

# Healing Touch Career College



## Catalog

January 2, 2017

**4200 Mamie Street, Suite 120  
Hattiesburg, MS 39402  
601-261-0111  
Main Campus**

**5360 I-55 North, Suite 150  
Jackson, MS 39211  
769-251-5181  
Non-Main Campus**

**Licensed by Commission of Proprietary Schools and College Registration (#C-654)  
Nationally Accredited through Accrediting Bureau of Health Education Schools (ABHES #I-193)  
Licensed by the Mississippi State Board of Massage Therapy (# 0107)**

---

## Table of Contents

---

2	<b>Welcome</b>
2	<b>School History and Ownership</b>
2	<b>Professional Affiliation and Accreditation</b>
3	<b>Mission Statement</b>
3	<b>Values</b>
3	<b>Programs</b>
4	<b>Admissions to Healing Touch Career College</b>
6	<b>Student Support Services</b>
7	<b>Program Policies</b>
9	<b>Academic Policies</b>
16	<b>Financial Policies</b>
18	<b>Tuition and Fees</b>
19	<b>Massage Therapy Diploma Program</b>
22	<b>Massage Therapy Course Descriptions</b>
26	<b>Medical Assistant Certificate Program</b>
29	<b>Medical Assistant Course Descriptions</b>
32	<b>Phlebotomy Technician Certificate Program</b>
34	<b>Phlebotomy Technician Course Descriptions</b>
35	<b>Catalog Acknowledgement</b>

### **Addendum**

**Academic Calendar**

**Administration and Faculty**

---

## Welcome

---

The administrators, faculty, and staff of Healing Touch Career College proudly welcome you to our institution. Whether you come directly from high school or from the workforce, we will strive to make your educational experience enjoyable and rewarding. We promise both our students and their future employers to deliver up-to-date comprehensive career training.

---

## School History and Ownership

---

Healing Touch Career College, owned by Mr. Ibrahima Sidibe, was founded in November 2000 as a career training proprietary school. The institution opened its doors offering massage therapy to the first class of 12 students. Since then, we have increased and improved our massage therapy curriculum from a 640 to a 788 clock hour program with additional courses in highly sought after bodywork modalities as well as more hours of A&P and hands-on practical training. In 2011, a medical assistant program was added to the curriculum, broadening our career training opportunities to reach a larger sector of individuals. In December 2012 approval for the Jackson campus was gained; this new campus opened in January 2013. In the fall of 2016 we added a new program of study: Phlebotomy Technician. We now specialize in massage therapy, medical assistant and phlebotomy technician career education.

---

## Professional Affiliation and Accreditation

---

Healing Touch Career College is licensed by the Mississippi Commission on Proprietary Schools and College Registration (CPSCR), license #C-654. The Massage Therapy program is licensed by the Mississippi State Board of Massage Therapy (MSBMT), license #0107. Healing Touch Career College is institutionally accredited through the Accrediting Bureau of Health Education Schools (ABHES) ID #I-193, 777 Leesburg Pike, Suite 314N, Falls Church, VA 22043; Phone 703-917-9503. The college is also a member of the following organizations: American Massage Therapy Association (AMTA), 500 Davis St., Suite 900, Evanston, Illinois, 60201-4444, Phone 847-864-0123; National Certification Board for Therapeutic Massage and Bodywork (NCBTMB), 1901 S. Meyers Rd., Ste. 240, Oakbrook Terrace, IL 60181, Phone 800-296-0664 or 630-627-8000; The Associated Body and Massage Professionals (ABMP), 1271 Sugarbush Drive, Evergreen, CO 80439, Phone 800-458-2267. The college's healthcare training programs are approved by the National Healthcareer Association (NHA) and lead to national certification and credentialing through NHA. In addition, we are a recognized proud provider of American Red Cross Health and Safety Training.

---

## Mission Statement

---

The mission statement for Healing Touch Career College is “The Healing of the Future lies within the Power of Touch”. This mission is accomplished by providing a high standard of ethical and professional career education through quality training and hands-on practice that assures each student will be able to successfully and properly demonstrate with confidence the knowledge and skills needed to become certified and/or licensed trained employees in his or her respective field of study.

**To fulfill this mission, Healing Touch Career College promises to:**

- Provide educational programs of high ethical and professional standards.
- Provide an educational environment that encourages learning.
- Provide student and career services that contribute to student success and future career opportunities.
- Provide experienced, qualified faculty who enhance student achievement.
- Exercise honesty, integrity, and high ethical standards in all college operations.

---

## Values

---

### **Balance**

We believe in creating balance in our students’ personal, educational, and professional growth.

### **Community**

We believe in providing our students with a community of family and friendships.

### **Respect**

We believe in teaching our students respect for our industry, colleagues, peers, family and community.

---

## Programs

---

Massage Therapy Diploma Program - 11 ½ months (50 weeks)

Medical Assistant Certificate Program – 10 months (41 weeks)

Phlebotomy Technician Certificate Program – 9 weeks

---

## Admission to Healing Touch Career College

---

Students interested in taking courses must be admitted to the college prior to registering for or attending classes. The admissions process examines both the academic and personal qualifications of all applicants. To apply for admission to Healing Touch Career College, applicants must contact the Admissions Office. An admissions appointment and tour of the college will be arranged. Failure to follow the required admissions procedures and provide required documents may result in a delay in the application process or denial of admission. All applicants must be at least 18 years old and be a high school graduate or have the equivalent education as indicated by a GED. In all phases of education, students must maintain the following essential characteristics: Empathy; Professionalism; Punctuality; Organizational skills; and a desire to help and care for others.

### **Statement of Non-Discrimination**

Healing Touch Career College does not discriminate in its enrollment practices on the basis of race, religion, national origin, gender or ethnicity.

### **Equal Educational Opportunity**

Healing Touch is committed to the principle of equal opportunity for all students, employees, or applicants for admission or employment. It is the policy of our College not to discriminate on the basis of race, sex, color, national origin, religion, or handicap. Any complaint alleging failure of this institution to follow this policy should be addressed to the Campus Director.

### **Admissions Requirements**

Applicants for admission to all programs must meet the following requirements:

- Be a minimum of 18 years old.
- Be a high school graduate (regionally accredited or state-approved) or have a General Equivalency Diploma (GED)
- Have a valid driver's license (or other government-issued picture ID) and social security card or birth certificate.
- Complete the application and enrollment process.
- Be physically able to perform necessary duties of the profession chosen and display a genuine desire to be employed after graduation.
- Pay the non-refundable application fee of \$25.00.
- Complete and score a 3.5 or higher on a one page essay. The essay is written or typed at the college.
- Attend school orientation.
- Receive and read through our school catalog and student handbook and other required forms.
- Complete the financial aid / payment plan process.

### **How to Apply and Enrollment Process**

Make an appointment to visit the school and meet with a school representative who can answer any of your questions or concerns. The main campus is located in 'The Hattiesburg Technology Center' at 4200 Mamie Street, Suite 120; in Hattiesburg, MS. Our phone number is: (601) 261-0111; fax number is: (601)579-9782. The Jackson Campus is located at 5360 I-55 North, Suite 150, Jackson, MS (769)251-5181 Fax (769) 251-5205. We welcome you to visit us on-line at: [www.healingtouchms.com](http://www.healingtouchms.com) for more information.

### **Transfer of Credit for Previous Training**

Credit is given for previous training after evaluation of the content and extent of the training presented for credit. This decision is made case by case, as a student presents documented proof of study and/or school transcripts. The institution must be accredited by an agency recognized by the United States Department of Education (USDE) or the Council for Higher Education Accreditation (CHEA). Healing Touch Career College does not offer credit for advanced learning or experiential learning. Requests for transfer of credit need to be accompanied by official transcripts of courses listing clock or contact hours, letter grades, and a catalog describing the individual course content. All official transcripts must be mailed directly to Healing Touch Career College. All transferred coursework is for the purpose of graduating from one of our programs.. Transfer credit will only be accepted on a course-by-course basis. Healing Touch Career College does not guarantee the transferability of its credits to any other educational institution. Transferability is up to the receiving institution.

