

**Main Campus**  
**RIVERSIDE**  
11801 Pierce St # 100  
Riverside, CA 92505  
Phone (951) 729-5320  
Fax (951) 729-5362

**Non-Main Campus**  
**HUNTINGTON PARK**  
6330 Pacific Blvd # 201  
Huntington Park, CA 90255  
Phone (323) 585-9000  
Fax (323) 585-9009

**Non-Main Campus**  
**SANTA ANA**  
1840 E. 17<sup>TH</sup> Street  
Santa Ana, CA 92705  
Phone (888) 430-4224  
Fax (951) 729-5362

*[www.ach.edu](http://www.ach.edu)*



## **CATALOG**

*January 1, 2021 – December 31, 2021*

*Print Date: January 1, 2021***TABLE OF CONTENTS**

MISSION STATEMENT	
4	
STATEMENT OF OWNERSHIP	
4	
INSTITUTION OFFICERS	
4	
APPROVAL TO OPERATE	
4	
STATE LICENSE / ACCREDITATION	
5	
PROGRAM INTRODUCTION	
5	
HISTORY AND PHILOSOPHY	
5	
STATEMENT OF NON-DISCRIMINATION	
6	
ACADEMIC FREEDOM	
6	
FACILITIES	
6	
LIBRARY POLICIES	
7	
HOURS OF OPERATION	
8	
OBSERVED HOLIDAYS	
8	
ADMISSIONS...	
9	
ENROLLMENT	
9	
REQUIREMENTS AND PROCEDURES	
9	
ABILITY TO BENEFIT STUDENTS	
9	
ADMISSION PROCEDURE	
9	
ACCEPTANCE TO THE PROGRAM	
9	
LICENSURE (PHARMACY TECHNICIANS)	10
LICENSURE (MASSAGE THERAPISTS)	11
ACADEMIC SCHEDULE	11
ADMINISTRATIVE POLICIES	12
ACADEMIC ACHIEVEMENT	12
GRADING STANDARDS	12
GRADUATION REQUIREMENTS	
12	
HONORS AND PRESIDENT'S LIST	
13	
GRADUATION WITH HONORS	
13	
REQUIRED STUDY TIME	
13	
EXTERNSHIP/DIRECTED CLINICALS	
13	

## SATISFACTORY ACADEMIC PROGRESS (SAP)

14

MINIMUM ACADEMIC ACHIEVEMENT

14

MAXIMUM PROGRAM LENGTH

16

ACADEMIC PROBATION

16

CLASS REPEAT POLICY

16

MAKE-UP HOURS POLICY &amp; INCOMPLETES

16

RETESTS

16

COURSE WITHDRAWALS

16

READMISSION REQUIREMENTS

16

ATTENDANCE POLICY

17

LEAVE OF ABSENCE ON SATISFACTORY ACADEMIC PROGRESS

17

RECORD RETENTION

17

CODE OF CONDUCT

17

HONOR CODE

18

DRESS CODE

18

ADVISORY BOARD

18

PHYSICAL EXAMINATION / IMMUNIZATIONS

18

BACKGROUND CHECKS AND DRUG SCREENING TESTS

19

EMERGENCY, FIRE AND SAFETY PRECAUTIONS

19

MAINTENANCE OF SCHOOL ENVIRONMENT

20

CANCELLATION POLICY

20

SCHEDULE OF CHARGES

20

REFUND POLICY

20

DEFINITION OF A UNIT OF CREDIT

22

GRIEVANCE/APPEAL PROCEDURE

22

STUDENT SERVICES

23

PLACEMENT ASSISTANCE

23

ACADEMIC GUIDANCE

23

STUDENT HOUSING		
23	TRANSPORTATION ASSISTANCE	
23	FIELD TRIPS	
23	GUEST LECTURERS	
23	STUDENT AWARDS	
23	GRADUATION CEREMONY	
23	VOTER REGISTRATION REQUIREMENTS	
24	SUBSTANCE ABUSE PREVENTION	
24	TUITION PLANNING	
25	R2T4 FUNDS (RETURN OF TITLE IV FUNDS)	
28	FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT	
29	OVERVIEW OF PROGRAMS & PROGRAM CHARTS	
31	COURSE DESCRIPTIONS / PREREQUISITES	
46	PROGRAM TUITION AND FEES and ADDITIONAL STRF DISCLOSURES	INSERT 1
	ADMINISTRATION AND STAFFS	INSERT 2A
	FACULTY	INSERT 2B
	PROGRAM START and END DATES	INSERT 3

## MISSION STATEMENT

The AMERICAN COLLEGE OF HEALTHCARE AND TECHNOLOGY offers industry driven health education programs to individuals that are seeking to establish a foundation that leads to a rewarding career or to enhance the continued development of an existing career in a health or technology related field.

The college believes that long-term career success relies on continued education and personal enrichment. To achieve this goal, the college provides a quality and **holistic (whole person)** educational opportunity to a diverse student body - a student body which understands that a commitment to achieve one's goals begins with a continuous and progressive process of self-improvement.

Therefore, we offer an educational approach which culminates in students who:

- Are committed to a health or technology related career
- Are able to apply skills and knowledge acquired to excel in both their professional and personal lives
- Are loyal to self and each other
- Are prepared to assume leadership roles
- Are aware of the importance of continued education as a means to upward mobility and personal enrichment

The AMERICAN COLLEGE OF HEALTHCARE AND TECHNOLOGY aims to provide its students with a competitive edge in the healthcare industry by providing quality educational programs with industry driven curricula for industry demanded professions. Our students, faculty, staff and advisors are all involved in an interwoven pattern which demonstrates the positive effects to be gained from teamwork, professionalism, and a desire for ethical career advancement. By providing quality services, our goal is to develop graduates who have the knowledge and skills along with the insight and wisdom which allows them to maintain:

- long-term career success in a health or technology related field
- high self esteem
- a tolerance for difference
- community involvement
- the desire and the ability to be the very best that they can be

## STATEMENT OF OWNERSHIP

THE AMERICAN COLLEGE OF HEALTHCARE AND TECHNOLOGY (ACHT) is owned and operated by American Education Systems, Corp. The college neither has a pending bankruptcy nor has ever filed for bankruptcy.

## INSTITUTION OFFICERS

Amir Baniassad, President & CEO  
Siavash Badiei, Vice-President & CFO

## APPROVAL TO OPERATE

The AMERICAN COLLEGE OF HEALTHCARE AND TECHNOLOGY (ACHT), at 11801 Pierce St., #100, Riverside, CA 92505 is a private institution and was granted institutional approval to operate from the Bureau for Private Postsecondary Education, pursuant to California Education Code, relating to private postsecondary education. Approval to operate means compliance with state standards as set forth in the Ed. Code.

THE FOLLOWING PROGRAMS ARE OFFERED (not all programs offered in all campuses):

HEALTHCARE PROGRAMS					
Program Code	Program Name	CIP	Clock Hours	Weeks	Credit Units
ST	Surgical Technology* AOS Degree	51.0909	2250	78	118.0
	Surgical Technology* Diploma		2040	72.5	104.5
PTA/MT	Physical Therapy Aide/Massage Therapist**	51.0806	970	36	48
MA	Medical Assistant****	51.0801	970	36	48

MBC	<b>Medical Billing and Coding****</b>	51.0799	970	36	48
PT	<b>Pharmacy Technician**</b>	51.0805	970	36	48
VA	<b>Veterinary Assistant****</b>	51.2501	970	36	48
DA	<b>Dental Assistant*</b>	51.0601	980	34	46

<b>TECHNOLOGY PROGRAMS</b>					
<b>Program Code</b>	<b>Program Name</b>	<b>CIP</b>	<b>Clock Hours</b>	<b>Weeks</b>	<b>Credit Units</b>
DDT	<b>CADD/BIM Technology (Computer Aided Drafting and Design/Building Information Modeling)***</b>	15.1302	990	36	54
HV	<b>HVACR Technician (Heating, Ventilation, Air Conditioning, and Refrigeration)*</b>	47.0201	990	36	54

\*Program(s) offered only at the Riverside Campus

\*\*Program(s) offered only at the Riverside and Huntington Park Campus

\*\*\*Programs offered only at the Santa Ana Campus

\*\*\*\*Programs offered at the Riverside, Huntington Park, and Santa Ana Campuses

The College also offers the following continuing education short courses NOT included within ACHT's grant of accreditation. These 100 hour courses are offered only at our Irvine Campus and cater to professionals already employed in the construction industry who wish to enhance their technical skills and plan on continuing employment after course completion.

<b>Course Name</b>	<b>Total Hours</b>	<b>Award</b>
Computer Aided Design Drafting CADD	100	Certificate of Completion
Revit	100	Certificate of Completion

Students who successfully complete programs of study will be awarded appropriate diplomas verifying that fact as required by California Statute. Prospective enrollees are encouraged to visit the physical facilities of the college and discuss personal educational occupational plans with staff prior to enrolling or signing an enrollment agreement. The College participates in private, state and federally funded student financial aid programs that provide grants and loans that pay for portions of tuition and fees if the student is eligible. Students are provided with a school catalog electronically prior to signing an enrollment agreement.

**This catalog covers the January 1, 2021 – December 31, 2021 school period**

All information contained in this school catalog is current and correct and is so certified as true by Amir Baniassad, Chief Executive Officer. The catalog is reviewed prior to each class start for accuracy. Any revisions or updates will be added to the catalog as an addendum or "reprint" of the catalog, including the date of revision.

## **STATE LICENSE / ACCREDITATION**

The Bureau for Private Postsecondary Education granted approval to American College of Healthcare and Technology to operate as an accredited institution under the terms of California Education Code (CEC) section 94890(a)(1) per CEC section 94890(b). Approval to operate means compliance with state standards as set forth in the Ed. Code.

**BUREAU FOR PRIVATE POSTSECONDARY EDUCATION**  
**P.O Box 980818, West Sacramento, CA**  
**95798 Tel: (916) 574-7720**  
[www.bppe.ca.gov](http://www.bppe.ca.gov)

American College of Healthcare and Technology campuses in Riverside, CA, Huntington Park, CA, and Santa Ana, CA are institutionally accredited by the Accrediting Bureau of Health Education Schools ABHES for non-degree programs and programmatically accredited by ABHES for the Surgical Technology Program as an Associate of Occupational Science degree program at the Riverside campus. Students and any member of the public may contact ABHES at the address below:

**ACCREDITING BUREAU OF HEALTH EDUCATION SCHOOLS**  
**7777 Leesburg Pike, Suite 314 North, Falls Church, VA 22043**  
**Tel: (703) 917-9503**  
**www.abhes.org**

The Accrediting Bureau of Health Education Schools (ABHES) is listed by the U.S. Department of Education as a nationally recognized accrediting agency.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll-free or by completing a complaint form, which can be obtained on the bureau's Internet Web site: www.bppe.ca.gov.

The American College of Healthcare and Technology, Main Campus in Riverside, California is approved by the California State Approving Agency for Veterans Education to enroll veterans & other eligible persons.

The American College of Healthcare and Technology is eligible to participate in the Department of Defense Tuition Assistance program.

## PROGRAM INTRODUCTION

The American College of Healthcare and Technology educational programs were created to meet the specialized needs of the healthcare and technology industry. Our institute offers industry standard facilities, equipment, dedicated instructors & administrative personnel.

The AMERICAN COLLEGE OF HEALTHCARE AND TECHNOLOGY does not provide English as a second language instruction. All programs are taught in English only. All programs are residential and no distance education is offered. A combination of lecture, demonstration, lab and clinical/internship experience are used as types of instruction.

## HISTORY AND PHILOSOPHY

The AMERICAN COLLEGE OF HEALTHCARE AND TECHNOLOGY was founded in January 1993 as a learning institution specializing in health education. The college main campus is located at 11801 Pierce Street, Suite 100, Riverside, California 92505. Over the years, the need for well qualified, technical healthcare professionals has grown and expanded due to the ever increasing regulatory requirements for all medical providers. The current healthcare environment is demanding multi-skilled employees who can work effectively in teams.

The staff and advisors of AMERICAN COLLEGE OF HEALTHCARE AND TECHNOLOGY have responded by developing a specialized, industry oriented curricula, resulting in excellent training programs for the career minded student. We believe that applied learning is the best way to increase the students' retention and comprehension rate. It is for this reason that we combine an externship/directed clinical program in addition to lab work.

The AMERICAN COLLEGE OF HEALTHCARE AND TECHNOLOGY changed ownership in May 2009 and since then has been operating with its new directors, faculty and staff members; the school added the phrase "and Technology" to its name in June 2018.

The AMERICAN COLLEGE OF HEALTHCARE AND TECHNOLOGY opened a non-main campus in January 2013 currently located at 6330 Pacific Blvd., Suite 201, Huntington Park, California 90255, and another non-main campus in September 2018 located at 2081 Business Center Dr., Suite 165, Irvine, CA 92612, which moved to the city of Santa Ana in February 2020.

The AMERICAN COLLEGE OF HEALTHCARE AND TECHNOLOGY is in the business of growing people - people who are stronger, more autonomous, more self-reliant, more competent and self-directed. We expect the best from people and believe that all people have aspirations and potential to succeed. We believe that, given an opportunity desired, coupled with assistance in opening employment doors that allow for application of training, individuals will take the opportunity and excel.

It is our educational goal to open doors and to assist in creating access to opportunity for individuals who have the desire, aspirations and the level of commitment necessary for succeeding in a new career.

## STATEMENT OF NON-DISCRIMINATION

The AMERICAN COLLEGE OF HEALTHCARE AND TECHNOLOGY provides equal opportunity to all applicants and no persons shall be denied admission, graduation, supportive services or any other rights or privileges of the programs offered because of race, national origin, sex, sexual orientation, age, physical challenges or religious affiliation.

## ACADEMIC FREEDOM

The AMERICAN COLLEGE OF HEALTHCARE is dedicated to ensuring that all faculty members enjoy academic freedom during the education process. In keeping with the desire to foster inquiry and critical thinking, the faculty is free to address significant issues, provided that the opinions offered are clearly presented as those of the individual, not those of American College of Healthcare and Technology. Students have the freedom to explore any field or hold any belief without interference from an instructor.

## FACILITIES

The AMERICAN COLLEGE OF HEALTHCARE AND TECHNOLOGY MAIN CAMPUS is located at 11801 Pierce St., #100, Riverside, CA 92505. Additional classrooms are located in close proximity to the Main Campus at the following addresses:

**11801 Pierce Street**, main building is housed in a modern office facility consisting of approximately 10,000 square feet. There are 12 administrative offices and 6 classrooms and two 2 laboratories. There are classroom tables and chairs and appropriate equipment to support the programs. The medical assisting classroom(s) lecture/lab have a human skeleton model, various anatomical models, Medical Assistant Software/videos, EKG, examination tables, examination screens, examination stools, examination lights, phlebotomy chairs, injection/phlebotomy practice arms, centrifuge, hemoglobin test, teaching stethoscopes, sphygmomanometers (mobile & wall mounted), glucometer, refrigerator, floor scale(s), baby weight scales, eye charts (Snellen/Ishihara), mayo stand(s), eye irrigation syringe, digital thermometer, tympanic thermometers, sinks, eye wash station, CPR equipment, AED machine, microscopes, autoclave, otoscope and various hand instruments. You will also find digital audio visual overhead projector for faculty/student demonstration and video viewing. The pharmacy technician lab simulates a retail/hospital pharmacy with drug shelving, cash register, vent hood and pharmaceutical supplies. Some of the supplies you might find are medication bottles, pill counting trays, OTC medication bottles, bulk stock medication simulation, IV bag medication, IV bag tubing, mortar and pestles, medication(s) for crushing, measuring cups, mixing and counting medication simulation, syringes teaching ampoules, teaching powders and vials, mock antibiotic medication, mock ep-pens, drug guides, mock crash carts, PDR, mock creams, mock gels, glass slabs, sharp containers and Aquaphor ointment. Each classroom has computers and a projector. There is a student lounge with vending machines, refrigerator and microwave.

**4181 Flatrock Drive, #100 Riverside, CA, 92505 Surgical Technology**

The surgical technology facilities consist of approximately 6,000 square feet housing 6 instructional areas. Instructional areas include 1 classroom and 2 surgical labs. Along with the instructional areas, there is a student resource center, a student break room, surgical lights, laparoscopic tower, operating room furniture, operating tables, autoclave, surgical instruments, skeletal models, computers and video presentation equipment. Reasonable accommodations will be made for qualified students with disabilities in compliance with the law.

