



Agenda

Allied Health Advisory Committee

Lake Tahoe Community College

Wednesday October 25th, 2017

3:00 – 4:30PM

Board Room

- Welcome and Introductions
- Program Overview/Updates:
 - Dental Assisting & Radiology (gold)
 - Emergency Medical Responder (green/white)
 - Emergency Medical Technician (blue/white)
 - Medical Office Assistant: Administrative (pink/brown)
 - Phlebotomy (purple)
 - Physical Therapy Aide (peach)
- Student Learning Outcome Assessments
- Perkins
- General Discussion

2016-17 ANNUAL PROGRAM REVIEW

Dental Assisting

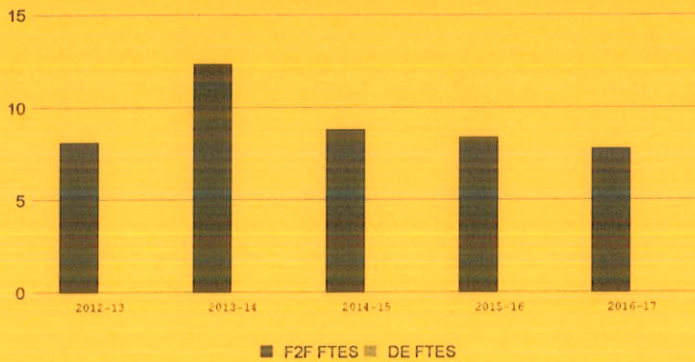


DENTAL ASSISTING SUMMARY

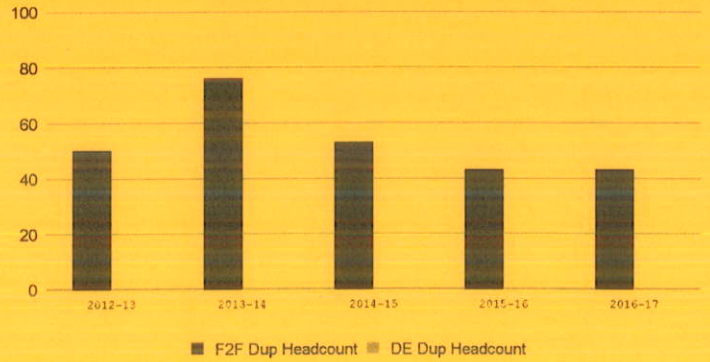
This report contains data from Academic Year (AY) 2012 to 2016. Information on program size based on full-time equivalent students (FTES), Student Success, and Student Achievement are presented below.

	Total Sections	F2F Sections	Dist Ed Sections	Total FTES	F2F FTES	Dist Ed FTES	Total Duplicated Headcount	F2F Duplicated Headcount	Dist Ed Duplicated Headcount
2012-13	3	3	0	8.09	8.09	0.00	50	50	0
2013-14	3	3	0	12.32	12.32	0.00	76	76	0
2014-15	3	3	0	8.76	8.76	0.00	53	53	0
2015-16	3	3	0	8.36	8.36	0.00	43	43	0
2016-17	3	3	0	7.76	7.76	0.00	43	43	0
4-Yr Chg (12-13 to 16-17)	0.0%	0.0%	---	-4.1%	-4.1%	---	-14.0%	-14.0%	---
1-Yr Chg (15-16 to 16-17)	0.0%	0.0%	---	-7.2%	-7.2%	---	0.0%	0.0%	---

RESIDENT FTES



DUPLICATED HEADCOUNT



2016-17 ANNUAL PROGRAM REVIEW

Dental Assisting

DEMOGRAPHICS

	2012-13		2013-14		2014-15		2015-16		2016-17	
	N	%	N	%	N	%	N	%	N	%
Male	3	8.6%	0	0.0%	0	0.0%	2	10.0%	3	15.8%
Female	32	91.4%	35	100.0%	23	100.0%	18	90.0%	16	84.2%

	2012-13		2013-14		2014-15		2015-16		2016-17	
	N	%	N	%	N	%	N	%	N	%
African American	1	2.9%	1	2.9%	0	0.0%	0	0.0%	1	5.3%
Asian	2	5.7%	3	8.6%	1	4.3%	0	0.0%	1	5.3%
Hispanic	12	34.3%	9	25.7%	12	52.2%	14	70.0%	7	36.8%
Native Amer/Alaska Native	0	0.0%	0	0.0%	0	0.0%	0	0.0%	1	5.3%
White Non-Hispanic	20	57.1%	21	60.0%	10	43.5%	5	25.0%	9	47.4%
Two or more races	0	0.0%	1	2.9%	0	0.0%	1	5.0%	0	0.0%

	2012-13		2013-14		2014-15		2015-16		2016-17	
	N	%	N	%	N	%	N	%	N	%
Age < 25	20	57.1%	21	60.0%	15	65.2%	17	85.0%	15	78.9%
Age 25 - 49	14	40.0%	13	37.1%	8	34.8%	3	15.0%	4	21.1%
Age 50 +	1	2.9%	1	2.9%	0	0.0%	0	0.0%	0	0.0%

	2012-13		2013-14		2014-15		2015-16		2016-17	
	N	%	N	%	N	%	N	%	N	%
Median Age	22		22		24		19		20	
Youngest	16		16		15		17		15	
Oldest	51		52		42		27		49	

2016-17 ANNUAL PROGRAM REVIEW

Dental Assisting

2016-17 COURSE STATISTICS

DENTAL ASSISTING PRODUCTIVITY* (2016-17):	237.93
% FULL TIME INSTRUCTORS** (2016-17):	0%
% ADJUNCT INSTRUCTORS** (2016-17):	100%

FACE TO FACE		Sections Offered	Cancel %	FT % **	Adjunct % **	Avg Census Enroll	Avg End of Term Enroll	Retention % ***	Success % ***	FTES	WSCH	FTEF	Productivity
HEA-147A	Dental Asst & Radiology-Pt 1	1	0.0%	0%	100%	10.0	9.0	90.0%	100.0%	1.56	88	0.17	176.00
HEA-147B	Dental Radiology- Part 2	1	0.0%	0%	100%	17.0	17.0	100.0%	100.0%	3.38	162	0.20	272.00
HEA-147C	Dental Radiology-Part 3	1	0.0%	0%	100%	16.0	15.0	93.8%	80.0%	2.81	152	0.20	256.00
Total		3	0.0%	0%	100%	14.3	13.7	95.3%	92.7%	7.76	402	0.56	

DISTANCE EDUCATION		Sections Offered	Cancel %	FT % **	Adjunct % **	Avg Census Enroll	Avg End of Term Enroll	Retention % ***	Success % ***	FTES	WSCH	FTEF	Productivity
			---					0.0%					---
Total			---					0.0%					

* Excludes Summer, noncredit, work experience, internship, and cancelled sections

** Excludes summer assignments. Based on instructional workload and the percentage of workload assigned under full-time contracts versus adjunct contracts

*** Withdrawal and success statistics exclude noncredit classes.

2016-17 ANNUAL PROGRAM REVIEW

EMT/EMR

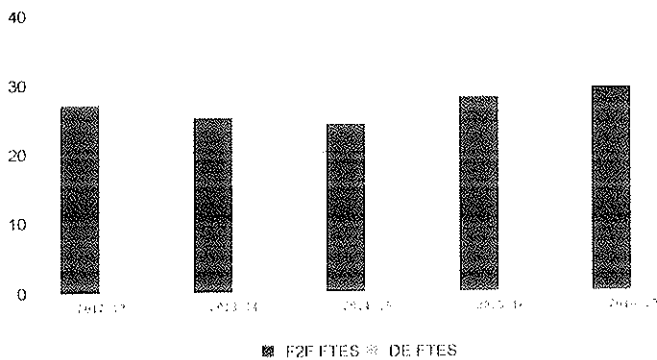


EMT/EMR SUMMARY

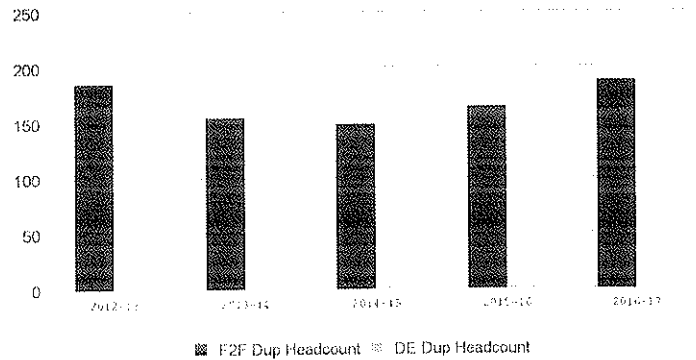
This report contains data from Academic Year (AY) 2012 to 2016. Information on program size based on full-time equivalent students (FTES), Student Success, and Student Achievement are presented below.

	Total Sections	F2F Sections	Dist Ed Sections	Total FTES	F2F FTES	Dist Ed FTES	Total Duplicated Headcount	F2F Duplicated Headcount	Dist Ed Duplicated Headcount
2012-13	16	16	0	26.87	26.87	0.00	185	185	0
2013-14	13	13	0	24.95	24.95	0.00	154	154	0
2014-15	15	15	0	24.02	24.02	0.00	148	148	0
2015-16	15	15	0	27.84	27.84	0.00	163	163	0
2016-17	11	11	0	29.19	29.19	0.00	187	187	0
4-Yr Chg (12-13 to 16-17)	-31.3%	-31.3%	---	8.6%	8.6%	---	1.1%	1.1%	---
1-Yr Chg (15-16 to 16-17)	-26.7%	-26.7%	---	4.9%	4.9%	---	14.7%	14.7%	---

RESIDENT FTES



DUPLICATED HEADCOUNT



2016-17 ANNUAL PROGRAM REVIEW

EMT/EMR

DEMOGRAPHICS

	2012-13		2013-14		2014-15		2015-16		2016-17	
	N	%	N	%	N	%	N	%	N	%
Male	121	70.8%	98	66.2%	90	66.7%	116	73.0%	110	61.1%
Female	48	28.1%	49	33.1%	44	32.6%	42	26.4%	65	36.1%
Unknown	2	1.2%	1	0.7%	1	0.7%	1	0.6%	5	2.8%

	2012-13		2013-14		2014-15		2015-16		2016-17	
	N	%	N	%	N	%	N	%	N	%
African American	0	0.0%	1	0.7%	1	0.7%	1	0.6%	1	0.6%
Asian	3	1.8%	2	1.4%	3	2.2%	4	2.5%	3	1.7%
Hispanic	38	22.2%	32	21.6%	24	17.8%	36	22.6%	43	23.9%
Native Amer/Alaska Native	4	2.3%	1	0.7%	0	0.0%	0	0.0%	1	0.6%
Pacific Islander	1	0.6%	0	0.0%	0	0.0%	0	0.0%	0	0.0%
White Non-Hispanic	117	68.4%	105	70.9%	97	71.9%	109	68.6%	121	67.2%
Two or more races	7	4.1%	6	4.1%	9	6.7%	7	4.4%	10	5.6%
Unknown	1	0.6%	1	0.7%	1	0.7%	2	1.3%	1	0.6%

