



Addendum
To
Spencerian College – Louisville
2010–2012 Catalog

SEPTEMBER 2011

Distance Education Admissions (page 22)

Online and hybrid classes utilize the Blackboard/ANGEL platform, which is a nationally recognized learning management system used by K-12, post-secondary, government, and business to provide online education and training. It is a secure platform that requires the user to have a unique username and password in order to access material. Students are assigned an individual secure log-in ID and password to enter the software platform. They can only use these in the individual courses in which they are enrolled. Students' gradebooks and drop boxes for assignments can only be viewed by that individual student and instructor. In addition, Acxiom, a nationally recognized company that provides identity verification based on public information, is used in conjunction with Blackboard/ANGEL to provide an additional level of security and verification. These questions can be set to appear before for one exam or every exam. They can be set for a few students or all students. Students never know when they might be required to answer the security questions. If selected for verification, they may not proceed to the exam questions until they have successfully answered the security questions. There is no additional charge for students associated with this security feature.

Pages 38 and 62: The program name of the Associate of Applied Science (AAS) is Radiologic Technology

[ASSOCIATE OF APPLIED SCIENCE \(A.A.S.\)](#)

[MEDICAL ADMINISTRATIVE MANAGEMENT WITH PHLEBOTOMY \(page 42\)](#)

122 Credit Hours

1765 Clock Hours

Length: 21 months – Day Division #

30 months – Evening Division #

In place of Courses 115 and 215, students can choose the option of Course 297*, Health Unit Coordinator Procedures. The program length and number of credit hours are the same.

#Plus exam review and externship

*Course 297 is offered in online format only

Pages 53 and 84: Course PN101 Personal & Vocational Relationships (2 credits). Course 110 may substitute for Course PN101.

[ASSOCIATE OF APPLIED SCIENCE \(AAS\) \(Page 54a\)](#)

[PERSONAL TRAINER](#)

The AAS Personal Trainer program furthers proficiency in understanding complex rehabilitation principles and developing the ability to read, apply and perform research in health and human performance. Further coursework will prepare the student to attain management positions in fitness facilities or competently manage employees in his or her own business. This program prepares the student to take the American College of Sports Medicine (ACSM) exam for certification as a Certified Personal Trainer.

Curriculum 100 Credit Hours

1266 Clock Hours

Length: 18 months—Day Division
24 months—Evening Division

Class	Title	Credits
110A	College Success Strategies	2
121*	English I	4
122*	English II	4
151*	College Mathematics	4
172	Anatomy & Physiology I	4
173	Anatomy & Physiology II	4
176	Medical Terminology	4
211	Health & Safety Techniques	3
245A	Career Development	2
293*	Personal Psychology	4
299	Management Principles	4
MST110	Holistic Therapies	2
MST113	Myology	4
MST114	Kinesiology	3
MST121	Business for Somatic Practices	4
PT100	Introduction to Personal Training	2
PT101	Software Management for Personal Trainer	3
PT102	Personal Training I	6
PT103	Personal Training II	6
PT104	Training Program Design	2
PT105	Nutrition for Weight Management and Physical Activity	4
PT106	Exercise Physiology	4
PT107	Exercise Psychology	2
PT108	Special Populations	4
PT109	Personal Trainer Exam Review	4
PT110	Personal Training Internship	3
PT201	Advanced Training Concepts	4
PT202	Research in Health & Movement	4
Total		100

All courses require "C" or better.

*General education course

Students may not receive payment/reimbursement of any type for clinical and/or externship hours required in their academic program. Students may also not perform these clinical and/or externship hours with their employer in the capacity of their regular position.

Some clinical settings may require TB or other specific tests or proof of current inoculations.

A list of available courses offered through distance learning can be obtained from the Distance Education Coordinator or through Student Services. Course availability varies per quarter. There is an additional per credit hour charge for distance education. See Supplement A.

