	ARTH 120	CONDITIONAL	1/28/2017	Art History	
ART 103	ARTH 140	CONDITIONAL	5/11/2016	Art History	Submitted in Curricunet
CA 103	BUS 140	NOT APPROVED			Submitted in Curricunet
CIS 111	COMP 122	CONDITIONAL	5/9/2016		Submitted in Curricunet
COMM 215	JOUR 150	CONDITIONAL	6/21/2017		
JOUR 123	JOUR 210	NOT APPROVED			
MATH 120	MATH 120	CONDITIONAL	8/22/2017		
MATH 124	MATH 130	CONDITIONAL	7/1/2016	Economics	
MATH 140	MATH 155	CONDITIONAL	8/10/2016		
MATH 150 MATH 160	MATH 900S	CONDITIONAL	9/2017	Chemistry Mathematics Physics	Submitted
MATH 230	MATH 240	CONDITIONAL	3/26/2017	Mathematics	Submitted
MATH 250	MATH 230	CONDITIONAL	3/26/2017	Economics Mathematics Physics	Submitted
NF 100	NF 110	CONDITIONAL	4/18/2017		

VI. **2016-2017 Course by Division that need to be revised and submitted to AP&P**

Div	Course	UC Transferable	Last Offered	Scheduling Restrictions	Status
<b>Career Technical Education</b>					
	AUTO 176			Cannot schedule 17-18	Submitted - Pending Faculty revise program

VII. **2017-2018 Course by Division that need to be revised and submitted to AP&P**

Div	Course	UC Transferable	Last Offered	Scheduling Restrictions	Status
<b>Health and Safety Sciences</b>					
	KIN 100			Cannot schedule 18-19	Submitted – Agenda
	KIN 102			Cannot schedule 18-19	Submitted – Agenda
	KIN 115			Cannot schedule 18-19	Submitted - Agenda
	KIN 140			Cannot schedule 18-19	Submitted - Agenda

VIII. **2018-2019 Course by Division that need to be revised and submitted to AP&P**

<b>Div</b>	<b>Course</b>	<b>Last Offered</b>	<b>Scheduling Restrictions</b>	<b>Status</b>
AAH	ART 104, History of Modern and Contemporary Art in the 20th Century			
AAH	ART 150, 3-D Design Basics			
AAH	ART 216, Life Drawing			
AAH	DA 101 Dance Appreciation			
AAH	DA 106 Ballroom Dance			
AAH	DA 122 Intermediate Ballet			
AAH	DA 123 Intermediate Modern Dance			
AAH	DA 124 Intermediate Jazz Dance			
AAH	DA 125 Intermediate Tap Dance			
AAH	DA 202 Advanced Ballet			
AAH	DA 203 Advanced Modern Dance			
AAH	DA 204 Advanced Jazz Dance			
AAH	DA 205 Advanced Tap Dance			
AAH	DFST 101 American Sign Language I			
AAH	DFST 102 American Sign Language II			
AAH	DFST 201 American Sign Language III			
AAH	DFST 202 American Sign Language IV			
AAH	DM 113 Photoshop I			
AAH	DM 113L Photoshop I Lab			
AAH	DM 115 Graphic Communications I			
AAH	DM 115L Graphic Communications I Lab			
AAH	DM 127 Web Design and Production I			
AAH	DM 127L Web Design and Production I Lab			
AAH	DM 128 Web Design and Production II			
AAH	DM 128L Web Design and Production II Lab			
AAH	DM 133 Digital Printing I			
AAH	DM 133L Digital Printing I Lab			
AAH	DM 143 Computer 2-D Animation			
AAH	DM 143L Computer 2-D Animation Lab			
AAH	DM 145 Computer 3-D Animation			
AAH	DM 145L Computer 3-D Animation Lab			
AAH	DM 203 Graphic Design II			
AAH	DM 203L Graphic Design II Lab			
AAH	DM 205 Digital Illustration			
AAH	DM 205L Digital Illustration Lab			
AAH	DM 206 Video Design and Production II			
AAH	DM 206L Video Design and Production II Lab			
AAH	DM 213 Photoshop II			
AAH	DM 213L Photoshop II Lab			
AAH	DM 215 Graphic Communications II			
AAH	DM 215L Graphic Communications II Lab			
AAH	DM 233 Digital Printing II			
AAH	DM 233L Digital Printing II Lab			
AAH	DM 246 Portfolio and Job Search			

AAH	DM 246L Portfolio and Job Search Lab			
AAH	DM 298 Special Studies in Digital Media			
AAH	DM 298L Special Studies in Digital Media Lab			
AAH	FTV 103 Introduction to Television			
AAH	FTV 121 Introduction to Digital Filmmaking			
AAH	FTV 155 Film Festival Analysis			
AAH	GER 101 Elementary German 1			
AAH	GER 102 Elementary German 2			
AAH	INT 202 Sign Language Interpreting I			
AAH	INT 203 Sign Language Interpreting II			
AAH	INT 204 Sign/English Transliteration			
AAH	INT 205 Interpreting in Specialized Settings			
AAH	INT 206 Introduction to Sign to English Interpreting (Voicing)			
AAH	MUS 101 Music Appreciation			
AAH	MUSC 133 Studio Music Production I			
AAH	MUSC 133L Studio Music Production I Lab			
AAH	MUSC 134 Studio Music Production II			
AAH	MUSC 134L Studio Music Production II Lab			
AAH	MUSC 143 Live Sound Reinforcement			
AAH	MUSC 233 Studio Music Production III			
AAH	MUSC 233L Studio Music Production III Lab			
AAH	MUSC 234 Studio Music Production IV			
AAH	MUSC 234L Studio Music Production IV Lab			
AAH	PHIL 109 World Religion			
AAH	PHIL 110 Introduction to Logic			
AAH	PHOT 107 History of Photography			
AAH	PHOT 213 Life Photography			
AAH	PHOT 213L Life Photography Lab			
AAH	PHTC 101 Beginning Black and White Photography			
AAH	PHTC 101L Beginning Black and White Photography Lab			
AAH	PHTC 125 Beginning Digital Photography			
AAH	PHTC 125L Beginning Digital Photography Lab			
AAH	PHTC 150 Beginning Color Photography			
AAH	PHTC 150L Beginning Color Photography Lab			
AAH	PHTC 201 Advanced Black and White Photography			
AAH	PHTC 201L Advanced Black and White Photography Lab			
AAH	PHTC 203 Foundations of Cameras and Composition			
AAH	PHTC 203L Foundations of Cameras and Composition Lab			
AAH	PHTC 205 Documentary and Photojournalism			
AAH	PHTC 205L Documentary and Photojournalism Lab			
AAH	PHTC 211 Wedding, Portrait and Event Photography			
AAH	PHTC 211L Wedding, Portrait and Event Photography Lab			
AAH	PHTC 215 Photography Studio Practices			
AAH	PHTC 215L Photography Studio Practices Lab			
AAH	PHTC 275 Advanced Digital Photography			

AAH	PHTC 275L Advanced Digital Photography Lab			
AAH	PHTC 298 Special Studies in Photography			
AAH	PHTC 298L Special Studies in Photography Lab			
AAH	SPAN 201 Intermediate Spanish I			
COUN	HD 103 Career Planning			
CTE	ACCT 205, Managerial Accounting			
CTE	AUTO 231 Automatic Transmissions (General Motors)			
CTE	AUTO 232 Automatic Transmissions (Ford and Chrysler)			
CTE	AUTO 277 Electronic Engine Controls-General Motors Systems			
CTE	AUTO 278 Electronic Engine Controls-Ford/Chrysler Systems			
CTE	BUS 113, Business Communication			
CTE	BUS 212 Woman in Organization			
CTE	CA 171 Introduction to Networking			
CTE	CA 176 Windows Server Networking			
CTE	CA 182 Network Security			
CTE	CA 183 Security Countermeasures			
CTE	CIS 101 Introduction to Computer Information Science			
CTE	CIS 141 Introduction to Basic Programming			
CTE	CIS 145 Introduction to Visual Basic.Net Programming			
CTE	DRFT 130 Architectural Drafting I			
CTE	DRFT 240, Electronic Drafting			
CTE	ELEC 140 Commercial/Industrial Wiring and Cabling			
CTE	ELEC 150 Electrical Maintenance			
CTE	ELEC 160 Fundamentals of Motor Control			
CTE	ELEC 220 Advanced Motor Control-PLC			
CTE	ELEC 250 Electricians Journeyman Review			
CTE	ELTE 180 Microprocessor Systems			
CTE	ELTE 220 Microprocessor Systems II			
CTE	MGT 101 Management Principles			
CTE	MKTG 101 Principles of Marketing			
HSS	ATH 102L Practical Applications of Athletic Training I Lab			
HSS	FTEC 102 (I-200) Basic Incident Command System			
HSS	FTEC 111 Fire Protection Organization			
HSS	FTEC 112 Fire Prevention Technology			
HSS	FTEC 114 Building Construction for Fire Protection			
HSS	FTEC 115 Fire Behavior and Combustion			
HSS	FTEC 117 Preparing to be a Firefighter			
HSS	FTEC 120 (S-212 Wildfire Power Saws			
HSS	FTEC 122 Wildland Firefighter			
HSS	FTEC 125 Haz Mat First Responder Operations			
HSS	FTEC 126 Wildland Fire Behavior			
HSS	FTEC 127 Wildland Firefighter Safety and Survival			
HSS	FTEC 128 Wildland Fire Operations			
HSS	FTEC 129 Wildland Public Information Officer, Prevention and Investigation			