**4187 Flatrock Drive, #200, Riverside, CA, 92505 Surgical Technology**

The surgical technology facilities consist of approximately 6,000 square feet housing 6 instructional areas. Instructional areas include 2 classrooms and 1 surgical lab. Along with the instructional areas, there is a student resource center, a student break room, surgical lights, laparoscopic tower, operating room furniture, operating tables, autoclave, surgical instruments, skeletal models, computers and video presentation equipment. Reasonable accommodations will be made for qualified students with disabilities in compliance with the law.

The Dental lab/lecture room simulates a dental office with ultrasonic accessory kit(s), amalgamator, autoclave, automatic processor, biohazard bags, biohazard containers, biological indicator, cavitron, cavitron inserts, chemiclave, compressor, computer system, curing lights, dental assistant chairs, dental unit with patient chair, dexter heads with dentoforms, instrument trays, lathe, lead apron, manual developer, model trimmer, portable nitrous unit, operator chair, panoramic x-ray unit, slow speed contra, sharps container, slow speed hand-piece, slow speed motor, slow speed straight, slow speed friction head, slow speed latch head, softdent dental program, study model vibrator, ultrasonic cleaner, vacuum forming machine, vacuum system, xray unit and xray view box.

**11850 Pierce St., #100, Riverside, CA 92505**

The facility is approximately 560 Sq feet. There are 5 offices including the career services department and a resource center with computers and reference materials. There are two programs housed in the facility; Veterinary Assistant and Physical Therapy Aide/ Massage Therapy. The Veterinary Assistant program has a lecture and laboratory classroom. Equipment includes animal skeletons, anatomy models, centrifuge, autoclave, microscopes, diagnostic tools, and various hand instruments. The classrooms have tables, chairs, LCD projector, and computers for educational purposes. The PTA/ MT program has a lecture classroom with LCD projector and computers and a lab that simulates a massage therapy spa. Equipment includes massage tables, massage chairs and appropriate equipment and supplies for massage therapy and physical therapy aide to support the program.

The AMERICAN COLLEGE OF HEALTHCARE AND TECHNOLOGY NON-MAIN CAMPUS in Huntington Park is located at 6330 Pacific Blvd., Suite 201, Huntington Park, CA 90255.

**6330 Pacific Blvd, Suite 201, Huntington Park, CA 90255**

The campus occupies 5 suites on the second floor of the building (Suites 201, 203, 204, 205, and 206). Here are located 5 administrative offices, 6 classrooms, 4 laboratories (MA, VA, PT and PTA/MT), two common areas (a student break and



student resource area) and three storage areas. In each classroom there are tables, chairs and appropriate equipment to support the programs. Also, each classroom has computers and a projector. The Medical assistant classroom is equipped with classroom tables and chairs and anatomy torso model plus appropriate equipment to support the program such as a computer, printer and a projector. The Medical Assistant laboratory has EKG, phlebotomy chairs, practice arms, exam tables, blood pressure cuffs, microscopes, autoclave, ophthalmoscope/otoscope combo, refrigerator and various hand instruments. The pharmacy technician lab simulates a retail pharmacy with drug shelving, cash register, vent hood and pharmaceutical supplies. The Physical Therapy Aide/Massage therapy lab simulates a massage therapy spa. Equipment includes massage tables, massage chairs and appropriate equipment and supplies for massage therapy and physical therapy aide to support the program. The student lounge/break area has a refrigerator and microwaves. Medical Billing and Coding classroom also has desktop computers loaded with software relevant to the curriculum. The Veterinary Assistant program has a lecture and laboratory classroom. Equipment includes animal skeletons, anatomy models, centrifuge, autoclave, microscopes, diagnostic tools, and various hand instruments.

An outside area is available for smoking. Parking at no charge is available for students who drive to school and restrooms and classrooms are wheelchair accessible. The campus is conveniently located near good public transportation and has easy access to the freeway.

The AMERICAN COLLEGE OF HEALTHCARE AND TECHNOLOGY NON-MAIN CAMPUS in Santa Ana is located at 1840 E. 17<sup>th</sup> Street, Santa Ana, CA 92705.

### **1840 E. 17<sup>th</sup> Street, Santa Ana, CA 92705**

The campus covers a total area of 5,261 sq. ft. It is located in the south east area of the city of Santa Ana. The facility has a medium-sized reception area, one classroom equipped with a whiteboard, an overhead projector, and 15-20 desks with desktop computers loaded with relevant Medical and CADD/BIM software, four offices, and a small student lounge/resource center equipped with a refrigerator, water cooler, microwave ovens, and copies of recent journals to complement permanent access to our LIRN online resources. The Medical Assistant Lab and Veterinary Assistant Lab are equipped with the basic tools and instruments needed to support curriculum and program objectives. Wireless Internet connectivity is available to students and visitors throughout the facility. Plenty of free parking is available on adjacent streets.

Facilities and equipment utilized at the Main Campus and Non-Main Campuses fully comply with all federal, state and local ordinances and regulations, including fire, building and health and safety codes. Equipment is owned by the institution. There is necessary equipment used for instructional purposes to enable students to achieve their educational objectives of each program. The campus contains classrooms that are appropriately furnished with laboratory and instructional furniture for the type of work performed.

## **LIBRARY POLICIES**

Students are encouraged to use the reference books in the AMERICAN COLLEGE OF HEALTHCARE AND TECHNOLOGY Library. Always use care with these materials and equipment. Students utilizing computers for non-program related purposes, will be disciplined and may be placed on probation, or terminated.

Students are allowed to remove books or magazines from the Library. They must be signed out through a staff member for a period not to exceed 1 day. No transcripts or diplomas will be issued while the student has Library materials. CD-Roms and Videos cannot be removed from the school premises.

The resource center/library is located at 11850 Pierce Street, suite 100. The student will find materials and resources for the Medical Assistant, Medical Billing & Coding, Physical Therapy Aid, Massage Therapy, Veterinary Assistant, Dental Assistant and general medical programs. There is another resource center/library located at 4187 Flatrock Drive, suite 200. At this secondary location you will find materials suitable for the Surgical Technology student. All enrolled students are provided access to the virtual e-Library LIRN. Learning resources for all programs are available to students before, during, or after class time. In addition to a limited number of hard copy reference materials available on campus, all students have access to the Library and Information Resources Network LIRN, a virtual library providing access for students to millions of peer-reviewed and full-text journal, magazine, and newspaper articles, e-books, podcasts, audio, and video resources to support their academic studies from ProQuest, Gale Cengage, EBSCO, eLibrary, Books24x7, and others, covering topics for General Education, Business, and Medical programs. LIRN login information and access is posted in the Resource Center and made available to students during Orientation.

## **CLASS SIZE**

The maximum number of students in a typical classroom lecture setting is 30 students. The typical number of students in a laboratory practical application setting is 20 students. The Surgical Technology program laboratory maximum is 12 students.

## HOURS OF OPERATION

### OFFICE HOURS:

8:00 AM to 7:00 PM – Monday through Thursday and 8:00 AM to 5:00 PM on Fridays

### CLASSROOM HOURS:

Morning Classes: 8:00 AM to 1:00 PM - Monday through Thursday

Mid-Morning : 10:00AM to 3:00 PM – Monday through Thursday

---

Afternoon Classes: 1:00 PM to 6:00 PM - Monday through Thursday

---

Evening Classes: 6:00 PM to 11:00 PM - Monday through Thursday

### Externship/Clinical Rotation:

*Externships/Clinical Rotations are offered during various time-frames according to the needs of the specific program. Hours are set by the host site and will vary.*

## OBSERVED HOLIDAYS

---

Winter Recess

Martin Luther King, Jr.'s Birthday

President's Day

Memorial Day

Independence Day

Labor Day

Veterans Day

Thanksgiving Day

Winter Recess

## ADMISSIONS

### ENROLLMENT

The college has an open enrollment policy and students may enroll at any time; however, scheduled class start dates in each program are the only days that students may begin classes. Program tentative start and end dates are listed at the back of the catalog as an insert. Enrollment is limited and the college will maintain a waiting list according to eligibility date.

### REQUIREMENTS AND PROCEDURES

An individual should apply for admission as soon as possible to be officially accepted for a program and starting date. Applicants may apply for enrollment by contacting Admissions at AMERICAN COLLEGE OF HEALTHCARE, completing an enrollment application and receiving a program presentation and facility tour. Applicants and their families are encouraged to participate in the program presentation, so that they may have an opportunity to ask questions.

The applicant must follow admission procedures and meet the following criteria in order to be considered eligible for enrollment into a program:

- Be at least 18 years of age (under 18 must have parent approval)
- Possess a High School Diploma, GED, CHSPE or be accepted as an ATB Student, when applicable
- Complete a personal interview with Admissions as documented in the Application for Admission
- Complete a tour of the campus
- Complete and sign a Statement of General Health
- Pass a background check before enrollment in Massage Therapy or Pharmacy Technician programs
- Pass Wonderlic SLE Admissions Test with a minimum score of 18 before enrollment in the Surgical Technology program

In addition to the standard admissions requirements for all programs at the school, students applying for admission in blended (online) programs must demonstrate commitment of availability during delivery, possession of an electronic device capable of Internet connectivity, and access to Internet. If needed, a new laptop computer may be added to the student's finance package at a nominal cost. Note that students' lack of comfort using computers or reliable Internet connection may impair their ability to complete the program, and that students must physically avail themselves for employment upon completion. Online programs do not have any specialized fees in addition to regular tuition.

Students applying for admission in the Pharmacy Technician or Massage Therapy Program with a felony or misdemeanor conviction may not be admitted in the program or qualify for licensure, which is a common employment requirement. Students applying for enrollment in the Surgical Technology program should be aware that they may not be eligible for clinical rotation assignment due to facility required background checks. Students who do not complete clinical rotation are not eligible for graduation. ACHT may not be held responsible should a student enroll despite their own knowledge of a criminal record, regardless of results of background checks run by the school upon enrollment.

Admissions requirements are based on an individual's ability to succeed in the program. A commitment to learning and the desire to pursue a career are important considerations. The American College of Healthcare and Technology does not sponsor visa to students from other countries or vouch for student status and any associated/related charges. American College does not require, offer, or accept ESL (English as Second Language) or TOEFL (Test of English as a Foreign Language) testing transfer or equivalency services. Instruction offered at American College of Healthcare and Technology is offered in English only. The level of proficiency accepted is equivalent to a high school graduate (proof of graduation required). Foreign transcripts may be evaluated at the request of the college at the cost of the student. The entire admissions process is conducted in English to ensure applicant's competency in the language.

### ABILITY-TO-BENEFIT STUDENTS

A student is considered an ability-to-benefit (ATB) student when they are accepted for enrollment but do not have a high school diploma or GED. The college will allow a student without a high school diploma or GED certificate to enroll in the following training programs: Medical Assistant, Medical Billing & Coding, Physical Therapy Aide/Massage Therapist, Veterinary Assistant, Dental Assistant, and HVACR Technician. Enrollment is contingent upon the prospective student meeting all other admissions criteria, including attaining the minimum score of 200 on the verbal exam and 210 on the quantitative exam on the Wonderlic Basic Skills Test (which is an approved ability to benefit examination), depending on the program of study, AND is interviewed individually by the Director and/or designee. Only English versions of the ATB test are utilized to ensure applicant's competency in the language.

The Wonderlic Test must be independently administered. Students accepted under the ability to benefit policy may be

eligible for Title IV funding as long as they concurrently enroll at the college Eligible Career Pathway Program at no extra cost. **The college does not admit ability-to-benefit (ATB) students in the Pharmacy Technician or Surgical Technology program.**

### **ELIGIBLE CAREER PATHWAYS PROGRAM (ECP)**

- Is self-paced and instructor facilitated combining in class support with out of class online preparation
- Aligns with the skills needed by industries in the economy
- Prepares students to be successful in any of a full range of secondary or postsecondary education options
- Includes counseling to support students
- Includes education offered concurrently with and in the same context as workforce preparation and training for specific occupations
- Organizes education, training, and services to meet particular needs of students and accelerate their advancement
- Enables the student to attain a high school diploma or equivalent (GED) and at least one recognized postsecondary credential
- Helps students enter or advance within a specific occupation

### **ACHT ECPP CONDITIONS**

- Pass the Wonderlic ATB Test.
- Enroll in one of American College of Healthcare and Technology programs, except for Pharmacy Technician and Surgical Technology.
- Commit in writing to prepare for attainment of a GED certificate while attending one of ACHT educational programs. Student's commitment requires participation in all of the following academic, coaching, and advising activities, in addition to the regular demands of any ACHT educational program:
  - Create an applicant account with GED Testing Service upon enrollment.
  - Meet with a Student Advisor at ACHT outside of regular class hours to discuss GED preparation needs and set a GED Study Plan within the first 10 consecutive days of program start (excluding school-scheduled holidays and non-scheduled school days based on school catalog).
  - Dedicate no less than two hours per week on campus outside of regular class hours plus five hours per week online at home to study for the GED test with the assistance of a facilitator, as established in the GED Study Plan, throughout the entire duration of the program or until attaining the GED certificate.
  - Meet with a Student Advisor on campus outside of regular class hours to check progress and discuss GED Study plan once a month.
  - Participate in Integrated ECPP activities during regular class hours in the regular classroom in charge of the regular instructor once per module, where GED topics will be integrated to topics of the regular program of study.

### **ACHT ECPP PARTICIPATION REQUIREMENTS**

ECP ATB students are expected to participate actively in all academic coaching and advising activities; failure to maintain satisfactory attendance and participation may lead to warnings and up to termination, as described below:

- Should the ECPP ATB student fail to create an account with GED Testing Service or fail to meet with the designated Student Advisor within the first ten consecutive days as of the program start date, the enrollment will be cancelled.
- Should the ECPP ATB student fail to participate in GED preparation sessions for two consecutive weeks, the student will be placed on a "Withdrawal Warning" to be delivered in an advisement meeting with the Campus Director no later than seven days after the second week.
- Should an ECPP ATB student under "Withdrawal Warning" fail to participate in GED preparation at least once within the next 2 week period, the student will be dropped.

### **ADMISSIONS PROCEDURE**

Upon completion of an application for enrollment, interview questionnaire, passing a nationally recognized standardized ability to benefit test, when applicable, and completing an interview with an admission representative and touring the facility, satisfactory arrangements will be made for the full payment of tuition.

## ACCEPTANCE TO THE PROGRAM

Once the admission process is completed, Administration reviews the admissions criteria to determine eligibility. The applicant will be notified of the determination within seven days. The school reserves the right to reject any applicant that it determines will not benefit from the training. Upon approval from Administration, the student will sign an enrollment agreement (must be signed by a parent or guardian if the applicant is under 18 years of age).

## CREDIT FOR PREVIOUS TRAINING

The Director of Education will evaluate previous education and training that may be applicable to an educational program offered at AMERICAN COLLEGE OF HEALTHCARE AND TECHNOLOGY. Students applying for advanced standing must submit an official transcript with catalog class descriptions to the college for review prior to beginning their program of study.

Credit may be given if the education and/or training were completed at another institution accredited by an agency recognized by the United States Department of Education (USDE) or the Council for Higher Education Accreditation (CHEA) where classes and credit values are comparable to those offered at AMERICAN COLLEGE OF HEALTHCARE AND TECHNOLOGY and a grade of C or 70% or better was attained. Students may be required to demonstrate competency in requested transfer classes. Transfer credits are not used in determining grade point averages.

Recognition of credits earned at another postsecondary institution is limited to no more than 50 percent of the total hours required for completion of a designated program. The AMERICAN COLLEGE OF HEALTHCARE does not grant credit for experiential learning. The institution will conduct an evaluation of previous education and training for all eligible persons, grant appropriate credit, shorten the training period proportionately, reduce cost proportionately and notify the student accordingly. The American College of Healthcare and Technology has not entered into an articulation or transfer agreement with any other college or university.

### NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

**The transferability of credits you earn at American College of Healthcare and Technology is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma you earn in your educational program is also at the complete discretion of the institution to which you may seek to transfer. If the credits or diploma that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending American College of Healthcare and Technology to determine if your credits or diploma will transfer.**

**NOTICE REGARDING EVALUATION OF PRIOR CREDIT EARNED BY VETERAN STUDENTS: ACHT will evaluate all educational credit Veteran students may have completed at postsecondary institutions. Credit will be granted as appropriate; tuition will be adjusted accordingly.**

**NOTICE REGARDING COMPLIANCE WITH 38 USC 3679(e) FOR VETERAN STUDENTS: As long as the student holds a valid Certificate of Eligibility, ACHT will not deny access to classes, libraries, or other institutional facilities, or require that the student borrow additional funds because of the individual's inability to meet his or her financial obligations to the school due to the delayed disbursement funding from VA under chapter 31 or 33.**

**NOTICE REGARDING PRE-DISPUTE ARBITRATION IN ENROLLMENT AGREEMENTS: Please note that the school cannot require the borrower to participate in arbitration or any internal dispute resolution process offered by the institution prior to filing a borrower defense to repayment application with the Department pursuant to 685.206(e); the school cannot, in any way, require students to limit, relinquish or waive their ability to pursue filing a borrower defense claim, pursuant to 685.206(e) at any time; and any arbitration, required by a pre-dispute arbitration agreement, tolls (pauses) the limitations period for filing a borrower defense to repayment application pursuant to 685.206(e)(6)(ii).**

## LICENSURE

### PHARMACY TECHNICIAN

Passing a background check is a requirement for enrollment in the Pharmacy Technician program. Requirements to be licensed as a Pharmacy Technician by the California State Board of Pharmacy are as follows:

You must satisfy all requirements for licensure at the time of submitting your application to the State Board of Pharmacy. To be licensed as a pharmacy technician in California, you must qualify under A, B, or C as listed below and be a high school graduate or possess a GED certificate.

- A. If you are qualifying by one of the following methods, and Affidavit of completed coursework or graduation for pharmacy technician must be submitted with your application.
  - An Associate Degree in Pharmacy Technician
  - Any other course that provides at least 240 hours of instruction as specified in Title 16 California Code section 1793.69C).
  - A training course accredited by the American Society of Health-System Pharmacists; or

- Graduation from a school of pharmacy accredited by the Accreditation Council for Pharmacy Education (ACP)
- B. If you are certified by the Pharmacy Technician Certification Board (PTC), you must submit certified true copy of your PTCB certificate or the original certificate with your application.
- C. If you are qualifying by training provided by a branch of the federal armed services, you must submit a copy of your DD214 with your application.

All Applicants are required to have their fingerprints processed via Live Scan if you reside in California. The fingerprints are electronically submitted to the Department of Justice (DOJ) and the Federal Bureau of Investigations (FBI) for a criminal background check.

All applicants are required to complete a NPDB-HIPDB Self Query Report. This report is governed by US Department of Health and Human Services. The report shall be submitted in the original sealed envelope with the Pharmacy Technician application. All applicants are required to produce an official high school transcript or GED to the California State Board of Pharmacy. For more information on the process for applying for a pharmacy technician license and application may be obtained on the California State Board of Pharmacy website at [www.pharmacy.ca.gov](http://www.pharmacy.ca.gov).

## **MESSAGE THERAPY CERTIFICATION DISCLOSURE**

Passing a background check is a requirement for enrollment in the Massage Therapy program. City and County Massage Permits are NOT required if you are CAMTC (California Massage Therapy Council) certified. American College of Healthcare and Technology is a CAMTC approved school (CAMTC School Approval Code for the Riverside Campus is SCH0127 and for the Huntington Park Campus is SCH0126); therefore, ACHT graduates are eligible for CAMTC Certification upon graduation and fulfillment of all CAMTC requirements. CAMTC was founded to implement the new state law. Only those certified by CAMTC are protected by California law and have the right to practice Massage anywhere in California, free from the need to obtain a massage permit from any city or county.

All applicants are required to complete the CAMTC application for Massage Therapist Certification. You are required to complete live scan fingerprints and background check as part of the application process. If you have been convicted of any offense, you are required to report all infractions as well as misdemeanor and felony convictions, even if they have been adjudicated, dismissed, expunged. You may also be required to provide copies of any documentation you have in relation to the conviction(s). The CAMTC may deny an application for Certified Massage Therapist based on criminal background. A Certified Massage Therapist (CMT) must complete at least 500 hours of massage education and training from an approved school, which shall not include online or distance learning, and must pass a CAMTC approved exam (effective 1/1/2015). ACHT students are temporarily not required to take and pass the Massage & Bodywork Examination (MBLEx) prior to being certified by CAMTC. Passing MBLEx for CAMTC certification will be reinstated as of 1/1/2021. If a student does not pass the exam, they may take the exam again at their own expense, as applicable.

Attendance and/or graduation from a California Massage Therapy Council approved school do not guarantee certification by CAMTC. Applicants for certification shall meet all requirements as listed in California Business and Professions Code section 4600 et. seq. CAMTC approval could take anywhere from three months to a few years.

A student or any member of the public with questions that have not been satisfactorily answered by the school or who would like to file a complaint about the school may contact the California Massage Therapy Council at One Capitol Mall, Suite 800, Sacramento, CA 95814, [www.camtc.org](http://www.camtc.org), phone (916) 669-5336, or fax (916) 669-5337.

## **ACADEMIC SCHEDULE**

Students may enroll at any time; however, scheduled program start dates are the only days that students may begin classes. Start dates and end dates are listed as an insert at the back of the catalog. The program has limited enrollment and will maintain a waiting list of eligible students according to eligibility date. However, due to the request and demand for such training, we anticipate steady growth and would therefore have to add additional start dates. In order to meet the needs of the industry, we reserve the right to change or cancel class start dates at our discretion in order to better serve and meet the needs of the industry and prospective students.

## **DELIVERY METHOD**

Except for the Physical Therapy Aide/Massage Therapist and the CADD/BIM Technology programs (where available), all programs at the school are offered in a residential and in a blended format. Residential programs require physical attendance in of all classes/modules. In blended programs, the didactic portion is also offered on a full distance learning format with similar academic requirements and expectations, and students have full availability of services and resources as residential students.

## PROGRAM CHANGES

The AMERICAN COLLEGE OF HEALTHCARE AND TECHNOLOGY reserves the right, at its discretion, to make changes in program content, materials and/or schedules in the interest of improving the quality of the student's training or where deemed appropriate due to industry changes. The college also reserves the right to make changes in organizational structure, policy and procedures as circumstances dictate.

## ADMINISTRATIVE POLICIES

### GRADING STANDARDS

A grading system of letter grades, percentages and quality points measures the progress and retention of the student's knowledge and skills.

Tests, quizzes and final exams are administered for each course to monitor progress. The final grade for the entire program will be determined by averaging the final grades for each course.

Final Grades are made up of the following components:

For programs that include a lab is as follows:

Final Exam	25%
Tests and Quizzes	20%
Professional Performance Standards	15%
Lab Skills	30%
Homework	<u>10%</u>
Total	100%

For programs that do not include a lab, the evaluation scale is as follows:

Final Exam	40%
Tests and Quizzes	35%
Professional Performance Standards	15%
Homework	<u>10%</u>
Total	100%

Students will be informed of their progress in each course by grades given on tests, papers, final exams and other assignments. Quality points, which contribute to the student's grade point average (GPA), are outlined as follows: The GPA is determined by dividing the total of courses attempted into the number of quality points earned. Calculation is done on both a quarterly and cumulative basis. Withdrawal Passing (WP), Withdrawal Failing (WF) Test Outs (TO) and Transfers (T) and (I) incompletes are not included in the GPA Calculation.

### QUALITATIVE MEASUREMENTS

The meaning of each grade and its equivalent percentage or quality point value is as follows: Students must achieve a grade of 70 percent (2.0 GPA) or higher in each course.

Grade Point Value	Meaning	Skill/Standard	Percentage	Quality
A	Excellent	Consistently exceeds competencies	90-100	4.0
B	Above Average	Meets and often exceeds competencies	80-89	3.0
C	Average	Generally meets competencies	70-79	2.0
F	Failing	Does not meet competencies - Skills not acquired	69 or lower	0.0
I	Incomplete	Class not completed - Skills not acquired		
T	Transfer	Transfer credits accepted from other institutions		
TO	Test Out	Credit given for passing tests that challenged courses		
WF	Withdrawal Failing		0	0.0
WL	Withdrawal LOA	Student failed to return from approved LOA		
AU	Audit Course	No grade or credit earned		
P	Externship Passing		100	4.0
F	Externship Failing		0	0.0

## GRADUATION REQUIREMENTS

To be eligible for graduation, students must:

- Successfully complete the program of study with a minimum of 70% in each course.
- Successfully complete 67% of units attempted.
- Successfully complete all required program check-offs.
- Fulfill all financial obligations to the program and attend the graduate/financial aid exit interview.

In addition to above requirements, Surgical Technology students must also take CST exam to graduate.

Diplomas will be awarded to students fulfilling graduation requirements and reflect graduation with honors.

## HONORS AND PRESIDENT'S LIST

Honors and President's Lists are formal recognitions of superior academic achievement. Students who earn a term grade-point average from 3.25 to 3.74 are named to the Honors List. Students who earn a term grade-point average from 3.75 to 4.00 are named to the President's List. Only full-time students in graded courses ("A"- "C") who earn no grade lower than a "C" and maintain 95% attendance may qualify for these honors. All students named to the Honors and President's Lists are eligible to receive Honors and President's Lists certificates.

## GRADUATION WITH HONORS

Students who meet the requirements for graduation and whose cumulative grade-point averages meet the following criteria are graduated with the honors indicated.

<u>HONOR</u>	<u>MINIMUM GRADE POINT AVERAGE</u>	<u>ATTENDANCE</u>
Cum Laude (with praise)	3.50	85 – 90%
Magna Cum Laude (with great praise)	3.75	90 – 95%
Summa Cum Laude (with highest praise)	4.00	95 – 100%

## REQUIRED STUDY TIME

In order to successfully complete the required course assignments, a student is expected to spend time studying outside of regular class hours. The amount of time will vary according to the individual student's abilities and course load. Students are responsible for reading all study materials issued by their instructor and must turn in assignments at the designated time. Enrollment in no less than 12 credits is required to be considered a full time student.

## EXTERNSHIP / DIRECTED CLINICALS

Students may be requested to pass a drug screening test and background check prior to their clinical or externship placement. Host sites for Surgical Technology clinical rotation require background checks prior to placement. Failure to pass background checks will prevent students from being assigned to clinical rotation. Students that do not complete their clinical or externship experience will not be eligible to graduate. Students must be current with required immunizations, coursework, and tuition planning arrangements and paperwork to be eligible for externship/clinical.

The clinical and externship experience is scheduled by the school for the student. A student performs his/her clinical or externship hours at a program specified site, and according to the times set by the host site. Students should expect the hours and days to vary depending on the host site. Students are required to arrange and pay for their own transportation to and from their assigned clinical or externship experience. Students may commute up to 100 miles to go to their assigned sites.

A student can benefit in several ways by completing their clinical or externship experience successfully. The clinical or externship experience gives the student the opportunity to receive direct industry-related, real-life, hands-on training experience. Potential employment contacts can be made and the experience can be included on a resume. Students are encouraged to treat their clinical or externship experience as if it were a permanent full-time job. A positive clinical or externship experience could lead to potential employment. Policies listed in this catalog, including addenda, apply to all students during their clinical or externship experience as well.

In order to participate in a clinical or externship experience, a student must sign and accept 100% of the terms and conditions in the "Student Externship Acknowledgement and Agreement". The agreement outlines specific terms and



conditions that apply to the externship/clinical rotation. Students who do not sign and accept 100% of the terms and conditions of the agreement will not be allowed to enter into clinical rotation or externship and will be terminated from the program.

Students who are terminated from an externship or clinical rotation site due to work behavior issues (i.e. unprofessionalism, misconduct, insubordination, attendance, tardiness, leaving early, no-show no-call, failure to follow policy and procedure, etc.) may be terminated from the college.

**NOTE:** ALL STUDENTS SHOULD BE AWARE THAT THE EXTERNSHIP COMPONENT OF THEIR PROGRAM IS ALMOST ALWAYS OFFERED DURING 'DAYSHIFT' OFFICE HOURS.

## **SATISFACTORY ACADEMIC PROGRESS**

Federal regulations require ACH to establish and apply reasonable standards of satisfactory progress for the purpose of the receipt of financial assistance under the programs authorized by Title IV of the Higher Education Act.

The law requires institutions to develop policies regarding satisfactory academic progress (SAP). Each institution must design criteria that outline the definition of student progress towards a degree or certificate and the consequences to the student if progress is not achieved. ACH students who wish to be considered for financial aid must maintain satisfactory progress in their selected course of study as set forth in this policy.

### **Institutional Policy**

The FAO (Financial Aid Officer) evaluates student academic progress at the end of Mid-Point. Students are evaluated on the basis of grade point average (G.P.A.), credit hour completion, and maximum time frame limitation.

#### **Grade Point Average/Credit Hour Completion**

- To receive financial aid, a full-time student must achieve and maintain a minimum qualitative measure of progress defined below:

#### **Minimum Academic (Qualitative) Achievement**

On a 4.0 scale, students must obtain a minimum grade point average of at least 1.25 at the end of the first 25% of the program length; a 1.50 grade point average at midpoint of the program length; a 1.75 grade point average at 75% of the program length and achieve a 2.0 cumulative grade point average upon graduation.

#### **Minimum Quantitative Achievement**

As a measure of quantitative achievement for successful class completion students must complete 67% of attempted units at each stated evaluation point.

### **Application of Standards**

These satisfactory progress standards apply to all students regardless of enrollment status or program of study.

#### **Maximum Program Length**

The length of time it takes a student to complete a program must not exceed one and one half times the length of the program normally required to complete the program. A student who does not complete a program in one and one half times the length of the program normally required (minus any approved Leave of Absence days, scheduled holidays, in-service days, other scheduled school days off), may be subject to termination. A student who is terminated for non-completion by the maximum program length may not be eligible for re-enrollment. Re-enrollment is on a case by case basis.

### **Appeal Procedure**

Students who are placed on a probation or termination status for failure to maintain satisfactory academic progress may appeal. A written statement describing the extenuating circumstances must be submitted to the Campus Director. The Campus Director will determine the date of re-entry if applicable.

A student will be notified in writing within 10 days of the appeal determination. All appeal determinations are final. Reinstatement or continuation of financial aid will only be granted for extraordinary circumstances. If the appeal is approved, the student will be placed on "Probation" status for a period of 4 weeks. Students who do not meet minimum Satisfactory Academic Progress standards by the end of the Probationary period will be terminated. A student is allowed one appeal.

Students must appeal first, before they are either reinstated or placed on probation for one payment period.

### **Academic Probation**

Student will be placed on academic probation if their cumulative GPA at the evaluation points is less than that required at each evaluation point or if their successful class completion rate falls below the minimum standard of 67%. Students will be notified in writing that they have been placed on academic probation. Students on academic probation will remain eligible to receive financial aid during the probation period.

Students who are placed on academic probation will be given 4 weeks to raise their cumulative GPA and/or class completion ratio to the required level. If, at the end of the probationary period, the required cumulative GPA and/or class completion ratio has not been achieved, students will not be eligible to receive financial aid and may be terminated from the college.

Students will be removed from academic probation by meeting the following policy criteria for satisfactory academic progress, based on the reason for academic probation:

- Raise their successful class completion ratio to the minimum standard of 67% or better
- Raise their cumulative GPA to the minimum required for the applicable evaluation point

All students placed on probation will be counseled to determine if any available support services would aid in helping them improve their academic progress and will be given tutoring if requested. A student will be considered to be making satisfactory progress during their probationary period and will be eligible for financial aid. Every effort will be made to ensure that a student is able to successfully complete the program.

### **Continuation as a Non-Regular Student**

Students who fail to meet the minimum academic achievement standards described above at the end of the probationary period may no longer continue at American College of Healthcare as a regular student and are no longer eligible for federal and state student financial aid. However, if approved by the Campus Director or Designee, students may continue as non-regular students for a period of time not greater than one payment period and will not be eligible for federal and state student aid in order to retake classes or to practice skills which they were previously unsuccessful. During this period (not greater than one payment period) the students will be charged tuition consistent with stated tuition fees.

### **Reinstatement as a Regular Student**

Students who are terminated for not meeting the minimum requirements of the Satisfactory Academic Progress Policy may be reinstated as regular students if they demonstrate, after retaking classes or practicing skills over a period of at least one payment period, that they are academically and motivationally prepared to continue in the program, and they may be reinstated as a regular student. The Campus Director or Designee must approve reinstatement and the reinstatement is based on evaluations made by instructors who are familiar with the work of the student. If reinstated as a regular student, the student will be placed on probation for one payment period.