[ASSOCIATE OF APPLIED SCIENCE \(A.A.S.\)](#)
[MEDICAL ADMINISTRATIVE MANAGEMENT \(page 58\):](#)

The purpose of the Associate of Applied Science Degree in Medical Administrative Management program is to train students first and foremost as Medical Assistants, then further expand this knowledge base with emphasis on management skills. Students are trained in the cognitive, psychomotor, and affective domains required for competency in entry level employment. The program emphasizes the importance of academic knowledge base, clinical and administrative competency, professionalism, and critical thinking skills which students will incorporate into their on-the-job duties as Medical Assistants working in various ambulatory healthcare settings. The additional course work in medical office management will aid in professional growth and the ability of graduates to seek future leadership roles in ambulatory healthcare facilities.

If students select the Health Unit Coordinator option, they also receive training in performing the clerical reception/communication, and coordination tasks for the nursing unit.

Students are required to take the Certified Medical Assistant (CMA) exam of the American Association of Medical Assistants (AAMA) as a programmatic/graduation requirement of the Medical Assistant portion of the Associate of Applied Science Degree in Medical Administrative Management program.

Curriculum: 109 Credit Hours

1524 Clock Hours

Length: 18 months – Day Division

27 months – Evening or Distance Education Divisions

Class	Title	Credits
110A	College Success Strategies	2
121+	English I	4
130	Keyboarding	5
151+	College Mathematics	4
171	Medical Law and Ethics	4
172	Anatomy & Physiology I	4
176	Medical Terminology	4
100	Accounting for the Business Office	3
122+	English II	4
165	Electronic Records Management	3
177	Pharmacology/Laboratory Terminology	4
173	Anatomy & Physiology II	4
211	Health & Safety Techniques	3
270	Medical Administrative Techniques	3
271	Medical Transcription I	2
293+	Personal Psychology	4
178	Medical Insurance	3
212	Medical Lab Procedures	6
213	Advanced Clinical Skills	3
245A	Career Development	2
274	Medical Assisting Techniques	3
277	Introduction to Medical Coding	3
280	Word Processing I	3
278**	Clinical Practicum	3
296*	Medical Administrative Practicum	2

The preceding courses complete the Medical Assistant portion of the program

223	Business Correspondence	4
215	Computer Database Applications	3
115	Computer Spreadsheet Applications	3
299	Management Principles	4
312 [^]	Clinical Laboratory Management Procedures	4
313	Medical Office Manager Techniques	2
499	Human Resource Management	4

In place of Courses 115 and 215, the student has the option of training as a Health Unit Coordinator:

297 [^]	Health Unit Coordinator Procedures	6
Total with either option		109

All courses require a “C” or better. Completed timed keyboard writings of 40 wpm with fewer than 5 errors (backspace key disabled)

+General education course

[^]Courses 297 and Course 312 are offered in online format only.

*The Clinical Practicum consists of 96 hours of on-the-job training which is taken after all other course work is completed.

** The Medical Administrative Practicum consists of 64 hours of on-the-job training which is taken after all other course work is completed.

Practicum hours must be completed during the day. Students may not receive payment/reimbursement of any type for clinical and/or practicum hours required in their academic program. Students may also not perform these clinical and/or practicum hours with their employer in the capacity of their regular position.

The Medical Administrative Management Associate Degree is also available through distance education.

Spencerian classes are offered in a blended format where students complete a portion of the course online and a portion on campus or at approved sites/facilities. Enrollment is limited to residents of Kentucky, Indiana, Ohio, and Tennessee.

Some classes may require on site clinical and/or residential skills training. Entrance and graduation requirements for distance education classes and on-campus classes are the same.

All students must complete Spencerian College’s non-credit introductory course, “Student Quick Start,” a tutorial explaining the features of the Learning Management System before beginning their first distance education class.