HSS	FTEC 130 Wildland Fire Logistics, Finance and Planning			
HSS	FTEC 131 (L-280) Followership to Leadership			
HSS	FTEC 132 (S-131) Advanced Firefighter Training			
HSS	FTEC 137 (S-211) Portable Pumps and Water Use			
HSS	FTEC 138 Wildland Engine Firefighter			
HSS	FTEC 141 (S-234) Ignition Operations			
HSS	FTEC 142 (P-151) Wildfire Origin and Cause Determination			
HSS	FTEC 144 (S-230) Single Resource Crew Boss			
HSS	FTEC 149 (S-260) Interagency Incident Business Management			
HSS	FTEC 150 (S-270) Basic Air Operations			
HSS	FTEC 222 Wildland Fire Control			
HSS	FTEC 240 Fuel Management and Fire Use			
HSS	FTEC 250 (I-300) Intermediate Incident Command System			
HSS	FTEC 295A Firefighter 1 Academy Module A			
HSS	FTEC 295AL Firefighter 1 Academy Module A Lab			
HSS	FTEC 295B Firefighter 1 Academy Module B			
HSS	FTEC 295BL Firefighter 1 Academy Module B Lab			
HSS	HE 201 Women's Health Issues			
HSS	NF 102 Nutrition and Food for Children			
HSS	RADT 103 Radiographic Positioning and Procedures I			
HSS	RADT 106 Radiographic Clinical Practicum IA			
HSS	RADT 107 Radiographic Positioning and Procedures II			
HSS	RADT 201 Radiographic Clinical Practicum III			
HSS	RADT 202 Radiographic Pathology			
HSS	RADT 207 Advanced Radiographic Procedures			
HSS	RCP 203 Seminar and Practicum in Respiratory Care I			
LIB	LIB 107 Information Literacy			
LIB	LIB 110 Introduction to Internet Research			
MSE	BIOL 201 General Human Anatomy			
MSE	BIOL 202 General Human Physiology			
MSE	GEOG 102 Physical Geography: Earth's Weather and Climate			
MSE	GEOG 105 Cultural Geography			
MSE	GEOG 106 California Geography			
MSE	MATH 135, Plane Trigonometry			
MSE	MATH 220 Linear Algebra			
MSE	PHYS 211 General Physics			
PALM	WE 199 Occupational Work Experience			
RL	ENGL 102 Critical Thinking and Literature			
RL	ENGL 103 Critical Thinking and Research			
RL	ENGL 221 American Literature, 1400-1865			
RL	ENGL 222 American Literature, 1865-Present			
RL	ENGL 225 English Literature, 800-1750			
RL	ENGL 227 English Literature, 1750-Present			
RL	ENGL 230 World Literature I			
RL	ENGL 231 World Literature 2			



RL	ENGL 235 Shakespeare: Tragedies and Histories			
RL	ENGL 236 Shakespeare: Comedies, Romances and Sonnets			
RL	ENGL 240 Studies in Poetry			
RL	ENGL 242 Studies in Fiction			
RL	ENGL 246 Studies in Drama			
RL	ENGL 250 Cross-Cultural Literature in America			
RL	ENGL 253 African American Literature			
RL	ENGL 256 Hispanic and Latin American Literatures			
RL	ENGL 257 Native American Literature			
RL	ENGL 259 Gender, Image, and Rhetoric			
RL	ENGL 279 Science Fiction and Dystopic Literature			
RL	ENGL 299 Special Topics in Literature			
RL	ESL 099 Advanced Composition			
RL	LAC 098 Math for Nursing			
RL	LAC 099 Dosage Calculation			
RL	LAC 900 Supervised Tutoring			
RL	LAC 901 Supervised Learning Assistance			
SBS	AJ 102, Criminal Law			
SBS	AJ 110, Terrorism Investigation			
SBS	AJ 201, Police in Society			
SBS	AJ 204, Juvenile Procedures			
SBS	AJ 208 Introduction to Forensic Science			
SBS	ANTH 102, Introduction to Cultural Anthropology			
SBS	ANTH 130, Field Archaeology in Latin America			
SBS	ANTH 140, Introduction to Archaeology			
SBS	CFE 109, Supervision and Administration of Childhood Programs I			
SBS	CFE 110 Supervision and Administration of Childhood Programs II			
SBS	ECON 110 Economics of the Underclass			
SBS	ID 220 Designing Residential Interiors			
SBS	ID 230 Fundamentals of Lighting Design			
SBS	ID 240 Fundamentals of Computer Aided Drafting and Design (CADD)			
SBS	ID 250 Professional Interior Design Business Practices			
SBS	ID 260 Residential Space Planning			
SBS	POLS 120 International Organizations			
SBS	POLS 201 Contemporary International Relations			
SBS	PSY 200 Introduction to Research Methods in Psychology			
SBS	PSY 233 Personal and Social Adjustment			
SBS	PSY 234 Abnormal Psychology			
SBS	PSY 235 Child Psychology			
SBS	PSY 244 Introduction to Counseling			
SBS	SOC 111 Issues and concepts in Aging			
SBS	SOC 116 Sociology of Gender and Sexuality			
SBS	SOC 120 Drugs, Society and Human Behavior			

**IX. 2018-2019 Programs by Division that need to be revised and submitted to AP&P**

<b>Program Title</b>	<b>Program Type</b>	<b>Status</b>
Administration of Justice	A.A. Degree	
Administrative Medical Assistant	A.S. Degree	
Administrative Medical Assistant	Certificate of Achievement:18 or greater semester	
Air Conditioning Specialist	A.S. Degree	
Air Conditioning Specialist	Certificate of Achievement:18 or greater semester	
Air Conditioning-Refrigeration Specialist	A.S. Degree	
Air Conditioning-Refrigeration Specialist	Certificate of Achievement:18 or greater semester	
Aircraft Airframe	A.S. Degree	
Aircraft Airframe	Certificate of Achievement:18 or greater semester	
Aircraft Powerplant	A.S. Degree	
Aircraft Powerplant	Certificate of Achievement:18 or greater semester	
Arts and Humanities	A.A. Degree	
Clinical Medical Assistant	A.S. Degree	
Clinical Medical Assistant	Certificate of Achievement:18 or greater semester	
Commercial Photography	A.A. Degree	
Commercial Photography	Certificate of Achievement:18 or greater semester	
Computer Animation	A.A. Degree	
Computer Animation	Certificate of Achievement:18 or greater semester	
CSU General Education	Certificate of Achievement:18 or greater semester	
Deaf Studies: American Sign Language	A.A. Degree	
Deaf Studies: American Sign Language	Certificate of Achievement:18 or greater semester	
Digital Photographic Imaging	A.A. Degree	
Digital Photographic Imaging	Certificate of Achievement:18 or greater semester	
Digital Printing	A.A. Degree	
Digital Printing	Certificate of Achievement:18 or greater semester	
Driveability, Emissions, and Electrical	A.S. Degree	
Driveability, Emissions, and Electrical	Certificate of Achievement:18 or greater semester	
Math and Sciences	A.A. Degree	
Mathematics	A.S. Degree	
Medical Assistant	A.S. Degree	
Medical Assistant	Certificate of Achievement:18 or greater semester	
Office Specialist	A.S. Degree	
Office Specialist	Certificate of Achievement:18 or greater semester	
Office Technology: Administrative Assistant	A.S. Degree	
Office Technology: Administrative Assistant	Certificate of Achievement:18 or greater semester	
Physical Sciences	A.S. Degree	
Respiratory Therapy	A.S. Degree	
School-Aged Child Care	A.A. Degree	
School-Aged Child Care	Certificate of Achievement:18 or greater semester	
Social/Behavioral Sciences	A.A. Degree	
Video Design & Production	A.A. Degree	
Video Design & Production	Certificate of Achievement:18 or greater semester	

Wildland Fire Technology	Certificate of Achievement:18 or greater semester	
Wildland Fire Technology	A.S. Degree	

- X. Course Deactivations Impact on Other Programs/Courses**
  - A. AUTO 176 – Program revision required**



<h1>AP&amp;P Minutes</h1>	<p><b>Thursday, April 12, 2018</b>  <b>BE 314</b>  <b>3:00 – 5:30pm</b></p>
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**Type of Meeting:** *Regular*  
**Note Taker:** *Melissa Jauregui, Academic Affairs Specialist*  
**Please Review/Bring:** The past minutes for accuracy.