- No transfer credit will be given for “I” Incomplete; “D” Unsatisfactory; “F” Fail; “W” withdrawn grades; “T” transfer from other schools; or “P” pass/fail courses; nor will high school course credit be accepted for transfer of credit.
  - No more than 50% of the courses required for graduation may be transferred. No clinical courses or courses with no direct bearing in the chosen profession will be considered for transfer of credit.
  - Courses not offered at Healing Touch Career College, even though directly associated with an accepted education in the profession will not be considered.
  - Student clinic hours or extern site hours from other programs do not transfer over toward graduation.
  - Transfer credits over five years old will not be accepted. Any transferred credits may be subject to a competency test.
- 
- All applicants must pay a \$25.00 non-refundable application fee to apply for enrollment at Healing Touch Career College. This policy applies for first time, re-entry students and transfer students.

### **Test-out Policy**

A student wishing to test-out of a course must do so before sitting in the class and must attain an 80% or better on the test.

### **Campus**

Healing Touch Career College has a *main campus* located at 4200 Mamie Street, Suite 120, Hattiesburg, MS 39402, in the Hattiesburg Technology Center. This location is on the city transit route with a bus stop in front of the school, providing students this optional transportation. Ample parking is directly in front of the institution. Jackson (non-main) campus is located at 5360 I-55 North, Suite 150, Jackson, MS 39211. This location also is easily accessible for students and has ample parking in the back of the facility. A tour of the site is highly recommended for prospective students.

Office Hours:	8:00am-5:30pm 9:00am-3:00pm	Monday – Thursday Friday
Classroom Hours:	8:30am-9:30pm	Monday – Thursday

### **Internships – Massage Therapy**

Internships are completed at Healing Touch Career College Student Clinic under the supervision of faculty members.

Clinical Internship shifts are available as necessary: 9:00am-7:00pm Friday and Saturday

### **Externships – Medical Assistant & Phlebotomy**

Clinical Externship shifts follow the externship site schedules.

---

## **Student Support Services**

---

### **Student Support**

Healing Touch Career College is committed to the highest quality of education and support for our students. Our policy is to treat every student equally with care and understanding.

Healing Touch Career College does not provide residential housing. Healing Touch Career College will assist students in locating housing whenever possible.

### **Student Appreciation**

Healing Touch Career College hosts a student appreciation event each school quarter to introduce new students and encourage student activities on campus. Students are recognized by classmates, instructors and administration for achievement in the following areas:

Most Improved Student	This award made by program faculty, recognizes a student or students who made the most improvement during the previous quarter.
Honors Recognition	This award recognizes students with a GPA of 3.75 or higher the previous quarter.
Student of the Quarter	This award is designated to one student per program of study as the “student of the quarter”. The recipient is chosen by the administration, faculty and staff. Attributes of the student chosen are: leadership, professionalism, ability to succeed, and team work.

### **Academic Advising**

Students who are admitted to Healing Touch Career College are entitled to formal academic counseling by the Campus Director. Please contact the college to schedule an appointment. The Campus Director will also be available for advising regarding transcript evaluation and transfer credits.

### **Career Services**

Career Services’ goal is to help each student maximize his/her employment opportunities by providing advice, guidance, and assistance in the following areas:

- Resume, cover letter, professional/bio writing and review
- Job seeking
- One-on-one career counseling
- Interviewing techniques
- Job marketing strategies
- Job lead generation and more

Healing Touch Career College offers unlimited job placement assistance throughout their profession to both current students and graduates in good standing. However, the school cannot guarantee employment. New students are informed of the availability of career services during orientation.

Our Career Services Department continually seeks opportunities to bring together employers and graduates. Job leads are generated and provided to graduates and current students.

Career Services works diligently to assist our graduates to help them in their job search.

---

## Program Policies

---

### **Facility**

Both the Hattiesburg and Jackson campuses provide comfortable classroom settings with illustration boards, audio-visual equipment, and learning aides. Space is provided for hands-on practice, computer training and medical labs complete with training simulators, teaching manikins, medical lab equipment and ample practice supplies. A student learning resource center and break room is also provided for students' use.

### **Program Delivery**

Healing Touch Career College offers all educational programs and services residentially and is taught in English only.

### **Student Conduct Policy**

In an effort to provide the best possible learning atmosphere for all students, Healing Touch Career College subscribes to a high quality of adult student conduct, which is reflective of today's high standards for career education and professional employment. The college will address all student misconduct on an individual basis. However, the following basic rules and guidelines are provided for all students to follow in order to maintain good standing at the school. Failure to comply may result in termination from his/her program of study.

- Good manners, good judgment, common sense, and respect for others are expected.
- Participation in cheating of any kind, on any course requirement, is prohibited including falsifying information, times, or signatures.
- Removal from the school or any willful abuse of equipment, property, supplies, or books is prohibited.
- Taking property that belongs to others is prohibited.
- Weapons are not permitted on campus.
- Unsatisfactory progress, combined with a negative attitude and lack of interest will be addressed, confidentially, with the student by the Campus Director.
- Gambling on school property is prohibited.
- Insubordination and/or disruptive conduct will not be tolerated.
- Excessive tardiness or absenteeism may result in termination.

- Failure to make scheduled school payment commitments on due dates will result in termination.
- Failure to abide by the Drug/ Alcohol Free school policy as set forth by "The Drug-Free Schools and Communities Act Amendment of 1989", enacted in Public Law 101 – 226, will not be tolerated. This law provides for the enforcement of all existing local, state, and federal laws regarding the illicit use of drugs and the abuse of alcohol by students. Therefore, students found to be allegedly distributing and/or using illegal drugs and/or abusing alcohol will be both disciplined by the school and reported to the appropriate law enforcement officers.

### **Professional Dress Code Policy**

The following policy is intended to be fair and beneficial to all concerned. Students must wear appropriate scrubs and closed-toe shoes. Attire must remain in appropriate professional appearance and be maintained at all times. Clothing must be clean and odor free. Any tattoos must be covered, and no piercing jewelry may be visible except for a maximum of two in the ear lobe only. Earrings may be no longer than one inch. Any student reporting to class inappropriately dressed and/or improperly groomed will receive a verbal warning. If student continues to report to class in the same manner, the student may lose attendance and academic credit and may be asked to leave class which may lead to suspension.

### **Internships/Externships**

Students are required to dress in professional attire (Healing Touch Career College scrubs). Avoid using perfumes, colognes, heavily scented lotions, and body sprays. Please take extra precautions in removing any smoking odors from clothing, hair, skin, and breath.

### **Externship Dismissal Process**

Dismissal Procedures: In severe cases, it may be determined that a student should be removed from the clinical externship site immediately. In such instances, the party expressing the concern (either the site supervisor or faculty supervisor) provides notification to the college specifying the reason for dismissal and the date of termination.

If a student is dismissed from her/his position, the faculty supervisor will, in consultation with the Director of Career Services, determine whether the student will have the opportunity to seek another externship site or not. The preliminary decision will be sent to the Campus Director and the student will be notified in writing of the final decision.

Further, students who are not authorized to seek another clinical externship site will be dismissed from their program of study and from Healing Touch Career College.

Appeal Process: The student may appeal the decision to the Campus Director by submitting a request in writing. If the Campus Director determines the appeal may be successful, the student must successfully address concerns along with developing an action plan; a scheduled meeting to discuss the situation will follow. If appropriate, other administrative staff members may attend the scheduled meeting. The purpose of the meeting is to explain the concerns that have been documented and, if appropriate, to create a suggested plan for resolution of the concerns.

On rare and exceptional occasions, the college may grant a dismissed student permission to resume his or her studies at the college. Because readmission occurs rarely, the college advises dismissed students to make alternative educational and career plans.

Note: A student may only be dismissed from 2 clinical externship sites before being dismissed from the college and must await a probationary waiting period of 6 months before the student is able to be readmitted to the college.

### **Student Resource Center**

The Student Resource Center provides students a quiet place to study, or locate career related books, reference texts, and study guides. Computers are provided to allow students internet access for research related to employment and school work.

### **Internet Policy**

Use of the college computers to access or view pornographic or other offensive materials is prohibited. This policy prohibits any conduct which is harmful, obstructive, disruptive, or interferes with the educational process.

