



# OHIO HI-POINT CAREER CENTER

Adult and Continuing Education  
Nancy J. Knight School of Nursing

## Program Catalog

### Our Mission

Ohio Hi-Point Career Center's mission is to develop our most valuable resource - **people** – by providing quality career-technical and academic education.

### Our Core Values

- ★ Our students/clients are our **first** priority.
- ★ **Every** individual has value and significance.
- ★ We expect excellence in **all** we do.
- ★ Students and staff are accountable for their **own** behavior and personal development.
- ★ **Effective** learning actively engages students.



**OHIO HI-POINT**  
CAREER CENTER

Nancy J. Knight School of Nursing

## WINTER/SUMMER PRACTICAL NURSING CATALOG

### **Who are our students?**

- Our students are adults, with adult needs and responsibilities.

Programming is designed to accommodate the adult learner. Adult learning styles and needs will be taken into account as curriculum and lesson plans are designed

### **Are you one of our students?**

- Our typical student may possess some of the following characteristics:
  - Family responsibilities
  - Employment responsibilities
  - Displaced worker
  - Displaced homemaker
  - Limited financial resources
  - Desire to continue education towards Registered Nursing

## Program Offerings:

- 12month program
  - This program is a fast paced intensive learning opportunity.
  - It is created to accommodate the adult who wants to obtain a quality education and enter the workforce as soon as possible.
  - It is not the program for someone who needs to work more than 20 hours per week.
  - Classes are Monday through Friday 8am to 3:30pm
  - Clinical is held two day a week from 7am to 3pm.
  - This is a 44week program
  - Enrollment occurs every September (Bellefontaine Campus), January (Urbana Campus), March (Bellefontaine Campus), and July (Kenton Campus).
  - Pre-requisite coursework—**must be completed** before the program start date.
- Applications, Official Transcripts, Work Key Scores, and Background Checks must be received **before the following dates in order to be considered for acceptance into the nursing program.**
  - March Enrollment—January 31<sup>st</sup>: acceptance letters will be mailed the first week of February.
  - July Enrollment—April 30<sup>th</sup>: acceptance letters will be mailed the first week of May.
  - September Enrollment—June 15<sup>th</sup>: acceptance letters will be mailed the first week of July.
  - January Enrollment—September 30<sup>th</sup>: Acceptance letters will be mailed the first week of October.

- 24month program
  - This program is a slow paced learning opportunity.
  - It is created to accommodate the adult who wants to obtain a quality education while supporting a family or maintaining their employment.
  - This is the program for someone who needs to work more than 24 hours per week
  - Classes run Monday –Thursday 5pm to 9:30pm
  - Clinical 4pm to 11:00pm one evening a week.
  - This program enrolls every year with the next enrollment in September 2010. Pre-requisites **must be completed** before the September start date.
  - This is an 88 week program
  - This program is currently **offered on our Bellefontaine Campus.**
  
- Applications, Official Transcripts, Work Key Scores, and Background Checks must be received **before the following dates in order to be considered for acceptance into the nursing program.**
  - September Enrollment—June 15<sup>th</sup>: acceptance letters will be mailed the first week of July.

- 18month **Dual Enrollment** program with Clark State Community College  
MAXIMUM ENROLLMENT OF 12

- Pathway is created for easier and quicker transition into an associate degree program.
- Program is located in Marysville.
- Classes provided by Clark State Community College (CSCC) will consist of in class seminars and online assignments. Critical labs will be provided at CSCC campus.
- State Tested Nurse Aide exam administered after completion of first quarter will provide an opportunity for increased income during enrollment.
- Pre-requisites for Dual Enrollment Program
  - ⊙ PSY 111 Introduction to Psychology (Clark State) offered online
  - ⊙ ENG 111 Introduction to English (Clark State) offered online
  - ⊙ BIO 105 Fundamentals of Anatomy & Physiology (Clark State) offered online
  - ⊙ ITS 103 Basic Computer Applications (Clark State)
  - ⊙ NUR 5103 Fundamentals of Nutrition (OHPCC) offered as an online class
  - ⊙ All are offered in Fall quarter and must be completed prior to January 2011