<p><b><u>Committee Members Present:</u></b>          Jeffrie Ahmad, Faculty Division Rep          Bonnie Curry, Faculty Division Rep          Jessica Eaton, Articulation Officer          Luis Echeverria, Faculty Division Rep          Ibrahim Ganley, Faculty Division Rep          Irit Gat, Faculty Division Rep          Tooraj Gordi, Faculty Division Rep          Richie Neil Hao, Faculty Division Rep          Scott Lee, Faculty Division Rep/Librarian/DE Liaison          Mark McGovern, Faculty Division Rep          Alberto Mendoza, Adjunct Rep          Terry Rezek, Faculty Division Rep          Tim Sturm, Faculty Division Rep          Deborah Sullivan-Ford, Faculty Division Rep          Les Uhazy, Technical Education Dean</p>	<p><b><u>Committee Members Absent:</u></b>          Riley Dwyer, Academic Dean          Michael Hutchison, Faculty Division Rep          Cynthia Littlefield, Faculty Division Rep          Bonnie Suderman, Co-chair          LaDonna Trimble, Student Services Dean          Darcy Wiewall, Co-chair</p> <p><b><u>Community Members Present:</u></b>          None</p>
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Items	Person	Action
I. Opening Comments from the Co-chair	<i>Darcy/ Bonnie</i>	Dr. Mark McGovern, cochair proxy, called the meeting to order at 3:08pm. He welcomed the committee members to the meeting.
II. Meeting Minutes – -4/13/2017 -3/8/2018 -3/22/2018	<i>All</i>	<p><b><u>Issues Discussed:</u></b> None.</p> <p><b><u>Action Taken:</u></b>            A motion was made and seconded to approve the minutes as presented for the meeting on 3/8/2018. After a review of the documents, edits were not needed. Motion carried.</p> <p>A motion was made and seconded to approve the minutes as presented for the meeting on 3/22/2018. After a review of the document, edits were note needed. Motion carried.</p> <p>A motion was made and seconded to approve the minutes as presented for the meeting on 4/13/2017. Dr. Mark McGovern explained that the minutes needed language added to clarify the discussion that occurred. The statement added is listed in the first paragraph under Action Taken in the Action Item list, which starts with, “A discussion also occurred...” through</p>



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		<p>“...Remote Classroom.” No concerns were expressed and all members present agreed to the change. Motion carried.</p> <p><b><u>Follow Up Items:</u></b> None.</p>
<p>III. Informational Item – -2017-2018 Meeting Schedule: 4/26/18, 5/10/18 -Deactivations Impact AUTO 176 Family Consumer Sciences, AS -Courses due Fall 2018</p>	<p><i>Darcy</i></p>	<p><b><u>Issues Discussed:</u></b> Dr. Mark McGovern reminded the committee members of the informational items. The committee was asked to discuss those items listed under deactivation impact with the appropriate faculty who is responsible for seeing through the deactivations. Family Consumer Sciences has been in the system for a long time. The CTE, HSS, and SBS division representatives were asked to investigate the status and report back at a future meeting.</p> <p><b><u>Action Taken:</u></b> None.</p> <p><b><u>Follow Up Items:</u></b> Items will return to a future agenda for discussion and approval when all issues are resolved.</p>
<p>IV. Discussion -Committee Goals -Goal 2: Calendar -Goal 3: Website/Handbook -Goal 4: Corporate Ed Process</p>	<p><i>Darcy</i></p>	<p><b><u>Issues Discussed:</u></b> Dr. Mark McGovern requested representatives to volunteer to help with the goals as noted. Currently the following are assigned to a goal:</p> <ul style="list-style-type: none"> <li>• Goal 2: Calendar-</li> <li>• Goal 3: Website/Handbook- Dr. Scott Lee and Dr. Darcy Wiewall</li> <li>• Goal 4: Corporate Community Education- Dr. Irit Gat</li> </ul> <p>Ms. Bonnie Curry requested to assist with the committee calendar development.</p> <p>Dr. Irit Gat reported that she met with Dr. Suderman and Ms. Cathy Hart. They discussed and agreed that corporate education courses could go through a streamlined approval process. Often times the employer will request training for their staff, which will occur promptly making it difficult to adhere to a 2 month long approval process. As a result, the group agreed a report to AP&amp;P would be given twice a semester of the corporate offerings. AP&amp;P discussed that suggestion and agreed that a single report per semester was sufficient since corporate offerings are not open to the community/general public. The committee agreed that this should be clearly noted in the AP&amp;P handbook.</p>



ANTELOPE VALLEY COLLEGE

		<p><b><u>Action Taken:</u></b> None.</p> <p><b><u>Follow Up Items:</u></b> None.</p>
<p>V. Report – -18-19 College Catalog</p>	<p><i>All</i></p>	<p><b><u>Issues Discussed:</u></b> Dr. Mark McGovern requested each representative to report the catalog edits that were submitted or if all edits have been submitted:</p> <ul style="list-style-type: none"> <li>• Arts and Humanities: No edits to report</li> <li>• Math, Science, and Engineering: Edits will be submitted from the division office next week. MATH 116 needs to be listed where ever MATH 115 is listed. At this time that cannot be done for the transfer degrees as those degrees need to be submitted through the approval process to include MATH 116. Discipline faculty in Math should speak to those discipline faculty who would submit the programs for revision.</li> <li>• Library: Full-time faculty, Kim Thomas, needs to be listed.</li> <li>• Career Technical Education: Edits will be submitted from the division office next week.</li> <li>• Rhetoric and Literacy: New department chair needs to be listed, Katherine Mitchell. Also additional edits will be submitted from the division office next week.</li> <li>• Social and Behavioral Sciences: request to change the prerequisite for ECON 110, they will submit a course revision in CurricUNET.</li> <li>• Counseling: No edits so far but the transfer section will submit their edits when known.</li> </ul> <p><b><u>Action Taken:</u></b> None.</p> <p><b><u>Follow Up Items:</u></b> None.</p>
<p>VI. Action Item – <b>Corporate Community Ed Approval:</b> -Dog Bite Prevention -Certificate of Nutrition, Chronic Disease, and Health Promotion -Certificate in Food, Nutrition, and Health -Explore a Career as an Administrative Medical Assistant</p>	<p><i>All</i></p>	<p><b><u>Issues Discussed:</u></b> None.</p> <p><b><u>Action Taken:</u></b> A motion was made and seconded to approve Dog Bite Prevention a Community Ed course. After a review of the</p>



## ANTELOPE VALLEY COLLEGE

- Explore a Career as a Pharmacy Technician
- Medical Spanish Series
- Certificate in Legal and Ethical Issues in Healthcare
- Certificate in Infectious Diseases and Infection Control
- Certificate in Integrative Mental Health

**Additional Approval:**

- Instructional Material Fee List
- Discipline List and Minimum Qual
- CIS 161 Added to AVC GE Area D2
- Distance Education Definitions

presented documents, the committee agreed edits were not needed. Motion carried.

A motion was made and seconded to table the following three Community Ed courses:

- Explore a Career as an Administrative Medical Assistant
- Medical Spanish Series
- Certificate in Infectious Diseases and Infection Control

The committee agree the above courses require additional discipline faculty review. Motion carried.

A motion was made and seconded to approve the following Community Ed courses:

- Certificate of Nutrition, Chronic Disease, and Health Promotion
- Certificate in Food, Nutrition, and Health
- Explore a Career as a Pharmacy Technician
- Certificate in Legal and Ethical Issues in Healthcare
- Certificate in Integrative Mental Health

The committee members present agreed edits were not needed. Motion carried.

A motion was made and seconded to approve the list of Instructional Material Fees. Unfortunately, not all remaining representatives were ready to report, specifically Arts and Humanities. Motion failed.

A motion was made and seconded to approve the Discipline List and Minimum Qualifications. No edits were noted or requested from Arts and Humanities or Career Technical Education. Motion carried.

A motion was made and seconded to approve CIS 161 as an addition to AVC GE Area D2. Discipline faculty support the inclusion of CIS 161 in the noted GE area. Motion carried.

A motion was made and seconded to approve the Distance Education Definitions. Committee members present agreed the noted definitions are what they discussed in previous meetings. Many members requested that the definitions be added to the glossary of terms in the college catalog and that the sentence proceeding the definitions state "AVC currently offers a variety of distance education courses" or "Distance Education courses are offered in the following modes". Motion carried.



**ANTELOPE VALLEY COLLEGE**

		<b><u>Follow Up Items:</u></b> The table Community Education courses will return to a future agenda if approved by the secondary set of discipline faculty.
<b>NEXT MEETING DATE:</b> 4/26/18		A motion was made and seconded to conclude the 4/12/2018 AP&P meeting at 3:57pm. Motion carried.



## Approved Distance Education Course Categories

Currently there are two categories of DE courses for AVC used by the AP&P Committee. These are the categories and their definitions (From the 2017-2018 AP&P Standards & Practices Handbook):

1. Hybrid Course: a course designed to utilize some classroom-based instruction integrated with other modes of electronic instructional delivery: e.g. Internet, e-mail, video, discussion boards, multi media, etc. Hybrid courses meet both on-campus and online.
2. Online Course: a course designed to utilize methods of instruction entirely online. (No on-campus meetings required.)

The following categories are recommended for adoption:

1. Online Course: a course designed for all instruction to take place online with no requirement for students to meet on campus at any time during the term.
2. Hybrid Course: a course designed for the majority of instruction to take place online. Students will be required to meet on campus **at least once for one of the following non-instructional purposes: orientation, exam, quiz, or other non-instructional activity.**
3. Blended Course: a course designed for instruction to take place both in the classroom and online. Students will be required to meet on campus and online during the term.
4. Remote Classroom Course: a course designed for instruction to take place in the classroom allowing students to remotely attend the course.
  - a. Online: No requirement for students to meet on campus at any time during the term.
  - b. Hybrid: Students will be required to meet on campus **at least once for one of the following non-instructional purposes: orientation, exam, quiz, or other non-instructional activity.**



ANTELOPE VALLEY COLLEGE

Academic Affairs Office  
COMMUNITY SERVICE OFFERING

Course No. OLMD.1617.020

Course Title: Certificate in Infectious Diseases and Infection Control

Instructor (print): Cyndie Koopsen

Division Faculty Review

Wendy Long  
Faculty Review Signature

Nursing  
Discipline

3/12/18  
Date

Approved  Denied

Reason \_\_\_\_\_

Courtney Whipple  
Faculty Review Signature

Nursing  
Discipline

3/12/18  
Date

Approved  Denied

Reason \_\_\_\_\_

V. Beatty  
Faculty Review Signature

Nursing  
Discipline

3-12-18  
Date

Approved  Denied

Reason \_\_\_\_\_

V. Beatty  
Faculty Review Signature

Nursing  
Discipline

3/12/18  
Date

Approved  Denied

Reason \_\_\_\_\_

Bonnie Cuy  
AP&P Representative Signature

APU 3/15/18  
Date

Approved  Denied

Reason \_\_\_\_\_

[Signature]  
Division Dean Signature

3/15/18  
Date

Approved  Denied

Reason \_\_\_\_\_

Catherine A. Hank  
C&CS Division Dean Signature

3/20/18  
Date

Approved  Denied

Reason \_\_\_\_\_



## ANTELOPE VALLEY COLLEGE

Academic Affairs Office  
COMMUNITY SERVICE OFFERING

NUMBER: OLMD.1617-020

TITLE: Certificate in Infectious Diseases and Infection Control

INSTRUCTOR: Cyndie Koopsen

HOURS: 13

NUMBER OF MEETINGS: 9

ENROLLMENT FEE: \$78

MATERIALS/SUPPLIES FEE: N/A  
Text / CDs / DVDs / Handouts  
Materials provided for review: N/A

ENROLLMENT EXPECTED: 26

**DESCRIPTION OF OFFERING:** Target audience: This certificate is relevant for registered nurses, nurse practitioners, licensed vocational nurses, practical nurses, nursing assistants, social workers, occupational therapists, recreation therapists, physical therapists, respiratory therapists, administrators, psychologists, marriage and family therapists, dietitians, educators, personal care assistants, volunteers, physicians, physician's assistants, chiropractors, clergy, physical fitness professionals, and interested individuals.