### **Incomplete Grades**

An "incomplete" cannot be given as a final grade. At the end of a module or course, student's failure to complete the required class work, clinical hours, assignments and/or tests will result in an incomplete grade. Students may, with the instructor's approval, be granted a maximum extension of 7 calendar days to earn a passing grade. If the final grade results in a failing grade, the module or course must be repeated in its entirety. If the module or course for which the "I" grade was given is a prerequisite, the student will be dropped from the subsequent module or course. Final grade earned will be posted for any "I" grades that are not remediated. If an "F" grade is received, it is used to calculate the cumulative GPA. Both the original "F" and repeat attempt will be counted in rate of progress (ROP) calculations. If repeating the course or module is required, the length of the program must not exceed 150 percent of the published program length.

### **Withdraw Grades**

A student who withdraws after attending any portion of a module or course will receive a grade of "WP" or "WF" or Withdrawal pass or withdrawal fail on their transcript. The "WP" or "WF" grade is a permanent mark with no credits assigned. "WP" or "WF" grade for the module or course will not be included in the calculation of the CGPA for SAP. Withdrawal credits are counted as attempted, but not earned and will be included in the calculation of the rate of progression in determining SAP.

### **Repeated Modules or Courses**

Students who do not achieve a letter grade of "C" or better in any course or module are considered to have failed that course or module and must repeat it. When students repeat a failed course or module, the grade received is used to calculate the cumulative GPA. Both the original and repeat attempts will be counted in rate of progress calculations. If repeating the course or module is required, the length of the program must not exceed 150 percent of the published

program length. Students may repeat a failed course or module only once. Additionally, the ability to repeat a course or module is on a “seat availability” basis. A student’s training may be interrupted if the course or module to be repeated is not available until a later date.

### **Satisfactory Academic Progress (SAP) Requirements**

Satisfactory Academic Progress (SAP) is defined as the successful progression through an academic program. Every student must maintain satisfactory academic progress in order to remain enrolled at the college, and to remain eligible to receive federal financial aid. All students are expected to meet the minimum standards of SAP required for the program of study.

SAP is measured in two ways:

#### **1. Qualitative- Cumulative Grade Point Average (CGPA)**

Students must meet minimum CGPA requirements at specific points throughout the program. Only those credits required in the student’s program of study are used in the CGPA calculation.

#### **2. Quantitative- Rate of Progress (ROP)** A student must maintain the minimum ROP requirements at specific points throughout the program. The rate of progress percentage is calculated by dividing the credits or hours earned by the credits or hours attempted. Only those credits or hours required in the student’s program of study, including transfer credits, are used in the ROP calculation. In order for a student to be considered to be making academic progress, both SAP standards will be reviewed at the end of each grading period, and the student must be progressing.

### **Maximum Timeframe**

Students are expected to complete their program within 150 percent of the published length of the program (or 1.5 times the number of credits or hours in their program). ROP calculations help assure that students will complete their programs within the maximum time frame.

### **Effect of Transfer Credit on SAP**

Transfer credit awarded by the college has no effect on CGPA calculations for SAP, but does effect the ROP calculation. Transfer Credits are also included in the maximum timeframe calculation.

### **Effect of Program Change on SAP**

Students who change programs will only have credits and grades that are applicable to the new program (including transfer credits) calculated in SAP and Maximum Timeframe. Any credits that were previously taken that are not part of the student’s new program of study will not be used in the calculations.

### **Warning and Probation Periods**

Every student will have their CGPA and ROP calculated after each grading period,

- The first grading period in which a student falls below the minimum SAP standards outlined above, the student will be placed on SAP Warning. If the student meets or exceeds the standards the following grading period, the student will be moved to SAP Met. If not, the student will be moved to SAP Probation. Should the student wish to remain in school and receiving federal financial aid, the student must successfully complete the appeal process.
- A student that has progressed to SAP Probation will be moved to SAP Met if the student proceeds to meet or exceed the standards the following grading period. If not, the student will be moved to SAP Dismissal or dismissed from school unless the conditions of an academic plan were successfully met.
- A student that has progressed to SAP Dismissal will be moved to SAP Met if the student proceeds to meet or exceed the standards the following grading period. If not, the student will remain on SAP Dismissal and dismissed from school unless the conditions of an academic plan were successfully met. Students will be dismissed at the end of any grading period in which it has been determined that it is mathematically impossible for the student to meet the minimum requirements.

While in SAP Warning the student is considered to be making Academic Progress, and will remain

eligible to receive federal financial aid. While in SAP Probation or SAP Dismissal (with an approved appeal and or academic plan) the student is considered to be making Academic Progress and will remain eligible to receive federal financial aid. Students not making Satisfactory Academic Progress are required to participate in any advising and tutoring that are considered to be necessary by the college. Failure to participate may result in Dismissal regardless of CGPA or ROP.

Students on SAP Probation, SAP Dismissal and who have been dismissed for exceeding Maximum Timeframe are not eligible to change programs.

### **Appeal Process**

Any student who has been placed SAP Probation or SAP Dismissal may appeal if special or mitigating circumstances exist. All appeals must be submitted in writing within five (5) calendar days of receiving notification of the dismissal. All appeals must explain the circumstances which affected their academic performance, how the circumstance has been resolved so it will not have any future effect on the student's Academic Progress, additional documentation may be required. The decision of the college is final and may not be further appealed.

### **Reinstatement**

A student may appeal to return to the college if they were previously dismissed for not meeting SAP. The appeal should include information about the circumstances which affected their academic performance, how the circumstance has been resolved so it will not have any future effect on the student's Academic Progress. The student should also include reasons for why they should be readmitted. Many factors will be reviewed when determining whether or not a student should be readmitted, including academic performance, attendance, life changes, and account balance.

### **Student Appeal Process**

Students have the right to appeal decisions made and policies enforced by the College. Appeals may be requested based upon the following circumstances:

- Final grades
- Attendance
- Enforcement of College policies resulting in a change in status or disciplinary action

Appeal of a final grade or attendance:

- Students disputing a final grade or attendance must first meet with or email the instructor within five business days of the last scheduled class day.
- The student must provide evidence substantiating the request.
- The instructor must review, make a determination, and meet with the student to communicate the decision within three business days.
- The student may appeal the instructor's decision and must email or turn in the hard copy of the appeal to the Campus Director's Office within three business days of the instructor's decision.
- The Campus Director must review, make a determination, and meet with the student to communicate the decision within three business days
- The decision of the Campus Director is final.

Appealing enforcement of College policies:

- Students disputing a decision based on enforcement of College policies resulting in a status change or disciplinary action must appeal in writing within five business days of the decision and submit documentation to the Campus Director's Office.
- An appeals panel will be convened within three business days of receipt of the appeal.
- An appeals panel will review, make a determination, and meet with the student within three to five business days.
- Prior to the appeal panel's final decision, students may choose to appear to present additional information.

## MAKE-UP HOURS POLICY AND INCOMPLETES

The opportunity to makeup work is not automatic. It is considered a privilege and shall not be used in the place of the provisions contained in the attendance policy. Make-up work requires approval by the instructor and is documented as part of the student's permanent record.

Makeup hours are to be documented by using a Make-Up Hours Log. Hours will be made up hour for hour, day for day. One log sheet will be required for each day of make-up opportunity.

## RETESTS

Students who are not in attendance on the day of or do not pass a test, quiz or final exam with 70% or better may have to retest. Approval by the instructor is required for retesting. Students that retest will have their test score reduced by 10% of the total retest grade.

## NON-CREDIT, REMEDIAL COURSEWORK

Students enrolled at AMERICAN COLLEGE OF HEALTHCARE are not offered non-credit or remedial coursework. Non-punitive grades (pass-fail) are not counted towards the student's GPA, but are considered in the program's maximum timeframe.

## COURSE WITHDRAWALS

### Week 1

Students who wish to withdraw from a course during the first five school days will be considered a cancel. The student's name will cease to appear on any class roster or grade report and grades will not be recorded.

### Week 2 through completion of Program

A student is considered to have withdrawn from the program when:

- the student's withdrawal is in writing (no particular format required) to the school at their address. Written notice sent by mail shall have an effective date of mail deposit for notices properly addressed and postage prepaid.
- the student is terminated from the program.
- after the student fails to attend school for 14 consecutive calendar days. The date of withdrawal will be considered the last date of recorded attendance.

### Students contemplating withdrawal should be aware of the following:

- the course of study they are currently enrolled in is counted in their maximum program completion time;
- they will have to wait until another program start date to repeat the course and this may cause them to exceed their maximum program completion time;
- they will have to repeat the course from which they withdrew prior to receiving a final grade;
- tuition costs may be affected.

## READMISSION REQUIREMENTS

Students who have withdrawn from classes or have been terminated from the program will not be allowed automatic readmission. Any student who wishes to be considered for readmission must submit a written request to the Campus Director and/or designee explaining the reasons for requesting readmission.

## ATTENDANCE POLICY

A successful student recognizes the importance of classroom attendance and student participation. Enrollment in College programs assumes maturity, seriousness of purpose, and self-discipline. Regular class attendance is critical to successful completion of each course and program. Attendance is recorded daily for each class and monitored by the instructor. All classes will follow at least a minimum attendance policy as follows:

Class absences or tardiness may result in a reduced grade, regardless of academic performance on tests, quizzes, or assignments.

Absences of fourteen (14) consecutive calendar days without contact may result in termination of enrollment from the College. The Director of Education will make a determination as to whether the student's enrollment may be considered for extenuating circumstances under appeal. A student that has been terminated for attendance may qualify for reinstatement to the College by the School Director and/or Director of Education. The student must wait until the start of the next regularly scheduled session or next available course to re-enter the program. A student wishing to re-enter must be able to complete the program of study within the required maximum timeframe.

for completion and must also meet the requirements for satisfactory academic progress.

Students will be considered Tardy regardless of the number of minutes they are late for class or leave before the scheduled end of class. Excessive tardiness will be noted and may result in disciplinary action by the instructor. Therefore, all students are expected to attend the entire class session each day and arrive and leave on time.

Under no circumstances will an absence release a student from completing all work assigned in a given course. After an absence, it is the student's responsibility to check with the instructor about the completion of missed assignments. **Please note that 100% attendance is required for the Physical Therapy Aide/Massage Therapy program. All other programs require a minimum of 70% attendance.**

## DEFINITION OF AN ACADEMIC YEAR

The AMERICAN COLLEGE OF HEALTHCARE AND TECHNOLOGY Academic Year is based upon the quarter system. The Academic Year is defined as 36 quarter units and 30 weeks.

## LEAVE OF ABSENCE

The Campus Director or the Director of Education may grant leaves of absences and/or waive interim satisfactory standards for certain circumstances. At the time of a request for an LOA, a student must be satisfactorily progressing academically.

Students who find it necessary to take a leave of absence must make a written request to administration and approval is granted on an individual basis. LOA's that are properly approved will be maintained in the student's permanent file. LOA's approved for students receiving Title IV funding may not exceed 180 consecutive days in one 12 month period. Students returning from leave of absence may have to wait for the appropriate course to be offered, which may cause them to exceed their maximum program completion time. Tuition cost may be affected. Failure to return from a leave of absence will result in termination from the program. Standards of satisfactory progress will not be affected during an approved leave of absence. If the student is a Title IV loan recipient, prior to granting the LOA, the effects that the student's failure to return from an LOA may have on the student's loan repayment terms, including the expiration of the student's grace period, will be explained.

## LIABILITY

All personal property is the sole responsibility of the student, and AMERICAN COLLEGE OF HEALTHCARE AND TECHNOLOGY does not assume liability for any loss or damage. Clothing and other small items should be marked clearly with the student's name and address. Vehicles should always be locked to avoid theft.

## RECORD RETENTION

All records are kept and maintained for a period of not less than 5 years & transcripts are kept indefinitely. Upon proper request, student records are available to students or to their legally designated representatives. All records that the school is required to maintain, in accordance to the California Private Postsecondary Education Act of 2009, are available during business hours for inspection by the Council, the Attorney General, and District Attorney or City Attorney, Accrediting Bureau for Health Education Schools, and the Student Aid Commission.

## CODE OF CONDUCT

The AMERICAN COLLEGE OF HEALTHCARE AND TECHNOLOGY strives to provide a professional learning atmosphere that emulates the daily working environment. Students are required to follow rules of conduct that are typically expected in the working world. Students may be placed on probation, or immediately terminated at the sole discretion of the school for violation of conduct rules. The following list is not meant to be all inclusive, but rather examples of certain actions that would be considered in violation:

- dishonesty
- use of profanity
- insubordination/failure to follow directives
- violation of safety rules
- use or sale of alcohol and/or drugs on school property
- smoking in areas designated as "non-smoking"
- unprofessional conduct, including disrespecting fellow students, staff or faculty
- vandalism of school property or equipment
- positive drug screening tests
- duplicating school software programs and/or materials without approval
- removing school property from school premises without approval
- threats, acts of violence, or crimes on campus or school related activities

- arriving to school under the influence of any chemical substance
- carrying firearms or knives on school property
- refusal to take tests, finals or complete projects, assignments, presentations and/or attend scheduled lab time.
- utilizing school equipment and/or supplies not assigned or checked out to the student or improper use of equipment and/or supplies
- failure or refusal to adhere to the policies and/or procedures set forth in this catalog.

A student will be removed from probation if, in the opinion of the Program Director/ School Director and/or designee, the student demonstrates adherence to conduct rules. Students who repeat violations will be terminated. Crimes on campus must be immediately reported to the Campus Director. Sexual harassment incidents, whether on campus or off campus at school sponsored or related activities, must be immediately reported to the Title IX Coordinator (Cesar Morales, Director of Compliance, 11801 Pierce St # 100, Riverside, CA 92505; 951-848-7543; cmorales@ach.edu.)

## HONOR CODE

Classes and activities at AMERICAN COLLEGE OF HEALTHCARE are conducted under the assumption that students are responsible individuals and will follow generally accepted social standards which prohibit plagiarism, cheating, dishonesty, theft, abuse or defacement of property, and drug and/or alcohol abuse. Individuals found to be in violation of these standards are subject to disciplinary actions that may include dismissal from the school.

## MEALS

The student lounge has been provided for eating and drinking, and is the only area in the facility to be utilized for eating and drinking. Eating and drinking are not allowed in the classrooms, hallways, or lab areas.

## DRESS CODE

The AMERICAN COLLEGE OF HEALTHCARE AND TECHNOLOGY is deeply interested in setting the stage for all students to assure success in their career endeavors. Many of our employers visit our facility to interview students for jobs, to give special lectures, as well as to instruct certain courses; therefore, it is important that the students convey a professional image at all times.

The uniform is provided by the college. A list of items to be purchased will be supplied to the student by the school. The uniform is to be worn by all students from the beginning of the program through externship/clinical rotation. Each student will receive instruction during orientation as to how the ensemble is to be worn. Students are expected to maintain their uniforms in good condition and not substitute any of the garments in the ensemble for personal clothing without prior approval.

## ADVISORY BOARD

It is the intent of AMERICAN COLLEGE OF HEALTHCARE AND TECHNOLOGY to maintain a high level of community involvement. An advisory council comprised of healthcare professionals and prospective employers has been organized to achieve this objective. Members of this council are appointed by management and/or at the suggestion of the faculty. The council functions under independent guidelines. The Board convenes at least annually. The function of this board is to assist the college with keeping programs' objective, curriculum content, equipment and materials consistent with current workplace technology standards and to facilitate with job placement opportunities.

## PHYSICAL EXAMINATION/HEALTH STATEMENT/ IMMUNIZATIONS

**All students** will be required to complete and return to the school a health statement and provide written evidence of a T.B. (Mantoux) test, along with required immunizations prior to externship. The T.B. test must not be over 12 months old by graduation. Due to the increased risk of Hepatitis B exposure to allied health professionals, the school strongly recommends that students in non-patient care programs also be inoculated for Hepatitis B prior to externship. The hepatitis B vaccine is a series of three (3) inoculations with recommended intervals of 0, 1 & 6 months. Students will have to sign a Hepatitis B waiver and hold harmless agreement unless written proof of inoculation is provided.

In addition to the required health examination and T.B. (Mantoux) test, all students enrolled in the Surgical Technology program are required to provide proof of vaccination for the following: Rubella, Rubeola Mumps, Varicella, Hepatitis B, & Tetanus.

Students will not be eligible for clinical rotation assignment until written evidence of the above vaccinations; health examination and T.B. test are received by the college. Failure or refusal to provide the above requirements will be grounds for termination.

**Students will not be eligible for clinical rotation or externship assignment until all immunizations are complete, financial obligations are current, financial aid paperwork is complete and current, and all required course work and/or make-up work is complete. Students should also be aware that delayed clinical rotation or externship assignment will also**

change their anticipated graduation date, increasing the length of their program of study.