### **Student-To-Faculty Ratio**

In order to provide the highest educational standards, all classes are limited in size. To keep the student/faculty ratios most appropriate to deliver effective education, the ratio for lectures classes is 20:1 and lab classes are 10:1.

In the event of extenuating circumstances, the Campus Director may grant exceptions to certain school policies and procedures.

---

## **Academic Policies**

---

### **Attendance**

Students are expected to attend all class meetings of courses in which they are enrolled. A minimum of 90% attendance is required, and students are still responsible for completing incomplete work.

According to Mississippi State Law (rule 9.15), "if a student misses more than 10% of any course for any reason, the specific coursework missed must be repeated", to comply with this law, Healing Touch Career College requires makeup in class with an instructor present for any absences over 10%, otherwise the student will be dropped from the course in question and must pay for, retake and pass the course to qualify for graduation. If absences in a course exceeds 30% without makeup having occurred, the student fails the course and must pay for, retake and pass the course to qualify for graduation.

If a student misses 14 consecutive calendar days, excluding holidays and official school breaks, and is not on an approved leave of absence (see leave of absence policy), the student will be dismissed from the program; and any tuition refund will be calculated according to Mississippi State regulations or Federal Title IV refund calculations.

Any student experiencing extenuating circumstances or attendance problems may be scheduled for an attendance review conference with his/her instructor and the Campus Director to determine the necessary action required to assure the student will graduate with the knowledge he/she deserves to have gained from attending this training institution. As a result of this meeting, it is possible that the student may be put on academic probation or dismissed. A student who stops attending class for 14 consecutive calendar days without securing official withdrawal approval will automatically receive a "W" or a "WF" in the course(s) and be dropped from the program.

- Students are required to attend scheduled lectures and practice labs; complete directed study assignments; participate in clinical training and take examinations at the times designated. If any circumstance prevents this, it is the student's responsibility to inform the course instructor.
- A student must report personal illness, an emergency or official absence to the course instructor before any scheduled lecture, lab or examination and must arrange with the instructor a date and time to turn in assignments and/or directed study work (including all projects, workbooks, etc.) and take missed exams within two weeks after the absence.
- A student who is absent from a final examination, without the approval of the course instructor, will receive an exam grade of zero (F), and the final grade will be averaged accordingly.

### **Excessive Absences**

If excessive absences occur, the student will need to meet with the Campus Director to evaluate his or her status and commitment to the program. As a result of this meeting, an appropriate resolution will be outlined. It is possible for a student to be put on attendance probation or dismissed if it is determined they do not have an adequate commitment to the program. Unexcused absences on exam days will result in a letter grade drop on the exam.

### **Leave of Absence**

Students who are enrolled are eligible to take an approved leave of absence. A leave of absence must be more than 5 days and cannot exceed 180 days.

Any request for a leave of absence must be submitted in writing. A leave of absence may be approved for reasonable purposes that are acceptable to the Campus Director and with the reasonable expectation that the student will return to the school. Examples are serious health issues, serious family issues, pregnancy, incarceration, and military duty. If the student fails to return on the scheduled return date the student will be automatically terminated and a refund made under the cancellation and refund policy. Any student, who fails to return from the leave and is a recipient of Title IV benefits, may experience negative effects regarding the student's loan repayment terms, including the exhaustion of some or all of the student's grace period. The effective date of termination shall be the last date of the leave of absence.

### **Program Withdrawal**

A student who wishes to withdraw from a program at Healing Touch Career College must submit a written request with reason(s) for withdrawal, date and sign the letter, and deliver the letter to the Campus Director. An exit interview will be conducted, whereupon the student will be informed of his/her options of a pro-rated tuition adjustment (refund) or applying for a leave of absence.

The student is required to clear all obligations in order to receive a withdrawal in good standing. Failure to comply with this policy means that the College may not honor any request for transcripts, letters of recommendation, request for information, and/or re-admission.

### **Grading**

Grading is based on total scores from assignments, exams, class participation, clinical internships and externships. A passing grade is a C or higher. Students who fail a course are required to retake the course to receive credit towards program completion. Grades are decided on the following scale:

Grade	Percentage
A	90%-100%
B	80%-89%
C	70%-79%
F	Below 70%
W	Withdrawn (Counts toward Rate of Progress but not CGPA)
WF	Withdrawn Failing (Counts towards both Rate of Progress and CGPA)
Transfer Credit	Counts toward Rate of Progress but not CGPA

Minimum standards for successful completion of programs require a student to maintain a “C” average or a minimum of 70% or higher in each topic of study presented in the program.

A student who is withdrawn from a class will receive a ‘W’ grade unless he/she has completed at least 75% of the class in which case he/she will receive a ‘WF’ grade.

### **Incomplete Coursework**

All course requirements must be completed by the last day of the course. However, if a student experiences extenuating circumstances, the student must contact his/her instructor. At the instructor’s discretion, a student who has demonstrated satisfactory attendance and assignment completion will be allowed up to two weeks for delayed completion of the course.

### **Make-Up**

Students making-up work should coordinate with the Program Lead prior to attending. Full participation is required at all times; therefore, if a make-up student is unable to fully participate, he/she will not be allowed to make up the session. Healing Touch Career College will fund up to 80 make-up hours for a student. Any make-up hours above 80 will be funded by the student out-of-pocket.

### **Course Repeats**

Students must repeat any course in which a grade of ‘F’ (below 70%) is earned. If the student needs to repeat a course and the course is not currently scheduled, the student must retake the course the next time it is offered. A student may be allowed to continue with other classes that do not have the failed course listed as a prerequisite requirement. If the student successfully repeats the course in which he/she earned a grade of ‘F’, ‘W’, or ‘WF’, only the highest grade earned will be used to calculate the Cumulative Grade Point Average (CGPA). If a student wishes to challenge a grade, he or she must do so within three class days using the complaint/grievance procedures below.

In addition, the student is responsible for purchasing any new books/materials/supplies required for the course.

### **Pass/Fail Courses and Remedial Courses**

Healing Touch Career College does not provide courses graded on the basis of Pass/Fail, nor does it offer remedial or non-credit courses.

### **Complaint/Grievance Procedure**

Healing Touch Career College has implemented the following grievance procedure steps to handle any complaint or grievance (*other than academic suspension*) a student may have that is relative to actions of school instructors or officials.

- First, the student should try to resolve the issue with the individual involved.
- Second, if the student feels that the matter is not resolved, he or she may bring it to the attention of the Dean of Students or Lead Instructor.
- Third, if the student feels that the matter is not resolved, he or she may bring it to the Campus Director in the form of a written complaint. A conference will be scheduled with any student filing a complaint in an effort to bring a satisfactory resolution.
- Fourth, if the student feels the complaint is not resolved, he or she may bring it to the CEO/President.
- Any student who has properly proceeded with the first four steps of the grievance policy and still feels that he or she has been treated unfairly by the college may then advance to contacting the Better Business Bureau through email at <http://www.bbb.org/>.

If a complaint cannot be resolved after exhausting the College's grievance procedure, the student may write to the state:

State of Mississippi Commission on  
Proprietary School and College Registration  
3825 Ridgewood Road  
Jackson, MS 39211

Finally, if a complaint continues to be not resolved, a student may contact in writing either of the following associations as deemed necessary:

Mississippi State Board of Massage Therapy  
P.O. Box 20  
Morton, MS 39117

and/or

Accrediting Bureau of Health Education Schools  
7777 Leesburg Pike, Suite 314 N.  
Falls Church, Virginia 22043

### **Satisfactory Academic Progress Policy**

Healing Touch Career College requires students to make satisfactory academic progress (SAP) toward graduation. Satisfactory Academic Progress (SAP) is measured by using quantitative and qualitative standards.

Quantitative progress is measured by Rate of Progress:

- A student must successfully complete 90% of all clock hours attempted for each course.
- Credits that are transferred from another institution will be used to calculate Rate of Progress: credits attempted and completed.
- Student must complete the program within 150% of the normal program length in weeks of instruction. For example, a student completing a Massage Diploma program requiring 788 clock hours and 50 weeks may attempt an additional 394 clock hours to complete that program but must complete the program within 75 weeks.

Qualitative progress is measured by Cumulative Grade Point Average (CGPA).