Recommended advisories/pre-requisites/instructor approval:

Course description: Infectious diseases are a key concern for any healthcare professional. Globally, infectious diseases are responsible for more than 25% of all deaths, second only to cardiovascular disease. Millions more individuals are affected by the most common types of infectious diseases, which can have both short- and long-term health consequences.

This certificate program offers insights into infectious diseases that are essential for medical professionals. The program begins by examining basic techniques and procedures for preventing the transmission of infectious disease. Then you'll take a closer look at some of the most common and dangerous infectious diseases: influenza, pneumonia, tuberculosis, hepatitis, HIV/AIDS, zoonoses (diseases that are spread from pets to people), and tickborne diseases. The program concludes with an examination of emerging global infectious diseases (EIDs), which threaten individuals, families, and communities throughout the developing world. By the end of this program, you'll have a solid understanding of the most common infectious diseases as well as a grasp of the procedures that can help contain them.

**INSTRUCTOR BIOGRAPHY:** Cyndie Koopsen, RN, BSN, MBA, HNB-BC, RN-BC, HWNC-BC is a nurse who has cared for patients in acute care settings, community clinics, and the home. Her professional nursing career has involved nursing executive leadership and administration, staff development and education, community education and wellness, and holistic care. She has designed, developed, and presented numerous educational programs for audiences covering integrative health, promotion and wellness, and chronic disease management and prevention. She is the co-author of *Spirituality, Health, and Healing and Integrative Health: A Holistic Approach for Health Professionals*.

Caroline Young, MPH, has an extensive public health background that includes experience in research, workshop presentations in various areas of health care, and online and onsite teaching. She has expertise in holistic community health and wellness program design, development, marketing, implementation, and evaluation. She has also designed, developed, and presented integrative health programs for culturally diverse populations, senior populations, and faith communities. She is the co-author of Spirituality, Health, and Healing and Integrative Health: A Holistic Approach for Health Professionals.

These authors/presenters are the Co-CEOs of ALLEGRA Learning Solutions, LLC. They have no affiliation or financial involvement that conflicts with the material or information presented in this activity. No commercial support has been received for this activity. All applicable local, regional, state, and/or national laws and regulations have been followed in the development and delivery of this activity.

**SPECIAL NEEDS:**

Facilities:

Audio/Video:

Other:

Need software installed:

ITS notified: \_\_\_\_\_  
Date Signature

**ONLINE CLASS:**

How offered? Independent study \_\_\_\_\_  
Online instructor \_\_\_yes\_\_\_  
Synchronous Only \_\_\_x\_\_\_  
Synchronous and Asynchronous \_\_\_\_\_  
Number of required sessions \_\_\_9\_\_\_  
Hybrid \_\_\_\_\_  
Number of required sessions online vs. face-to-face \_\_\_\_\_

Portal used, web address listed:

Enrollment: Start dates \_\_\_\_\_ Open Y N

# Certificate in Infectious Diseases and Infection Control

## Course Details

[Course Summary](#)[Catalog Information](#)[Course Details](#)[Syllabus](#)[Instructor Biography](#)[Requirements](#)

### Course Details

(13 contact hours) Infectious diseases are a key concern for any healthcare professional. Globally, infectious diseases are responsible for more than 25% of all deaths, second only to cardiovascular disease. Millions more individuals are affected by the most common types of infectious diseases, which can have both short- and long-term health consequences.

This certificate program offers insights into infectious diseases that are essential for medical professionals. The program begins by examining basic techniques and procedures for preventing the transmission of infectious disease. Then you'll take a closer look at some of the most common and dangerous infectious diseases: influenza, pneumonia, tuberculosis, hepatitis, HIV/AIDS, zoonoses (diseases that are spread from pets to people), and tickborne diseases.

The program concludes with an examination of emerging global infectious diseases (EIDs), which threaten individuals, families, and communities throughout the developing world. By the end of this program, you'll have a solid understanding of the most common infectious diseases as well as a grasp of the procedures that can help contain them.

#### Program Benefits:

The Infectious Diseases and Infection Control certificate program offers a multidisciplinary educational experience. Your certificate in Infectious Diseases and Infection Control will distinguish you as a knowledgeable, skilled, and committed professional. This program will:

- enhance your professional marketability;
- build your skills and competencies;
- fulfill continuing education requirements for many professionals

#### Career Opportunities:

The Infectious Diseases and Infection Control certificate program provides health care professionals and interested individuals in a wide range of careers with the knowledge and skills to effectively meet the needs of a culturally diverse patient and client population. Today, opportunities exist in the fields of nursing, social work, massage therapy, teaching, hospice care, administration, and research. Opportunities also exist within government programs and agencies; public and private institutions that provide health, education, and social services; research centers; special interest groups; colleges and universities; and corporate human resources divisions.

#### Participants:

This certificate is relevant for registered nurses, nurse practitioners, licensed vocational nurses, practical nurses, nursing assistants, social workers, occupational therapists, recreation therapists, physical therapists, respiratory therapists, administrators, psychologists, marriage and family therapists, dietitians, educators, personal care assistants, volunteers, physicians, physician's assistants, chiropractors, clergy, physical fitness professionals, and interested individuals.

#### Curriculum:

The Infectious Diseases and Infection Control certificate program consists of a total of 9 courses:

- Infection Control Basics
- Influenza: Symptoms, Treatment, and Prevention
- Pneumonia in Adults and Children
- Tuberculosis
- The ABCs of Hepatitis
- HIV/AIDS Education for Healthcare Professionals

- Zoonoses: Can Your Pet Make You Sick?
- Tickborne Diseases
- Emerging Global Infectious Diseases

**Accreditation:**

ALLEGRA Learning Solutions, LLC is accredited as a provider of continuing nursing education by the American Nurses Credentialing Center's Commission on Accreditation.

ALLEGRA Learning Solutions, LLC was awarded Accreditation with Distinction, the highest recognition awarded by the American Nurses Credentialing Center's Accreditation Program.

ALLEGRA Learning Solutions courses are acceptable for CE contact hours in all states.

Provider approved by the California Board of Registered Nursing, Provider #CEP 14693, for the stated number of contact hours.

ALLEGRA Learning Solutions courses are approved for continuing education credit for diabetes educators. All ANCC accredited courses are accepted for continuing education credit by the National Certification Board for Diabetes Educators (NCBDE). ALLEGRA Learning Solutions, LLC is approved by the National Certification Board for Therapeutic Massage & Bodywork (NCBTMB) as a continuing education Approved Provider. Provider Number 451562-11  
This activity is being provided by ALLEGRA Learning Solutions, LLC and *jointly provided by Cengage Learning, Inc.*

**Expiration Date: 11/11/2018**

# Certificate in Infectious Diseases and Infection Control

## Course Details

[Course Summary](#)[Catalog Information](#)[Course Details](#)[Syllabus](#)[Instructor Biography](#)[Requirements](#)

### Syllabus

A new session of each course starts monthly. If enrolling in a series of two or more courses, please be sure to space the start date for each course at least two months apart.

All courses run for six weeks, with a two-week grace period at the end. Two lessons are released each week for the six-week duration of the course. You do not have to be present when lessons are released. You will have access to all lessons until the course ends. However, the interactive discussion area that accompanies each lesson will automatically close two weeks after the lesson is released. As such, we strongly recommend that you complete each lesson within two weeks of its release.

The final exam will be released on the same day as the last lesson. Once the final exam has been released, you will have two weeks to complete all of your course work, including the final exam.

# Certificate in Infectious Diseases and Infection Control

## Course Details

[Course Summary](#)[Catalog Information](#)[Course Details](#)[Syllabus](#)[Instructor Biography](#)[Requirements](#)

### Instructor Biography

Cyndie Koopsen, RN, BSN, MBA, HNB-BC, RN-BC, HWNC-BC is a nurse who has cared for patients in acute care settings, community clinics, and the home. Her professional nursing career has involved nursing executive leadership and administration, staff development and education, community education and wellness, and holistic care. She has designed, developed, and presented numerous educational programs for audiences covering integrative health, promotion and wellness, and chronic disease management and prevention. She is the co-author of *Spirituality, Health, and Healing and Integrative Health: A Holistic Approach for Health Professionals*.

Caroline Young, MPH, has an extensive public health background that includes experience in research, workshop presentations in various areas of health care, and online and onsite teaching. She has expertise in holistic community health and wellness program design, development, marketing, implementation, and evaluation. She has also designed, developed, and presented integrative health programs for culturally diverse populations, senior populations, and faith communities. She is the co-author of *Spirituality, Health, and Healing and Integrative Health: A Holistic Approach for Health Professionals*.