Distance education students must have access to a PC (minimum 56K Modem) with an Internet connection. Spencerian College utilizes ANGEL Learning Inc. software, a fully integrated e-learning platform that allows the College to rapidly create, deliver, and measure interactive learning over the Internet. Students must purchase any software that may be needed for specific course. All student assignments must be submitted by using Microsoft Word 2007 or newer, Excel and Access. There is an additional per credit hour charge for distance education classes. See Supplement A.

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[ASSOCIATE OF APPLIED SCIENCE \(A.A.S.\)](#)

[MEDICAL CLINICAL SPECIALTIES \(page 56\)](#)

The purpose of the Associate of Applied Science Degree in Medical Clinical Specialties program is to prepare the student to perform in multiple capacities in various healthcare facilities. The graduate

possesses the skills of a Medical Assistant and Limited Medical Radiographer. Students are trained in the cognitive, psychomotor, and affective domains required for competency in entry level employment. The program emphasizes the importance of academic knowledge base, clinical and administrative competency, professionalism, and critical thinking skills which students will incorporate into their on-the-job duties. Graduates will possess the skills necessary to perform administrative and clinical duties, assist in patient care, obtain laboratory specimens, and perform radiologic exams (x-rays).

If students select the phlebotomy option, they will receive training in the skills necessary to obtain quality laboratory specimens in a variety of medical settings. They will gain the technical knowledge and skills required to take a national certification exam.

If students select the ophthalmic assistant option, they will be trained to perform the specialized skills needed for employment in ophthalmology and/or optometric physician offices. They will be trained in the various administrative and clinical duties performed by an entry level Ophthalmic Assistant in an eye care medical setting.

If students select the Patient Care Assistant Option, they will be given training in much-needed areas of mental health, home health, and restorative health. Successful completion of the program leads to eligibility to sit for the Kentucky State Registered Nurses Aide certification (SRNA).

Students are required to take the Certified Medical Assistant (CMA) exam of the American Association of Medical Assistants (AAMA) as a programmatic/graduation requirement of the Medical Assisting portion of the Associate of Applied Science Degree in Medical Clinical Specialties program.

Curriculum 134-137 Credit Hours
 2135-2168 Clock Hours
 Length: 24 months–Day Division
 33 months –Evening Division

Class	Title	Credits
110A	College Success Strategies	2
121+	English I	4
130	Keyboarding	5
151+	College Mathematics	4
171	Medical Law & Ethics	4
172	Anatomy & Physiology I	4
176	Medical Terminology	4
177	Pharmacology/Laboratory Terminology	4
100	Accounting for Business	3
122+	English II	4
165	Electronic Records Management	3
173	Anatomy & Physiology II	4
211	Health & Safety Techniques	3
270	Medical Administration Techniques	3
271	Medical Transcription I	2
293+	Personal Psychology	4
178	Medical Insurance	3
212	Medical Laboratory Procedures	6
213	Advanced Clinical Skills	3

245A	Career Development	2
274	Medical Assisting Technology	3
277	Introduction to Medical Coding	3
278*	Clinical Practicum	3
280	Word Processing I	3
296**	Medical Administrative Practicum	2

The preceding courses complete the Medical Assistant portion of the program.

RAD100	Introduction to Radiography	4
RAD102	Introduction to Radiographic Clinical Topics I	3
RAD200	Radiographic Positioning I	9
RAD300	Radiographic Positioning II	4
LMR201****	Radiographic Imaging	4
LMR300****	Limited Medical Radiography Clinical I	5
LMR301****	Limited Medical Radiography Clinical II	7
LMR400	LMR Certification Review	3

3 Available Options to Complete the Program:

Phlebotomy Option:

214	Phlebotomy Techniques	6
216++	Phlebotomy Examination Review	3
279***	Phlebotomy Externship	4

Patient Care Assistant Option:

PCA100^	Nurse Assistant Skills	5
PCA102^	Mental Health, Restorative Aide, and Home Health	8

Ophthalmic Assistant Option:

OPH100+++	Ophthalmic Assisting Techniques	6
OPH200++++	Ophthalmic Assisting Externship	4

Total **134-137**
Depending on which option is chosen

All courses require a "C" or better. Completed timed keyboard writings of 40 wpm with few than 5 errors (backspace key disabled)

+General education courses

*The Clinical Assistant Practicum consists of 96 hours of on-the-job training which is taken after all other course work is completed.