	2012-13		2013-14		2014-15		2015-16		2016-17	
	N	%	N	%	N	%	N	%	N	%
Age < 25	85	49.7%	68	45.9%	62	45.9%	73	45.9%	119	66.1%
Age 25 - 49	75	43.9%	66	44.6%	64	47.4%	77	48.4%	55	30.6%
Age 50 +	11	6.4%	14	9.5%	9	6.7%	9	5.7%	6	3.3%

	2012-13	2013-14	2014-15	2015-16	2016-17
Median Age	24	26	25	25	23
Youngest	16	17	17	17	13
Oldest	60	67	62	63	64

2016-17 ANNUAL PROGRAM REVIEW

EMT/EMR

COURSE SUCCESS

	2012-13		2013-14		2014-15		2015-16		2016-17	
	Enrollment	Success	Enrollment	Success	Enrollment	Success	Enrollment	Success	Enrollment	Success
Male	126	84.9%	98	85.7%	93	91.4%	113	93.8%	113	88.5%
Female	51	80.4%	46	84.8%	46	100.0%	40	90.0%	65	93.8%
Unknown	2	100.0%	1	100.0%	1	100.0%	1	100.0%	5	100.0%

	2012-13		2013-14		2014-15		2015-16		2016-17	
	Enrollment	Success	Enrollment	Success	Enrollment	Success	Enrollment	Success	Enrollment	Success
African American	0	0.0%	0	0.0%	2	0.0%	1	100.0%	1	100.0%
Asian	3	66.7%	2	50.0%	1	100.0%	4	100.0%	3	66.7%
Hispanic	41	63.4%	30	90.0%	24	87.5%	36	86.1%	44	72.7%
Native Amer/Alaska Native	3	100.0%	1	100.0%	0	0.0%	0	0.0%	1	100.0%
Pacific Islander	1	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%
White Non-Hispanic	122	90.2%	106	84.9%	102	97.1%	104	94.2%	121	96.7%
Two or more races	8	100.0%	5	80.0%	10	100.0%	7	100.0%	12	100.0%
Unknown	1	100.0%	1	100.0%	1	100.0%	2	100.0%	1	100.0%

	2012-13		2013-14		2014-15		2015-16		2016-17	
	Enrollment	Success	Enrollment	Success	Enrollment	Success	Enrollment	Success	Enrollment	Success
Age < 25	91	83.5%	67	80.6%	65	93.8%	70	92.9%	121	86.8%
Age 25 - 49	77	84.4%	66	92.4%	66	93.9%	75	92.0%	56	98.2%
Age 50 +	11	81.8%	12	75.0%	9	100.0%	9	100.0%	6	100.0%

NOTE: Enrollment = duplicated headcount, excluding audits, noncredit, and drops w/ no record.

2016-17 ANNUAL PROGRAM REVIEW

EMT/EMR

2016-17 COURSE STATISTICS

EMT/EMR PRODUCTIVITY* (2016-17):	405.8
% FULL TIME INSTRUCTORS** (2016-17):	0%
% ADJUNCT INSTRUCTORS** (2016-17):	100%

FACE TO FACE		Sections Offered	Cancel %	FT % **	Adjunct % **	Avg Census Enroll	Avg End of Term Enroll	Retention % ***	Success % ***	FTEs	WSCH	FTEF	Productivity
HEA-106	Emergency Medical Responder	5	40.0%	0%	100%	29.0	29.0	100.0%	85.1%	8.47	430	0.30	474.12
HEA-108	Emerg Med Responder (Refresh)	3	66.7%			2.0	2.0	100.0%	100.0%	0.09	5	0.00	---
HEA-140A	Emergency Medical Technician	3	0.0%	0%	100%	25.0	23.7	94.7%	94.4%	19.56	1,031	0.86	400.00
HEA-142A	EMT Refresher (24 Hours)	3	0.0%			7.0	7.0	100.0%	100.0%	0.91	42	0.00	---
HEA-143	Refresher-EMT I	3	66.7%	0%	100%	2.0	2.0	100.0%	100.0%	0.15	8	0.08	32.00
Total		17	35.3%	0%	100%	17.0	16.6	97.9%	90.7%	29.19	1,515	1.24	

DISTANCE EDUCATION		Sections Offered	Cancel %	FT % **	Adjunct % **	Avg Census Enroll	Avg End of Term Enroll	Retention % ***	Success % ***	FTEs	WSCH	FTEF	Productivity
			---					0.0%					---
Total			---					0.0%					

* Excludes Summer, noncredit, work experience, internship, and cancelled sections

** Excludes summer assignments. Based on instructional workload and the percentage of workload assigned under full-time contracts versus adjunct contracts

*** Withdrawal and success statistics exclude noncredit classes.

2016-17 ANNUAL PROGRAM REVIEW

Medical Office Assistant

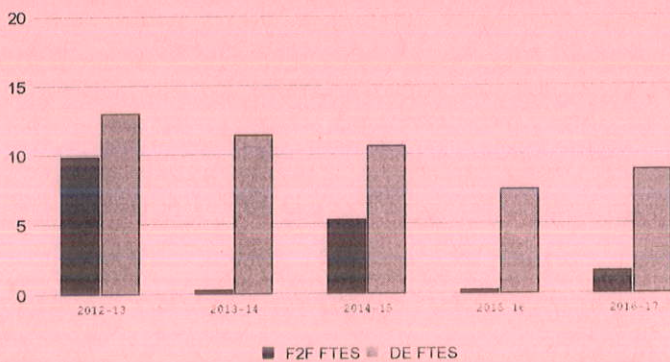


MEDICAL OFFICE ASSISTANT SUMMARY

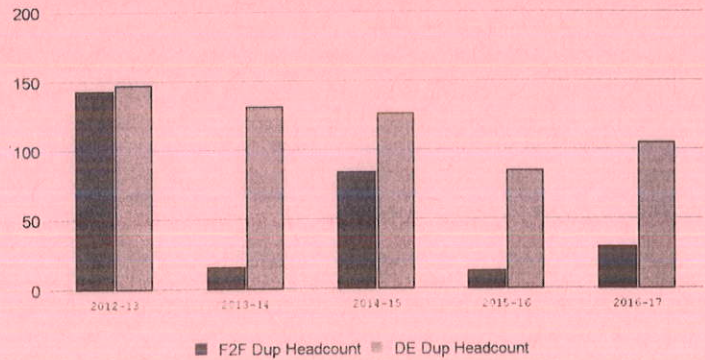
This report contains data from Academic Year (AY) 2012 to 2016. Information on program size based on full-time equivalent students (FTES), Student Success, and Student Achievement are presented below.

	Total Sections	F2F Sections	Dist Ed Sections	Total FTES	F2F FTES	Dist Ed FTES	Total Duplicated Headcount	F2F Duplicated Headcount	Dist Ed Duplicated Headcount
2012-13	10	6	4	22.82	9.85	12.97	290	143	147
2013-14	6	2	4	11.66	0.28	11.38	147	16	131
2014-15	11	7	4	15.89	5.31	10.58	210	84	126
2015-16	6	2	4	7.70	0.23	7.47	98	13	85
2016-17	8	2	6	10.46	1.59	8.87	135	30	105
4-Yr Chg (12-13 to 16-17)	-20.0%	-66.7%	50.0%	-54.2%	-83.9%	-31.6%	-53.4%	-79.0%	-28.6%
1-Yr Chg (15-16 to 16-17)	33.3%	0.0%	50.0%	35.9%	596.3%	18.8%	37.8%	130.8%	23.5%

RESIDENT FTES



DUPLICATED HEADCOUNT



2016-17 ANNUAL PROGRAM REVIEW

Medical Office Assistant

DEMOGRAPHICS

	2012-13		2013-14		2014-15		2015-16		2016-17	
	N	%	N	%	N	%	N	%	N	%
Male	23	15.4%	8	7.3%	18	13.8%	7	9.2%	9	10.5%
Female	126	84.6%	101	92.7%	112	86.2%	69	90.8%	77	89.5%

	2012-13		2013-14		2014-15		2015-16		2016-17	
	N	%	N	%	N	%	N	%	N	%
African American	1	0.7%	2	1.8%	2	1.5%	1	1.3%	2	2.3%
Asian	11	7.4%	5	4.6%	5	3.8%	5	6.6%	9	10.5%
Hispanic	40	26.8%	34	31.2%	51	39.2%	30	39.5%	33	38.4%
Native Amer/Alaska Native	0	0.0%	3	2.8%	0	0.0%	0	0.0%	2	2.3%
White Non-Hispanic	88	59.1%	57	52.3%	64	49.2%	37	48.7%	38	44.2%
Two or more races	6	4.0%	8	7.3%	8	6.2%	3	3.9%	2	2.3%
Unknown	3	2.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%

	2012-13		2013-14		2014-15		2015-16		2016-17	
	N	%	N	%	N	%	N	%	N	%
Age < 25	63	42.3%	52	47.7%	56	43.1%	29	38.2%	38	44.2%
Age 25 - 49	71	47.7%	50	45.9%	64	49.2%	41	53.9%	42	48.8%
Age 50 +	15	10.1%	7	6.4%	10	7.7%	6	7.9%	6	7.0%

	2012-13	2013-14	2014-15	2015-16	2016-17
Median Age	28	25	26	27	26
Youngest	16	16	17	17	17
Oldest	66	59	63	58	59

2016-17 ANNUAL PROGRAM REVIEW

Medical Office Assistant

COURSE SUCCESS

	2012-13		2013-14		2014-15		2015-16		2016-17	
	Enrollment	Success	Enrollment	Success	Enrollment	Success	Enrollment	Success	Enrollment	Success
Male	31	71.0%	7	100.0%	24	95.8%	7	85.7%	8	100.0%
Female	249	90.4%	133	85.0%	178	87.6%	84	88.1%	112	85.7%

	2012-13		2013-14		2014-15		2015-16		2016-17	
	Enrollment	Success	Enrollment	Success	Enrollment	Success	Enrollment	Success	Enrollment	Success
African American	5	80.0%	4	75.0%	3	100.0%	1	100.0%	1	100.0%
Asian	26	84.6%	9	66.7%	9	88.9%	6	66.7%	11	90.9%
Hispanic	85	83.5%	40	80.0%	91	84.6%	37	83.8%	41	75.6%
Native Amer/Alaska Native	0	0.0%	3	100.0%	0	0.0%	0	0.0%	3	66.7%
White Non-Hispanic	151	91.4%	74	90.5%	91	91.2%	44	93.2%	60	93.3%
Two or more races	8	100.0%	10	90.0%	8	100.0%	3	100.0%	4	100.0%
Unknown	5	80.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%

	2012-13		2013-14		2014-15		2015-16		2016-17	
	Enrollment	Success	Enrollment	Success	Enrollment	Success	Enrollment	Success	Enrollment	Success
Age < 25	97	82.5%	64	81.3%	84	84.5%	33	84.8%	54	83.3%
Age 25 - 49	151	90.7%	64	87.5%	102	91.2%	47	87.2%	52	86.5%
Age 50 +	32	93.8%	12	100.0%	16	93.8%	11	100.0%	14	100.0%

NOTE: Enrollment = duplicated headcount, excluding audits, noncredit, and drops w/ no record.