## HEALTH / MEDICAL CARE

Students must take proper care of their health if they are to do the best in school. This means regular hours, plenty of sleep, sufficient exercise and nutritious food. Students who become seriously ill or contact a communicable disease should stay home and recover. Always remember to notify the school immediately. All medical and dental appointments should be made after school hours. The school will not be responsible for rendering any medical assistance but will refer students upon request to a medical facility. 911 Emergency services will be requested at the sole discretion of the school when deemed fit.

## BACKGROUND CHECKS AND DRUG SCREENING TESTS

Students may be required to pass a background check and random drug screening test prior to clinical rotation assignment. Failure to pass the background check and/or drug screening test will result in non-assignment to a clinical site and termination from the college. Students are responsible for paying for the background check and random drug screening test.

### Note for Pharmacy Technician students:

If you have ever been convicted or pled no contest to a violation of the law in any state, you must disclose this information to the Board of Pharmacy in your pharmacy technician application, include a full explanation of the type of violation, misdemeanor or felony and provide certified copies of all documents or arrest reports relating to the conviction. The Board of Pharmacy may deny an application for registration as a Pharmacy Technician based on criminal background. The board requires the applicant to have their fingerprints submitted via Live Scan at the time a pharmacy technician application is submitted.

### Note for graduates to be certified by the California Massage Therapy Council:

If you have ever been convicted or pled no contest to a violation of the law in any state, you must disclose this information to the California Massage Therapy Council in your massage therapist application for certification, include a full explanation of the type of violation, misdemeanor or felony and provide certified copies of all documents or arrest reports relating to the conviction if requested. The California Massage Therapy Council may deny an application for massage therapist certification based on criminal background. In addition, a student must successfully pass a national massage therapy exam in order to receive certification from the California Massage Therapy Council.

## EMERGENCIES

The school reserves the right to close during weather emergencies or other unusual circumstances. Under these conditions, students will not be considered absent. Instructors will cover any missed material to ensure completion of the entire course. Attendance on make-up days scheduled as a result of closure is mandatory.

## FIRE AND SAFETY PRECAUTIONS

Smoking is not allowed in the buildings. Smoking is permitted outside the building in designated smoking areas only. A receptacle is placed in the smoking area for you to discard your cigarettes.

The facility is equipped with a sprinkler system in case of fire.

In case of fire, immediately exit the building. From a safe location, away from any fire danger, call the fire department by using "911" emergency access. Be certain you know how to direct the fire department to these buildings at the Main Campus: 11801 & 11850 Pierce St., Riverside, CA 92505 & to the 4181 & 4187 Flatrock Drive, Riverside, CA 92505 or Non-Main Campus: 6606 Pacific Blvd., Suite 204, Huntington Park, CA 90255; Non-Main Campus: 2081 Business Center Dr # 165, Irvine, CA 92612.

First aid supplies will be found in the medical assistant laboratory and at the reception desk. These are clearly marked.

Evening students will be required to park in the lighted front parking lot and leave the building together. Care must be taken that all cars start and each student is safely on their way.

## MAINTENANCE OF SCHOOL ENVIRONMENT

Each student is responsible for maintaining their personal belongings in an orderly manner. Books and clothing are to be kept in designated areas. Food is not allowed in the classrooms. Only water in containers with lids is acceptable in the classroom. NO food or beverages are allowed in lab areas.

Students are allowed to place food items (except open containers) in the refrigerator. All items are to be taken home on a daily basis. Items left in the refrigerator at the end of the day will be disposed of.

A microwave oven is also provided for student use. Students are responsible for keeping the microwave clean.

Disregard for the maintenance of cleanliness due to food/beverage consumption will result in the loss of these privileges.

Students will be required to assist in maintaining cleanliness in the classroom and break room. Cleanliness is part of the workplace and this is where habits begin.



## CANCELLATION POLICY

The student shall have the right to cancel the enrollment agreement and receive a full refund before the first lesson and materials are received. The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session (**first day of classes**), or the seventh calendar day after enrollment (**seven days from date when Enrollment Agreement was signed**), whichever is later. Cancellation is effective on the date written notice of cancellation is sent. The notice of cancellation shall be in writing and submitted or hand delivered directly to the school. If the institution provided the first lesson or materials before an effective cancellation notice was received, the institution shall make a refund within 45 days after the student's return of the materials, when applicable. Enrollment may be automatically cancelled if a student is absent for three days out of the first five days of class.

### THE FOLLOWING IS THE CANCELLATION PROCEDURE:

If a course is canceled subsequent to a student's enrollment and before instruction in the course has begun, the school shall at its option:

1. Provide a full refund of all money paid; or
2. Provide for completion of the course at schools in the neighborhood.

### School Closure:

If the school closes subsequent to a student's enrollment and before instruction in the course has begun, the school shall at its option:

1. Provide a full refund of all money paid; or
2. Provide for completion of the course at schools in the neighborhood.

## SCHEDULE OF CHARGES

Prior to enrolling and signing an enrollment agreement, students are provided with a schedule of charges for a period of attendance. Please refer to Insert 1 on page 64 and to the Refund Example Table on page 22 of the catalog for the Schedule of Charges for period of attendance and for the entire program by program and schedule at 10%, 25%, 50% and 60%.

## REFUND POLICY

After the cancellation period, the institution provides a pro rata refund of **ALL** funds paid for tuition charges to students who have completed 60 percent or less of the period of attendance. Once more than 60 percent of the enrollment period in the entire course has incurred (**including absences**), there will be no refund to the student.

A registration fee of **\$100.00 is a non-refundable item**. Equipment, books, supplies, tools, uniforms, kits and any other items **issued and received by the student** are not returnable unless unmarked. **Once received** by the student, it will belong to the student and will represent a liability to the student. If you cancel the agreement, the school will refund any money that you paid, less any deduction for registration fee and equipment received. If you withdraw from school after the cancellation period, the refund policy described above will apply. If you received financial aid funds, you are entitled to a refund of moneys not paid from financial aid funds if the amount that you have paid is more than the amount that you owe for the time you attended, then a refund will be made within 45 days of the official withdrawal. See Refunds section below. If the amount that you owe is more than the amount that you have already paid, then you will have to arrange with the school to pay the balance.

Official withdrawal date is on the student's notification or school's determination.

**Determination of withdrawal from school:** The withdrawal date shall be the last date of recorded attendance. The student would be determined to have withdrawn from school on the earliest of:

- The date you notify the **Financial Aid Office** of your intent to withdraw. Only the Financial Aid Office would be authorized to accept a notification of your intent to withdraw.
- The date the school terminates your enrollment due to academic failure or for violation of its rules and policies stated in the catalog.
- The date you fail to attend classes for a two-week period (14 consecutive days).
- The date you failed to return as scheduled from an approved leave of absence. The withdrawal date shall be the last date of recorded attendance. The date of the determination of withdrawal will be the scheduled date of return from LOA.

**IF YOU GET A STUDENT LOAN, YOU ARE RESPONSIBLE FOR REPAYING THE FULL LOAN AMOUNT PLUS ANY LOAN FEES AND INTEREST ACCRUED ON THE LOAN, LESS THE AMOUNT OF ANY REFUND.**

## PRO-RATA REFUND FORMULA

Sample Calculation, completion of 25% of the payment period or enrollment period earns only 25% of the aid disbursed or that could have been disbursed. If applicable, this would be the first calculation to determine the amount of aid that the student would be eligible for from the Title IV Financial Aid programs. A second calculation would take place to determine the amount earned by the institution during the period of enrollment. If you are eligible for a loan guaranteed by the federal or state government and you default on the loan, both of the following may occur: (1) The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan. (2) The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

**Refunds:** If any refunds are due based on the Return of Title IV calculation or based on the institutional refund policy calculation, any refunds will be made as soon as possible but not later than 45 days from the determination of withdrawal date in the order stated in section CFR 34 section 668.22. The order of payment of refunds is: 1) Unsubsidized Loans from FFELP or Direct Loan, 2) Subsidized Loans from FFELP or Direct Loan, 3) Perkins Loans, 4) PLUS (Graduate Students) FFELP or Direct Loan, 5) PLUS (Parent) FFELP or Direct Loan, 6) Pell Grant, 7) Academic Competitiveness Grant (ACG), 8) National SMART Grant, 9) Federal SEOG, 10) Other

- Deduct the registration, and from the total tuition charge as they are non-refundable

Divide this figure by the number of hours in the program

The quotient is the hourly charge for the program

The amount owed by the student for purposes of calculating a refund is derived by multiplying the total hours attended by the hourly charge for instruction. The refund would be any amount in excess of the figure derived in subparagraph (D) that was paid by the student. The refund amount minus the amount required by Return to Title IV, if applicable.

If a student withdraws after the period described and has not completed the program, the refund is calculated as follows:

Assume that a student enrolls in a program with 970 clock hours. The total program cost is \$16,135.00 plus registration and CPR fees. The student completed 225 hours (25%) of the 970 clock hours.

1.  $\$16,445.00 / 970 \text{ Hours} = \$16.95$  (Program Hourly Charge)
2.  $225 \text{ (Hours Attended)} \times \$16.95 \text{ (Program Hourly Charge)} = \$3,813.75$  (Owed by Student)
3. The refund would be any amount paid towards tuition by the student in excess of \$3,813.75, according to the stated refund distribution order.

Once 60 percent of the enrollment period in the entire program has occurred (including absences), there will be no refund to the student.

## REFUND EXAMPLES TABLE

PROGRAM	Surgical Technology	Physical Therapy Aide / Massage Therapist	Pharmacy Technician	Medical Assistant	Medical Billing & Coding	Veterinary Assistant	Dental Assistant I.
	<i>1968 Hours</i>	<i>970 Hours</i>	<i>970 Hours</i>	<i>970 Hours</i>	<i>970 Hours</i>	<i>970 Hours</i>	<i>980 Hours</i>
<b>TUITION</b>	\$32,445.00	\$16,445.00	\$16,445.00	\$16,445.00	\$16,445.00	\$16,445.00	\$16,445.00
<b>10%</b>	\$29,200.50	\$14,800.50	\$14,800.50	\$14,800.50	\$14,800.50	\$14,800.50	\$14,800.50
<b>25%</b>	\$24,333.75	\$12,333.75	\$12,333.75	\$12,333.75	\$12,333.75	\$12,333.75	\$12,333.75
<b>50%</b>	\$16,222.50	\$8,222.50	\$8,222.50	\$8,222.50	\$8,222.50	\$8,222.50	\$8,222.50
<b>60%</b>	0	0	0	0	0	0	0

## DEFINITION OF A UNIT OF CREDIT

A clock hour is a class period of 50 to 60 minutes of instruction. A quarter credit hour is the equivalent of a minimum of ten (10) class hours of instruction, including appropriate homework and study. Laboratory courses have both practice work and classroom instruction; therefore, these courses require twenty (20) hours of instruction for one quarter credit hour. Externship/directed clinical courses require a minimum of thirty (30) hours of externship / directed clinicals for one quarter credit hour.

## GRIEVANCE/APPEAL PROCEDURE

### STEP 1

If a student has a question or grievance regarding a program policy or procedure, he/she should direct the question or concern to the instructor first. The instructor will respond to the written question or concern within three (3) days.

### STEP 2

If the problem is not resolved to the student's satisfaction by means of open discussion, the student may present the complaint to the Director of Education. The grievance will be reviewed and a response will be given within seven working days.

### STEP 3

If the response does not resolve the grievance to the student's satisfaction, a written response should be submitted to the Campus Director. The grievance will be reviewed and a written response will be given within seven working days.

### STEP 4

If the written response does not resolve the grievance to the student's satisfaction, a formal meeting will be scheduled after school hours. The meeting will be private and closed to the general student population. The meeting should be scheduled through Administration. The Campus Director, Director of Education and all persons involved in the grievance will be present.

Upon conclusion of the meeting a formal written response will be given to the student within (3) working days which will summarize the meeting's discussions and any resolutions to the grievance. If the resolutions listed in the written response from the formal meeting do not resolve the grievance to the student's satisfaction, he/she is encouraged to contact the following agency:

**BUREAU FOR PRIVATE POSTSECONDARY EDUCATION**  
P.O Box 980818, West Sacramento, CA 95798  
Tel:(916) 574-7720  
[www.bppe.ca.gov](http://www.bppe.ca.gov)

**ACCREDITING BUREAU OF HEALTH EDUCATION SCHOOLS**  
7777 Leesburg Pike, Suite 314 North, Falls Church VA 22043 Tel:  
(703) 917-9503  
[www.abhes.org](http://www.abhes.org)

## STUDENT APPEAL PROCESS

Students have the right to appeal decisions made and policies enforced by the College. Appeals may be requested based upon the following circumstances:

- Final grades
- Attendance
- Enforcement of College policies resulting in a change in status or disciplinary action

### Appeal of a final grade or attendance:

- Students disputing a final grade or attendance must first meet with or email the instructor within five business days of the last scheduled class day.
- The student must provide evidence substantiating the request.
- The instructor must review, make a determination, and meet with the student to communicate the decision within three business days.
- The student may appeal the instructor's decision and must email or turn in the hard copy of the appeal to the Campus Director's Office within three business days of the instructor's decision.
- The Campus Director must review, make a determination, and meet with the student to communicate the decision within three business days
- The decision of the Campus Director is final.

### Appealing enforcement of College policies:

- Students disputing a decision based on enforcement of College policies resulting in a status change or disciplinary action must appeal in writing within five business days of the decision and submit documentation to the Campus Director's Office.
- An appeals panel will be convened within three business days of receipt of the appeal.
- An appeals panel will review, make a determination, and meet with the student within three to five business days.
- Prior to the appeal panel's final decision, students may choose to appear to present additional information.

## **SMOKING POLICY**

Smoking inside the facility is not allowed. A specific area located on the side of the facility has been designated as the only smoking area. Areas surrounding the facility are not to be used for smoking. Smoking is allowed only before or after class hours and during breaks. Smoking materials must be discarded in appropriate containers.

## **TEXTBOOKS/EQUIPMENT**

Certain textbooks and equipment are the property of AMERICAN COLLEGE OF HEALTHCARE AND TECHNOLOGY. They are loaned to the students for their use during appropriate portions of the program and are then to be returned to the school. When a student receives a book or piece of equipment on loan, the student will sign a receipt for the book/equipment. Upon return of the book/equipment, the student will receive a release from the program stating that the book/equipment has been returned in usable condition.

If a textbook/equipment is lost or if it has been destroyed or damaged to the point that it is unusable the student must reimburse the school for the cost of the book/equipment. Books/equipment purchased by the student are to be kept by the student and utilized as reference material.

## **TELEPHONE CALLS**

Telephone messages will be relayed to students only in the case of an emergency. Telephones in the offices are for faculty and staff use only.

## **STUDENT SERVICES**

### **PLACEMENT ASSISTANCE**

Placement assistance is offered to all of our students. We make every effort to assist our graduates in finding employment and encourage students to maintain satisfactory attendance, conduct and academic progress so they will be viewed favorably by prospective employers. However, it must be understood that placement is not guaranteed.

We devote dedicated time to developing and maintaining contacts in the professional community, where our graduates are referred for potential employment opportunities. Guest lecturers and employers are invited to the school routinely. A Professional Career Development program is provided to students to prepare them for seeking and obtaining employment. The AMERICAN COLLEGE OF HEALTHCARE AND TECHNOLOGY participates in healthcare organizations and healthcare fairs that are utilized to promote graduate employment opportunities.

### **ACADEMIC GUIDANCE**

Academic guidance is available to all students. If a student is in need of academic guidance, he/she should first talk with his/her instructor. The instructor will assist the student when appropriate and will refer the student to administration for further academic guidance when necessary.

### **TUTORIAL SERVICES**

Tutorial services are available to all students. If a student is in need of tutorial services, he/she should talk with his/her instructor.

### **STUDENT ACTIVITIES**

Activities that encourage school spirit, student interaction and leadership development may be offered throughout the program. Student involvement is encouraged.

### **STUDENT HOUSING**

The College does not provide student housing. We do not have dormitory facilities under our control. There is availability of housing in the local Riverside (92505), Huntington Park (90255) and Irvine (92612) areas. The cost of housing varies from approximately \$900.00 to \$2,500.00 per month for a one bedroom apartment. Rooms for rent vary from \$500.00 to \$1,200.00 per month. The college has no responsibility to find or assist a student in finding housing. Current housing information, including availability and rent, may be found online at ForRent.com, Apartments.com, ApartmentGuide.com, or ApartmentFinder.com, among others.

### **TRANSPORTATION ASSISTANCE**

The school maintains a list of information on public transportation, including bus schedules.