**The Medical Administrative Practicum consists of 64 hours of on-the-job training which is taken after all other course work is completed.

***The Phlebotomy Externship consists of 120 hours of on-the-job training. Students must complete 100 successful venipunctures and 25 successful capillary sticks.

****The LMR clinical requirement consists of 370 hours.

+++The Ophthalmic Assisting Techniques (OPH100) course is offered in the day division only. It consists of the clinical portion of the Ophthalmic Assistant option. The didactic portion of the OPH100 course will be conducted on campus during the day, but the clinical training portion of the OPH100 course will require the student to attend the off-site clinical location in Louisville each Friday from 8 a.m. until 12 noon throughout the 11-week quarter.

There is no alternative offering for the OPH100 clinical training, so each student enrolled (day or night) must be able to do the clinical training during the day Monday through Thursday, and on Friday morning.

++++The Ophthalmic Assistant Externship (OPH200) consists of 120 hours of on-the-job training that is taken after all other course work is completed.

Students may not receive payment/reimbursement of any type for clinical and /or practicum hours required in their academic program. Students may also not perform these clinical and/or practicum hours with their employer in the capacity of their regular position.

Due to facility availability, these hours must be completed during the day.

PCA100 and PCA102 class time will extend beyond the normal class schedule. Students need to be aware that these classes will require them to be in school for extended time in order to meet the contact hour requirement. PCA100 is offered only in conjunction with this program; it is not offered as a stand-alone course.

*****Courses with RAD and LMR prefixes are not currently available through distance education.

Distance education enrollment in the Phlebotomy portion of the program is limited to Kentucky or Indiana residents, and students must be part of a group that is “sponsored” by a local facility in their area. Distance education enrollment in the Medical Assistant portion of the program is limited to residents of Kentucky, Indiana, Ohio, and Tennessee.

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Class Repeat Requirements/Policy

Students on a contract rate tuition agreement are not charged additional tuition when repeating a course for the first time; third and subsequent attempts of the same class will have tuition charges assessed. All comprehensive and general fees will be recharged for each repeated course for contract rate tuition agreement students. Credit hour students, except Associate Degree Nursing students, must pay to repeat all courses.

Any student attempting a class for the third time will be charged additional tuition, which will not be covered by Financial Aid. The additional tuition charged will be the cost per credit hour as determined by their most recent date of enrollment.

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Definition of Credit Hour

Academic progress at Spencerian College is measured in quarter credit hours. One quarter credit hour equals, at a minimum, 10 classroom hours of lecture, 20 hours of laboratory, and 30 hours of practicum. A clock hour includes a minimum of 50 minutes instructional time. In addition to hours spent in class, lab, or practicum, students are advised that courses will have homework and out of class learning activities to support the amount of credit awarded for the course.

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Consortium Agreement

Spencerian College-Louisville has a consortium agreement with Spencerian College-Lexington for the Spencerian Lexington students to be able to take the online courses offered by Spencerian Louisville.

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Articulation Agreements

Spencerian College has an articulation agreement with Sullivan University to deliver the general education courses on campus and online for the AAS Nursing program.

Spencerian College has an articulation agreement with Sullivan University that identifies the courses that are accepted for transfer into certain bachelor's degree programs.

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Course LMR300 is now 5 credits.

Course LMR301 is now 7 credits.

This affects students in the following programs: Limited Medical Radiography diploma, Limited Medical Radiography with Phlebotomy diploma, Clinical Assistant with Limited Medical Radiography, and Medical Clinical Specialties AAS.