2016-17 ANNUAL PROGRAM REVIEW

Medical Office Assistant

2016-17 COURSE STATISTICS

MEDICAL OFFICE ASSISTANT PRODUCTIVITY* (2016-17):	312.09
% FULL TIME INSTRUCTORS** (2016-17):	0%
% ADJUNCT INSTRUCTORS** (2016-17):	100%

FACE TO FACE		Sections Offered	Cancel %	FT % **	Adjunct % **	Avg Census Enroll	Avg End of Term Enroll	Retention % ***	Success % ***	FTEs	WSCH	FTEF	Productivity
HEA-149	Intro Medical Ethics & Law	1	0.0%	0%	100%	7.0	7.0	100.0%	100.0%	0.12	5	0.02	112.00
MOA-132	MOA Work Experience	4	100.0%					0.0%			0		---
MOA-133	Intern-Occupational Work Exp.	4	100.0%					0.0%			0		---
MOA-235	Intro Admin Medical Assisting	1	0.0%	0%	100%	23.0	22.0	95.7%	95.5%	1.47	69	0.06	368.00
Total		10	80.0%	0%	100%	15.0	14.5	96.7%	96.6%	1.59	74	0.08	

DISTANCE EDUCATION		Sections Offered	Cancel %	FT % **	Adjunct % **	Avg Census Enroll	Avg End of Term Enroll	Retention % ***	Success % ***	FTEs	WSCH	FTEF	Productivity
MOA-236	Basic Medical Coding	1	0.0%	0%	100%	20.0	13.0	65.0%	84.6%	1.89	100	0.10	320.00
MOA-237	Medical Insurance Billing	1	0.0%	0%	100%	15.0	12.0	80.0%	100.0%	0.93	45	0.06	240.00
MOA-238	Medical Terminology, Part 1	2	0.0%	0%	100%	25.0	23.0	92.0%	76.1%	4.36	200	0.17	400.00
MOA-240	Medical Terminology, Part 2	2	0.0%	0%	100%	10.0	10.0	100.0%	90.0%	1.69	80	0.17	160.00
Total		6	0.0%	0%	100%	17.5	15.2	86.7%	83.5%	8.87	425	0.50	

* Excludes Summer, noncredit, work experience, internship, and cancelled sections

** Excludes summer assignments. Based on instructional workload and the percentage of workload assigned under full-time contracts versus adjunct contracts

*** Withdrawal and success statistics exclude noncredit classes

STUDENT ACHIEVEMENT

MEDICAL OFFICE ASSISTANT (MOA)

SUMMARY

This report contains data related to student achievement, represented by the number of degrees and certificates awarded by the Medical Office Assistant Department.

Year	Award Type	Title	# of Awards
2012-13	AA Degree	Administrative	6
	Certificate	Administrative	4
	Certificate	Clinical	1
2012-13 TOTAL			11
2013-14	Certificate	Administrative	4
	Certificate	Clinical	1
2013-14 TOTAL			5
2014-15	AA Degree	Administrative	5
	Certificate	Administrative	2
2014-15 TOTAL			7
2015-16	AA Degree	Administrative	7
	Certificate	Administrative	2
2015-16 TOTAL			9
2016-17	AA Degree	Administrative	4
2016-17 TOTAL			4

2016-17 ANNUAL PROGRAM REVIEW

Phlebotomy



PHLEBOTOMY SUMMARY

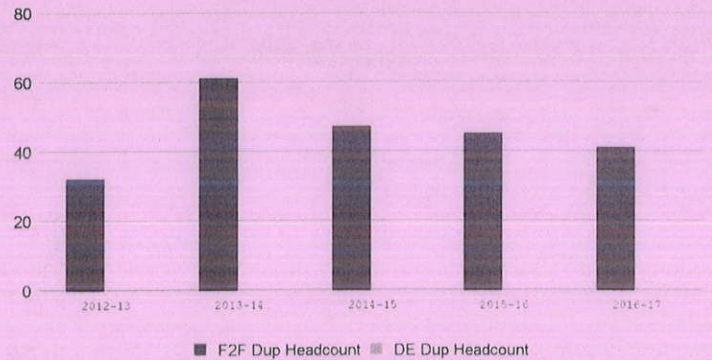
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2012-13	7	7	0	2.97	2.97	0.00	32	32	0
2013-14	16	16	0	6.03	6.03	0.00	61	61	0
2014-15	10	10	0	5.51	5.51	0.00	47	47	0
2015-16	9	9	0	5.23	5.23	0.00	45	45	0
2016-17	10	10	0	4.54	4.54	0.00	41	41	0
4-Yr Chg (12-13 to 16-17)	42.9%	42.9%	---	53.1%	53.1%	---	28.1%	28.1%	---
1-Yr Chg (15-16 to 16-17)	11.1%	11.1%	---	-13.0%	-13.0%	---	-8.9%	-8.9%	---

RESIDENT FTES



DUPLICATED HEADCOUNT



2016-17 ANNUAL PROGRAM REVIEW

Phlebotomy

DEMOGRAPHICS

	2012-13		2013-14		2014-15		2015-16		2016-17	
	N	%	N	%	N	%	N	%	N	%
Male	5	15.6%	9	22.5%	5	19.2%	7	25.0%	1	4.5%
Female	27	84.4%	31	77.5%	21	80.8%	21	75.0%	21	95.5%
Unknown	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%

	2012-13		2013-14		2014-15		2015-16		2016-17	
	N	%	N	%	N	%	N	%	N	%
African American	0	0.0%	1	2.5%	0	0.0%	1	3.6%	0	0.0%
Asian	4	12.5%	6	15.0%	0	0.0%	0	0.0%	1	4.5%
Hispanic	7	21.9%	10	25.0%	13	50.0%	14	50.0%	9	40.9%
Native Amer/Alaska Native	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%
White Non-Hispanic	16	50.0%	19	47.5%	11	42.3%	12	42.9%	12	54.5%
Two or more races	5	15.6%	4	10.0%	2	7.7%	1	3.6%	0	0.0%

	2012-13		2013-14		2014-15		2015-16		2016-17	
	N	%	N	%	N	%	N	%	N	%
Age < 25	19	59.4%	19	47.5%	12	46.2%	14	50.0%	10	45.5%
Age 25 - 49	13	40.6%	15	37.5%	12	46.2%	12	42.9%	10	45.5%
Age 50 +	0	0.0%	6	15.0%	2	7.7%	2	7.1%	2	9.1%

	2012-13		2013-14		2014-15		2015-16		2016-17	
	N	%	N	%	N	%	N	%	N	%
Median Age	23		27		27		26		28	
Youngest	19		19		18		16		18	
Oldest	52		62		56		63		61	

2016-17 ANNUAL PROGRAM REVIEW

Phlebotomy

2016-17 COURSE STATISTICS

PHLEBOTOMY PRODUCTIVITY* (2016-17):	327.15
% FULL TIME INSTRUCTORS** (2016-17):	0%
% ADJUNCT INSTRUCTORS** (2016-17):	100%

FACE TO FACE		Sections Offered	Cancel %	FT % **	Adjunct % **	Avg Census Enroll	Avg End of Term Enroll	Retention % ***	Success % ***	FTES	WSCH	FTEF	Productivity
HEA-144A	Phlebotomy Training-Part 1	2	50.0%	0%	100%	22.0	22.0	100.0%	86.4%	2.72	125	0.12	346.90
HEA-144B	Phlebotomy Training-Part 2	9	0.0%	0%	100%	2.1	2.1	100.0%	100.0%	1.82	80	0.09	300.43
Total		11	9.1%	0%	100%	4.1	4.1	100.0%	92.7%	4.54	204	0.21	

DISTANCE EDUCATION		Sections Offered	Cancel %	FT % **	Adjunct % **	Avg Census Enroll	Avg End of Term Enroll	Retention % ***	Success % ***	FTES	WSCH	FTEF	Productivity
			---					0.0%					---
Total			---					0.0%					

* Excludes Summer, noncredit, work experience, internship, and cancelled sections

** Excludes summer assignments. Based on instructional workload and the percentage of workload assigned under full-time contracts versus adjunct contracts

*** Withdrawal and success statistics exclude noncredit classes.

2016-17 ANNUAL PROGRAM REVIEW

Physical Therapy Aide

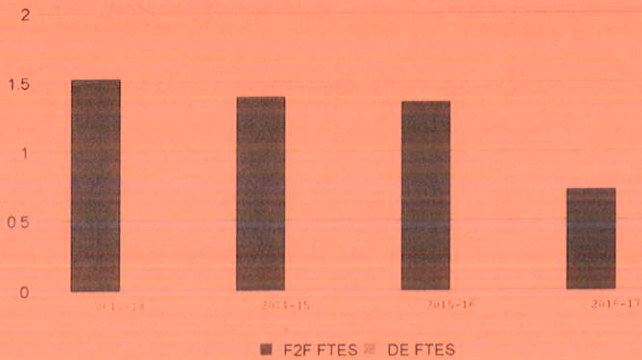


PHYSICAL THERAPY AIDE SUMMARY

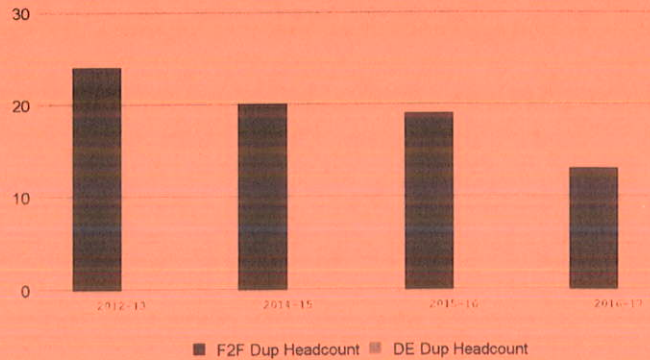
This report contains data from Academic Year (AY) 2012 to 2016. Information on program size based on full-time equivalent students (FTES), Student Success, and Student Achievement are presented below.