Cumulative Grade Point Average

Grades are decided on the following scale:

Grade	Percentage
A	90%-100%
B	80%-89%
C	70%-79%
F	Below 70%
W	Withdrawn (Counts toward Rate of Progress but not CGPA)
WF	Withdrawn Failing (Counts towards both Rate of Progress and CGPA)
Transfer Credit	Counts toward Rate of Progress but not CGPA

- A student must maintain a minimum CGPA of 2.0 or higher.
- If a student repeats a course, the highest grade will be used in calculating CGPA.

SAP will be evaluated at the completion of every two courses. The college will consider students to be making SAP if the following criteria are met at each SAP evaluation point:

- The student must have earned a cumulative grade point average of at least 2.00 in order to maintain satisfactory academic progress.
- At the final SAP evaluation point, the student must have earned a minimum grade of 70% or better in each course in order to graduate. In order to pass each course, the student must have attended at least 90% of the course hours. The final SAP evaluation point occurs at the end of 150% of the normal program length in weeks or program completion, whichever comes first.

### **Academic Probation**

A student will be placed on academic probation for failure to meet the requirements at any SAP evaluation point, except the last SAP evaluation point. Failure to meet requirements by the last SAP evaluation point will result in the student being withdrawn from the program.

The length of probation will be for the following two-course period, at the end of which the student's progress will be evaluated. If the student has not shown progress towards meeting the requirements of SAP at the end of the probationary period, the student will be withdrawn from the program. If at the end of the probationary period, the student shows progress towards meeting the SAP requirements, the student will be allowed to continue. A student will be allowed only one academic probation during the program.

### **Appeal Process**

If a student disagrees with the application of any satisfactory progress standards, or with a determination related to academic progress, he/she must submit an appeal in writing to the Campus Director within five calendar days of the notification. The appeal must be accompanied by documentation of the mitigating circumstances that have prevented the student from attaining SAP. The Campus Director will schedule a review for the student with an Academic Appeal Committee, which consists of the Director of Financial Aid, the Campus Director, the Program Lead and/or instructor. The student will receive written notification of the Committee's decision. The Academic Appeal Committee decision is final and may not be further appealed.

If the Committee decides to reinstate the student, the student will be brought back on "Academic Probation" status. Upon reentry, the student must abide by the terms and conditions set forth in the Committee's letter granting the appeal. All the conditions of probation, as stated above, apply.

### **Re-Entry Policy**

Students who have previously attended Healing Touch Career College may apply for re-enrollment. Applications are reviewed and accepted on a case-by-case basis. A student applying for re-enrollment must write a letter stating the circumstances for not completing the program and document the changes that have occurred in his/her situation that would allow him/her to complete the program.

Students with balances from a previous enrollment must meet with the Director of Financial Aid before applying for re-enrollment. If accepted, the student must complete an Application for Admission, pay the application fee, and complete a new Enrollment Agreement.

If a student is re-admitted, the student is responsible for purchasing any new books/materials/supplies required. The student may be required to repeat courses if the course has changed during the student's time of withdrawal.

## **Academic Suspension**

All students are expected to attend classes regularly and maintain a satisfactory level of academic achievement. The College reserves the right to suspend or dismiss any student who:

- Uses or is under the influence of alcoholic beverages or illegal drugs on or adjacent to the college property
- Fails to meet attendance standards
- Fails to maintain satisfactory academic progress
- Displays conduct that is disruptive or detrimental to fellow students, other individuals, the community, or the college
- Fails to meet the financial obligation to the college

In addition to full suspension, a two- or three-day suspension may be imposed by the Campus Director. The absences incurred and any tests missed due to the suspension may not be made up. This suspension is without further obligation or liability on the part of the College, except compliance with the appeal process and the tuition refund policy.

## **Transcripts**

Transcripts are available to students who have satisfied their financial obligation to the college. To obtain a transcript you must fill out a transcript request form with the Registrar's Office.

## **Graduation**

Upon successful completion of a training program, Healing Touch Career College may award the following:

- **Diploma** for successfully completing the Massage Therapy program.
- **Certificate** for successfully completing the Medical Assistant program.

*The college also recognizes student achievement by issuing the following awards at each graduation:*

- **High Honors Recognition**  
This graduate earned an "A" in the program and achieved the highest GPA awarded in his/her class; must display leadership ability; and must have demonstrated outstanding clinical skills. One award is given per class.

## **Graduation Requirements**

To qualify for graduation, a student must successfully complete all program requirements that were in effect when the student enrolled at Healing Touch Career College. Therefore, a student must complete all areas of the program with a cumulative grade point average of 2.0 or better and must complete at least 90% of the course hours. In addition, the student must satisfy all financial obligations to the school and participate in an exit interview with the Financial Aid Department.

## **STARS**

Grades and attendance are entered by instructors in the STARS Student Information System. STARS is a program that allows students 24 hour access to their grade and attendance records via the internet.

### **Financial Aid**

Healing Touch Career College is approved for Federal Title IV Financial Aid, which includes Pell Grants, Direct Loans, and Parent plus Loans. The financial aid process can take a few weeks and is a part of the admissions requirement. Students are encouraged to start the process as early as possible. Self-pay options and payment plans are also available.

Students needing assistance completing the financial aid application should contact the Director of Financial Aid at 601-261-0111 for the Hattiesburg campus and 769-251-5181 for the Jackson campus. Financial Aid representatives are committed to helping all students develop personalized financial plans and budgets for attending college.

### **Payment Policies**

All tuition and applicable fees are due and payable as specified by the student's payment action. There will be a late fee if payment is not received consistent with the terms of the student's chosen financial option. There will be a fee for checks returned for any reason; student will be required to pay all future charges in cash, credit cards, cashier's check or money order.

Students are required to clear any indebtedness to Healing Touch Career College before grades or transcripts will be issued or diploma/certificate awarded. All costs of collection, court fees and reasonable attorney's fees will be added to delinquent accounts collected through third parties.

### **Payment Options**

#### **Tuition Payment in Full**

Students may choose to pay for their education in full before class begins or choose to make Payments while in school.

### **Tuition Payment Option**

Any student informed by the Financial Aid Director that a balance will be owed to the school after all approved financial aid is posted to the student account ledger is required to meet with the Business Office Manager and set up a payment plan for this balance.

### **Delinquent Payment Policy**

A student who is unable to meet his/her commitment for tuition payments will be referred to Campus Director for determination of the student's ability to remain in the College. A student will be withdrawn from the College for non-payment of tuition.

### **Refund and Cancellation Policies**

According to Section 75-60-18 of the Mississippi Proprietary School and College Registration Law: When refunds are due, they shall be made within thirty (30) days of the last day of attendance. All refunds shall be made without requiring a request from the student and within thirty (30) days from the date that the institution terminates the student or determines withdrawal by the student based on last day of attendance. In any event, all refunds shall be made within sixty (60) days of the student's last day of attendance. Any unused portion of fees and other institutional charges shall be refunded as follows:

*(a) Refunds for Classes Canceled by the Institution.*

If tuition and fees are collected in advance of the starting date of a program and the institution cancels the class, one hundred percent (100%) of the tuition and fees collected shall be refunded. The refund shall be made within thirty (30) days of the planned starting date.

*(b) Refunds for Students Who Withdraw on or Before the First Day of Class.*

If tuition processing fees are collected in advance of the starting date of classes and the student does not begin classes or withdraws on the first day of classes, no more than One Hundred Dollars (\$100.00) of the tuition and processing fees may be retained by the institution. Appropriate refunds for a student who does not begin classes shall be made within thirty (30) days of the class starting date.

*(c) Refunds for Students Enrolled Prior to Visiting the Institution.*

Students who have not visited the school facility prior to enrollment will have the opportunity to withdraw without penalties within three (3) days following a documented attendance at a regularly scheduled orientation or a documented tour of the facilities and inspection of the equipment. Institutions are required to keep records of students' initial visits or orientation sessions.

*(d) Refunds for Students after Instruction has Begun.*

Contractual obligations beyond twelve (12) months are prohibited. The refund policy for students attending proprietary institutions who incur financial obligations for a period of twelve (12) months or less shall be as follows:

If a student withdraws or is discontinued after instruction is begun during the first Quarter of any program the school may retain no more than:

- (0%) of the quarter's tuition if the termination is during the first week of instruction; or
- (25%) of the quarter's tuition if the termination is during the second week of instruction; or
- (50%) of the quarter's tuition if the termination is during the third week of instruction; or
- (75%) of the quarter's tuition if the termination is during the fourth week of instruction; or
- (100%) of the quarter's tuition if the termination occurs after the fourth week of instruction.