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# Certificate in Infectious Diseases and Infection Control

## Course Details

[Course Summary](#)[Catalog Information](#)[Course Details](#)[Syllabus](#)[Instructor Biography](#)[Requirements](#)

### Requirements

- Internet access
- Email
- One of the following browsers:
  - o Mozilla Firefox
  - o Microsoft Internet Explorer (9.0 or above)
  - o Google Chrome
  - o Safari
- Adobe PDF plug-in (a free download obtained at Adobe.com .)

The Certificate in Infectious Diseases and Infection Control consists of a total of nine lessons. You must complete all lessons to receive your certificate.

To complete each lesson, click on the lesson title that you would like to complete.

When you are ready to take the final for each lesson, proceed to the Finals section and select the final you wish to take.

You must pass the final exam in all lessons with a score of 80% or higher AND complete the Evaluation Form in order to receive your Certificate of Completion.

Finals are graded as Pass or No Pass. Receipt of your certificate indicates successful completion of the course and that you have passed all final exams with a score of 80% or greater. You may retake final exams as many times as necessary within the six week duration of the program at no additional charge.

Course No. OLMD.1617.027

Course Title: Explore a Career in Medical Transcription

Instructor (print): Jennifer Della'Zanna

**Division Faculty Review**

  
Faculty Review Signature

base comp studies  
Discipline

4/10/18  
Date

Approved  Denied

Reason \_\_\_\_\_

\_\_\_\_\_  
Faculty Review Signature

\_\_\_\_\_  
Discipline

\_\_\_\_\_  
Date

Approved \_\_\_\_\_ Denied \_\_\_\_\_

Reason \_\_\_\_\_

\_\_\_\_\_  
Faculty Review Signature

\_\_\_\_\_  
Discipline

\_\_\_\_\_  
Date

Approved \_\_\_\_\_ Denied \_\_\_\_\_

Reason \_\_\_\_\_


\_\_\_\_\_  
Faculty Review Signature

\_\_\_\_\_  
Discipline

\_\_\_\_\_  
Date

Approved \_\_\_\_\_ Denied \_\_\_\_\_


Reason \_\_\_\_\_

  
AP&P Representative Signature

4/10/18  
Date

Approved  Denied


Reason \_\_\_\_\_

  
Division Dean Signature

4/16/18  
Date

Approved  Denied

Reason \_\_\_\_\_

  
C&CS Division Dean Signature

4/17/2018  
Date

Approved \_\_\_\_\_ Denied \_\_\_\_\_

Reason \_\_\_\_\_



## ANTELOPE VALLEY COLLEGE

Academic Affairs Office  
COMMUNITY SERVICE OFFERING

NUMBER: OLMD.1617.027

TITLE: Explore a Career in Medical Transcription

INSTRUCTOR: Jennifer Della'Zanna

HOURS: 24

NUMBER OF MEETINGS: 6 weeks

ENROLLMENT FEE: \$100

MATERIALS/SUPPLIES FEE: N/A

Text / CDs / DVDs / Handouts

Materials provided for review: N/A

ENROLLMENT EXPECTED: 26

DESCRIPTION OF OFFERING: Target audience:  
Recommended advisories/pre-requisites/instructor approval:

Course description: Take your first step toward a lucrative career as a medical transcriptionist! In this course, you'll learn how to transcribe the most common medical reports used in both inpatient and outpatient settings. We'll review a lot of the grammar you might have forgotten since high school and apply it to the reports. This knowledge will help prepare you to work almost anywhere in the medical field—doctors' offices, clinics, public health facilities, and hospitals. With this foundation, you'll be set to advance your education so you can work as a subcontractor for a company that outsources transcription, or you can eventually even take on your own clients—all from the comfort of your own home.

We'll go through each of the nine main report types—their formatting requirements, the components of each one, and how they are used in the clinical setting. We'll review grammar points in every lesson, pointing out important elements that will make your reports perfect. You'll also gain important clinical knowledge of major disease processes that are essential to enhance your skill as a medical documentation specialist.

Along the way, we'll download a free transcriber that you'll use to listen to dictation, and we'll cover how to use it to produce the reports in your word processor. These hands-on exercises will give you the practice you'll need to determine if this field is for you. We'll also go through the options you'll have now and in the future by developing the skills of a medical transcriptionist. By the end of this course, you'll know the basic report types, have clinical knowledge of major diseases, be able to correct grammar from dictated reports on the fly, and know the next steps you'll need to take!

INSTRUCTOR BIOGRAPHY: Jennifer Della'Zanna graduated from Albright College in Reading, PA with a Bachelor of Arts degree. With 15 years' experience in the health care industry, she has worked as a medical transcriptionist, receptionist, medical assistant, practice administrator, biller, and coding specialist. She has written and edited courses and study guides on medical coding, transcription, and using technology in health care. She regularly writes feature articles about health issues for online and print publications. Jennifer is a member

SPECIAL NEEDS: N/A

Facilities:

Audio/Video:

Other:

Need software installed:

ITS notified: \_\_\_\_\_  
Date \_\_\_\_\_ Signature \_\_\_\_\_

ONLINE CLASS:

How offered? Independent study \_\_\_\_\_  
Online instructor \_\_Yes\_\_\_\_\_  
Synchronous Only \_\_\_x\_\_\_\_\_  
Synchronous and Asynchronous \_\_\_\_\_  
Number of required sessions \_\_\_\_\_  
Hybrid \_\_\_\_\_  
Number of required sessions online vs. face-to-face \_\_\_\_\_

Portal used, web address listed:

Enrollment: Start dates \_\_\_\_\_ Open Y N

# Explore a Career in Medical Transcription

## Course Details

[Course Summary](#)[Catalog Information](#)[Course Details](#)[Syllabus](#)[Instructor Biography](#)[Requirements](#)[Student Reviews](#)

### Course Details

Take your first step toward a lucrative career as a medical transcriptionist! In this course, you'll learn how to transcribe the most common medical reports used in both inpatient and outpatient settings. We'll review a lot of the grammar you might have forgotten since high school and apply it to the reports. This knowledge will help prepare you to work almost anywhere in the medical field—doctors' offices, clinics, public health facilities, and hospitals. With this foundation, you'll be set to advance your education so you can work as a subcontractor for a company that outsources transcription, or you can eventually even take on your own clients—all from the comfort of your own home.

We'll go through each of the nine main report types—their formatting requirements, the components of each one, and how they are used in the clinical setting. We'll review grammar points in every lesson, pointing out important elements that will make your reports perfect. You'll also gain important clinical knowledge of major disease processes that are essential to enhance your skill as a medical documentation specialist.

Along the way, we'll download a free transcriber that you'll use to listen to dictation, and we'll cover how to use it to produce the reports in your word processor. These hands-on exercises will give you the practice you'll need to determine if this field is for you. We'll also go through the options you'll have now and in the future by developing the skills of a medical transcriptionist. By the end of this course, you'll know the basic report types, have clinical knowledge of major diseases, be able to correct grammar from dictated reports on the fly, and know the next steps you'll need to take!

# Explore a Career in Medical Transcription

## Course Details

[Course Summary](#)[Catalog Information](#)[Course Details](#)[Syllabus](#)[Instructor Biography](#)[Requirements](#)[Student Reviews](#)

### Syllabus

A new session of each course starts monthly. If enrolling in a series of two or more courses, please be sure to space the start date for each course at least two months apart.

All courses run for six weeks, with a two-week grace period at the end. Two lessons are released each week for the six-week duration of the course. You do not have to be present when lessons are released. You will have access to all lessons until the course ends. However, the interactive discussion area that accompanies each lesson will automatically close two weeks after the lesson is released. As such, we strongly recommend that you complete each lesson within two weeks of its release.

The final exam will be released on the same day as the last lesson. Once the final exam has been released, you will have two weeks to complete all of your course work, including the final exam.

#### Week One

##### Lesson 01 - Introduction to Medical Transcription

*Wednesday*

In this first lesson, we'll look at the history of medical transcription as a career. You'll find out how the field has evolved into its modern form, and you'll explore the various skills and aptitudes that you'll need to succeed as a professional medical transcriptionist. You'll examine the type of work MTs produce, and we'll take a look at the MT's job today, where you might work, and what might be in store in the future for those working in this career field.

##### Lesson 02 - Tools of the Trade

*Friday*

We'll start today by discussing the MT's tools of the trade. We'll review a few of the reference books and discuss the types of Web sites that MTs use for research. Then we'll take a look at the hardware and software that today's MTs use on the job. I'll talk you through downloading the free software we'll use in this course, and then we'll go through a quick tour on how to use it. By the end of this lesson, you'll be sitting at your computer, listening to a real medical dictation audio file and looking at the Express Scribe software on your screen. As you listen to the medical report, you'll practice starting, pausing, and rewinding the audio as you tap away on the keyboard.

#### Week Two

##### Lesson 03 - Understanding Medical Records

*Wednesday*

There are nine report types that medical professionals use most often in both hospitals and clinics. So in this lesson we'll go over a variety of examples of real medical reports. We'll also do a quick review of medical correspondence. Medical letters aren't much different from traditional letters, but since you might not have typed a traditional letter in a while, you might need a refresher. We'll finish the lesson with some specific tips about pathology reports and how to handle numbers and measurements. Then you'll practice transcribing a medical letter and a pathology report.