	Total Sections	F2F Sections	Dist Ed Sections	Total FTES	F2F FTES	Dist Ed FTES	Total Duplicated Headcount	F2F Duplicated Headcount	Dist Ed Duplicated Headcount
2012-13	2	2	0	1.52	1.52	0.00	24	24	0
2014-15	2	2	0	1.39	1.39	0.00	20	20	0
2015-16	2	2	0	1.35	1.35	0.00	19	19	0
2016-17	2	2	0	0.71	0.71	0.00	13	13	0
3-Yr Chg (12-13 to 16-17)	0.0%	0.0%	---	-53.0%	-53.0%	---	-45.8%	-45.8%	---
1-Yr Chg (15-16 to 16-17)	0.0%	0.0%	---	-47.1%	-47.1%	---	-31.6%	-31.6%	---

RESIDENT FTES



DUPLICATED HEADCOUNT



2016-17 ANNUAL PROGRAM REVIEW

Physical Therapy Aide

DEMOGRAPHICS

	2012-13		2014-15		2015-16		2016-17	
	N	%	N	%	N	%	N	%
Male	3	18.8%	5	41.7%	3	25.0%	2	22.2%
Female	13	81.3%	7	58.3%	9	75.0%	7	77.8%

	2012-13		2014-15		2015-16		2016-17	
	N	%	N	%	N	%	N	%
Asian	0	0.0%	1	8.3%	0	0.0%	0	0.0%
Hispanic	3	18.8%	2	16.7%	4	33.3%	2	22.2%
White Non-Hispanic	10	62.5%	8	66.7%	8	66.7%	6	66.7%
Two or more races	2	12.5%	1	8.3%	0	0.0%	1	11.1%
Unknown	1	6.3%	0	0.0%	0	0.0%	0	0.0%

	2012-13		2014-15		2015-16		2016-17	
	N	%	N	%	N	%	N	%
Age < 25	6	37.5%	7	58.3%	5	41.7%	2	22.2%
Age 25 - 49	9	56.3%	5	41.7%	6	50.0%	7	77.8%
Age 50 +	1	6.3%	0	0.0%	1	8.3%	0	0.0%

	2012-13	2014-15	2015-16	2016-17
	Median Age	25	24	27
Youngest	18	16	14	20
Oldest	59	56	53	42

2016-17 ANNUAL PROGRAM REVIEW

Physical Therapy Aide

2016-17 COURSE STATISTICS

	PHYSICAL THERAPY AIDE PRODUCTIVITY* (2016-17):	100
	% FULL TIME INSTRUCTORS** (2016-17):	0%
	% ADJUNCT INSTRUCTORS** (2016-17):	100%

FACE TO FACE		Sections Offered	Cancel %	FT % **	Adjunct % **	Avg Census Enroll	Avg End of Term Enroll	Retention % ***	Success % ***	FTES	WSCH	FTEF	Productivity
HEA-119A	Intro to Physical Therapy Aide	1	0.0%	0%	100%	9.0	7.0	77.8%	85.7%	0.42	33	0.08	140.80
HEA-119B	Advanced Physical Therapy Aide	1	0.0%	0%	100%	4.0	4.0	100.0%	75.0%	0.29	17	0.09	64.00
Total		2	0.0%	0%	100%	6.5	5.5	84.6%	81.8%	0.71	50	0.17	

DISTANCE EDUCATION		Sections Offered	Cancel %	FT % **	Adjunct % **	Avg Census Enroll	Avg End of Term Enroll	Retention % ***	Success % ***	FTES	WSCH	FTEF	Productivity
			---					0.0%					---
Total			---					0.0%					

* Excludes Summer, noncredit, work experience, internship, and cancelled sections

** Excludes summer assignments. Based on instructional workload and the percentage of workload assigned under full-time contracts versus adjunct contracts

*** Withdrawal and success statistics exclude noncredit classes



Allied Health Advisory Committee Meeting Minutes October 25th, 2017

Present

- ❖ Brad Deeds – Dean of Workforce Development and Instruction, Lake Tahoe Community College
- ❖ Hannah Voorhees – Student Representative, Lake Tahoe Community College
- ❖ Isaiah Tannaci - Physical Therapy Aide Adjunct Faculty, LTCC and Sports Medicine Director, South Tahoe High School
- ❖ Jamie Rhone – Career and Technical Education Program Specialist, Lake Tahoe Community College
- ❖ Jennifer Drennan - Emergency Medical Technician Adjunct Faculty
- ❖ Nate Hagenbach - Emergency Medical Technician PT Academic Program Director, Clinical Coordinator and Adjunct Faculty, LTCC
- ❖ Nancy Dalton – Board of Trustees, Lake Tahoe Community College
- ❖ Wyatt Skeie – Student Representative, Lake Tahoe Community College

The meeting was called to order at 3:08PM

Welcome and Introductions

We want students here to have positive educational experiences and employment opportunities upon completion. Locals should be able to obtain an outstanding career without having to go off the hill. We want students to not only follow their heart but also know what the labor market data is.

Program Overview

See attachments “Annual Program Review (2016-17)” for the following programs:

- Dental Assisting & Radiology
- Emergency Medical Responder/Emergency Medical Technician
- Medical Office Assistant: Administrative
- Phlebotomy
- Physical Therapy Aide

Student Learning Outcome Assessments

See attachment “Student Learning Outcome Assessment Summary for Allied Health (2016-17)” for the following courses:

- Introduction to Administrative Medical Assisting (MOA 235) – Jennifer Drennan
- Basic Principles of Medical Coding (MOA 236) – Gloria Strasburg
- Medical Insurance Billing (MOA 237) – Gloria Strasburg
- Medical Terminology (MOA 238) – Chris Kozlowski

General Discussion

Paramedic Program - During last year's Allied Health Advisory Meeting, a Paramedic program was discussed. It's a capacity issue at present. Currently in Tahoe, a paramedic's license is needed to work for a municipal fire agency. Students take [LTCC's Lake Tahoe Basin Fire Academy](#) program, then move off the hill, and go to [Remsa](#) in Reno, [American River College](#) (ARC), or [Truckee Meadows Community College](#) (TMCC). A feasibility study was done a few years ago and it was determined the amount of local calls happening here would not be enough for students to participate in the clinical placements. Another factor to consider is we would need [Barton Health's](#) assistance and support, for a program of this size, as well as the need to hire a full-time EMS faculty member to run the program, which could prove difficult to secure through the Faculty Hiring Prioritization process at LTCC. Barton is one of the bigger employers and students will need to do the clinical rotations at their facility. We did a preliminary discussion with Barton and [Lake Valley Fire Protection District's](#) Chief, Tim Alameda. We want to provide the foundation for students based on what jobs are available.

Medical Office Assistant (MOA) - [LTCC's Medical Office Assistant: Administrative](#) (MOA) is another program we need to collaborate with Barton in order to open employment opportunities for students. Our MOA program does not lead to employment at Barton due to the clinical requirement. Barton offers a [Medical Assistant Program](#) through their Education Department. They require all of their Medical Office employees become Certified Medical Office Assistants (CMAs). There have been previous discussions to potentially merge Barton's clinical portion with LTCC's administration courses, which would allow Barton employees to receive financial aid and college credit. LTCC hired Nancy Moore, Barton University, as an Allied Health Adjunct. The goal was to start the new program in the fall of 2018. There has been some reorganization at Barton and we will be seeing some new faces. Barton Education's new Learning Program Manager, Hedy Lim, was unable to attend today's meeting, however, she did contact us via email and will let us know when and if Barton would like to proceed forward with the collaboration. We want to make sure we are offering programs that lead to career opportunities and we will not be pursuing a CMA program at this time. We will continue to offer the MOA: Administrative program as it leads to employment at other places such as doctor's offices and billing departments. It was noted on the MOA Annual Program Review (APR), under demographics, there were only nine males vs. 77 females enrolled in 2016-17. The student success rate was also higher for males vs. females, at 100% and 85.7% respectively. We are also required to keep track of CTE employment outcomes and earnings. Students typically have a boost in income about two years after completion of a program or degree.

Emergency Medical Responder (EMR) - After last year's Allied Health advisory meeting, we started working with [South Tahoe High School](#) (STHS) to bring the emergency medical responder (EMR) portion of their [Sports Medicine](#) program to LTCC as a [Dual Enrollment Program](#) or course. The Dual program allows STHS students to earn both high school and college credit for successfully passing designated programs, at no cost, such as with [LTCC's Emergency Medical Responder](#) (EMR) course. STHS's Sports Medicine I program includes medical terminology, physiology, and sports/emergency medicine. The focus is to expose students to the medical field and view other related skills such as "auto-extrication." The next step for those students would be an Emergency Medical Technician (EMT) course, although students must be 18 in order to test. Some go on to work with the [U.S. Forest Service](#), as EMR is required for employment. Some of LTCC's EMT students also go on to work with them. These jobs are typically seasonal but with a medical background and the ability to speak at least two or more languages, the door is wide open. Nate Hagenbach, LTCC's EMT/Part-time Academic Program Director, will make an appearance at STHS and speak to the students enrolled in the EMR/Dual program. This is the first step into building the bridge between the Dual Enrollment, EMT, and LTBFA programs.

Physical Therapy Aide (PTA) - Discussions have happened about blending [LTCC's Physical Therapy Aide](#) (PTA) program with LTCC/STHS sports teams. There's also interest in incorporating some pre-athletic training into the program, especially with LTCC's soccer team. There may also be opportunities through Barton's [Robert Maloff Center for Orthopedics & Wellness](#). An integrative wellness program will be housed in the 26,000 square foot, state-of-the-art center on the Barton Health campus. Barton has also hired a company to provide a bridge program for elite athletes or anybody interested in an internship, Physiology, or Kinesiology program. South Tahoe

Middle School does not have any such programs and there's potentially an opportunity. There's also the South Lake Tahoe's Hockey Team, [Tahoe Icemen](#), and the [South Tahoe Futbol Club](#). More high-level teams are coming here from out of the area.

STHS students generally do well after graduation but we also want them to experience college and expand their employment opportunities. Some of STHS's Sports Medicine students go on to take an EMT course or start the Kinesiology path. One of STHS's Sports Medicine students attended today's meeting and briefed the committee on her experience. She ended up attending the Sports Medicine class by mistake. She entered the wrong classroom. She stayed and became so intrigued; she eventually transferred into the Sports Medicine I class. She really likes the program and is in her third year now. She is also a registered volunteer at Barton and just interned with Dr. Taylor in the Operating Room to observe surgeries. She has spent over 60 hours volunteering and is well on her way to a career in the medical industry.