## CHILDCARE ASSISTANCE

AMERICAN COLLEGE OF HEALTHCARE AND TECHNOLOGY is not equipped or staffed to provide child care services to students.

## FIELD TRIPS

When appropriate, field trips are arranged to visit industry locations to give students the opportunity to observe real-life applications.

## GUEST LECTURERS

Guest lecturers are invited throughout the program to speak to students on current industry topics, career opportunities and to reinforce classroom training.

## STUDENT AWARDS

Awards for outstanding achievement are presented to deserving students at graduation based on performance and/or faculty recommendations. Graduates find these awards to be an asset in preparing for future employment. The Education Department can provide information regarding the specific awards presented.

## GRADUATION CEREMONY

A formal graduation ceremony is conducted at least once a year. Participants include all eligible graduates.

## VOTER REGISTRATION REQUIREMENTS

In order to vote in a California election, you must complete a Voter Registration Form.

- If you are a citizen of the United States;
- If you are at least 18 years of age (or will be by the date of the next election);
- Are not in prison or on parole for a felony conviction.

For your convenience, voter registration forms may be obtained on campus in the Office of Financial Aid.

## SUBSTANCE ABUSE PREVENTION

The AMERICAN COLLEGE OF HEALTHCARE AND TECHNOLOGY supports a "drug free" environment and has information available on drug abuse prevention for all students and employees.

All students and employees are informed that the unlawful manufacture, distribution, dispersion, possession or use of a controlled substance or alcohol within school facilities is strictly prohibited. Employees and students violating this rule could be subject to disciplinary action up to and including termination. A random drug screening test may be performed on students prior to entrance into externship/directed clinicals. Positive drug tests and/or failure to comply with this requirement will result in disciplinary action up to and including termination.

## ANTI-DRUG PROGRAM

In compliance with the Drug-Free Schools and Communities Act Amendments of 1989 (public Law 101-226), AMERICAN COLLEGE OF HEALTHCARE AND TECHNOLOGY has implemented a program to prevent the illicit use of drugs and the abuse of alcohol by students and employees.

The program consists of:

- (1) distribution of literature to students and employees on the health and life-threatening risks associated with the use of illicit drugs and alcohol.
- (2) dissemination of information to students and employees on the available drug and alcohol counseling services or rehabilitation programs.

The college strictly enforces a zero tolerance drug and alcohol policy on campus and makes the following information available to its students, staff, and instructors. Any individual associated with American College of Healthcare and Technology who is seeking information, counseling, or assistance concerning Drug Abuse Prevention may call or visit the following agencies:

Nationwide

- The Center for Substance Abuse Treatment and Referral Hotline (800) 622-HELP
- The DrugFreeWorkplaceHelpline (800) 967-5752
- The National 'Clearinghouse for Alcohol and Drug Information (301) 468-2600

### Local

Agency Name	<b>Riverside County Substance Abuse Administrative Offices</b>
Street Address:	3525 Presley Avenue
City, State and Zip Code:	Riverside, CA 92507
Phone Number:	(951) 782-2400
Web Site:	<a href="http://www.mentalhealth.co.riverside.ca.us">www.mentalhealth.co.riverside.ca.us</a>
Agency Name:	<b>Los Angeles County Department of Public Social Services</b>
Street Address:	2415 W 6 <sup>th</sup> Street
City, State, and Zip Code:	Los Angeles, CA 90057
Phone number:	(323) 420-2918
Web Site:	<a href="http://dpss.lacounty.gov/wps/portal/dpss/main/programs-and-services">http://dpss.lacounty.gov/wps/portal/dpss/main/programs-and-services</a>
Agency Name:	<b>Orange County Healthcare Agency</b>
Street Address:	3115 Redhill Avenue
City, State, and Zip Code:	Costa Mesa, CA 92626
Phone number:	(714) 850-8431
Web Site:	<a href="http://orange.networkofcare.org/mh/index.aspx">http://orange.networkofcare.org/mh/index.aspx</a>

## TUITION PLANNING

AMERICAN COLLEGE OF HEALTHCARE AND TECHNOLOGY believes that educational cost is primarily the responsibility of students and their families. The Financial Aid Office is responsible for the administration of all student financial aid. It provides information and financial counseling to students, and enforces program policies and regulations.

To receive any assistance under any Title IV, HEA program at an institution for any period of enrollment beginning on or after January 1, 1986, a student (and parent in case of Federal Plus loans) must not be in default or in delinquency on any loan made under the Federal Perkins/National Direct/Defense Student Loan Program (Title IV, HEA loan) for attendance at any institution, and must not owe a refund on a grant received under the Federal Pell Grant, Federal SEOG, or Federal CSIG program (Title IV, HEA Grant) for attendance at any institution.

Information contained in the Federal Aid Section of this catalog is current as of the date of printing. Due to the frequency of changes in these programs, the information may not be up-to-date. Current guidelines and regulatory information may be obtained on campus in Financial Aid Office. . Consumer information given to students includes The Student Guide from the U. S. Department of Education.

Title IV Programs may be categorized as either "GIFT-AID" or "SELF-HELP AID". GIFT-AID consists of grants that are given to a student and it does not have to be repaid. SELF-HELP AID takes the form of loans which must be repaid.

The AMERICAN COLLEGE OF HEALTHCARE AND TECHNOLOGY is approved by the US Department of Education to participate in the following Title IV Programs:

- Federal Pell
- Grants Federal
- SEOG
- Unsubsidized Direct Stafford Loan
- Subsidized Direct Stafford Loan
- Direct PLUS Loan
- Federal Work Study
- WIA
- EDD
- ITrain
- Veterans Benefits

## ELIGIBILITY CRITERIA

- High School Diploma / GED / ATB
- Citizen / Eligible Non-Citizen
- Pursuing a Degree / Certificate / Diploma at a participating school
- Demonstrate financial eligibility, if applicable for program
- Statement of educational purpose and Default over payment status
- Not in default / owe refund or repayment
- Not have borrowed in excess of annual or aggregate Title IV loan limits
- Confirmation of registration with selective service (if registration required)
- Maintain Satisfactory Academic Progress
- Possess a valid Social Security Number

## FEDERAL PELL GRANT PROGRAM (Gift-Aid)

Federal Pell Grants are available to eligible undergraduate students who have not yet received bachelor's degrees or professional degrees, are enrolled in degree or certificate programs, and meet program eligibility requirements. Eligibility is also determined on the basis of financial need. A Student's Expected Family Contribution (EFC) is used in determining need. The EFC, along with a student's enrollment status and the length of his or her program of study, determine the amount of the student's award. Funds an eligible student receives from this program do not have to be repaid.

## FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (FSEOG) PROGRAM

The Federal Supplemental Educational Opportunity Grant (FSEOG) is for undergraduates with exceptional financial need. Pell Grant recipients with the lowest expected family contribution (EFCs) will be considered first for a FSEOG. Just like Pell Grants, the FSEOG does not have to be repaid.

## DIRECT STAFFORD LOANS (DL) (Self-Help Aid)

Direct Loans consist of Subsidized Stafford Loans, Unsubsidized Stafford loans, and PLUS Loans. These Loans are made by the federal government to eligible undergraduate and graduate students and their parents through financial aid offices at participating schools. A student must be enrolled at least half time to be eligible for a loan. Direct Loans have to be paid back.

Subsidized loans and Unsubsidized Loans are made to eligible students enrolled in eligible programs of study, and PLUS Loans are made to eligible parents of dependent undergraduate students who are enrolled in eligible programs of study. Borrowers are not charged interest on Subsidized Loans during certain periods, such as when they are enrolled at least half-time and during grace and deferment periods. Borrowers are charged interest on Unsubsidized Loans and Plus Loans throughout the lives of the loans.

Because the federal government subsidizes the interest on students' Subsidized Loans, students must show financial need to qualify for these loans. The loan amount is determined by the student's cost of attendance (COA), EFC, and the amount of other aid the student is receiving. Eligibility for Unsubsidized Loan or PLUS Loan is not determined on the basis of financial need. All or a portion of a Unsubsidized Loan or Plus Loan may replace a student's EFC.

Direct Loans are available to eligible students at ACHT. The Loans available will be Federal Subsidized Stafford Loans, Federal Unsubsidized Stafford Loans and Plus Loans.

The Federal Stafford Loan is designed to make it possible for students to borrow during each award period of undergraduate study from the Department of Education. This is a low-interest loan. Repayment of principal begins six (6) months after the student graduates, leaves school or drops below half-time. **ALL LOANS MUST BE REPAID.**

## FEDERAL WORK STUDY

When available, Federal Work-Study provides part-time jobs, 10-20 hours per week, for students with financial need, allowing them to earn money to pay for the cost of their education. Students must have an unmet financial need to qualify for this program. The program encourages community service work and/or work related to the student's course of study. Jobs are limited and students must maintain a minimum required GPA and attendance percentage to qualify. Additional information on eligibility requirement is available from Student Finance and Financial Aid Departments. Criteria for FWS selection is as follows:

- Have a current FAFSA on file in the Financial Aid Office and document an unmet financial need (for federal work study positions). The student with higher need takes precedence.
- Be enrolled full time for the term.

- Have an overall GPA of at least 2.0
- Meet Satisfactory Academic Progress policy.

## APPLICATION PROCEDURES

All students are encouraged to apply for financial assistance if unable to meet education costs on their own. Applications and required forms are available in the Financial Aid Office. Applications are considered in chronological order.

AMERICAN COLLEGE OF HEALTHCARE AND TECHNOLOGY does not have an application deadline. For more detailed information, contact the Financial Aid Office. Application forms include the Free Application of Federal Student Aid, an Internal Application, a Default Statement, a Residency Questionnaire and a Federal Loan Application, if applicable.

All students who are eligible for Federal Pell Grants, or FFELP Loans may receive awards from these sources and must maintain Satisfactory Academic Progress (as described in this catalog) in order to continue to be eligible to receive Federal Student Financial Aid.

Students applying for loans to pay for program costs should be aware of the following:

- A. If you obtain a loan to pay for the course of instruction, you will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.
- B. If you are eligible for a loan guaranteed or reinsured by the state or the federal government and you default on the loan:
  1. The federal or the state government or the loan guarantee agency can take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.
  2. You may not be eligible for any other federal financial assistance for education at a different school or for government housing assistance until the loan is repaid.

## OMBUDSMAN NOTIFICATION REQUIREMENTS

In keeping with provisions in the 1998 Reauthorization of the Higher Education Act, the U.S. Department of Education (ED) established an Office of the Ombudsman for student loans. The purpose of this office is to receive, review, and attempt to resolve disputes from student loan borrowers that have not been resolved through normal customer services provided by lenders and guarantors. Final regulations, effective July 1, 2000, require that borrowers be provided information, at certain specified times, on the availability of the ED ombudsman.

The ombudsman may be reached by mail at:

Office of the  
Ombudsman Student  
Financial Assistance  
U.S. Department of Education  
Room 3012, ROB #3,  
7th and D Streets,  
SW Washington, DC 20202-5144

The ombudsman may also be reached by telephone, toll-free, at (877) 557-2575 or on the Internet at <http://sfahelp.ed.gov> or <http://ombudsman.ed.gov>.

## STUDENT RIGHTS

Students have the right to be assured that information provided by them to determine their eligibility for student aid will be held in confidence within the parameters of the Privacy Act of 1974.

Students have the right to equal consideration in the awarding process with other students in the same stage of process. Students have the right to know the school's disbursement procedure regarding student aid.

Students have a right to know the current satisfactory academic progress policy as described in this catalog.

Students have the right to review their file, including, but not limited to, aid computations, awards, etc. The Financial Aid Office has the right to set the time and date of the file review, no later than ten days from the request date.

## STUDENT RESPONSIBILITIES

Students are responsible for making all loan payments, including interest as required by the Federal Stafford or Federal Plus promissory note. If a student obtains a loan to pay for an educational program, the student will have to repay the full amount of the loan plus interest, less the amount of any refund, and that if a student receives federal student financial aid funds the student is entitled to a refund of the money's not paid from federal financial aid funds.

Students are responsible for notifying the Financial Aid Office of any changes in address, marital status, income, etc. that might affect the student's eligibility for aid.



Students are responsible for maintaining satisfactory academic progress as described in this catalog. Students are responsible for providing documents to complete the verification process, if applicable.

## REFUNDS AND REPAYMENTS

If a student withdraws from school and tuition refund is due, such a refund will be paid in the following order of priority:

1. Direct Loan Program Unsubsidized Stafford Loan
2. Direct Loan Program Subsidized Stafford Loan
3. Federal Pell Grant
4. Federal SEOG
5. Any other Federal Title IV Program
6. Other Programs
7. Student

## NOTICE TO APPLICANTS OF TUITION ASSISTANCE

An offer of financial aid is contingent upon receipt of funds from all funding sources. The Financial Aid Office reserves the right to revise offers of aid at any time during the academic year based on availability of funds and procedures mandated by the state or federal authorities. Students' accounts will automatically be credited to satisfy balances owed to the school before credit balances will be issued. Credit balances will be issued within 14 days.

Pursuant to Section 7 of the Privacy Act of 1974, applicants for financial aid are hereby notified that mandatory disclosure of their Social Security Number is required by AMERICAN COLLEGE OF HEALTHCARE AND TECHNOLOGY to verify the identity of each applicant.

Students enrolled on or after July 1, 2012 without a high school diploma, GED or equivalent, are not eligible for Title IV funding unless they concurrently enroll in a college Eligible Career Pathways Program at no extra cost.

The AMERICAN COLLEGE OF HEALTHCARE AND TECHNOLOGY has several methods of payment for tuition fees. The AMERICAN COLLEGE OF HEALTHCARE AND TECHNOLOGY also participates in student federal financial aid programs. Students should contact the Financial Aid Office for detailed information and counseling on student federal financial aid programs.

## ADDITIONAL FUNDING SOURCES

The AMERICAN COLLEGE OF HEALTHCARE AND TECHNOLOGY accepts Worker's Compensation Funding, WIA, TAA & VA. Additionally, periodic payment arrangements may also be made. Please contact Admissions for a full review of all payment options. Individual course costs and fees are detailed at the end of this catalog.

## VA BILLING CYCLE

On a 4.0 scale, students must obtain a minimum grade point average of at least 1.25 at the end of the first 25% of the program length; a 1.50 grade point average at midpoint of the program length; 1.75 at 75% of the program length and achieve a 2.0 cumulative grade point average upon graduation.

At each evaluation period, a portion of the tuition is charged on the student account. When a tuition charge is accessed on the student account, the Certifying Veterans Official (CVO) will bill Veterans Administration for the tuition earned via VA Once. For the following programs VA will be billed twice; 25% of the program and 50%. The programs are; Physical Therapy Aide/Massage Therapist, Pharmacy Technician, Medical Assistant, Medical Billing and Coding, and Medical Administrative Assistant. Students enrolled in the Surgical Technician program, there will be four billing cycles which are; 25%, 50%, 75%, and the completion of externship.

## R2T4 FUNDS (RETURN OF TITLE IV FUNDS)

SPECIAL NOTE TO STUDENTS RECEIVING UNSUBSIDIZED / SUBSIDIZED / PLUS / PERKINS LOANS, ACG / NATIONAL SMART / PELL / SEOG GRANTS OR OTHER AID:

If you withdraw from school prior to the completion of the equivalent to 60 percent of the workload in any given payment period, a calculation using the percentage completed will be applied to the funds received or that could have been received that will determine the amount of aid the student earned.

Unearned funds would be returned to the program in the order stated below by the school and/or the student. Student liability to loan funds will continue to be paid in accordance to the original promissory note terms. Funds owed by the student to the Grant programs are limited to 50% of the gross award per program received.

### Withdrawal Calculations:

Once the student has been determined by the institution to have withdrawn from the course of study, the institution

will determine if the student received or was entitled to receive Federal Funds from the Title IV Financial aid programs available at the institution during the payment period (or enrollment period). If the answer is YES, the institution will conduct two distinctive and different calculations. Those calculations are described as follows:

#### **R2T4 Funds:**

This formula determines the percentage of time that the student completed of the payment period or enrollment period in a course at the time of the student's withdrawal. This percentage is then applied to the amount of Federal Funds from the Title IV programs that the student received or could have received in the same payment period or enrollment period. The result of this calculation is defined as earned funds. If the student received more than the earned amount, the overpayment is called unearned funds and must be returned to the programs in the following order:

1. Federal Unsubsidized Loans from Direct Loan
2. Federal Subsidized Loans Direct Loan
3. Federal PLUS (Parent) Direct Loan
4. Federal Pell Grant
5. Federal SEOG

If the calculation shows that the student owes funds to the loan programs, the repayment of those funds will be in accordance to the terms on the promissory note of the respective loans. If the calculation shows that the student owes funds to the grant programs, the liability of the student is limited to the amount by which the original grant overpayment amount exceeds half of the total Title IV grant funds received by student. A student does not have to repay a grant overpayment of \$50 or less per program. These funds are due from the student within 45 days. If not paid in that time and if the student has not made arrangements with the Department to pay that amount, the student will be referred to NSLDS, a central system that will show the student ineligible for aid until the matter is taken care of by the student.