##### Lesson 04 - Listening Carefully

*Friday*

We'll spend this lesson going over how to listen most effectively, discussing the difference between hearing and active listening. We'll also touch on many of the issues that keep voice recognition systems from replacing humans, including homonyms, synonyms, and antonyms. Then we'll discuss how you can use phonetics and vowel sounds (as well as a few other tricks!) to help you figure out a word or phrase in a muddled recording. Then we'll talk a bit about the radiology department and radiology reports, and we'll finish up by practicing transcribing one in today's assignment.

#### Week Three

**Lesson 05 - Grammar, Sentence Structure, and Punctuation****Wednesday**

Today we're going to talk about some subjects that might make you cringe a little: grammar, sentence structure, and punctuation. But I promise this will be a painless, maybe even enjoyable, journey through some of the basic principles of writing that will help you become a better MT. Then, in our Practice Corner, we'll talk a little more about SOAP notes and then turn our attention to infectious diseases and medications. You'll also have the chance to transcribe a SOAP note and a radiology report in the assignment that accompanies the lesson.

**Lesson 06 - Style****Friday**

We'll continue our examination of writing in this lesson by talking about style from the MT's perspective. When you're transcribing, you must follow editorial directions in spelling, capitalization, and typographical display. And it's those directions that are the style MTs need to be concerned about. I think you'll be surprised at how many different ways you can treat a single word. Should it be capitalized or lowercased? Should you abbreviate it, or should you spell it out? Should your numbers be in digit form or word form? These are the issues we'll be covering in this lesson. Finally, in our Practice Corner, we'll focus on the H&P report, and you'll have the chance to practice transcribing one.

*Week Four***Lesson 07 - Medical Terminology and Spelling****Wednesday**

No matter what you transcribe, one thing is a given: Medical terminology will be a huge part of it. That's what we'll be focusing on today. One thing to remember is that dictators aren't perfect. They might say one word when they actually mean another. Or they might say a word that has a sound-alike word, like *cystitome* and *cystotome*. If you have a good understanding of medical terminology, you can pinpoint the correct word to make sure your transcription is accurate. Then, in our Practice Corner, I'll review the basic nature of heart disease and its treatment. We'll also take a close look at another common disease: diabetes.

**Lesson 08 - Report Formatting and Word Processing****Friday**

A critical component of the MT's work is the way you put your reports together. So in this lesson, we'll talk about how to break up your reports into sections with headings, subheadings, special line spacing, page breaks, and other formatting niceties. We'll also take a closer look at ways you can make your work easier by using word processing shortcuts, AutoText, macros, and templates. Mastering them will make you a faster and more efficient MT! In the Practice Corner, we'll focus on surgical reports. Surgical terminology is important to know, and it's also fascinating to take an inside look at what goes on in the operating room. The assignment for this lesson will include a surgical report to help you put to work all the new knowledge you've gained.

*Week Five***Lesson 09 - Checking Your Work****Wednesday**

Another essential step in transcription is editing and proofreading your work. And that's what we'll concentrate on today. I'll start off by sharing some editing do's and don'ts as well as what to look for when you're proofreading. In our Practice Corner, we'll be covering a disease process that has, in some way, touched virtually everyone: cancer. Once you have an overview of cancer, we'll work on the consultation report. Physicians often ask specialists to further evaluate their patients, especially cancer patients. So this is a common report that you're likely to transcribe regularly. The assignment for this lesson includes a consult report to transcribe, and you'll also get to practice proofreading.

**Lesson 10 - Classification Systems, and Discharge and Death Summaries****Friday**

So far we've focused on the mechanical elements of medical transcription. But there is still a lot you need to know about clinical issues. So this will be a completely clinical lesson. We'll talk about classification systems and their transcription foibles. And now that you have the bones of grammar and style down, we're going to talk about some real bones. We'll begin by discussing information on fractures and spine levels. Finally, in our Practice Corner, we'll discuss discharge and death summaries. They are very similar reports, but we'll take a look at some of their subtle differences.

*Week Six***Lesson 11 - Infections, Blood, and Cells***Wednesday*

This lesson will be similar to the last in that it covers lots of clinical issues. It won't all be clinical, however. There are a few miscellaneous things that I want to make sure I share with you. They don't really fit into neat categories, so I've put them all here. Once we finish with these miscellaneous items, we'll jump back into some clinical issues. We'll be talking specifically about infections. Then we'll turn our attention to smaller parts of the body—cells and blood. Then, in our Practice Corner, you'll see how everything you've learned can come together in an autopsy report. This is probably the longest, most comprehensive report you'll ever come across. And, of course, you'll have the chance to transcribe an autopsy report in the assignment!

**Lesson 12 - The Nuts and Bolts of Working as an MT***Friday*

By now you have the tools and the knowledge you need to dip your toe into the waters of medical transcription. But we still have a couple of big questions to answer. How do you manage your workload? Also, how do you establish yourself as a medical transcriptionist? And do you need more training? Today we'll discuss all the different ways you can work—everything from being an independent contractor all the way up to consultant work. We'll talk about additional training as well. Then we'll take a peek at some of the events on the horizon, and you'll see why this is an exciting time to enter the transcription field. For our final Practice Corner, we'll look at the Health Story Project. It's an initiative to develop standards for integrating narrative reports (like the ones you've been transcribing) into the electronic medical record in a meaningful way—giving them the ability to be searched and to extrapolate data like we have never been able to do before.



# Explore a Career in Medical Transcription

## Course Details

[Course Summary](#)[Catalog Information](#)[Course Details](#)[Syllabus](#)[Instructor Biography](#)[Requirements](#)[Student Reviews](#)

### Instructor Biography

Jennifer Della'Zanna graduated from Albright College in Reading, PA with a Bachelor of Arts degree. With 15 years' experience in the health care industry, she has worked as a medical transcriptionist, receptionist, medical assistant, practice administrator, biller, and coding specialist. She has written and edited courses and study guides on medical coding, transcription, and using technology in health care. She regularly writes feature articles about health issues for online and print publications. Jennifer is a member of the American Academy of Professional Coders and the Association for Healthcare Documentation Integrity.

# Explore a Career in Medical Transcription

## Course Details

[Course Summary](#)[Catalog Information](#)[Course Details](#)[Syllabus](#)[Instructor Biography](#)[Requirements](#)[Student Reviews](#)

### Requirements

- Internet access
- Email
- One of the following browsers:
  - o Mozilla Firefox
  - o Microsoft Internet Explorer (9.0 or above)
  - o Google Chrome
  - o Safari
- Adobe PDF plug-in (a free download obtained at Adobe.com .)

It is recommended that students have prior knowledge of medical terminology and touch-typing before enrolling in this course.

# Explore a Career in Medical Transcription

## Course Details

[Course Summary](#)[Catalog Information](#)[Course Details](#)[Syllabus](#)[Instructor Biography](#)[Requirements](#)[Student Reviews](#)

### Student Reviews

*This course exceeded my expectations. It was everything I was looking for and more. A++ for the instructor. I completed the Medical Secretary Training ( a 9-month course) at a technical college ~ 20 years ago and wanted to see how the industry changed, brush up my skills and decide if this was a career for me. Jennifer is so pleasantly willing to present a vast of array of resources, details, nuances, considerations, and experiences. I have taken a few on-line courses and this by far was the best one.*

*This course gave me information that I did not know even though I've been a medical transcriptionist for almost 9 years. I always learned something new in each lesson and was very informative. The resources given to you for future reference are very useful as well. I enjoyed taking this refresher course and would definitely recommend it to friends and family.*

*I've taken a few ed2go courses, and this has been my favorite one. More than in any of the other courses, each individual lesson felt like something really substantial that packed the maximum amount of information into a concise form. Jennifer Della'Zanna has a perfectly engaging writing style and manages to organize a pretty dense amount of data combining both a general purview of the medical field and the specifics of the transcriptionist's trade. The assignments that allow one to download audio dictation samples to work with also give a good feel for the demands of the profession right from the very beginning.*

*I really enjoyed this course. The instructor was very knowledgeable and informative. She made the material interesting and easy to digest. I particularly enjoyed the practice corners - information one can use in one's life whether working as an MT or not. I would recommend this course and instructor to anyone interested in this subject.*

*I have been a nurse for 24 years with previous MT training. This course is excellent! The information contained within will make your MT experience much easier, faster and so much more enjoyable.*

*Fantastic course and instructor! The content was so much more than just the mechanics of medical transcription. I feel like I got my money's worth ten times over from this class. Immensely educational and enjoyable - and you can't say that about too many classes.*

*I have been a nurse for 24 years with previous MT training. I found this course to be excellent! The information contained within will make your MT experience much easier, faster and so much more enjoyable.*

*I was truly very impressed with this course. Having a nursing background really helped because this course was quite challenging in a positive way. I really enjoyed the material, both the medical and grammar components. The computer formatting advice was greatly appreciated. I will definitely recommend this course and hope to continue with an advanced course, if it is available. It would be my greatest pleasure if I could find employment in this field. Thank you very much.*

*Two thumbs up! Jennifer Della'Zanna was an excellent instructor who presented an excellent course. Her depth of knowledge in medical transcription as well as her knowledge of medical conditions...had me looking forward to Wednesdays and Fridays just so I could learn something new about the field of medical transcription. I have acquired enough information that will allow me to practice what I have learned long after this course ends.*

---

*This course was excellent! The best online course I've taken. It was extremely well organized and the information was presented in a very logical way that was easy to understand. The course gives you all the information you need to determine whether you want to pursue a job in the MT field. The links and resources are excellent. Thank you, Jennifer.*