If a student withdraws or is discontinued after instruction is begun during the second or any subsequent quarter of Program the school may retain no more than:

- (25%) of the quarter's tuition if the termination is during the first week of instruction; or
- (50%) of the quarter's tuition if the termination is  
During the second week of instruction; or
- (75%) of the quarter's tuition if the termination is during the third week of instruction; or
- (100%) of the quarter's tuition if the termination occurs after the third week of instruction.

The total tuition charges shall be divided evenly among the quarters. A quarter equals one fourth (1/4) of the total program of instruction hours.

A full refund minus the application fee will be made if withdrawal is prior to class starting. After classes have begun, a refund will be based on the number of hours completed to the total course hours. All refunds will be paid directly to students within 30 days of termination. Healing Touch Career College requests that students withdraw in writing. A full refund will be made if the school does not admit the student.

The Campus Director of Healing Touch Career College reserves the right to terminate any student for any of the reasons described in the Student Conduct Policy of the College Catalog. These reasons include but are not limited to: misconduct, continued substandard attendance and/or continued substandard academic progress. A student terminated will receive a tuition credit or refund according to the refund Policy detailed above.

**Federal Return of Title IV Funds Policy – Title IV Students Only**

Students who withdraw from or are terminated by the College prior to completing more than 60% of the enrollment period will have their eligibility for aid re-calculated based on the percent of the enrollment period completed. For example, a student who withdraws completing 30% of the enrollment period will have earned only 30% of any Title IV Aid received for that enrollment period. The college and/or the student must return the remaining 70% to the proper aid programs. Title IV Aid is earned in a pro-rated manner on a per diem basis up to and including the 60% point of the enrollment period. Title IV Aid is viewed as 100% earned after this point.

---

**Tuition and Fees**

---

**Tuition**

Massage Therapy Diploma Program Tuition	\$13,100.00
Medical Assistant Certificate Program Tuition	\$10,900.00
Phlebotomy Technician Certificate Program	\$900.00

**Fees**

Application Fee (non-refundable)	\$25.00
Official Transcript Request (first two are free)	\$10.00
Reissued Diploma	\$20.00
Returned Check	\$25.00

Healing Touch reserve the right to adjust tuition or fee rates within the scope of the guidelines, rules and regulations of the Mississippi Commission of Proprietary Schools and College Registration and the State of Mississippi Board of Massage Therapy.

---

## Massage Therapy Diploma Program 788 Clock Hours

---

Healing Touch Career College is an exciting place to study and learn about massage. Massage therapy is about intention, commitment, spirituality, and holism. Our mission is to foster high standards of ethical and professional massage therapy practices. Through high quality education and training, the competency of the practitioners of massage and body work are achieved. Our college is dedicated to the personal and professional development of our students and to the advancement of the profession of massage therapy. We aim to create graduates who are highly competent at entry-level work in the field of massage.

Our program consists of coursework in the training of massage therapy, as well as clinical internship that is conducted on our college premises. The massage courses and internship are taught concurrently. Classroom hours consist of lecture, discussion, demonstrations, and hands-on practice in a wide variety of massage techniques. The classroom environment assists in students developing their massage skills, desirable habits and attitudes, and on-the-job training.

The cost of the program includes: required textbooks, lab supplies, 3 sets of scrubs, oil bottle and belt harness, and the Medical Law Exam and MBLEx fee.

The clinical internship program provides inexpensive massage and spa treatments to the public. It is designed to provide a real-life educational experience for our students, who work on clientele in a supportive and safe environment. Their confidence and skills expand while they learn the many intricate aspects of practicing massage therapy.

Students also have opportunities to provide massage at community events like health conferences, athletic races, and fundraisers. These are important opportunities to educate and serve the public, and those in need in our community.

Once all program requirements are attained, including the successful completion of 788 clock hours, all financial obligations are met, students are considered a graduate of Healing Touch Career College. At this time, the students may attend the graduation ceremony and receive their diplomas. Once students graduate from Healing Touch Career College, they are eligible to apply for state licensure as a massage therapist. Current information on Mississippi state licensure can be found at [www.msbmt.state.ms.us](http://www.msbmt.state.ms.us)

Graduate therapists of our program entering the market place can choose to be self-employed, or obtain jobs in any of the work environments listed below: •Acupuncture and acupressure clinics •alcohol/drug rehabilitation programs •airports •athletic teams •chiropractic offices •clients' homes •corporations •cruise ships •film and TV production companies •hair salons •health and wellness clinics •health/fitness clubs •health expos •hospitals •home offices •medical centers •on site at book stores and health food stores •physical therapy clinics •psychology clinics •resorts and retreats •retirement and nursing homes •ski and recreational areas •spas •sports medicine and rehabilitation facilities •tanning salons •trade shows •holistic healing centers

**The program’s objectives are to ensure the students will:**

- Be able to perform a full body massage
- Be able to palpate and identify muscles, bones, bony landmarks, major organs, nerves, the twelve superficial meridians, and the energetic assessment points
- Be knowledgeable of the major systems of the body, the effects of massage therapy on these systems and the indications and contraindications of massage therapy as it relates to these systems
- Be knowledgeable in the basic concepts of hydrotherapy and cryotherapy, sports massage, neuromuscular therapy, reflexology, prenatal/infant massage, and shiatsu
- Be able to incorporate self-care skills including body mechanics, awareness of fold energetics, stretching and strengthening exercises for the twelve meridians and major muscle groups, breath awareness, stress management skills, and business management skills
- Be knowledgeable in the practice of CPR/First Aid
- Be prepared to sit for the MBLEx
- Be trained in the laws and regulations governing massage and able to pass the required licensing test.
- Be qualified to find employment in the area of massage therapy

**Program Schedule**

Healing Touch Career College offers both a day program and a night program in massage therapy. Both programs offer a total of 788 clock hours. The day or night program is an 11 1/2 month program (50 weeks).

The **12 month day or night** program is on the following schedule:

1 <sup>st</sup> – 12 <sup>th</sup> month	Monday-Thursday	8:30AM-12:00PM 6:00PM-9:30 PM
Clinical Hours (Scheduled by Appointment)	Friday Saturday	9:00AM-7:00 PM 9:00AM-7:00 PM

**Massage Therapy Program Outline**

**Science of the Human Body**

<b>Course Number</b>	<b>Course Name</b>	<b>Clock Hours</b>
CS 100	College Success	8
SC 101	Anatomy and Physiology	116
SC 102	Kinesiology	52
SC 103	Pathology	32
SC 105	CPR/First Aid/HIV Awareness	8
	Subtotal	<b>216</b>

**Massage Theory/Practicum**

MT 100	Introduction to Massage Therapy	40
MT 101	Swedish Massage	40
MT 102	Deep Tissue Massage	36
MT 103	Neuromuscular Therapy	36
MT 104	Sports Massage	40
MT 105	Prenatal and Infant Massage	24
MT 106	Eastern Modalities	64
MT 107	Spa Therapies and Reflexology	48
MT 108	Massage Law, Legislation and Ethics	16
MT 109	Career Management and Marketing	24
MT 110	Craniosacral Therapy	12
MT 111	On-Site Massage	20
MT 112	Lymphatic Drainage Massage	16
MT 113	Licensure Exam Review	24
	Subtotal	<b>440</b>

**Clinical**

CL 100	Introduction to Massage Clinical Internship	8
CL 101	Massage Clinical Internship	124
	Subtotal	<b>132</b>
	<b>Total Hours</b>	<b>788</b>

---

## Massage Therapy Course Descriptions

---

### **CS 100**

#### **College Success**

**8 Clock Hours**

Prerequisites: None

This course introduces students to the skills, characteristics, and habits that will help them be successful in a college environment and future careers. Topics include time management, problem solving, goal setting, note taking, and a range of success skills.

### **SC 101**

#### **Anatomy and Physiology I**

**116 Clock Hours**

Prerequisites: None

This Course examines the structure and function of the human body. Cells, tissues, and all the body systems will be surveyed. The skeletal, muscular, and nervous systems will be detailed.