Emergency Medical Technician (EMT) – This year we downsized from five to three sections, per year, due to lower enrollments. We offer a day course in the fall/spring and an evening course in the winter. The students in [LTCC's Emergency Medical Technician](#) (EMT) program are typically 18-22 years old but there have been some in their 50s. They typically are locals, but some come from all over the world. Several EMT students also enter our LTBFA program. One of the challenges for the LTBFA is we have many students who do not have housing. We're down from 32 to 25 students mainly due to the housing issue. STHS students already live here in town, and STHS's Sports Medicine students might be a good audience to attract to the LTBFA program. On "Dual Enrollment" day at STHS, students hear about the LTBFA and get to try on some of the equipment. There's also a job fair that happens in the spring but we would also like to see a "Career Fair" happen at STHS. There is some money in our regions to help with this. We are in the North far North Sacramento area and this includes tech providers. There's also Deputy Sec Navigators, K-12 Pathways, etc. and they all have money to pave the path between high school and college. These agencies can help with logistics, food and marketing. In addition to Sports Medicine, there are other [Career Technical Education](#) (CTE) programs at STHS, such as Auto Mechanics, CAD/future Computer Science/Cybersecurity, Culinary Arts, Dental, Business & Finance, Hospitality and Tourism, etc.

We want to know what know what jobs EMT students are looking at upon exit. Many students enroll in the LTBFA program and move on to Paramedic School. Others take a nursing program or become ski patrollers. EMT is considered a career stepping stone. The [California Tahoe Emergency Services Operations Authority is a Joint Powers Authority](#) (JPA) formed in 2001 to provide ambulance service under a contract with the County of El Dorado to the Tahoe South Shore. They hire up to six EMTs, however, this could change in the future. Typical starting wages are about \$15 - \$18/ per hour. Barton Health hires very few EMT's and most are working seasonally at local ski areas. There are also no paid internships at Barton. We encourage employers to participate in LTCC's Work Experience/Internship program and are keeping an eye on any potential opportunities. Students are required to have 50 paid hours or volunteer for 40 hours, per quarter, to receive one unit. We also have collaborated with Lake Valley Fire Protection District to provide apprenticeships for LTBFA students. This collaboration satisfies the experience requirement imposed by the [Office of the State Fire Marshal's State Fire Training](#), for firefighter 1 Certification (FFI), by paying students a small stipend for six months as a full-time apprentice. LTBFA graduates must successfully complete a task book and satisfy the experience requirement, which includes working one year as a volunteer or reserve firefighter or six months as a full-time paid firefighter, before they can apply for the Certification Examination. This is a relatively new opportunity for LTBFA students as we are just into our 2nd quarter of the program. In the spring of 2017, there were six interns, and for this fall 17, there are two (some are getting hired right out of the internship by other agencies). The capacity for interns at Lake Valley is two per shift. We would like to see [Fallen Leaf Fire Department](#) and [South Lake Tahoe Fire Rescue](#) participate in the program as well, and possibly [Tahoe Douglas Fire Protection District](#). This is a relatively new program, which is helping interns to get hired and earn up to six units of college credit per quarter.

The final step for FFI Certification is to take the Capstone test and the closest place to take this is [Sierra College](#) in Rocklin, CA. They offer a 52-hour course, [FIR 101 "Firefighter 1 Certification Testing"](#), designed to meet State Fire Training (SFT) requirements for Firefighter 1 (FFI) including capstone knowledge and skills necessary for FFI certification. Upon successful completion, students receive a pass letter from SFT and a FF1 pass certificate from

the college. We should look into the possibility of a similar apprenticeship for EMT students. They could possibly intern for a Sherriff's Office or Search and Rescue. There are other pathways for EMT students. A small percentage pair Wilderness classes with EMT. We have an employable skills certificate, Wilderness Emergency Medical Technician (WEMT), which combines WLD 107B Wilderness First Responder (WFR) and HEA 140C Emergency Medical Technician (EMT). The WFR is a commonly required certificate for outdoor recreation professionals and is popular with LTCC students. LTCC also offers an Associate in Arts Degree and a Certificate of Achievement in [Wilderness Education](#). There are three concentrations, Climbing, Snow Skills, and Water Skills. [SAREX](#) holds the state's Search and Rescue Conference, which is usually held in Bakersfield, but is coming to Lake Tahoe next summer. There will be hundreds of people in attendance.

An additional twenty-four hours were recently added to the previous (165) hour class, for a total of (189), due to newly mandated hours by El Dorado County. Because of the extended hours, it has been a constant struggle to recruit additional instructors and get Instructional Aides (IA's) to commit to days. EMT instructors must have a California Paramedic, Registered Nurse, or Physician License. They also must have completed the courses State Fire Marshal Instructor 1A, 1B, or equivalent and have at least an associate's degree, with six years of experience. Enrollments for the fall 2017 EMT course are high, over 30 students, and classroom space is limited. There's just not enough room to practice skills. Right now, the instructors are separating the students into groups of 15 but they need to be in smaller groups, in order to practice the skills. They need more one-on-one time. Our recent EMT graduates just don't have enough experience. We need IA's to have more than an EMT license. We need to advertise with Human Resources and use outside sources to find more IA's.

Dental Assisting (DA) – Connie Hunt has been teaching [LTCC's Dental Assisting program](#) (DA) for nearly two decades and also teaches [Dental, Business and Finance](#) for STHS. She's retiring now and we are dark for this year. We've been advertising for a replacement and have forwarded a qualified applicant to LTUSD and STHS.

Allied Health Students - LTCC students typically go to counselors to ask about an occupation or field they might be interested in. Students are shown websites that include income and labor market data. Counselors can use software such as ["Economic Modeling" \(EMSI\)](#), which uses labor market data to connect and inform people, education, and business, to search by zip codes and look at job openings and projected earnings. Most Allied Health students take EMR, EMT, MOA, or Phlebotomy; however, they are encouraged to explore other options if they are interested in specialty courses such as "Respiratory Therapy" or "Ultrasound Technician", which we do not offer. Many students leave the area after they complete their certificate and/or degree requirements, usually within two years. We are now offering both Associate in Arts for Transfer (AA-T) and Associate in Science for Transfer (AS-T) degrees. AA-T's and AS-T's get priority in to the California State University (CSU) system and we need to keep that flow by bridging them into their next step.

Bond Projects - There are two [Bond Projects](#), in the works at LTCC, which are of particular importance to CTE programs, "Construct a Regional Public Safety Training Center" and "Build a Fire House for Municipal Fire Stations". These projects include classrooms, support spaces and job training facilities for public safety professions including but not limited to fire science, criminal justice, search and rescue, emergency responders, and wilderness education. Provide facilities for continuing education of fire, police, emergency responder and other public safety job training. The Center will have technology, equipment, and space to serve as an Incident Command Center during local emergencies, wildfires, and other natural disasters. This would also include Search and Rescue programs and could lead to a Cyber Security and Emergency Operations Center. We could connect with other folks and bring SWAT trainings under the umbrella of the college or offer Continuing Education Units (CEU's). The Bond's Program Director is working on many bond projects and his goal is to put these two bond projects on the priority list.

The meeting adjourned at 4:38PM

The following handouts are presented as attachments to the meeting minutes:

- Dental Assisting & Radiology Annual Program Review Report/Promotional Flyer (2016-17)

- Emergency Medical Responder/ Emergency Medical Technician Annual Program Review Report/Promotional Flyer (2016-17)
- Medical Office Assistant: Administrative Annual Program Review Report/Awards/Promotional Flyer (2016-17)
- Phlebotomy Annual Program Review Report/Promotional Flyer (2016-17)
- Physical Therapy Aide Annual Program Review Report/Promotional Flyers (2016-17)
- Allied Health Student Learning Outcomes Assessment Summary (2016-17)
- Allied Health Advisory Committee Meeting Minutes (4-6-17)

Respectively submitted,
Melissa Liggett
Career & Technical Education Technician



Dental Assisting

Overview: The Dental Assisting program at LTCC consists of three courses. In Dental Assisting and Radiology, Part 1 (HEA 147A), students learn the skills necessary to begin a career as an entry-level, back-office Dental Assistant. In Dental Radiology, Part 2 (HEA 147B), students learn anatomic interpretation, x-ray technique, and radiation safety. This radiology curriculum is approved by the California Board of Dental Examiners. In Dental Radiology, Part 3 (Externship) (HEA 147C), students hone their workplace dental assisting skills and take part in a comprehensive externship placement experience. Upon successful completion of all three courses, students will be awarded a Short-Term Departmental Certificate in Dental Assisting and a Radiation Safety Certificate (required to work in a California dental office). For further information about this program, contact the Career and Technical Education department at extension 583 or 723.

All courses from the following (21 units):

HEA 147A Dental Assisting and Radiology, Part I

HEA 147B Dental Radiology, Part 2

HEA 147C Dental Radiology, Part 3 (Externship)

HEA-147A: Dental Assisting and Radiology, Part 1 - 7.25 units This course is the first of a three-part series which provides students with the skills necessary to work in dental offices as entry-level, back office assistants. This course includes basic dental terminology, tooth identification, intraoral anatomy, four-handed dentistry, sterilization, and asepsis. Successful completion of the entire three-course sequence, to include HEA 147A, HEA 147B, and HEA 147C, will culminate in a Dental Assisting certificate and a California Radiation Safety certificate. Uniforms will be required for this course (approximate cost \$30); information will be provided by the instructor at the first class session. **Materials Fee: \$25**

HEA-147B: Dental Radiology, Part 2 - 8.25 units This course is the second of a three-part sequence focusing on advanced dental radiological safety procedures, anatomic interpretation, and mounting. Students will receive hands-on experience in perfecting x-ray technique using both the paralleling and bisecting techniques. The radiology curriculum is approved by the California Board of Dental Examiners and successful completion of the entire course sequence, to include HEA 147A, HEA 147B, and HEA 147C will culminate in a Dental Assisting short-term career preparation certificate and a California Radiation Safety certificate. Uniforms will be required for this course (approximate cost \$30); information will be provided by the instructor at the first class session.