---



Academic Affairs Office  
COMMUNITY SERVICE OFFERING

Course No. OLMD.1718.032

Course Title: EKG Technician Program

Instructor (print): Career Step -- Online Instructor

**Division Faculty Review**

Bonnie Cury  
Faculty Review Signature

Nursing  
Discipline

4/3/18  
Date

Approved  Denied

Reason \_\_\_\_\_

\_\_\_\_\_  
Faculty Review Signature

\_\_\_\_\_  
Discipline

\_\_\_\_\_  
Date

Approved \_\_\_\_\_ Denied \_\_\_\_\_

Reason \_\_\_\_\_

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Faculty Review Signature

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Approved \_\_\_\_\_ Denied \_\_\_\_\_

Reason \_\_\_\_\_

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Faculty Review Signature

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Discipline

\_\_\_\_\_  
Date

Approved \_\_\_\_\_ Denied \_\_\_\_\_

Reason \_\_\_\_\_

Bonnie Cury  
AP&P Representative Signature

4/3/18  
Date

Approved  Denied

Reason \_\_\_\_\_

[Signature]  
Division Dean Signature

4/9/18  
Date

Approved  Denied

Reason \_\_\_\_\_

Catherine Hart  
C&CS Division Dean Signature

4/16/18  
Date

Approved  Denied

Reason \_\_\_\_\_



Academic Affairs Office  
COMMUNITY SERVICE OFFERING

NUMBER: OLMD.1718.032  
TITLE: EKG Technician Program  
INSTRUCTOR: Career Step – Online Instructor  
HOURS: 31 NUMBER OF MEETINGS: Independent Study  
ENROLLMENT FEE: \$499 MATERIALS/SUPPLIES FEE: Included in fee  
Text / CDs / DVDs / Handouts  
Materials provided for review: Y N  
ENROLLMENT EXPECTED: Ongoing

DESCRIPTION OF OFFERING: Target audience: Those interested in becoming an EGK Technician  
Recommended advisories/pre-requisites/instructor approval: N/A

Course description: Demand for EKG Technicians has increased due to rapidly evolving technology, and the decreasing cost of EKG technology also makes it more accessible for medical providers outside hospitals. This, coupled with the overall shift of healthcare from the inpatient setting to the outpatient setting, is expected to boost the demand for EKG technicians in doctor’s offices and diagnostic facilities. EKG technicians perform a diverse set of skills including measuring basic vital signs; operate an EKG machine and interpret output; perform rapid response procedures such as first aid and CPR; prepare for, perform and monitor EKG testing; and record leads, and identify rhythms. EKG technicians work mostly in hospitals, though increasingly, physician’s offices are hiring for this position. Salaries vary by employer, but reports the middle 50% of EKG technicians earn \$30,764 per year. U.S. Bureau of Labor Statistics reports an expected 22% growth

INSTRUCTOR BIOGRAPHY:

SPECIAL NEEDS:

Facilities:

Audio/Video:

Other:

Need software installed:

ITS notified: \_\_\_\_\_  
Date Signature

ONLINE CLASS:

How offered? Independent study \_\_\_\_\_  
Online instructor \_\_\_\_\_  
Synchronous Only \_\_\_\_\_  
Synchronous and Asynchronous \_\_\_\_\_  
Number of required sessions \_\_\_\_\_  
Hybrid \_\_\_\_\_  
Number of required sessions online vs. face-to-face \_\_\_\_\_

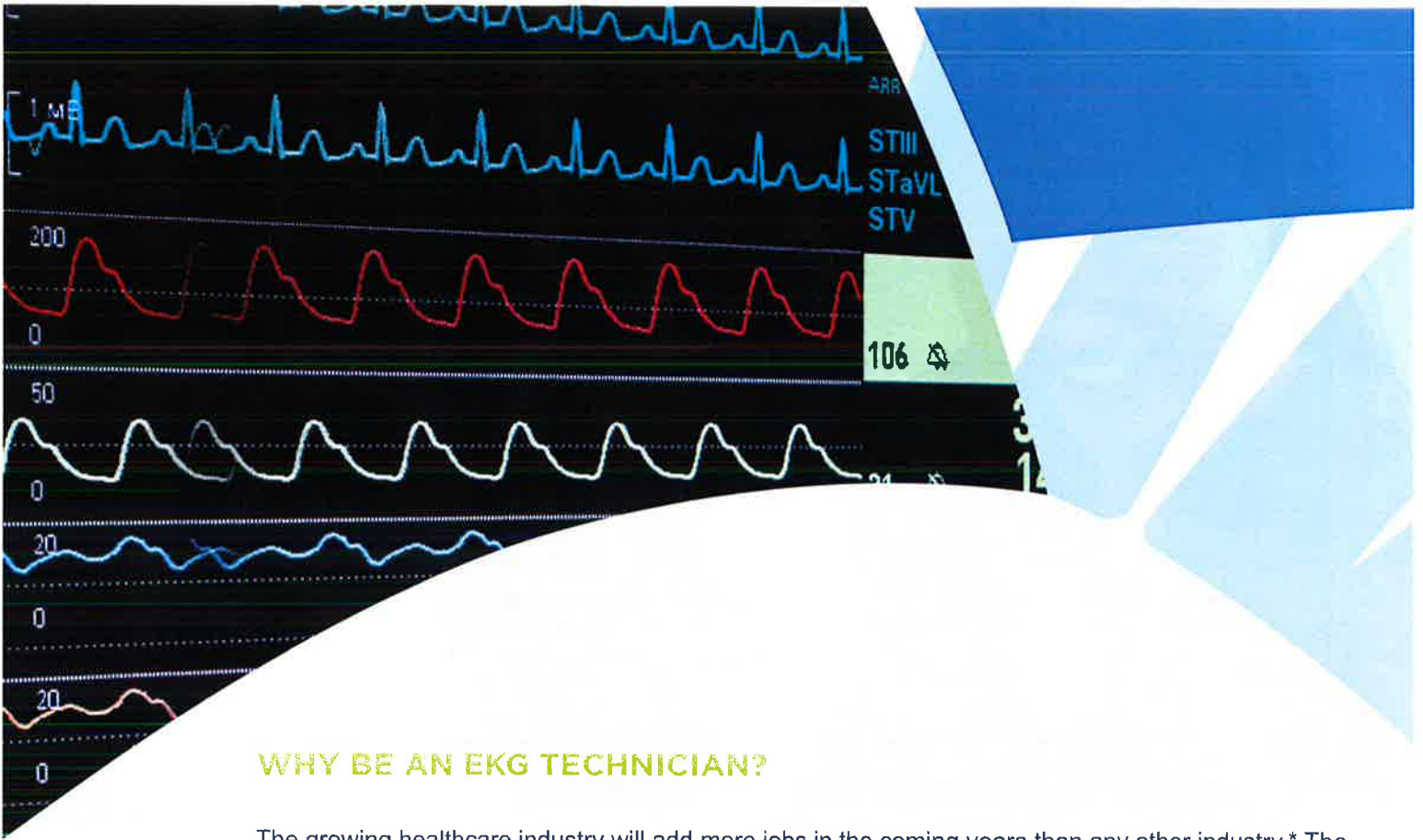
Portal used, web address listed:

Enrollment: Start dates \_\_\_\_\_ Open Y N



# EKG TECHNICIAN PROGRAM





## WHY BE AN EKG TECHNICIAN?

The growing healthcare industry will add more jobs in the coming years than any other industry.\* The U.S. Bureau of Labor Statistics reports there were over fifty thousand cardiology technicians in 2013 and that this occupation, which includes EKG technicians, is expected to experience 22% growth by 2024. Demand for EKG technicians has increased due to rapidly evolving technology, and the decreasing cost of EKG technology also makes it more accessible for medical providers outside of hospitals. This, coupled with the overall shift of healthcare from the inpatient setting to the outpatient setting, is expected to boost the demand for EKG technicians in doctor's offices and diagnostic facilities.

EKG technicians perform a diverse set of skills:

- Measure basic vital signs
- Operate an EKG machine and interpret output
- Perform rapid response procedures such as first aid and CPR
- Prepare for, perform, and monitor EKG testing
- Record leads, and measure and identify rhythms

EKG technicians work mostly in hospitals, though increasingly, physician's offices are hiring for this position. Salaries vary by employer, location, and experience, but PayScale\*\* reports that the middle 50% of EKG technicians earn \$30,764 a year.

\*U.S. Department of Labor, Bureau of Labor Statistics

\*\* [http://www.payscale.com/research/US/Job=Electrocardiogram\\_\(EKG\)\\_Technician/Hourly\\_Rate](http://www.payscale.com/research/US/Job=Electrocardiogram_(EKG)_Technician/Hourly_Rate)



# EKG TECHNICIAN PROGRAM

## WHAT YOU GET WITH CAREER STEP



**In a month or less**, you can be prepared for your new career as an EKG technician! With Career Step, you'll have everything you need to succeed, including comprehensive curriculum developed by industry professionals, the flexibility to train on your own schedule, and live student support.

### COMPREHENSIVE CURRICULUM

Career Step's curriculum was developed by industry professionals with years of experience. The program is specifically designed to give you the knowledge you need to pass the Certified EKG Technician (CET) certification exam offered through the National Healthcareer Association (NHA) and get a job right after graduation. To qualify for exam registration, you will also need to set up a live experience with a local hospital to perform 10 EKGs on a person.

With Career Step, you'll get high-quality education for thousands less than at other schools!

### FLEXIBLE ONLINE TRAINING

We understand the sacrifice it takes to go back to school. That's why we make it as easy as possible by helping you complete your training on your schedule and at a pace that fits your busy life. Online training puts you in control, providing the skills and education you need to succeed as an EKG technician.