### **SC 102**

#### **Kinesiology**

**52 Clock Hours**

Prerequisites: SC 101

This course continues the examination of the anatomy and physiology of the human body with specific emphasis on the origins, insertions, and corresponding actions of specified muscles.

### **SC 103**

#### **Pathology**

**32 Clock Hours**

Prerequisites: SC 101

Students study the origins, processes, development and consequences of disease. Emphasis is placed on topical or skin disorder identification for massage therapists.

### **SC 105**

#### **First Aid/CPR/HIV Awareness**

**8 Clock Hours**

Prerequisites: None

Students will be trained and certified in Cardio-Pulmonary Resuscitation/First Aid. This course will be taught by instructors of the American Red Cross, and will provide basic skills designed for health care practitioners. Students will also receive a seminar on AIDS and the HIV virus to help them make informed decisions with regard to potential clients, and better understand the risks and ways to protect themselves.

### **MT 100**

#### **Introduction to Massage Therapy**

**40 Clock Hours**

Prerequisites: None

Students learn basic body mechanics, table protocol, proper draping techniques, history and contraindications of massage, use of oils, and the fundamental techniques of Swedish massage.

### **MT 101**

#### **Swedish Massage**

**40 Clock Hours**

Prerequisites: MT 100

Students learn advanced integrative techniques for injured areas and how to promote healing. Other massage techniques are taught such as all the variations of effleurage, petrissage,

friction, tapotement, vibration, joint mobilization, range of motion, acupressure points, and SOAP charting.

### **MT 102**

#### **Deep Tissue Massage**

**36 Clock Hours**

Prerequisites: MT 101

Deep Tissue Massage is a continuation of Swedish Massage. Techniques such as neuromuscular and myofascial release will be addressed. As a tool for treatment, students will learn to recognize muscle origins and insertions and how to visually evaluate a physical body and its structural patterns. Students will be given case studies to work on in groups for which they will be asked to develop specific treatment plans, origin and insertion techniques, and myofascial release methods. Students also learn charting and documentation including CPT codes for billing.

### **MT 103**

#### **Neuromuscular Therapy**

**36 Clock Hours**

Prerequisites: MT 102

This course focuses on both the nervous and the muscular systems. The student learns systematic techniques for treatment of acute and chronic muscle pain and spasm as based on the neuromuscular therapy methods developed by Paul St. John.

### **MT 104**

#### **Sports Massage**

**40 Clock Hours**

Prerequisites: MT 101

Students will learn and practice major components tailored to enhance athletic performance and promote wellness; i.e. pre-event warm up and post-event stabilization, massage techniques, stretches and exercises for different types of sports activities, injury prevention, and caring for specific sports problems.

### **MT 105**

#### **Prenatal and Infant Massage**

**24 Clock Hours**

Prerequisites: MT 101

Students learn special approaches and techniques to be used while performing massages on pregnant mothers, including techniques of infant massage for alleviation illnesses such as colic, hypersensitivity, and promoting maturation of the nervous and immune systems.

### **MT 106**

#### **Eastern Modalities**

**64 Clock Hours**

Prerequisites: MT 101

This course will introduce students to eastern modalities. Topics include: introduction to eastern philosophies, acupressure, yin, yang, qi, twelve meridians, introduction to qi, chakras, and ayurvedic treatments.

### **MT 107**

#### **Spa Therapies and Reflexology**

**48 Clock Hours**

Prerequisites: MT 100

During this course, students will learn the history of hydrotherapy, the benefits of water, and its effects on the skin. They will also learn the rehabilitative and therapeutic practices associated with water treatments. Aromatherapy, herbal body wraps, mud treatments, salt glow exfoliation, as well as their contraindications will be covered. Students will also be

instructed in massage techniques specifically for the hands and feet, which correspond to organs and regions in the body.

**MT 108**

**Massage Law, Legislation and Ethics**

**16 Clock Hours**

Prerequisites: None

Students will become familiar with licensing requirements on the local and state level. They will also learn requirements for licensure in Mississippi and for the board comprehensive exam. Business ethics and professional guidelines of conduct and boundaries for licensed massage therapists as well as unethical and illegal behavior will be discussed. Students will learn ways to handle sensitive situations that may arise when working with clients who have survived physical, emotional, or sexual abuse. They will be introduced to techniques that constitute appropriate touch, and how to refer clients to qualified health care practitioners.

**MT 109**

**Career Management and Marketing**

**24 Clock Hours**

Prerequisites: None

This course will acquaint students with careers in massage, including how to start their own independent practice as well as working for established businesses such as health clubs, spas, hotels, hospitals and clinics. Topics will include promotion, advertisement, public relations, telephone sales, and demographics.

**MT 110**

**Craniosacral Therapy**

**12 Clock Hours**

Prerequisites: MT 101

This course provides instruction on the structure and function of the craniosacral system, and how to palpate the craniosacral rhythm. As part of the course students will master the 10-step protocol to release strained patterns in the para spinal fascia and cranial membranes.

**MT 111**

**On-Site Massage**

**20 Clock Hours**

Prerequisites: MT 100

During this course students will learn how to perform on-site seated massage techniques on a client's back, neck, shoulder, arms and hands. Students will learn how to perform an on-site massage protocol. Students will also be familiar on how to conduct an interview with clients, and familiar with breathing and centering techniques when performing an on-site massage protocol.

**MT 112**

**Lymphatic Drainage Massage**

**16 Clock Hours**

Prerequisites: MT 101

Lymphatic massage is a soothing massage modality that removes toxins and strengthens the immune system. It is good for lymphedema, neuro-muscular disorders, headaches, congestions, post-operative pain and adhesions. Course includes discussion of the anatomy and physiology of the lymph system and benefits and contraindications of lymphatic massage. Hands-on training provided with protocols for the face, neck, arms, legs, abdomen, chest/breast area and back of the body for lymphatic drainage.

**MT 113**

**Licensure Exam Review**

**24 Clock Hours**

Prerequisites: Successful completion of all classes

This course is a comprehensive review of the core science courses, massage modalities, professional standards, ethics, and business practices. It is designed to prepare the students to sit for the national certification examination.

**CL 100**

**Introduction to Massage Clinical Internship**

**8 Clock Hours**

Prerequisites: MT 101

Students will learn various ways to communicate effectively and properly during and after an interview with clients. Students will also learn SOAP charting and documentation including CPT codes for billing.

**CL 101**

**Massage Clinical Internship**

**176 Clock Hours**

Prerequisites: CL 100

Healing Touch Career College offers to the public inexpensive massage by their interns as a way for students to build on their classes and work in a more realistic setting. Each student will be required to complete 300 total hours in a supervised clinical setting, which includes practical hands-on one-hour massage therapy sessions and one-hour class time for instruction and evaluation of the hands-on sessions. Students may only enter this phase of their training once they have acquired the necessary technical ability. Students are given follow-up and feedback from a practitioner during clinical practice, which allows them to gain reflectivity with regard to their work-in-practice. In addition, the clinic allows students to develop their own style, professional attitude, rapport with prospective clients, and communication skills, as well as, build confidence in themselves as future massage practitioners. They will develop skills and practice finishing a massage in an allotted time frame, draping, different body types, individual massage preferences, and learn to maintain files and records.

---

## Medical Assistant Certificate Program 674 Clock Hours

---

This program is designed to train adult students to enter the allied health profession as a Medical Assistant. Students will be prepared for entry-level employment in medical facilities and clinics. Medical Assistants represent one of the most rapid growing fields in healthcare. Certified Clinical Medical Assistants are in demand and employment opportunities are numerous in the medical community.

Students begin with fast track classes designed to introduce the student to the healthcare profession. A strong foundation for a healthcare career begins by introducing the fundamentals of medical terminology, psychology, anatomy, pathophysiology, medical law and ethics. Medical front office procedures, medical insurance, computer usage and data entry skills are practiced. Healthcare business management and organizational structure models are discussed. Attributes of professionalism, customer service, and communication skills are also reinforced. Back office skills are practiced in medical laboratory procedures, phlebotomy, electro cardiology (EKG), and pharmacology. CPR, First Aid, AED, for adults, children and infants, certification cards will be issued upon completion of course requirements.

