



**OFFICE OF WORKFORCE
DEVELOPMENT AND CONTINUING
EDUCATION**

·HEALTHCARE TRAINING AND EDUCATION·

**CARDIOLOGY TECHNICIAN
PROGRAM**

May 6, 2024 to December 9, 2024

**For additional information or questions, please call the
Healthcare Training and Education office at 717-221-1727 or
email jafoster@hacc.edu**

UPDATED 01/31/24



**HACC'S OFFICE OF
WORKFORCE DEVELOPMENT/NONCREDIT
FREQUENTLY ASKED QUESTIONS**

How do I register for a Workforce Development/Noncredit class?

You can register conveniently online using a credit or debit card. For this program, you will follow this link to register:

<https://onlinewfd.hacc.edu/catalog?pagename=CT>.

Who can register for Workforce Development/Noncredit classes?

Advertised Workforce Development/Noncredit classes are open to the general public. Some classes/programs may require prerequisites or a minimum or maximum age to participate. These requirements are included in the class description.

When can I register for a Workforce Development/Noncredit class?

When a Workforce Development/Noncredit class is advertised, registration is open to the public. The deadline for registration is:

- (1) until the class start date, or
- (2) other published registration deadline, or
- (3) until the class reaches maximum capacity, **whichever comes first**.

It is the individual College department's choice whether to create waiting lists for classes.

It is recommended you register promptly for a Workforce Development/Noncredit class. Many classes fill up early. By waiting too long, you also run the risk of a class being cancelled without your enrollment.

Do I have to pay now? By what method can I pay?

Unless otherwise specifically stated, all Workforce Development/Noncredit tuition and related class fees are due at the time of registration. Payment may be in the form of HACC accepted credit cards, personal check, money order, or cash. Tuition may be billed to third party payers i.e. student employer with a formal written authorization to bill request.

Are there any discounts for residency or for senior citizens?

No discounts are available for residency or for senior citizens.

Do I have to complete a HACC admission application to take a Workforce Development/Noncredit class?

No, you do not need to complete a HACC admissions application for Workforce Development/Noncredit classes. Simply register by one of the above methods.

Why do you need my DOB, home address, full name, and phone numbers?

All Workforce Development/Noncredit class participants are entered in our system as HACC students. Every class you take at HACC will appear on your official transcript. It is very important that we do not duplicate IDs. We need all your personal identification in order to thoroughly search 50+ years of records. Your confirmation letter will include your official HACC ID. This number, which begins with an "H", should be used to register for future HACC classes.

We mail a confirmation letter to every student and may need to contact you regarding a class change or cancellation. For this reason we need current address and phone numbers.

Where should I park?

Workforce Development/Noncredit students may park in any HACC public parking lot. A parking pass is not required. However, please do not park in restricted parking areas (handicapped, etc.) without proper authorization.

Do I need an ID card?

Workforce Development/Noncredit students are able to receive a HACC ID card if their course or program is at least six (6) weeks in length.

Where is my class held?

Upon registration, you will be given a confirmation letter which lists the class title, dates, times, instructor, and location. Please look over this confirmation letter and contact HACC Workforce Development staff if you need clarification. It is recommended that you check the campus map for your classroom location before you arrive at the campus, especially after hours, since there may be limited staff on hand to assist you. Some classes are held off-campus. In this case, you will be provided with a street address of the location on the confirmation letter. **Please note:** Your confirmation letter lists ALL Workforce Development/Noncredit classes (past, current, future) you register for during the current fiscal year (July 1-June 30). **Please note that in light of the COVID-19 pandemic, college staff has been working remotely; therefore, confirmation letters are unable to be printed and sent. If you have any questions regarding your class or program location, please contact the staff listed in this program sheet or the Welcome Center at 717-780-2414.**

Also, the college is taking all precautions to keep you, our students, and our faculty safe from COVID-19. While COVID-19 is still in our midst, you will receive information one to two weeks prior to your class regarding face mask requirements and self-wellness efforts.

What about books for Workforce Development/Noncredit classes?

In some cases, books are included in the tuition and provided at the first class. If books are to be purchased separately, the title and ISBN will be indicated on the confirmation letter and they will be available at HACC bookstores.