Prerequisites: HEA 147A or equivalent experience **Materials Fee: \$30.**

HEA-147C: Dental Radiology, Part 3 (Externship) - 5.5 units This course is the third part of a three-part course sequence which prepares students for responsible positions as dental assistants. The focus in this course is on acquiring advanced dental assisting skills through externship placement and lab practice and completion of patient radiographs. Students will practice and perfect their chairside skills in an actual dentist office and will meet with the instructor on a weekly basis for additional skill practice of advanced procedures. Students are required to complete a minimum of 50 externship hours. The radiology curriculum is approved by the California Board of Dental Examiners and successful completion of the entire course sequence, to include HEA 147A, HEA 147B, and HEA 147C will culminate in a Dental Assisting certificate and a California Radiation Safety certificate. Uniforms will be required for this course (approximate cost \$30); information will be provided by the instructor at the first class session. **Prerequisites:** HEA 147B or equivalent experience. **Materials Fee: \$35**

Corequisites: CPR Card (Basic Life Support for Healthcare Providers), Verification of Hep-B vaccination, Verification of Tetanus vaccination, and Verification of negative TB Test.

Successful completion of HEA- 147A, HEA-147B, and HEA-147C will culminate in an Infection Control certificate as required by the California Dental Board. You can find information about how to become a Registered Dental Assistant (RDA) and the testing protocol on the California Dental Board's website using this link:

http://www.dbc.ca.gov/applicants/rda/becomelicensed_rda.shtml

Please note: Students are required to meet with a counselor to develop an educational plan. All schedules subject to change!

2017-2018 CTE Schedules – Dental Assisting

Code	Description	2017-18	Meeting Day(s)	Meeting Times	Meeting Dates
NO CURRENT OFFERINGS					

Updated:8/3/2017 10:34 AM

To view the list of approved educational programs through the Dental Board of California, visit their website at www.dbc.ca.gov or click on this link: <http://www.dbc.ca.gov/applicants/rda/courses.shtml>.

LTCC also offers a Short-term Certificate in *Emergency Responder, Emergency Medical Technician, Phlebotomy, and Physical Therapy Aide*. For more information, go to our website at www.ltcc.edu and click on the “Academics” tab, click on “Academic Programs” and then click on “[Allied Health](#)”.

Summer 2017	Fall 2017	Winter 2018	Spring 2018	Summer 2018	Fall 2018	Winter 2019	Spring 2019
No Offerings	No Offerings	No Offerings	No Offerings	No Offerings	HEA 147A-01	HEA 147B-01	HEA 147C-01

To become a student at Lake Tahoe Community College, you will need to complete an online application before you can register for classes. Please go to our website at www.ltcc.edu/admissions and click on “[Apply](#)”. Your application might take up to 24 hours to process prior to your being able to enroll in specific courses, so please be patient and check the LTCC email you are assigned for updates. Contact Enrollment Services at 530-541-4660 ext. 211 or enrollmentservices@ltcc.edu for information on assessment, orientation, and counseling. To view the schedule of current classes, go to LTCC’s website at www.ltcc.edu and click on the “Academics” and the “[Schedule of Classes](#)” tab.



Emergency Medical Responder (EMR)

Overview: This American Red Cross Emergency Medical Response course provides the student with the knowledge and skills necessary to work as an Emergency Medical Responder (EMR) to help sustain life, reduce pain, and minimize the consequences of injury or sudden illness until more advanced medical help takes over. Students must attend all class sessions, participate in all course activities, demonstrate competency in all required skills and scenarios, and pass both the Emergency Medical Response and CPR/AED for Professional Rescuers and Health Care Providers final written exams with minimum grades of 80% to successfully complete this course. On the successful completion of this course, participants will receive the following American Red Cross Cards:

- Blood borne Pathogens
- Emergency Oxygen (O₂)
- CPR/AED for Professional Responder
- Emergency Medical Responder

HEA-106: Emergency Medical Responder 4 units This course provides the student with the knowledge and skills necessary to work as an Emergency Medical Responder (EMR) by helping to sustain life, reduce pain, and minimize the consequences of injury or sudden illness until more advanced medical help takes over. The course content and activities will prepare participants to make appropriate decisions about the care to provide in a medical emergency. The course meets or exceeds the Emergency Medical Services Educational Standards for Emergency Medical Responders and is consistent with the current guidelines for first aid and cardiopulmonary resuscitation care. Successful students will receive two certification cards: American Red Cross Emergency Medical Responder and American Red Cross CPR/AED for Professional Rescuers and Health Care Providers. **This course meets the prerequisites for both Emergency Medical Technician (HEA 140C) and Lake Tahoe Basin Fire Academy, Part 1 (FIR 170A).**

Materials Fee: \$27 (for American Red Cross Certification cards)

HEA-108: Emergency Medical Responder (Refresher) 1.75 units This course is an update and review of the knowledge and skills pertaining to Emergency Medical Response (EMR), including CPR and AED. Students must show a current EMR card or certificate on first day of class. This course includes 24 TBA hours in support of the stated student learning outcomes to allow students to obtain the technical skills and knowledge required to perform pre-hospital basic care as an Emergency Medical Responder. Student Notice: The American Red Cross allows a 30-day grace period for expired EMR cards and students should plan ahead to ensure that they take this refresher course before their card expires. Replacement EMR cards can be ordered by contacting American Red Cross, 1-800-RED CROSS (1-800-733-2767).

Materials Fee: \$27 (for American Red Cross Certification cards)

Prerequisite: Current Emergency Medical Responder (Advanced First Aid) Card (30-day grace period)

Please note: Students are required to meet with a counselor to develop an educational plan. All schedules subject to change!

2017-2018 CTE Schedules – Emergency Medical Responder

Code	Description	Instructor	2017-18	Meeting Day(s)	Meeting Times	Meeting Dates
HEA-106-02	Emergency Medical Response	Kyle Sullivan	Fall 2017	Monday and Wednesday (12/6/17)	8:00AM – 12:05PM and 8:00 - 11:50AM and 1:00 - 5:50PM (12/6/17)	9/18 - 12/4/17
HEA-108-02	Emergency Medical Response Refresher	Kyle Sullivan	Fall 2017	Monday	8:00AM – 12:05PM	9/18 + 24 hours TBA
HEA-106-01	Emergency Medical Response	Kyle Sullivan	Winter 2018	Monday and Wednesday (3/28/18)	8:00AM - 12:50PM and 8:00 – 11:50AM and 1:00 – 5:50PM (3/28/18)	1/8 - 3/26/18
HEA-108-01	Emergency Medical Response Refresher	Kyle Sullivan	Winter 2018	Monday	8:00AM - 12:50PM	1/8/18 + 24 hours TBA
HEA-106-01	Emergency Medical Response	Kyle Sullivan	Spring 2018	Monday and Wednesday (6/27/18)	8:00AM – 12:20PM and 8:00 – 11:50AM and 1:00 – 5:50PM (6/27/18)	4/9 - 6/18/18
HEA-108-01	Emergency Medical Response Refresher	Kyle Sullivan	Spring 2018	Monday	8:00AM – 12:20PM	4/9/18 + 24 hours TBA

Updated:8/17/2017 2:27 PM

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Summer 2017	Fall 2017	Winter 2018	Spring 2018	Summer 2018	Fall 2018	Winter 2019	Spring 2019
No Offerings	HEA 106-01	HEA 106-01	HEA 106-01	No Offerings	HEA 106-01	HEA 106-01	HEA 106-01
	HEA 108-01	HEA 108-01	HEA 108-01		HEA 108-01	HEA 108-01	HEA 108-01

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Emergency Medical Technician (EMT)

Overview: The Emergency Medical Technician (EMT) course (**HEA 140C, one quarter, 10.75-units**) prepares students for a career administering first response treatment in emergency situations. Responsibilities include driving an ambulance, removing trapped victims from accident scenes, administering emergency patient care, and recording observation. Clinical experience in an emergency room and ambulance ride-alongs further enhance the learning experience. This course is approved by the El Dorado County EMS Agency and is recognized throughout the State of California. Successful course completion allows students to take the EMT National Registry Exam. **This course satisfies the prerequisites for the Fire Academy (FIR-170A)**, For further information about this program, contact the Career and Technical Education department at extension 583 or 723.

HEA-140C: Emergency Medical Technician (EMT) 10.75 units This course provides instruction to the level of Emergency Medical Technician (previously called EMT-I or EMT Basic). Students will acquire the knowledge and skills necessary to provide emergency medical care at a basic life support level with a fire, ambulance, or other specialized service. This course is instructed in compliance with Department of Transportation (DOT) regulations and the California Code of Regulations, and is approved by the El Dorado County EMS Authority (Title 22). Successful students will be prepared for EMT certification through the National Registry. This course requires participation in clinical experiences taking place in emergency room departments of hospitals and in operational ambulance units. Attendance is mandatory at the first class and all class meetings in order to receive certification. There is a \$100 county and state certification fee, a Department of Justice/FBI livescan fee of \$100, and a National Registry of EMT certification fee of \$80. All fees are paid to external agencies. In support of the stated student learning outcomes, there are 24 TBA hours for clinical placement.

Prerequisites: Current Emergency Medical Responder card (preferred), or current CPR card (either American Heart Association/BLS Healthcare Provider level, or American Red Cross/Professional Rescuer level). **Students wishing to satisfy HEA-140A's (EMT) prerequisite through LTCC should register for HEA-106, WLD-107A, or WLD-107B. The prerequisite course must be completed PRIOR to registering for HEA-140C. Students can also satisfy the HEA-140C's (EMT) prerequisite through non-LTCC courses by taking a Basic Life Support (BLS) Training for Healthcare and Public Safety course which covers breathing and cardiac emergencies for healthcare providers. Barton Education offers the BLS course several times throughout the year. You can contact them PH: 530.543.5549 EMAIL: education@bartonhealth.org. American Red Cross (ARC) also offers BLS courses. Click on this link to see this course on the American Red Cross (ARC) website, <http://www.redcross.org/take-a-class/bls>.**

Corequisites: Students will be required to provide documentation of two doses of Measles, Mumps, Rubella (MMR) immunization or positive antibody titers; two doses of varicella vaccination (Chickenpox) OR positive antibody titer; documentation of Hepatitis B vaccination OR positive Hepatitis B surface antibody titer; screening for documented history of Tetanus, Diphtheria, and Pertussis (Tdap) vaccination; and results of a recent TB test within the last year. Students with a history of a positive PPD (Tuberculin skin test) or Quantiferon blood test in the past must provide a chest x-ray report and/or documentation of any medical treatment for TB. During flu season (September through March) students must provide documentation of annual flu vaccination. **Please Note:** In support of the stated student learning outcomes, there are 24 TBA hours for clinical placement.

HEA-142A: EMT Refresher (24 hours) 1.75 units This EMT refresher course provides instruction related to the technical skills and knowledge required to perform appropriate pre-hospital basic emergency care. The course consists of classroom instruction and skills review. The content of this course satisfies the 24 hour state requirement and can be applied towards the 72 hours of EMS related continuing education required for the National Registry of EMTs. **Prerequisites:** Current CPR Card (either American Heart Association BLS or American Red Cross Professional Rescuer) and current EMT Certification. Students will be required to present copies of these cards at the first class session.