### LIVE STUDENT SUPPORT

Career Step's online training format allows you to start anytime, learn on your own schedule, and move through the program as quickly as you want—but you're never alone. We have dedicated Student Advocates available by phone, email, and chat. These advocates have years of professional experience and are here to help you graduate, prepare to earn your CET credential, and successfully move into the workforce. We're committed to helping you achieve your goals, because your success is our success.

## PROGRAM OVERVIEW AND TIMELINE

MODULE	Hours
Program Orientation	1
Healthcare and Cardiovascular Foundations	15
EKG Testing	10
EKG Simulations	4
Final Exam Preparation	1
<b>TOTAL</b>	<b>31</b>



Career Step is incredible! Thanks to the awesome staff, helpful student community, and overall easy-to-follow course, I was able to graduate with honors and find a great job all in under a year! Thank you so much Career Step!  
– Christina, Idaho



**TAKE THE FIRST STEP TODAY!**

**FOR MORE INFORMATION: 1-800-411-7073**  
**ENROLL ONLINE: [CareerStep.com/enroll](https://www.careerstep.com/enroll)**

# EKG TECHNICIAN LEARNING OBJECTIVES



## CURRICULUM LEARNING OBJECTIVES

The EKG Technician program is designed to give students the knowledge and simulations they need to earn their Certified EKG Technician certification after graduation. To qualify for exam registration, students will also need to set up a live experience with a local hospital to perform 10 EKGs on a person.

The learning objectives outlined below provide a map of the knowledge and skills students will gain as they complete each module.

### Program Orientation (1 hour)

- Identify the elements, expectations, and requirements of the program.
- Navigate the program using the pages, menus, and buttons provided.
- Use the program tools, including the study planner, grade book, and completion report. Be able to contact Career Step using communication tools, including phone, email, forums, chat rooms, and social media.
- Identify and use program-specific resources.

### Healthcare and Cardiovascular Foundations (15 hours)

- Describe the roles and responsibilities of patients and providers within the healthcare industry.
- Identify common medical prefixes, roots, and suffixes; identify and properly combine word parts to create medical terms; and learn common abbreviations in a cardiovascular context.
- Recognize and understand basic anatomy, pathophysiology, and specialty practice of the cardiovascular system.
- Obtain basic patient vital signs and initiate CPR and first aid when necessary.

### EKG Testing (10 hours)

- Record and verify leads, maintain and ensure proper functioning of EKG equipment, identify and resolve artifacts from the EKG tracing, and inspect and recognize abnormal or emergent results such as arrhythmias.
- Prepare the patient and apply electrodes for EKG monitoring, stress testing, Holter monitoring, and telemetry monitoring.

### EKG Technician – Simulations (4 hours)

- Tutorial
- Perform an EKG

### Final Exam Preparation (1 hour)

- Identify the steps needed to be eligible for and effectively prepare for and access the final exam.
- Identify the format, restrictions, and policies of final exams, including scoring, retakes, allowed resources, and time limits.



**CareerStep**<sup>TM</sup>

ONLINE EDUCATION & TRAINING SOLUTIONS

DESCRIPTION

OVERVIEW

TUITION

FAQ



REQUEST INFO

First Name

Last Name

Phone

Email

GET INFO

We Value Your Privacy

## Why Consider A Career As An EKG Technician?

The healthcare industry is experiencing fast growth due to a rapidly aging population and the implementation of new healthcare laws. Monitoring EKG rhythms is an essential part of care for patients who experience heart conditions, during physical exams, or in preparation for surgery. Training and certification as an EKG technician is beneficial in many ways:



### Provides an important service

The expertise you provide as an EKG technician is an important part of a patient care plan, especially for the aging population experiencing a higher incidence of heart-related problems.



### Allows for career growth

Becoming a certified EKG technician is a great way to begin your healthcare path. From there you can choose to seek additional training and career advancement as a medical assistant, telemetry technician, cardiovascular technologist, or other healthcare professional.



### Adds high-demand skills

If you're already working in the healthcare industry, adding EKG technician certification is a great skill to add to your arsenal.



### Prepares for part-time or full-time employment

As an EKG technician you'll be able to find a work schedule that suits your needs.

A career as an EKG technician offers the opportunity to **earn a great income** in a growing **healthcare field**.

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ENROLL ONLINE



1-800-411-7075

ENROLL

DESCRIPTION

Based on 507 reviews  
See some of the reviews here.



PILOT

OVERVIEW

understand terms,

customer

TUITION

checked out other schools and came  
to find the other schools...

Carolyn

FAQ

into the  
have it

Cindy M

## Is Career Step The School For Me?

Over 100,000 Career Step students can't be wrong. Choose Career Step, and graduate with the skills you need to start working right away. Career Step offers the following benefits:



### Quick graduation timeline

Some of the largest and most respected healthcare employers in the nation are using Career Step's curriculum to train their employees. Our graduates have even been hired to work remotely right after graduation. Choose training employers prefer!



### Prepare to get CET certification

You'll get the knowledge you need to sit for the Certified EKG Technician (CET) certification exam. To qualify for exam registration, you will also need to set up a live experience with a local hospital to perform 10 EKGs on a person.



### Affordable tuition

With Career Step EKG Technician training, you can develop the expertise you need to excel in your new field for only **\$499**.

Choose Career Step for the quality education you need to secure a **successful EKG technician career** as a EKG technician professional.

ENROLL ONLINE



## EKG TECHNICIAN JOB DESCRIPTION AND EARNING POTENTIAL

### What Will I Be Doing As An EKG Technician?

EKG technicians work in nearly every aspect of healthcare. These trained technicians test the electrical activity of the heart through the proper placement of electrode patches on the patient's body. The resulting EKG rhythm strips provide valuable data used in diagnosing and monitoring patients with heart conditions.

This EKG Technician program will train students to perform the following tasks:

- ▶ Measure basic vital signs and perform rapid response procedures
- ▶ Operate an EKG machine and interpret output
- ▶ Prepare for, perform, and monitor EKG testing

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## How Much Can I Earn As An EKG Technician?

Salaries for EKG technicians vary by employer, geographic location, and experience. Ultimately, the amount you can expect will depend on the type of job you take. You may be able to increase your earning potential by becoming certified.



### Earn a competitive salary

The middle 50% of EKG technicians earn between \$25,000 and \$39,000 a year according to PayScale.



### Improve your chance of getting hired

Certification is not generally a requirement, but employers prefer to hire certified EKG technicians.



### Prepare for a certification exam

Career Step's program will give you the knowledge you need to sit for the Certified EKG Technician (CET) certification exam. To qualify for exam registration, you will also need to set up a live experience with a local hospital to perform 10 EKGs on a person.

ENROLL ONLINE

## EKG TECHNICIAN TRAINING

### How Long Will The Training Take?

Career Step's EKG Technician program includes 31 hours of curriculum and is designed to be completed in **less than a month**. However, the online format allows you to study on your own schedule and at your own pace, so your enrollment includes 3 months of program access to ensure that you have the time you need to complete your training.

### What Will I Be Learning?

The Career Step EKG Technician program covers:

- ▶ Healthcare and cardiovascular foundations
- ▶ Preparing the patient and properly applying electrodes for EKG monitoring
- ▶ Performing an EKG
- ▶ Recording leads and identifying rhythms
- ▶ Stress testing and Holter monitoring

The course includes images, exercises, learning games, and highly interactive simulations to prepare you to work as an EKG technician. In order to qualify for exam registration, you will also need to set up a hands-on experience performing EKGs on a person. You will be required to complete a minimum of 10 EKGs before you take the exam. Check with your local hospital to set up your live experience.

[ENROLL](#)[DESCRIPTION](#)[OVERVIEW](#)[TUITION](#)[FAQ](#)[ENROLL ONLINE](#)

## EKG TECHNICIAN COURSE TUITION

### How Much Does The EKG Technician Course Cost?

Everything you need to succeed is included in one, low tuition payment of **\$499**.

This tuition fee entitles you to 3 months of access to the EKG Technician course. The program is designed to be completed in less than a month of full-time study, so we provide you 3 months of access to give you the freedom to study on the schedule and at the pace that works for you.

A 1-month course extension is available should you feel you need more time to complete the program.

### Are Payment Plans Or Tuition Assistance Available?

Payment options are not available for this course.

### What Is Included With My Training Program?

Everything you need to succeed is included with your Career Step program. You'll have:

- Complete online access to expert-created curriculum

- One-on-one support from your instructors and our technical support team

The EKG Technician program includes 31 hours of curriculum.

[ENROLL ONLINE](#)

## EKG TECHNICIAN PROGRAM FAQs

Get answers to the most common and important questions about enrolling in the EKG program at Career Step. Our FAQs section provides answers to help you make an informed decision about your education.

**Do I need to be certified?**

**What role do EKG technicians play?**

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1 800-411-7873

**What are the advantages of training with Career Step?**

**What kind of skills or experience do I need to enter the Career Step program?**

**What kind of skills and experience do I need to enter the Career Step program?**

**Is Career Step accredited?**

**How is the Career Step EKG Technician program structured?**

**What type of student support does Career Step offer?**

**How long does it take to finish the course?**

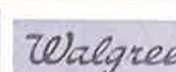
**What materials and computer specifications are required to complete the course?**

**What payment options does Career Step offer?**

**How soon will I receive my materials?**

## Get Started Today. Call 800-411-7073

Find out how Career Step can meet your career training needs today!



### ADDITIONAL RESOURCES

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[BLOG](#)

[DOWNLOADS](#)

[REFERRAL RESOURCE CENTER](#)

[TYPING TEST](#)

[EMPLOYMENT AT CAREER STEP](#)

### CONTACT US

[info@careerstep.com](mailto:info@careerstep.com)

2901 N Ashton Blvd, Lehi, UT 84043

1-800-411-7073

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