Will I get a refund if the class cancels or if I drop out?

If HACC cancels a course, training, seminar, conference or trip/tour, all paid participants will receive a 100% refund of all tuition and fees. Any student who wishes to drop a course may do so by visiting or calling any of the campus Welcome Centers. These requests must be made no less than one (1) day prior to the first class meeting date to be eligible for a full refund of tuition and fees, except for any tuition or fees noted as nonrefundable.

Unless otherwise specifically stated or approved, no refund will be issued after a class start date. We do not issue partial refunds in the event a student starts a class late or does not complete the class. Students receiving Title IV Financial Aid will be subject to the federal regulations regarding withdrawal of classes. Financial aid eligibility will be recalculated based on dates of participation in financial aid eligible programs.

Why would a class be canceled?

All classes have a maximum enrollment limit beyond which no additional students may be added and a minimum class size that must be reached before a class will be taught. These limits vary depending upon the nature of the class and the available instructional space. If the minimum class size is not reached, the class may be cancelled. If a class is cancelled, it is typically done so two to three business days before the class start date. It is important that interested parties register before that time.

A class may be cancelled due to a situation with an instructor or class location. Every effort will be made to reschedule the class in this circumstance. Students will be promptly contacted as soon as possible should there be any changes.

HACC reserves the right to add or delete a course, change times, location, fees, or instructors at its discretion.

We make every effort to contact a student when a class is cancelled or changed. It is important that you provide us with current phone numbers and/or e-mail addresses. We will leave phone messages if we cannot reach the student.

Why are some classes offered at one campus and not another?

Local interest, qualified instructor availability, and/or appropriate class location availability may all be factors as to why classes are held at particular locations instead of others. We are continually investigating new ideas and locales for classes. We appreciate any feedback or ideas you may have. You can e-mail such ideas to: wedinfo@hacc.edu.

Cardiology Technician Program

Program Cost: \$2,151

165 Total Program Hours

Program Coordinator, Jackie Foster jafoster@hacc.edu
Contact nhealth@hacc.edu for the latest and most up-to-date information.

Career Opportunities The Cardiology Technician Certificate Program is designed to prepare the student with the theoretical and technical expertise to perform basic cardiovascular assessment preliminary to treating patients with cardiac and peripheral vascular disease. Individuals completing this program will seek employment as a cardiology technician in various healthcare settings from hospital facilities to physician practices.

This student may be required to submit ACT 33 Child Abuse and/or ACT 34 Pennsylvania State Police Criminal Background Checks prior to obtaining employment. The student should consider this factor before enrolling in this program. The complete program is available at the Harrisburg campus. Prerequisite courses in this program may also be available through Virtual Learning.

Competency Profile

This curriculum is designed to prepare students to:

- Perform various cardiology tests including EKG's, Holter Monitors, and Stress Tests
- Interpret EKG changes by identifying various types of cardiac dysrhythmias
- Obtain cardiac history
- Perform patient assessments and identify abnormalities of the CV system
- Take the national certification examination for Certified Cardiac Technicians (CCT)

*Completion of this certificate program, CCT certification and six months of work experience may allow articulation of college credits to either of the two current Cardiovascular Technology Degree Programs.

PROGRAM REQUIREMENTS

This program was academically designed to be completed in approximately a year.

Medical Terminology	30 hours
Intro to Anatomy & Physiology	45 hours
Cardiac Illness and Disease	18 hours
EKG Theory	42 hours
EKG Applications	30 hours

RECOMMENDED SEQUENCE FOR STUDENTS

Students must complete program and provide a certificate of CPR BLS for the Healthcare Provider to receive certificate of completion. Students can complete the program in one year by taking the courses in the sequence listed below two nights a week.

- CPR for the healthcare provider (American Heart Association's BLS certification is recommended)
- Medical Terminology
- Introduction to Anatomy & Physiology
- Cardiac Illness and Disease
- EKG Theory
- EKG Applications

Cardiology Technician Program

Total Program Cost: \$2,151

165 Total Program Hours (does not include CPR)

Medical Terminology

30 hours // (10) 3 hour sessions

Tuition: \$384

This course will provide the participant with an overview of medical terminology. Beginning with the frequently used prefixes and suffixes, the course will progress to include commonly used terms from each of the major body systems. Frequently used medical abbreviations will also be included. At the end of this program the student will be able to correctly spell the commonly used medical terms, pronounce the medical terms, define the frequently used medical terms, and utilize medical terms in the work place.