HEA-143: EMT Refresher (40 hours) 2.5 units This EMT refresher course provides instruction related to the technical skills and knowledge required to perform appropriate pre-hospital basic emergency care. The course consists of classroom instruction and skills review. The content of this course satisfies the 40 hour state requirement and can be applied towards 72 hours of EMS related continuing education required for the National Registry of EMTs. **Prerequisites:** Current CPR Card (either American Heart Association BLS or American Red Cross Professional Rescuer) and current EMT Certification. Students will be required to present copies of these cards at the first class session.

Please note: Students are required to meet with a counselor to develop an educational plan. All schedules subject to change!

2017-2018 CTE Schedules – EMERGENCY MEDICAL TECHNICIAN					
Code	Description	2017-18	Meeting Day(s)	Meeting Times	Meeting Dates
HEA-142A-01	Emergency Medical Technician Refresher (24Hrs)	Summer 2017	Wednesday - Friday	8:00 - 11:50AM and 1:00 - 4:50PM	7/12 - 7/14/17
HEA-140C-01	Emergency Medical Technician (EMT)	Fall 2017	Tuesday and Thursday	9:00 - 11:50AM and 1:00 - 5:05PM	9/19 - 12/7/17 + 24 hours TBA
HEA-142A-01	Emergency Medical Technician Refresher (24Hrs)	Fall 2017	Tuesday/Thursday and Wednesday	8:00 - 11:50AM and 1:00 - 5:50PM	11/14 - 11/16/17
HEA-143-01	Refresher - Emergency Medical Technician	Fall 2017	Tuesday/Wednesday and Thursday	8:00 - 11:50AM and 1:00 - 5:50PM	11/7 - 11/15/17 and 11/16/17
HEA-140C-01	Emergency Medical Technician (EMT)	Winter 2018	Tuesday, Wednesday, and Thursday	6:00 - 10:20PM	1/9 - 3/29/18 + 24 hours TBA
HEA-142A-01	Emergency Medical Technician Refresher (24Hrs)	Winter 2018	Tuesday, Wednesday, and Thursday	8:00 - 11:50AM and 1:00 - 5:50PM	3/20 - 3/22/18
HEA-143-01	Refresher - Emergency Medical Technician	Winter 2018	Tuesday/Wednesday and Thursday	8:00 - 11:50AM and 1:00 - 5:50PM	3/13 - 3/21/18 and 3/22/18
HEA-140C-01	Emergency Medical Technician (EMT)	Spring 2018	Tuesday and Thursday	9:00 - 11:50AM and 1:00 - 4:50PM	4/10 - 6/28/18 + 24 hours TBA
HEA-142A-01	Emergency Medical Technician Refresher (24Hrs)	Spring 2018	Tuesday, Wednesday, and Thursday	8:00 - 11:50AM and 1:00 - 5:50PM	6/19 - 6/21/18
HEA-143-01	Refresher - Emergency Medical Technician	Spring 2018	Tuesday/Wednesday and Thursday	8:00 - 11:50AM and 1:00 - 5:50PM	6/12 - 6/20/18 and 6/21/18

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Summer 2017	Fall 2017	Winter 2018	Spring 2018	Summer 2018	Fall 2018	Winter 2019	Spring 2019
HEA 142A-01	HEA 140C-01	HEA 140C-01	HEA 140C-01	No Offerings	HEA 140C-01	HEA 140C-01	HEA 140C-01
	HEA 142A-01	HEA 142A-01	HEA 142A-01		HEA 142A-01	HEA 142A-01	HEA 142A-01
	HEA 143-01	HEA 143-01	HEA 143-01		HEA 143-01	HEA 143-01	HEA 143-01

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Medical Office Assistant: Administrative

Overview: Two short-term departmental certificates have been designed to assist students in obtaining responsible entry-level administrative positions in medical offices. The ultimate goal of these certificates is to develop competency in communication, critical thinking, and technology applications as required for the delivery of safe, ethical, legal, and compassionate patient care. For further information about this program, contact the Career and Technical Education department at extension 583 or 723.

MEDICAL TERMINOLOGY (8 units)

MOA-238 Medical Terminology, Part I – 4 units (48 Hrs.) This is a foundation course for students interested in allied health and medical fields. This course builds a solid base for understanding the language of medicine. Students will be oriented to the basic structure of medical terms and their components, with an emphasis on analysis, meaning, spelling, and pronunciation. This course highlights the integumentary, skeletal, muscular, digestive, cardiovascular, blood and lymphatic, and respiratory systems.

MOA-240 Medical Terminology, Part II – 4 units (48 Hrs.) This course is a continuation of MOA 238 and offers a more thorough presentation of medical terminology within a health care setting. Topics include advanced word roots, combining forms, prefixes, suffixes, spelling, and pronunciation. This course highlights the urinary, endocrine, nervous, sensory, and reproductive systems. Topics also include radiology, nuclear medicine, and mental health.

Prerequisites: MOA 238 (or equivalent) with a grade of "C" or better.

BILLING AND CODING short-term departmental certificate (8 units)

MOA-236 Basic Principles of Medical Coding – 5 units (60 Hrs.) This is an introductory course in the basic principles of coding diseases, medical, surgical and diagnostic services, and National Level II codes using the International Classification of Disease (ICD-9 and ICD-10), Current Procedural Terminology (CPT) and HCPCS volumes. This course presents essential knowledge for medical office insurance billing. **Course Advisories:** MOA 238 or equivalent.

Course Advisories: MOA 238 or equivalent

MOA-237 Medical Insurance Billing – 3 units (36 Hrs.) This is an introductory course in the basic procedures of filing, tracing, and processing insurance claims with emphasis on Medicare, Medi-Cal, Workers Compensation, and commercial claims. **Course Advisories:** MOA 236 or equivalent.

Course Advisories: MOA 236 or equivalent.

Please note: The Medical Office Assistant: Administrative degree and certificate programs are designed to augment the Certified Medical Assistant: Clinical program through our Regional Training Partners at Barton University and is required for employment consideration at Barton Healthcare.

Please note: Students are required to meet with a counselor to develop an educational plan. All schedules subject to change!

2017-2018 CTE Schedules – MEDICAL OFFICE ASSISTANT: ADMINISTRATIVE

Code	Description	2017-18	Meeting Day(s)	Meeting Times	Meeting Dates
MOA-240-01*	Medical Terminology, Part 2**	Summer 2017	Online	Canvas	7/3 - 8/11/2017
MOA-235-01*	Introduction to Administrative Medical Assisting	Fall 2017	Online	Canvas	9/18 - 12/7/17
MOA-238-01*	Medical Terminology, Part 1**	Fall 2017	Online	Canvas	9/18 - 12/7/2017
MOA-236-01*	Basic Principles of Medical Coding**	Winter 2018	Online	Canvas	1/8 - 3/30/18
MOA-240-01*	Medical Terminology, Part 2**	Winter 2018	Online	Canvas	1/8 - 3/30/18
HEA-149-01	Introduction to Medical Ethics and Law	Spring 2018	Tuesday	6:00 - 8:50PM	5/30 - 6/13/18
MOA-235-01*	Introduction to Administrative Medical Assisting	Spring 2018	Online	Canvas	4/9 - 6/28/18
MOA-237-01*	Medical Insurance Billing**	Spring 2018	Online	Canvas	4/9 - 6/28/18
MOA-238-01*	Medical Terminology, Part 1**	Spring 2018	Online	Canvas	4/9 - 6/28/18

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*Online

**Short-term Certificate Course

LTCC also offers a Certificate of Achievement and an Associate Degree in *Medical Office Assistant: Administrative*. For more information, go to our website at www.ltcc.edu and click on the “Academics” tab, click on “Academic Programs” and then click on “[Medical Office Assistant](#)”. Please note: BSN 102 is offered face-to-face in the fall and online in the spring and BSN 152A is offered online every other year, during even years.

Summer 2017	Fall 2017	Winter 2018	Spring 2018	Summer 2018	Fall 2018	Winter 2019	Spring 2019
MOA 240-01*	MOA 235-01*	MOA 236-01*	HEA 149-01	MOA 240-01*	MOA 235-01*	MOA 236-01*	HEA 149-01
	MOA 238-01*	MOA 240-01*	MOA 237-01*		MOA 238-01*	MOA 240-01*	MOA 235-01*
			MOA 238-01*				MOA 237-01*
							MOA 238-01*

*Online

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Phlebotomy Training Program



Overview: This short term departmental certificate is offered in partnership with Barton Health. The program includes both basic and advanced classroom instruction and is designed for all beginning students and for phlebotomists with less than 1,040 hours of phlebotomy experience. The two-course sequence begins in the winter quarter with HEA 144A (Phlebotomy Training -Part 1 (Didactic)) and concludes in the spring quarter with HEA 144B (Phlebotomy Training, Part 2 - (Clinical)). Successful certificate completion requires perfect attendance and a final grade of "Passing" or higher (defined as 84% or higher) in HEA 144A and 50 successful patient venipunctures and 10 successful patient skin punctures (pursuant to CCR, Title 17) in HEA 144B. In order to apply for certification, students will be required to provide a certified copy of their high school transcripts or GED, as well as proof of the Hepatitis B series. For further information about this program, contact the Career and Technical Education (CTE) department at extension 583.

All courses from the following (7.25 units):

HEA 144A Phlebotomy Training - Part 1 (Didactic)
HEA 144B Phlebotomy Training , Part 2 - (Clinical)

HEA-144A: Phlebotomy Training - Part 1 (Didactic) 5.75 units This course includes both basic and advanced classroom instruction and is designed for all beginning students and for phlebotomists with less than 1,040 hours of phlebotomy experience. Basic instruction topics include universal precautions, infection control, laboratory and equipment safety, basic anatomy and physiology, medical terminology, and blood collection techniques. Advanced instruction topics include biohazards, sources of error in laboratory testing, anatomical site selection and patient preparation, risk factors and complications, problem solving and communication, ethics, and QA in phlebotomy practice. Successful completion of this course requires perfect attendance and a "Pass" grade (defined as 84% or higher). When combined with the successful completion of HEA 144B (Phlebotomy Training - Part 2, Clinical), students will be prepared for a national phlebotomy certification examination and may apply for a California phlebotomy license (CPT1).

HEA-144B: Phlebotomy Training - Part 2 (Clinical) 1.5 units This course satisfies the practical experience requirement for students to apply for their California phlebotomy license (CPT1) and is designed for all beginning students and for phlebotomists with less than 1,040 hours of phlebotomy experience. In a clinical setting with access to actual patients, the course will include equipment usage; patient preparation and infection control; blood collection from patients of various ages, stages of health, and weight; post puncture care; blood processing after collection and centrifugation; and disposal of waste and sharps. Successful completion of this course requires perfect attendance, 50 successful patient venipunctures, and 10 successful patient skin punctures pursuant to CCR, Title 17, Section 1034(a)(2). When combined with the successful completion of HEA 144A (Phlebotomy Training - Part 1, Didactic), students will be prepared for a national phlebotomy certification examination and may apply for a California phlebotomy license (CPT1).