A career practical externship is a feature of this program design that allows the student exposure to an actual employment environment in their field of study. This exposure helps condition the student to easily make the transition from the classroom lab to employment as a medical assistant. During the externship, the extern must prove competency by performing front office and clinical duties, such as patient scheduling, telephone communications, medical records, patient billing, triage, patient management, venipuncture blood draws, capillary draws, perform diagnostic tests, assist physician, provide patient education and perform office treatments as directed by physician. The extern will be expected to demonstrate his/her ability, knowledge and skills to work at a contracted extern clinic as a Medical Assistant. Extern performance is evaluated by an extern-site supervisor.

The cost of the program includes: required textbooks, lab supplies, 3 sets of medical scrubs, 1 white lab coat, 1 stethoscope, and the CCMA National Certification Exam fee.

Upon graduation, students may choose to take the National Exam administered through The National Healthcareer Association (NHA), a member of The National Organization of Competency Assurance (NOCA) - Washington, DC.

### **The program's objectives are to ensure the students will:**

- Learn the organizational structure of a medical clinic, how it is staffed and the role of the Clinical Medical Assistant.
- Ability to communicate effectively with other medical professionals.
- Understand CLIA waived testing.
- Demonstrate knowledge of medical terminology.
- Understand the vascular system, its functions, common disorders, and common diagnostic tests ordered.
- Perform basic medical math accurately.

- Understand and practice attributes of professionalism, and customer service.
- Will demonstrate procedure performance skills in: OSHA - Universal standard precautions; hand washing; the use of PPE (Personal Protective Equipment); triage, patient management, venipuncture blood draws, capillary draws, performance of main clinical diagnostic tests, demonstrate the appropriate way to dispose of sharps and medical waste.
- Understand the principles of quality assurance and quality control (QA & QC) and become familiar with clinical quality control protocols.
- Be able to maintain and set up the clinic equipment and supplies.
- Learn the proper use, cleaning and maintenance of clinical equipment.
- Demonstrate an understanding of the chain of infection.
- Understand the legal and ethical issues present in the healthcare profession, as well as the patient's bill of rights, patient confidentiality, informed consent, and the disclosure of patient information.
- Be able to provide patient education, assist physician and perform office treatments, as directed by physician.
- Master the skills required to collect blood from the patient safely, without patient discomfort, and accurately to render reliable tests results as quickly as possible.
- Demonstrate knowledge of collection tubes, top colors, additives, order of draw, and the diagnostic tests that can be run from each tube.
- Demonstrate the ability to perform the following common diagnostic clinical laboratory tests:
  - Urinalysis-three part routine UA, sedi-stain technique
  - Hematology – CBC, Blood Smear, Wright Stain, hemoglobin measurement, ESR
  - Coagulation studies - PT and PTT
  - Microbiology – Bacteria, virus, fungi, protozoa, parasites, Gram stain technique, C&S
  - Chemistry - Chem profiles or panels, glucose, GTT, electrolytes, lipids, enzymes, drug testing and pregnancy testing
- Understand cardiovascular anatomy: the structure and function of the heart, the electrical properties of the heart, and the components of the conductive system.
- Be able to identify and define the components of the electrocardiograph.
- Demonstrate knowledge of the cardiac cycle and its components.
- Demonstrate knowledge of the monitoring leads for a twelve lead EKG.
- Be able to identify normal sinus rhythm, including rate, regularity, shape and deflection of waves, complexes and intervals.
- Recognize artifacts and the common causes.
- Be able to recognize and be able to identify ectopy on an EKG.
- Be able to recognize and identify all major sinus and atrial dysrhythmias.
- Be able to perform an electrocardiogram analysis and provide differential diagnosis from the analysis.
- Be able to identify EKG indications for therapeutic intervention.
- Demonstrate knowledge and skills in respiratory care, radiology procedures, and medical documentation, basic nursing care for ambulatory patients and pharmaceutical knowledge and safe delivery of medications.
- Define and understand abnormal behavior patterns.
- Demonstrate patient empathy.
- Identify and discuss developmental stages of life.
- Identify and appropriately respond to patients with special needs.
- Demonstrate the skills of computer knowledge and data entry.
- Demonstrate a working knowledge of medical records and documentation.

- Demonstrate good telephone and communication skills.
- Demonstrate knowledge of the operation and routine maintenance of front office equipment.
- Perform patient scheduling on computer.
- Demonstrate knowledge of medical insurance procedures and patient billing.
- The MA extern will demonstrate his/her ability, knowledge and skills to work at the designated clinical externship site as a Medical Assistant and his/her performance will be evaluated by the extern supervisor.
- Prepare a professional resume' and meet with student and career services for employment assistance.

### Program Schedule

Healing Touch Career College offers both a day program and a night program in medical assistant. Both programs offer a total of 674 clock hours. Classes are held 4 hours a day Monday – Thursday for 10 months (41 weeks). Clinical externships are conducted at contracted medical clinics and are scheduled the same hours as a full time medical assistant employee.

Day Classes	Monday-Thursday	8:30AM-12:30PM
Eve Classes	Monday-Thursday	5:30PM-9:30 PM

### Medical Assistant Program Outline

Course Number	Course Name	Clock Hours
PSY 101	Psychology of Human Relations	24
MDT101	Medical Terminology	48
MAP 102	Medical Anatomy and Physiology	80
MED 103	Medical Law and Ethics	40
CMA 101	Clinical Office Procedures	24
MED 112	Pharmacology	48
EKG 110	Electrocardiogram Theory	48
MKB 110	Keyboarding	24
PHL 101	Basic Phlebotomy	32
ML 101	Medical Laboratory Procedures	40
CD 101	Career Development	24
MET 201	Medical Insurance	36
CMA 102	Medical Office Business Procedures	36
MET 211	Externship	160
CMA 212	Licensure Exam Review	10
<b>Total Hours</b>		<b>674</b>

---

## Medical Assistant Course Descriptions

---

### **PHL 101**

#### **Basic Phlebotomy**

**32 clock hours**

Prerequisite: MAP 102

This course focuses on the specialized area of Phlebotomy. The student advances their knowledge of the cardiovascular system to understand the anatomical organization of the vascular system. Emphasis is placed on developing venipuncture skills, accurate collection techniques, knowledge and practice of standard precautions, appropriate collection tube selection, proper specimen handling transport, as well as, collection by syringe method, butterfly method, and skin puncture.

### **CD 101**

#### **Career Development**

**24 clock hours**

Prerequisite: NONE

This course provides a foundation for career planning and life skills. Emphasis is placed on job interview skills, resume writing and how to search for employment.

### **CMA 101**

#### **Clinical Office Procedures**

**24 clock hours**

Prerequisite: NONE

This course is designed to introduce the student to the responsibilities of ambulatory patient care. Basic nursing skills are taught and performance is demonstrated in lab. Emphasis is placed on triage skills, patient management, diet and nutrition, physical exam skills, OSHA and patient education.

### **EKG 110**

#### **Electrocardiogram Theory**

**48 clock hours**

Prerequisite: MAP 102

This course advances the student's knowledge of assisting with diagnostic procedures in various medical specialties. The mechanism of cardiac cycle and conduction pathway introduce the specialized field of electrocardiography. Students will learn the components of an electrocardiograph and be able to perform an electrocardiogram analysis and provide differential diagnosis from the analysis.

### **MET 211**

#### **Externship**

**160 clock hours**

Prerequisite: All courses in program, excluding review, must be successfully completed, prior to externship assignment

This course is designed to transition the medical assistant student from a classroom lab setting into the healthcare environment. The externs will perform 160 hours of supervised, non-compensated medical assistant duties at an approved healthcare clinic. The course is designed to combine all the knowledge and skills the medical assistant has learned and demonstrate these skills.

### **MKB 110**

#### **Keyboarding**

**24 clock hours**

Prerequisite: NONE

This course introduces the student to basic keyboarding skills. The student will practice typing and data entry on the computer keyboard.

**MAP 102**  
**Medical Anatomy and Physiology** **80 clock hours**  
Prerequisite: NONE  
This course focuses on the anatomical structure, function and diseases of the human body. Study is directed to the body systems, emphasizing the system components and functions, as well as, focusing on diseases that affect each system.