#### **Post Withdrawal Disbursement:**

If the calculation shows that the student received less aid than what the student earned within the payment period or enrollment period, then the student would be notified by the institution of the amount of Grant funds used to cover institutional charges incurred by the student, or the available amount from Grant funds for direct disbursement to the student for other educational related expenses. If loan funds are involved in this calculation, the institution will notify the student or parent of the loan amount it wishes to utilize to cover educational charges, the financial aid program where the funds are coming from and the student will be reminded of the responsibilities involved in receiving loan funds. The student or parent in the case of PLUS will be given 14 days to respond and accept or reject part or all of the loan funds available. The institution will honor late acceptances only at the institutional discretion.

Once this calculation is finalized, the institution will then perform a second and different calculation using the net funds retained (original tuition payments minus amounts refunded) to determine the amount of institutional charges earned by the institution during the payment or enrollment period. That calculation is known as the institutional refund policy calculation.

Sample Calculation, completion of 25% of the payment period or enrollment period earns only 25% of the aid disbursed or that could have been disbursed. If applicable, this would be the first calculation to determine the amount of aid that the student would be eligible for from the Title IV Financial Aid programs. A second calculation would take place to determine the amount earned by the institution during the period of enrollment.

## **REFUNDS**

If any refunds are due based on the R2T4 calculation or based on the institutional refund policy calculation, any refunds will be made as soon as possible but not later than 45 days from the determination of withdrawal date in the order stated in section CFR 34 section 668.22.

The order of payment of refunds is:

1. Federal Unsubsidized Loans or Direct Loan
2. Federal Subsidized Loans or Direct Loan
3. PLUS (Graduate Students) Direct Loan
4. PLUS (Parent) Direct Loan
5. Federal Pell Grant
6. Federal SEOG
7. Other Aid

This order would apply in accordance to the aid programs available at the institution. Please see disclosures in Student Orientation Packet for full financial aid disclosures.

## **PROGRAM CANCELLATION**

If a program is canceled subsequent to a student's enrollment and before instruction in the program has begun, the school shall at its option:

- a. Provide a full refund of all money paid or

- b. Provide for completion of the program at schools in the neighborhood.

## SCHOOL CLOSURE

If the school closes subsequent to a student's enrollment and before instruction in the program has begun, the school shall at its option:

- a. Provide a full refund of all money paid or
- b. Provide for completion of the program at schools in the neighborhood.

## NOTIFICATION OF RIGHTS UNDER FERPA FOR POSTSECONDARY INSTITUTIONS

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.) These rights include:

1. The right to inspect and review the student's education records within 45 days after the day the American College of Healthcare and Technology receives a request for access. A student should submit to the registrar, Campus Director or Assistant Director or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the school to amend a record should write the school official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before the institution discloses Personally Identifiable Information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The school discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the American College of Healthcare and Technology in an administrative, supervisory, academic, research or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of the American College of Healthcare and Technology who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the American College of Healthcare and Technology.

Upon request, the school also discloses education record without consent to officials of another school in which a student seeks or intends to enroll. American College of Healthcare and Technology will make a reasonable attempt to notify each student of these disclosures unless the school states in its annual notification that it intends to forward records on request.]

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the American College of Healthcare and Technology to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, US Department of Education, 400 Maryland Ave, SW Washington, DC 20202

FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, §99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student:

- To other school officials, including teachers, within the American College of Healthcare and Technology whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(J)- (a)(1)(i)(B)(2) are met.

- The student's enrollment or transfer, subject to the requirements of §99.34.
- To authorized representatives of the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the institution's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf.
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid.
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction.
- To accrediting organizations to carry out their accrediting functions.
- To parents of an eligible student if the student is a dependent for IRS tax purposes.
- To comply with a judicial order or lawfully issued subpoena.
- To appropriate officials in connection with a health or safety emergency, subject to §99.36.
- Information the school has designated as "directory information" under §99.37.
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding.
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her.
- To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21.



**OVERVIEW OF PROGRAMS**  
**PROGRAM CHARTS**  
**COURSE DESCRIPTIONS**

## SURGICAL TECHNOLOGY PROGRAM

**Program Code:** ST

**Program Title:** Surgical Technology Diploma Program and Associate of Occupational Science (AOS) Degree Program

**Length of Program:**

<b>Surgical Technology Diploma Program:</b>	<b>2040 Clock Hours</b>	<b>72.5 Weeks</b>	<b>104.5 Credits</b>
<b>Surgical Technology AOS Degree Program:</b>	<b>2250 Clock Hours</b>	<b>78 Weeks</b>	<b>118 Credits</b>

**CIP Code:** 51.0909

**SOC Code:** 29-2055.00

**Links to Occupational Profiles:** <http://www.onetonline.org/crosswalk>

**O\*Net Occupational Titles for Surgical Technologists** (Please note that specific occupational titles associated with each particular employed graduate will depend on job titles designated by employers and/or additional licenses or certifications that students must complete upon graduation):

Surgical Technologist, Surgical Technician, Certified Surgical Technologist (CST), Operating Room Surgical Technician, Surgical Scrub Technologist, Surgical Scrub Technician, Endoscopic Technologist, Operating Room Technician.

**Admission Prerequisites:**

High school diploma, a recognized equivalency diploma, passing an admissions test determined by the school, qualification questionnaire and personal interview with Admissions.

**Program Description:**

The Surgical Technologist is the operating room's team expert in aseptic (sterile) technique. He/she is responsible for maintaining the integrity, safety, and efficiency of the sterile field throughout the surgical procedure. The Surgical Technologist is qualified to prepare and arrange the instruments and equipment, anticipate, plan for, and respond to the needs of the Surgeon. Other duties require cutting suture material, holding retractors, preparing specimens for pathologic analysis and the application of sterile dressings. Surgical Technologists can also be a part of the Central Processing department team. Teamwork is essential. Therefore, each surgical member makes a unique contribution in reaching the goal of providing the highest level of patient care.

**Surgical Team Members:**

Surgeon, Anesthesiologist, Registered Nurse, Surgeon's Assistant, Nurse Anesthetist, Surgical Technologist

**Program Objective:**

The Surgical Technology program is designed to provide students with the knowledge and skills necessary to qualify for entry-level positions in a variety of areas. Principles of bioscience, surgical procedures, patient centered care, aseptic technique, and surgical instrumentation and equipment will be learned. Graduates will be awarded a diploma upon successfully completing the program. Due to the broad educational background, surgical technologists function well in a number of diverse areas. Their multi-competency is demonstrated in the following positions: Surgical Technologists can be found working for the following various types of organizations: Surgeons offices, Hospitals, Pharmaceutical Companies, Central Processing Departments, Clinics, Ambulatory (Out Patient) Surgery.

**Delivery Method:**

This program is delivered in a residential format or in a blended format. The residential method requires that students physically attend all required classes/modules; the blended format requires that students complete some required classes/modules on the school's Learning Management online portal. Externship must be completed at affiliated sites.

### SURGICAL TECHNOLOGY PROGRAM CHART

Course Code	Course Name	Total Credit Hours	Ext/Int Hours	Total Contact Hours	Outside Class Hours	Weeks
ENG 101	English Communication*	5		50	20	2
BIO 101	Introduction to Biology*	4		50	20	2
MATH 101	College Algebra*	4.5		50	20	2
ST 100-1	Anatomy & Physiology I	8		80	40	4
ST 100-2	Anatomy & Physiology II	8		80	40	4
ST 100-3	Anatomy & Physiology III	8		80	40	4
ST 200-1	Introduction to Surgical Technology I	7		80	35	4
ST 200-2	Introduction to Surgical Technology II	7		80	35	4
ST 200-3	Introduction to Surgical Technology III	7		80	35	4
ST 300-1	Surgical Procedures I	6		80	30	4
ST 300-2	Surgical Procedures II	6		80	30	4
ST 300-3	Surgical Procedures III	6		80	30	4
HS 490	CPR& First Aid	0		8	0	0
ST 400-1	Pre-Clinical Mock Surgery I	5		80	25	4
ST 400-2	Pre-Clinical Mock Surgery II	5		80	25	4
ST 400-3	Pre-Clinical Mock Surgery III	5		80	25	4
ST 500-1	Clinical Rotation / Clinical Conference I	6		80	30	4
ST 500-2	Clinical Rotation / Clinical Conference II	8	250.00			8
ST 500-3	Clinical Rotation / Clinical Conference III	8	250.00			8
ST 600-1	CST Exam Preparation	4.5		80	40	4
<b>TOTALS</b>		<b>118</b>	<b>500</b>	<b>1246</b>	<b>504</b>	<b>78</b>
				<b>2250</b>		

\*This course is only required for students in the AOS degree program.

## PHYSICAL THERAPY AIDE / MASSAGE THERAPIST PROGRAM

**Program Code:** PTA/MT

**Program Title:** Physical Therapy Aide / Massage Therapist

**Length of Program:** 970 Clock Hours      36 Weeks      48 Credits CIP Code: 51.0806

**SOC Code:** 31-2022.00

**Links to Occupational Profiles:** <http://www.onetonline.org/crosswalk>

**O\*Net Occupational Titles** (Please note that specific occupational titles associated with each particular employed graduate will depend on job titles designated by employers and/or additional licenses or certifications that students must complete upon graduation):

**Physical Therapist Aides:**

Physical Therapy Aide, Physical Therapy Technician, Rehabilitation Aide, Rehabilitation Technician, Clinical Rehabilitation Aide, Physical Therapy Attendant.

**Massage Therapist:**

Massage Therapist, Licensed Massage Therapist, Certified Massage Therapist, Licensed Massage Practitioner, Registered Massage Therapist, Bodywork Therapist, Integrated Deep Tissue Massage Therapist, Therapeutic Massage Technician.

**Admission Prerequisites:**

High school diploma, a recognized equivalency diploma or passing an ability-to-benefit (ATB) test, passing a background check, qualification questionnaire and personal interview with Admissions.

**Program Description:**

Physical Therapy Aides work under the direction of Physical Therapists and Physical Therapy Assistants as a Physical Therapy Aide or they work under Chiropractors as a Chiropractic Assistant. They can also perform support services in Sports Medicine or Orthopedic clinics/hospitals. Physical Therapy Aides can provide aid during administration of treatments, and provide the following routine treatments: assists patients to dress, undress, and put on and remove supportive devices, such as braces, splints, and slings, before and after treatments. They also secure patients into or onto therapy equipment. They may safeguard, motivate and assist patients practicing exercises and functional activities under direction of Physical Therapist or Chiropractor. Physical Therapy Aides provide routine treatments, such as diathermy, hydrotherapy, hot and cold packs; massage therapy and paraffin bath. They take and record patients' temperature and blood pressure, assists in x-ray procedures, answer telephones, schedule appointments and transport patients to and from treatment areas. They may be in charge of cleaning work area and equipment after treatment.

Massage Therapists can use massage for medical benefit or for relaxation purposes, and there is a wide range of massage treatment available to meet these distinct needs. Massage therapy that aims to improve physical health typically differs in duration and technique from massage that is intended to simply relax or rejuvenate clients. The training background of those who perform the two types of massage therapy differs as well. This program prepares students for both forms of therapy. Additional duties may also include the following: record treatment given and equipment used, inventory and requisition supplies and equipment, adjust supportive devices for patients, as instructed. Massage Therapists may be assigned to specific types of treatment or patient service and perform routine administrative tasks to keep the office running smoothly. The duties of a physical therapy aides and massage therapists vary from office to office, depending on size and location of the practice.

**Program Objective:**

The objective of the Physical Therapy Aide/Massage Therapist program is to prepare the students with the knowledge, skills and work habits required for entry-level positions in the field of physical therapy or massage therapy. The program provides students with the basic skills necessary to perform directed routine treatments under the supervision of a licensed physical therapist or chiropractor. Students also learn basic skills for entry-level massage therapist positions. Physical Therapy Aides and Massage Therapists typically work in the physical therapy departments of hospital clinics, chiropractor offices, sports medicine or orthopedic clinics. Massage Therapists may also choose to work in a health spa or have their own business.

Physical Therapy Aides work in the following positions: Physical Therapy Aide, Chiropractic Assistant, Orthopedic Assistant, Massage Therapist. Physical Therapy Aides can be found working for the following various types of organizations: Physicians' Office, Hospitals, Clinics, Medical Groups, Sport Medicine Clinics, Rehabilitation Centers, Sports & Fitness Centers, Orthopedic Clinics, Pain Treatment Centers, Extended Care Facilities.

**Delivery Method:**

This program is delivered only in a residential format, which requires that students physically attend all required classes/modules.



<b>PHYSICAL THERAPY AIDE / MASSAGE THERAPIST PROGRAM CHART</b>						
<b>Course Code</b>	<b>Course Name</b>	<b>Total Credit Hours</b>	<b>Ext/Int Hours</b>	<b>Total Contact Hours*</b>	<b>Outside Class Hours</b>	<b>Weeks</b>
PMA 410-1	Medical Terminology-1	3		40	15	2
PMA 410-2	Medical Terminology-2	3		40	15	2
PMA 420-1	Fundamentals of Therapeutic Massage-1	3		40	15	2
PMA 420-2	Fundamentals of Therapeutic Massage-2	3		40	15	2
PMA 430-1	Anatomy & Physiology-1	3		40	15	2
PMA 430-2	Anatomy & Physiology-2	3		40	15	2
PMA 440-1	Patient Management for Massage Therapy Application-1	3		40	15	2
PMA 440-2	Patient Management for Massage Therapy Application -2	3		40	15	2
PMA 450-1	Therapeutic Modalities-1	3		40	15	2
PMA 450-2	Therapeutic Modalities-2	3		40	15	2
PMA460-1	Introduction to Massage through Physical Medicine& Rehabilitation - 1	3		40	15	2
PMA460-2	Introduction to Massage through Physical Medicine& Rehabilitation -2	3		40	15	2
PMA 470-1	Sports Massage Therapy -1	3		40	15	2
PMA 470-2	Sports Massage Therapy -2	3		40	15	2
PMA400-1	Externship – 1	3	100		15	4
PMA400-2	Externship – 2	3	100		15	4
<b>TOTALS</b>		<b>48</b>	<b>200</b>	<b>560</b>	<b>210</b>	<b>36</b>
				<b>970</b>		

**\*This program requires completion of 100% of total contact hours. Hours missed must be made up.**

## PHARMACY TECHNICIAN PROGRAM

**Program Code:** PT

**Program Title:** Pharmacy Technician

**Length of Program:**

**970 Clock Hours                  36 Weeks                  48 Credits**

**CIP Code: 51.0805**

**SOC Code: 29-2052.00**

**Links to Occupational Profiles:** <http://www.onetonline.org/crosswalk>

**O\*Net Occupational Titles** (Please note that specific occupational titles associated with each particular employed graduate will depend on job titles designated by employers and/or additional licenses or certifications that students must complete upon graduation):

**Pharmacy Technician:**

Pharmacy Technician, Certified Pharmacy Technician (CPhT), IV Certified Pharmacy Technician, Pharmacy Clerk, Pharmaceutical Care Associate.

**Admission Prerequisites:**

High school diploma, a recognized equivalency diploma, passing a background check, qualification questionnaire and personal interview with Admissions.

**Program Description:**

Pharmacy Technicians work directly under the supervision of a Registered Pharmacist. They typically transcribe physicians' orders, hospital charts; assist in quality management procedures & security measures. Pharmacy Technicians may be in charge of drug product selection, medicine preparation & dispersion, & the preparation of unit dose medications. They also prepare intravenous admixtures & sterile irrigations.

**Program Objective:**

The objective of the Pharmacy Technician program is to prepare the student with the knowledge, skills and work habits required for entry-level positions in the pharmacy field.