Prerequisites: HEA 144A with a grade of "Pass"

Corequisites: Students participating in the clinical placements as part of HEA 144B will be required to provide documentation of two doses of Measles, Mumps, Rubella (MMR) immunization or positive antibody titers; two doses of varicella vaccination (Chickenpox) OR positive antibody titer; documentation of Hepatitis B Vaccination OR positive Hepatitis B surface antibody screening for documented history of Tetanus, Diphtheria, and Pertussis (Tdap) vaccination; and results of a recent TB test within the last year. During flu season (September through March) students must provide documentation of annual flu vaccination.

Course Advisories: In order to apply for a California phlebotomy license (CPT1), students will be required to produce an official copy of their high school transcript (or High School Equivalency (HSE)).

Catalog: 2017-18

Please note: Students are required to meet with a counselor to develop an educational plan. All schedules subject to change!

2017-2018 CTE Schedules – Phlebotomy Training Program

Code	Description	Instructor	2017-18	Meeting Day(s)	Meeting Times	Meeting Dates
HEA-144A-01	Phlebotomy Training-Part 1 (Didactic)	Cheri Wakefield	Winter 2018	Monday, Tuesday, and Thursday	6:00 - 9:50PM	1/8 - 2/15/18
HEA-144B-01	Phlebotomy Training-Part 2 (Clinical)	Cheri Wakefield	Spring 2018	Monday - Thursday	7:00AM - 1:30PM	4/9 - 4/19/18
HEA-144B-02	Phlebotomy Training-Part 2 (Clinical)	Cheri Wakefield	Spring 2018	Monday - Thursday	11:00AM - 5:30PM	4/9 - 4/19/18
HEA-144B-03	Phlebotomy Training-Part 2 (Clinical)	Cheri Wakefield	Spring 2018	Monday - Thursday	7:00AM - 1:30PM	4/23 - 5/3/18
HEA-144B-04	Phlebotomy Training-Part 2 (Clinical)	Cheri Wakefield	Spring 2018	Monday - Thursday	11:00AM - 5:30PM	4/23 - 5/3/18
HEA-144B-05	Phlebotomy Training-Part 2 (Clinical)	Cheri Wakefield	Spring 2018	Monday - Thursday	7:00AM - 1:30PM	5/7 - 5/17/18
HEA-144B-06	Phlebotomy Training-Part 2 (Clinical)	Cheri Wakefield	Spring 2018	Monday - Thursday	11:00AM - 5:30PM	5/7 - 5/17/18
HEA-144B-07	Phlebotomy Training-Part 2 (Clinical)	Cheri Wakefield	Spring 2018	Monday - Thursday	7:00AM - 1:30PM	6/4 - 6/14/18
HEA-144B-08	Phlebotomy Training-Part 2 (Clinical)	Cheri Wakefield	Spring 2018	Monday - Thursday	11:00AM - 5:30PM	6/4 - 6/14/18
HEA-144B-09	Phlebotomy Training-Part 2 (Clinical)	Cheri Wakefield	Spring 2018	Monday - Thursday	7:00AM - 1:30PM	6/18 - 6/28/18

Updated:10/10/2017 8:38 AM

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Summer 2017	Fall 2017	Winter 2018	Spring 2018	Summer 2018	Fall 2018	Winter 2019	Spring 2019
No Offerings	No Offerings	HEA 144A-01	HEA 144B-01	No Offerings	No Offerings	HEA 144A-01	HEA 144B-01
			HEA 144B-02				HEA 144B-02
			HEA 144B-03				HEA 144B-03
			HEA 144B-04				HEA 144B-04
			HEA 144B-05				HEA 144B-05
			HEA 144B-06				HEA 144B-06
			HEA 144B-07				HEA 144B-07
			HEA 144B-08				HEA 144B-08
			HEA 144B-09				HEA 144B-09

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Physical Therapy Aide



Overview: This short-term departmental certificate is offered by the Career & Technical Education and Physical Education departments in collaboration with Barton Health Care. Two Physical Therapy Aide courses augment two PE courses and students can expect to complete their training in one year. Students will learn how to assess vital signs, identify contraindications of treatment, and apply therapeutic modalities. Both PT Aide courses contain an externship component wherein students are placed in clinical positions to gain relevant on-the-job experience. This intensive training program culminates in a working skill set for Physical Therapy Aide and associated allied health professions. For further information about this program, contact the Career and Technical Education department at extension 583 or 723.

All courses from the following (14 units):

HEA 119A Introduction to Physical Therapy Aide
HEA 119B Advanced Physical Therapy Aide,
PET 100 Introduction to Exercise Science
PET 102A Care and Prevention of Athletic Injuries.

HEA-119A: Physical Therapy Aide (Part 1) 3 units This course introduces students to the physical therapy and related allied health professions. Students will learn the foundational skills required to work as a Physical Therapy Aide and will develop a solid platform from which further studies in allied health careers can be pursued. Specific topics such as legal and ethical issues, medical terminology, basic anatomy, and human movement will be introduced. Students will also participate in externship experiences as an introduction to the rehabilitation field. In support of the stated student learning outcomes, this course includes eight TBA hours for a Physical Therapy Aide externship placement.

HEA-119B: Physical Therapy Aide (Part 2) 3 units This course builds on the knowledge gained in HEA 119A (Introduction to Physical Therapy Aide) and culminates in a working skill set for the Physical Therapy Aide profession. Students will learn how to assess vital signs, identify contraindications of treatment, and apply therapeutic modalities. Students will also build experience and knowledge in the application of therapeutic exercise and hands-on rehabilitation strategies through coursework and externships. In support of the stated student learning outcomes, this course includes 16 TBA hours for a Physical Therapy Aide externship placement.

Prerequisites: Completion of HEA 119A with a grade of "B" or better.

PET100: Introduction to Exercise Science 4 units This course introduces students to exercise physiology and its relationship to health, fitness, and performance. The course also introduces students to how the body's systems, such as cardiovascular and muscular, respond and adapt to exercise.

PET102A: Care and Prevention of Athletic Injuries 4 units This course provides an overview of the skeletal and muscular anatomy and kinesiological principles of movement. The course also introduces the mechanisms, signs and symptoms, evaluation, treatment modalities, and prevention activities of sports injuries.

Please note: Students are required to meet with a counselor to develop an educational plan. All schedules subject to change!

2017-2018 CTE Schedules – Physical Therapy Aide

Code	Description	2017-18	Meeting Day(s)	Meeting Times	Meeting Dates
PET-100-01	Introduction to Physical Therapy Aide	Fall 2017	Monday/Wednesday	11:00AM – 12:50PM	9/18 – 12/4/17
PET-102A-01	Care and Prevention of Athletic Injuries	Fall 2017	Tuesday/Thursday	10:00 – 11:50AM	9/19 – 12/5/17
HEA-119A-01	Introduction to Physical Therapy Aide	Winter 2018	Wednesday	3:00 - 5:50PM	1/10 - 3/28/18 + 8 hours TBA
HEA-119B-01	Advanced Physical Therapy Aide	Spring 2018	Wednesday	3:00 - 5:50PM	4/11 - 6/27/18 + 16 hours TBA

HEA 119A and HEA 119B are offered every other year. Please contact Enrollment Services at 530-541-4660 ext. 211 or enrollmentservices@ltcc.edu for additional information.

Updated:8/22/2017 11:54 AM

LTCC also offers a Departmental Certificate in *Personal Trainer Certification*. For more information, go to our website at www.ltcc.edu and click on the “Academics” tab, click on “Academic Programs” and then click on [“Personal Trainer Certification”](#).

An Associate in Arts Degree for Transfer in Kinesiology is also offered through our college. For more information, go to our website at www.ltcc.edu and click on the “Academics” tab, click on “Academic Programs” and then click on [“Kinesiology”](#).

Summer 2017	Fall 2017	Winter 2018	Spring 2018	Summer 2018	Fall 2018	Winter 2019	Spring 2019
No Offerings	PET 100-01	HEA 119A-01	HEA 119B-01	No Offerings	PET 100-01	No Offerings	No Offerings
	PET 102A-01				PET 102A-01		

To become a student at Lake Tahoe Community College, you will need to complete an online application before you can register for classes. Please go to our website at www.ltcc.edu/admissions and click on “Apply”. Your application might take up to 24 hours to process prior to your being able to enroll in specific courses, so please be patient and check the LTCC email you are assigned for updates. Contact Enrollment Services at 530-541-4660 ext. 211 or enrollmentservices@ltcc.edu for information on assessment, orientation, and counseling. To view the schedule of current classes, go to LTCC’s website at www.ltcc.edu and click on the “Academics” and the [“Schedule of Classes”](#) tab.

2016-17 ACADEMIC YEAR

STUDENT LEARNING OUTCOME ASSESSMENT SUMMARY

ALLIED HEALTH

There were four assessment reports completed for Allied Health in 2016-17:

COURSE CODE AND TITLE	INSTRUCTOR	QUARTER	RESULTS
MOA-235 Introduction to Administrative Medical Assisting	Jennifer Drennan (Filled in for Nancy Enterline due to her retirement)	Fall 2016	All but two students achieved mastery level understanding. Both students achieved a moderate understanding. No changes are recommended.
MOA-236 Basic Principles of Medical Coding	Gloria Strasburg (Recruited from Santa Rosa college to teach the Billing/Coding courses online)	Winter 2017	The majority of students had strong mastery. Several students did not participate in group activities and later dropped the class. This course was previously taught in a face-to-face format and the curriculum needs more fine-tuning to convert into an online version. It is recommended a separate course be created to teach the International Statistical Classification of Diseases and Related Health Problems (ICD) 10 component due to the enormous amount of content involved. Also, the Current Procedural Terminology (CPT) I, II, and III categories are long and complex and only the first category is taught in this course due to time constraints.
MOA-237 Medical Insurance Billing	Gloria Strasburg (Agreed to teach all three Administrative courses online)	Spring 2017	The majority of students achieved strong understanding. It is recommended another SLO be added to this course, "demonstrate understanding of materials through the use of written quiz and final exam".
MOA-238 Medical Terminology, Part 1	Chris Kozlowski	Spring 2017	Overall, students had complete understanding of the material/information, however, several students did not participate fully in group projects which caused grades to go down. It has been an ongoing challenge to get students to not procrastinate on the video assignments.