**MET 201**  
**Medical Insurance** **36 clock hours**  
Prerequisite: MAP 102, MDT 101  
This course acquaints students with different types of insurance, including government programs of Medicare, Medicaid, worker's compensation and disability. Practical approaches to medical billing and coding are introduced.

**ML 101**  
**Medical Laboratory Procedures** **40 clock hours**  
Prerequisite: MAP 102  
Students will study laboratory equipment, by name, function, and maintenance. They will review proper handling procedures for specimens, common diagnostic tests performed, and reporting/documentation procedures.

**MED 103**  
**Medical Law and Ethics** **40 clock hours**  
Prerequisite: NONE  
This course introduces and discusses medical legal and ethical issues, as these concepts are governed by state and federal laws and regulations. Medical records are discussed and accurate documentation is practiced.

**CMA 102**  
**Medical Office Business Procedures** **36 clock hours**  
Prerequisite: MKB 110  
This course introduces the student to the business management and administrative procedures of a medical office. The students will practice keyboarding skills as they demonstrate data entry, patient scheduling, computer basics, as well as, operation of office equipment, telephone skills, and medical records.

**MDT 101**  
**Medical Terminology** **48 clock hours**  
Prerequisite: NONE  
This course introduces the language of medicine. Medical terms are studied by interpreting prefixes, combining root words and suffixes. Emphasis is placed on correct recognition and interpretation of medical terms.

**MED 112**  
**Pharmacology** **48 clock hours**  
Prerequisite: MAP 102  
This course provides the student a strong foundation in medical math and metric conversions

necessary to perform proper medication administration. The student will learn the common classifications of medications and utilize the PDR.

**PSY 101**

**Psychology of Human Relations**

**24 clock hours**

Prerequisite: NONE

This course emphasizes communicating with patients and establishing relationships to meet patient needs.

**CMA 212**

**Licensure Exam Review**

**10 clock hours**

Prerequisite: All courses in program, excluding externship, must be successfully completed, prior to review. This course provides a comprehensive review for the National Healthcareer Certification Exam.

---

## Phlebotomy Technician Certificate Program 206 Clock Hours

---

This program is designed to train interested students to enter the allied health profession of Phlebotomy Technician. Students will be prepared for entry-level medical laboratory phlebotomist positions. Graduates of this program may seek employment in a variety of medical laboratories including hospital and physician offices. This specialized training program focuses on the primary role of the Phlebotomy Technician which is to collect blood from the patient safely without patient discomfort, and accurately to render reliable test results as quickly as possible. The program will begin with introducing phlebotomy, ethical, legal, and regulatory issues, basic terminology and the cardiovascular system as it relates to phlebotomy. OSHA safety and infection control are emphasized, as well as documentation, HIPAA guidelines, specimen handling, and transportation. Then study will move into the skill training by introducing blood collection equipment, and discussion about recognizing potential complications. Skills are developed in venipuncture procedures and capillary collection. The student will also learn about special collections and pediatric and geriatric procedures. Since the phlebotomist is an integral member of the healthcare team who is involved with direct patient contact, attributes of professionalism, customer service, communication skills, quality assurance and control, as well as legal and ethical issues are emphasized. The student will also train at a contracted clinical externship site for 100 hours to strengthen their phlebotomy skills and make the transition from a classroom/lab setting to an actual clinical lab.

The program is designed as a fast track education program for adult students who wish to complete their career education as soon as possible, but takes into account that these students often have non-academic responsibilities that must be managed during their career education process.

Therefore, classes will be taught four days a week to allow for fast completion, but only four hours a day to give the adult students time to manage family responsibilities and/or their current job. Class times may vary to accommodate the need for both day and night students. Students will be given a 10-minute break each hour. Day classes are held from 8:30 am to 12:30 pm, and evening classes are held from 5:30 pm to 9:30 pm.

### **The program's objectives are to ensure the students will:**

- Understand and accept the responsibility of the Phlebotomy Technician profession Be able to communicate effectively with other medical professionals
- Demonstrate knowledge of medical terminology as it relates to phlebotomy and the cardiovascular system
- Understand the cardiovascular system, its functions, and identify common diagnostic tests ordered
- Understand and practice attributes of professionalism, customer service, HIPAA guidelines, OSHA, quality assurance and control
- Understand the legal and ethical issues present in the medical laboratory and phlebotomy profession
- Recognize the organization of the medical laboratory and the professionals involved in

- its operation
- Master the skills required to collect blood from the patient safely, without patient discomfort, and accurately to render reliable test results as quickly as possible  
Practice correct collection techniques as they relate to choice of tubes containing additives and requirements for handling and transport to lab

**Program Schedule**

Healing Touch Career College offers both a day program and a night program for Phlebotomy Technician. Both programs offer a total of 206 clock hours. The day or night program is a 9 week program. The Phlebotomy Technician Program is a resident program.

The 9 week day or night program is on the following schedule:

Day Classes (1 <sup>st</sup> -6 <sup>th</sup> week)	Monday-Thursday	8:30AM-12:30PM
7 <sup>th</sup> -9 <sup>th</sup> week	Monday-Friday	8:00AM – 5:00PM
Eve Classes (1 <sup>st</sup> -6 <sup>th</sup> week)	Monday-Thursday	5:30PM-9:30 PM
7 <sup>th</sup> -9 <sup>th</sup> week	Monday – Friday	8:00AM- 5:00PM

**Phlebotomy Technician Program Outline**

Course Number	Course Name	Clock Hours
PHL 100	Phlebotomy Practice and Procedures	100
PHL 200	Phlebotomy Technician Externship	100
PHL 210	Comprehensive Exam Review	6

---

## Phlebotomy Technician Course Descriptions

---

### **PHL 100**

#### **Phlebotomy Practice and Procedures**

**100 Clock Hours**

Prerequisites: None

This course focuses on the specialized area of Phlebotomy. Study will begin by introducing Phlebotomy, ethical, legal, and regulatory issues, basic terminology and the cardiovascular system as it relates to phlebotomy. OSHA safety and infection control are emphasized, as well as documentation, HIPPA guidelines, specimen handling, and transportation. Then study will move into the skill training by introducing blood collection equipment, and discussion about recognizing potential complications. Skills are developed in venipuncture procedures and capillary collection. The student will also learn about special collections and pediatric and geriatric procedures. Attention is placed on attributes of professionalism, customer service, communication skills, quality assurance and control, as well as, legal and ethical issues.

### **PHL200**

#### **Phlebotomy Technician Externship**

**100 ClockHours**

Prerequisites: PHL 100

This course is designed to transition the phlebotomy student from a classroom lab setting into the healthcare environment. The externs will perform 100 hours of supervised, non-compensated phlebotomy duties at an approved healthcare clinic.

### **PHL210**

#### **Comprehensive Exam Review**

**6 ClockHours**

Prerequisites: PHL 200

This one day, six hour class reviews phlebotomy classes and information the student has studied. The review also gives students the opportunity to organize notes, review material and clarify any topics that might have been misunderstood. This comprehensive review will reinforce the knowledge the students have acquired.

---

## Catalog Acknowledgement

---

All of the information in this College catalog is current and correct. Healing Touch Career College reserves the right to make changes in the course content, equipment, materials, organization, policy, or curriculum, as circumstances dictate, subsequent to publication. The College expects students to have knowledge of information presented in this catalog and in other school publications. Please note that policy changes and catalog updates are made periodically.

Healing Touch Career College operates in compliance with the following: Title IV (The Civil Rights Act), Title IX (Discrimination on the Basis of Sex), The Equal Credit Opportunity Act (Discrimination in Lending), and The Age Discrimination Act.

Healing Touch Career College certifies that this catalog is true in content, school policy and requirements for graduation.

On behalf of Healing Touch Career College, we would like to thank you for allowing us to be part of your educational pursuit.

**Ibrahima S. Sidibe, President & CEO**

**Healing Touch Career College**  
4200 Mamie Street, Suite 120  
Hattiesburg, MS 39402  
601-261-0111  
Main Campus

**Healing Touch Career College**  
5360 I-55 North, Suite 150  
Jackson, MS 39211  
769-251-5181  
Non-Main Campus