## Getting Started

- Obtain an application
  - This can be done by contacting (937) 599-3010 ext. 1398.
  - Also included in the program catalog
- Schedule for your Pre-Entrance Examination (Work Keys)
- Schedule for your Pre-Requisite Courses—(If applying for Dual Enrollment, must apply to Clark State Community College for Pre-reqs)
  - Mail in registration form with selected dates for each course.
  - Payment can be in the form of a check or money order.
- Have a State and Federal background check completed.
  - Suggest Logan County Education Services, located at 121 S. Opera St. Bellefontaine.
  - Cost is \$60.00, please bring a state issued ID and a check, cash or money order.
  - You are more than welcome to obtain this from another agency, **please ensure the results are sent directly to the program coordinator.**
- Return completed application and personal reference forms.
  - Enclosed in your application packet are 4 personal reference forms.
  - Distribute these to co-workers, supervisors, peers or neighbors.
  - Do not ask a family member to complete one.
  - They must be received in a sealed envelope from the person completing the reference.
  - This is by far, the hardest part of completing your application. Be vigilant about this form.
- Have all official transcripts sent from High School or post secondary institutions.
  - Mail to ...  
Attn: Amy Main RN, MS  
Nancy J. Knight School of Nursing  
Ohio Hi-Point Career Center  
2280 St. Rte 540  
Bellefontaine, OH 43311

## Pre-Entrance Examination

This is a series of three assessments that look at your ability to read, locate information and apply mathematical skills.

- Tests are scheduled in 4 hour blocks and usually take anywhere from 2-3 hours to complete all three.
- The \$60.00 fee is due upon registration and can be paid over the phone or by mailing in a check.
  - Registrations can be taken without payment, but a place is not guaranteed until payment is received.
- If there is concern about your length of time out of school or you feel rusty about test taking...
- ABLE is available to provide some general preparation and a program that can help to review and practice for the Work Keys examination.
  - For further information please contact...Mary Lou Clute ext. 1432 or Sharon Halter ext. 1406.
  - **Please be aware that, in order to be beneficial; review and practice will take a minimum of 4 to 6 weeks prior to test date.**

## PRE-REQUISITE COURSEWORK (must be completed in order to start nursing programs)

- NUR 5020 Fundamentals of Anatomy & Physiology
  - This is a 60 clock hour course.
  - This is a comprehensive review of the anatomy and the physiology of the human body. It does not contain a lab component, but does cover every system of the body.
- NUR 5010 Basic Computer Applications
  - This is an 18 clock hour course. An overview of Windows XP concepts, basic word processing concepts, file management, WordPad, Paint, Microsoft Word, Excel, Internet Explorer, internet search engines, online databases, online library resources and e-mail.
  - For those proficient in Computer Applications, a challenge exam is available for a small fee

**ELECTIVE COURSEWORK** (not necessary for the nursing program, may be complementary to standard nursing program)

- NUR 5103 Nutrition (Required for Dual Enrollment as Pre-Requisite)
  - Provides basic information about human nutrition. Good nutrition throughout the lifespan from the prenatal stage to geriatrics will be emphasized. The daily diet, including the food pyramid and the nutrients will be examined.
  
- HIT 6104 Medical Terminology
  - Interpret medical terms by understanding the meaning of the word elements. Word element pronunciation and use of combining forms is also an integral part of this course. Knowledge of the meaning of medical terms will provide a basis for understanding terms used to describe human anatomy, diseases, and conditions.
  
- HOC 7101 Phlebotomy
  - Prepares students in basic phlebotomy procedures, including skin punctures, venipunctures, arterial punctures and bleeding times. Routine duties relating to laboratory procedures, obtaining specimens, and testing are addressed. Classroom, skills laboratory and clinical practice are included. This course has been approved by the Ohio Board of Nursing for 89.4 contact hours of which 0 contact hours are approved for Category A through OBN Approver Unit at the LPNAO. (OBN# 02-92)
  
- HOC 7100 State Tested Nursing Assistant
  - Prepares students to give care to ill and elderly patients in long term care facilities. The basic techniques needed to function as a nursing assistant are addressed. Students are prepared to take the state examination.