<u>CRN</u>	<u>Course Name</u>	<u>Start</u>	<u>End</u>	<u>Days</u>	<u>Times</u>	<u>Location</u>	<u>Instructor</u>
91303	Medical Terminology	05/06/24	06/10/24	Mon/Wed	5:30-8:30pm	Zoom	Aikey-Trotta

Introduction to Anatomy and Physiology

45 hours // (15) 3 hour sessions

Tuition: \$559

This course serves as an introduction for any career in the healthcare field. Basic body organization and review of all body systems are included within this course. There is no lab required.

<u>CRN</u>	<u>Course Name</u>	<u>Start</u>	<u>End</u>	<u>Days</u>	<u>Times</u>	<u>Location</u>	<u>Instructor</u>
91304	Intro to A & P	06/17/24	08/05/24	Mon/Wed	5:30-8:30pm	Zoom	Aikey-Trotta

Cardiac Illness and Disease

18 hours // (6) 3 hour sessions

Tuition: \$265

Prerequisites: Medical Terminology/Co-requisite; Introduction to Anatomy & Physiology.

This 18-hour course goes into detailed workings of the cardiovascular system including disorders, diseases, and pharmacology. It is designed to provide the cardiology technician student with the specified information pertaining to the cardiovascular system in order for preparation to take the EKG Theory I and II courses. Textbooks are an additional cost and mandatory first day of class.

<u>CRN</u>	<u>Course Name</u>	<u>Start</u>	<u>End</u>	<u>Days</u>	<u>Times</u>	<u>Location</u>	<u>Instructor</u>
50170	Cardiac Illness & Disease	08/12/24	08/28/24	Mon/Wed	5:30-8:30pm	Zoom	Malone

EKG Theory

42 hours // (14) 3 hour sessions

Tuition: \$559

Prerequisite: Medical Terminology, Intro to Anatomy and Physiology and Cardiac Illness and Disease.

This course deals with basic scientific theory underlying electrocardiograms (EKGs) and cardiac rhythms. This course is designed to provide the allied health professional with knowledge and skills necessary to recognize cardiac dysrhythmias. The course will include a review of cardiac anatomy and physiology. The relationship between myocardial infarctions and the different EKG changes will also be included. This course is also available to nurses who are interested in rhythm interpretation and can be taken as a stand-alone course. Textbooks are an additional cost and mandatory first day of class.

<u>CRN</u>	<u>Course Name</u>	<u>Start</u>	<u>End</u>	<u>Days</u>	<u>Times</u>	<u>Location</u>	<u>Instructor</u>
50171	EKG Theory	09/09/24	10/23/24	Mon/Wed	5:30-8:30pm	Zoom/Hbg	Malone/ McDaniels

EKG Applications

30 hours // (10) 3 hour sessions

Tuition: \$384

Prerequisites: Medical Terminology, Intro to Anatomy and Physiology, Cardiac Illness and Disease, and EKG Theory.

This course provides hands-on introduction to the devices used in testing the cardiovascular system. Students will demonstrate appropriate use and knowledge of cardiovascular terminology, have the ability to take patient's medical history and accurately perform vital signs. Students will learn to correctly place electrodes for an EKG and explain the procedure to the patient, have the ability to perform exercise stress tests and will be able to correctly place electrodes for Holter monitoring devices and explain the procedure to the patient. The course will combine both lecture and hands-on applications.

<u>CRN</u>	<u>Course Name</u>	<u>Start</u>	<u>End</u>	<u>Days</u>	<u>Times</u>	<u>Location</u>	<u>Instructor</u>
50172	EKG Applications	11/11/24		Mon/Wed	5:30-8:30pm	Harrisburg	McDaniels

*Please note that class dates are subject to change to meet the curriculum needs and to meet the hands-on components