Pharmacy Technicians can be found working in various types of organizations and positions:

Chain Drug Stores, Drug Wholesale Companies, Chemotherapy Technician, Health Clubs, Closed Door Pharmacy Technicians, Retail Technician, Home Healthcare Organization, Drug Manufacturing Companies, Hospitals, Inventory Technician, Mail Order Pharmacy Technicians, Pharmaceutical Billing, Purchasing, Pharmacy Help Desk, Pharmacy Clerk.

**Delivery Method:**

This program is delivered in a residential format or in a blended format. The residential method requires that students physically attend all required classes/modules; the blended format requires that students complete some required classes/modules on the school's Learning Management online portal. Externship must be completed at affiliated sites

### PHARMACY TECHNICIAN PROGRAM CHART

Course Code	Course Name	Total Credit Hours	Ext/Int Hours	Total Contact Hours	Outside Class Hours	Weeks
PT480-1	Communication/Professional Development	3		40	15	2
PT480-2	On-Course/Computer Basics	3		40	15	2
PT410-1	Pharmacy Law and Regulations-1	3		40	15	2
PT410-2	Pharmacy Law and Regulations-2	3		40	15	2
PT420-1	Pharmacology and the Nervous / Absorption Systems -1	3		40	15	2
PT420-2	Pharmacology and the Nervous / Absorption Systems -2	3		40	15	2
PT430-1	Antibiotics Antifungal Antivirals and Asepsis -1	3		40	15	2
PT430-2	Antibiotics Antifungal Antivirals and Asepsis -2	3		40	15	2
PT440-1	OTC Brands & Generic and the Motor Systems -1	3		40	15	2
PT440-2	OTC Brands & Generic and the Motor Systems -2	3		40	15	2
PT450-1	Pharmacology and the Vascular/Integumentary Systems -1	3		40	15	2
PT450-2	Pharmacology and the Vascular/Integumentary Systems -2	3		40	15	2
PT460-1	Vitamins, Minerals and Alternative Medicines-1	3		40	15	2
PT460-2	Vitamins, Minerals and Alternative Medicines-2	3		40	15	2
PT400-1	Externship - 1	3	100			4
PT400-2	Externship - 2	3	100			4
<b>TOTALS</b>		<b>48</b>	<b>200</b>	<b>560</b>	<b>210</b>	<b>36</b>
				<b>970</b>		

## MEDICAL ASSISTANT PROGRAM

**Program Code:** MA

**Program Title:** Medical Assistant

**Length of Program:**

**970 Clock Hours          36 Weeks          48 Credits**

**CIP Code:** 51.0801

**SOC Code:** 31-9092.00

**Links to Occupational Profiles:** <http://www.onetonline.org/crosswalk>

**O\*Net Occupational Titles** (Please note that specific occupational titles associated with each particular employed graduate will depend on job titles designated by employers and/or additional licenses or certifications that students must complete upon graduation):

**Medical Assistant:**

Medical Assistant, Certified Medical Assistant, Medical Office Assistant, Optometric Assistant, Clinical Assistant, Ophthalmic Technician, Optometric Technician, Out-patient Surgery Assistant, Doctor's Assistant.

**SOC Code:** 43-6013.00

**Medical Secretaries:**

Medical Secretary, Receptionist, Unit Support Representative, Office Manager, Medical Receptionist, Patient Relations Representative (PRR), Front Office Manager, Health Unit Coordinator, Medical Office Specialist, Patient Coordinator.

**Admission Prerequisites:**

High school diploma, a recognized equivalency diploma or passing an ability-to-benefit (ATB) test, qualification questionnaire and personal interview with Admissions.

**Program Description:**

Medical Assistants help physicians examine and treat patients and perform routine tasks to keep offices running smoothly. The duties of medical assistants vary from office to office, depending on size and location of the practice, as well as the physician's specialty. Medical Assistants have become an important part of the healthcare team and their responsibilities continue to expand as the industry focuses on out-patient treatment. College-issued Phlebotomy certification will also be received.

**Program Objective:**

This program is designed to provide graduates with the basic front office (basic administrative) and back office (basic clinical assisting) skills necessary to qualify for entry-level positions in a variety of out-patient medical facilities. Students will learn Computer Basics, Medical Terminology, Anatomy and Physiology, Phlebotomy, Medical Office Procedures, assisting with diagnostic procedures and administration of medications. Worksite learning in a medical facility is a component of this program.

Medical Assistants work in various types of positions such as:

Medical Assistant, Claims Clerk I, Chiropractic Assistant, Insurance Clerk, Medical Clerk, Out-patient Admitting Clerk, Podiatric Assistant, Ward/Unit Clerk, EKG Technician, Medical Record Clerk, Blood Donor Unit Assistant.

Medical Assistants can be found working for the following various types of organizations:

Physicians' Office, Hospitals, Clinics, Medical Groups, Nursing Homes, Home Health Agencies, Insurance Companies, Pharmaceutical Companies, Laboratories, Ambulatory Surgery Centers, Urgent Care Centers, Health Maintenance Organization, Government Agencies.

**Delivery Method:**

This program is delivered in a residential format or in a blended format. The residential method requires that students physically attend all required classes/modules; the blended format requires that students complete some required classes/modules on the school's Learning Management online portal. Externship must be completed at affiliated sites

<b>MEDICAL ASSISTANT PROGRAM CHART</b>						
<b>Course Code</b>	<b>Course Name</b>	<b>Total Credit Hours</b>	<b>Ext/Int Hours</b>	<b>Total Contact Hours</b>	<b>Outside Class Hours</b>	<b>Weeks</b>
GE480-1	Communications/Professional Development	3		40	15	2
GE480-2	Computer Basic	3		40	15	2
HS410-1	Medical Terminology-1	3		40	15	2
HS410-2	Medical Terminology-2	3		40	15	2
HS430-1	Medical Office Procedures -1	3		40	15	2
HS430-2	Medical Office Procedures -2	3		40	15	2
HS440-1	Introduction to Medical Billing & Coding-1	3		40	15	2
HS440-2	Introduction to Medical Billing & Coding-2	3		40	15	2
MA450-1	Medical Assistant Back Office Procedures/A&PI -1	3		40	15	2
MA450-2	Medical Assistant Back Office Procedures/A&PI -2	3		40	15	2
MA460-1	Clinical Laboratory Procedures/A&PII -1	3		40	15	2
MA460-2	Clinical Laboratory Procedures/A&PII -2	3		40	15	2
MA470-1	Protective Practices& Clinical Skills/A&PIII-1	3		40	15	2
MA470-2	Protective Practices& Clinical Skills/A&PIII-2	3		40	15	2
MA400-1	Externship – 1	3	100			4
MA400-2	Externship – 2	3	100			4
<b>TOTALS</b>		<b>48</b>	<b>200</b>	<b>560</b>	<b>210</b>	<b>36</b>
				<b>970</b>		

## MEDICAL BILLING & CODING PROGRAM

**Program Code:** MBC

**Program Title:** Medical Billing & Coding

**Length of Program:**

**970 Clock Hours                      36 Weeks                      48 Credits**

**CIP Code: 51.0714**

**SOC Code: 43-6013.00**

Links to Occupational Profiles: <http://www.onetonline.org/crosswalk>

**O\*Net Occupational Titles** (Please note that specific occupational titles associated with each particular employed graduate will depend on job titles designated by employers and/or additional licenses or certifications that students must complete upon graduation):

**Medical Secretaries:**

Medical Records Clerk, Health Information Clerk, Medical Records Technician, Office Manager, File Clerk, Medical Records Coordinator, Medical Records Analyst, Medical Records Director, Receptionist, Biller, Coder.

**Admission Prerequisites:**

High school diploma, a recognized equivalency diploma or passing an ability-to-benefit (ATB) test, qualification questionnaire and personal interview with Admissions.

**Program Description:**

Medical Billers and Coders play an important behind-the-scenes role in the healthcare system. They use the patient diagnosis and procedures and translate them into numeric code. They then complete and submit claims to insurance companies to speed up the payment for the professional services patients receive. By following policies, procedures and guidelines they assure consistent quality billing and coding.

**Program Objective:**

This program is designed to provide graduates with the skills necessary to qualify for entry-level positions in billing and coding positions in a variety of inpatient and outpatient medical facilities. Students will learn medical terminology, anatomy and physiology, medical office management and medical billing and coding. Worksite learning in a medical facility is a component of this course.

Medical billers and Coders work in various types of positions such as:

Insurance Verified, Collector, Biller, Medical Receptionist, Fiscal Clerk I and II, Cashier (medical), Claims Processor, Patient Service Rep., Administrative Assistant, Office Assistant, Information Clerk, Patient Account Rep., Reconciliation Rep., Claims Adjuster Data Entry Clerk, Complaint Clerk, Appointment Clerk, Credit Clerk, Claims Clerk, Front Office Coordinator, HMO Coordinator, Receptionist, Insurance Clerk, Coordinator, Managed Care Rep., Medical Records Clerk, Customer Service Rep., Medical Secretary, Scheduling Coordinator, Appointment Scheduler.

Medical Billers and Coders can be found working for the following various types of organizations:

Physician's Office, Hospitals, Clinics, Medical Groups, Nursing Homes, Home Health Agencies, Insurance Companies, Pharmaceutical Companies, Laboratories, Ambulatory Surgery Centers, Urgent Care Centers, Health Maintenance Organizations, Government Agencies.

**Delivery Method:**

This program is delivered in a residential format or in a blended format. The residential method requires that students physically attend all required classes/modules; the blended format requires that students complete some required classes/modules on the school's Learning Management online portal. Externship must be completed at affiliated sites

### MEDICAL BILLING & CODING PROGRAM CHART

Course Code	Course Name	Total Credit Hours	Ext/Int Hours	Total Contact Hours	Outside Class Hours	Weeks
GE480-1	Communications/Professional Development	3		40	15	2
GE480-2	Computer Basic	3		40	15	2
MBC410-1	Medical Terminology/Anatomy & Physiology-1	3		40	15	2
MBC410-2	Medical Terminology/Anatomy & Physiology-2	3		40	15	2
HS430-1	Medical Office Procedures-1	3		40	15	2
HS430-2	Medical Office Procedures-2	3		40	15	2
HS440-1	Introduction to Medical Billing & Coding-1	3		40	15	2
HS440-2	Introduction to Medical Billing & Coding-2	3		40	15	2
MBC450-1	Computerized Billing-1	3		40	15	2
MBC450-2	Computerized Billing-2	3		40	15	2
MBC460-1	Advanced Billing & Coding-1	3		40	15	2
MBC460-2	Advanced Billing & Coding-2	3		40	15	2
MBC470-1	Claims Processing Procedures and Collections	3		40	15	2
MBC470-2	Claims Processing Procedures and Collections	3		40	15	2
MBC400-1	Externship – 1	3	100			4
MBC400-2	Externship - 2	3	100			4
<b>TOTALS</b>		<b>48</b>	<b>200</b>	<b>560</b>	<b>210</b>	<b>36</b>
				<b>970</b>		

## VETERINARY ASSISTANT PROGRAM

**Program Code:** VA

**Program Title:** Veterinary Assistant

Graduates will be awarded a diploma upon successfully completing the program.

**Length of Program:**

**970 Clock Hours                      36 Weeks                      48 Credits**

**CIP Code: 51.2501**

**SOC Code: 29-2056**

Links to Occupational Profiles: <http://www.onetonline.org/crosswalk>

**O\*Net Occupational Titles** (Please note that specific occupational titles associated with each particular employed graduate will depend on job titles designated by employers and/or additional licenses or certifications that students must complete upon graduation):

**SOC Code: 29-2056**

**Veterinary Assistants and Laboratory Caretakers**

**Admission Prerequisites:**

High school diploma, a recognized equivalency diploma or passing an ability-to-benefit (ATB) test, qualification questionnaire and personal interview with Admissions.

**Program Description:**

Veterinary Assistants play an important role as a member of the veterinary healthcare team that aids the veterinarian and veterinarian technician perform daily tasks. Some duties the veterinary assistants perform are: assisting with handling of animals, feeding and exercising animals, kennel work cleaning and setting up equipment, administrative office skills and billing, collect laboratory specimens and aid in the analysis process, assist in performing surgical preparations, assist with radiology and dental prophylaxes.

**Program Objective:**

This program is designed to provide graduates with the basic skills necessary to assist a veterinarian and veterinary technician. Students will learn computer basics, veterinary anatomy & physiology with terminology, office and hospital procedures, billing, pharmacology and vaccinations. Students are introduced to basic animal nursing and animal care. Students will learn how to perform animal CPR, surgical preparations using aseptic techniques and how to aid the veterinarian or veterinary technician with physical monitoring of recovering surgical patients. Students learn how to assist in laboratory procedures such as collecting urine samples, blood samples and fecal samples and how to handle samples safely and recordkeeping/stocking of laboratory supplies.

Veterinary Assistants can be found working for the following environments: Veterinary Hospitals and clinics, emergency and specialty hospitals, animal shelters, zoo and wildlife centers, animal control departments, diagnostic laboratories, pharmaceutical and supply distribution facilities and animal research agencies.

**Delivery Method:**

This program is delivered in a residential format or in a blended format. The residential method requires that students physically attend all required classes/modules; the blended format requires that students complete some required classes/modules on the school's Learning Management online portal. Externship must be completed at affiliated sites



### VETERINARY ASSISTANT PROGRAM CHART

Course Code	Course Name	Total Credit Hours	Ext/Int Hours	Total Contact Hours	Outside Class Hours	Weeks
VA100-1	Office & Hospital Procedures& Client Relations-1	3		40	15	2
VA100-2	Office & Hospital Procedures& Client Relations-2	3		40	15	2
VA101-1	Medical Terminology/Anatomy & Physiology-1	3		40	15	2
VA101-2	Medical Terminology/Anatomy & Physiology-2	3		40	15	2
VA102-1	Pharmacology, Pharmacy & Nutrition-1	3		40	15	2
VA102-2	Pharmacology, Pharmacy & Nutrition-2	3		40	15	2
VA103-1	Animal Behavior, Exam Room Procedures and Restraint-1	3		40	15	2
VA103-2	Animal Behavior, Exam Room Procedures and Restraint-2	3		40	15	2
VA104-1	Animal Care & Nursing-1	3		40	15	2
VA104-2	Animal Care & Nursing-2	3		40	15	2
VA105-1	Surgical Preparation & Assisting-1	3		40	15	2
VA105-2	Surgical Preparation & Assisting-2	3		40	15	2
VA106-1	Laboratory Procedures& Diagnostic Imaging-1	3		40	15	2
VA106-2	Laboratory Procedures& Diagnostic Imaging-2	3		40	15	2
VA400-1	Externship - 1	3	100			4
VA400-2	Externship - 2	3	100			4
<b>TOTALS</b>		<b>48</b>	<b>200</b>	<b>560</b>	<b>210</b>	<b>36</b>
				<b>970</b>		

## DENTAL ASSISTANT I PROGRAM

**Program Code:** DA

**Program Title:** Dental Assistant

**Length of Program:**

**980 Clock Hours            34 Weeks            46 Credits**

**CIP Code: 51.0601**

**SOC Code: 31-9091**

Links to Occupational Profiles: <http://www.onetonline.org/crosswalk>

**O\*Net Occupational Titles** (Please note that specific occupational titles associated with each particular employed graduate will depend on job titles designated by employers and/or additional licenses or certifications that students must complete upon graduation):

**Admission Prerequisites:**

High school diploma, a recognized equivalency diploma or passing an ability-to-benefit (ATB) test, qualification questionnaire and personal interview with Admissions.

**Program Description:**

Dental Assistants have direct patient care and assist the dentist during patient examination and treatment. Dental assistants have many tasks, ranging from patient care to record keeping in a dental office. Their duties vary by state and by the dentists' office and specialty.

**Program Objective:**

This program is designed to provide students with the basic front office and computer skills and back office skills necessary to qualify for entry level employment in a variety of dental offices. This course provides an overview of the dental profession, introduce the other members of the dental health care team, and explain the legal and ethical standards expected of a dental professional. Students learn how to prepare patients for treatment, take x-ray examinations and learn Dental Laboratory Materials and Techniques. Students are taught chair-side assisting procedures, instrumentation, infection control, equipment safety and maintenance. Students will study the prevention of dental diseases. Emphasis will be placed on community dental health research and projects, fluoridation, nutrition and nutritional counseling, visual aids, and oral hygiene instruction for dental patients. The student will be able to demonstrate the clinical skills of coronal polishing, fluoride, and pit and fissure sealants application. The student should be able to provide patient education in tooth brushing, flossing, auxiliary aids and nutritional counseling. Students will be provided training in the assessment of dental emergencies and their treatment. The student should be able to identify the medically compromised patient and assist in emergency situations.

**Delivery Method:**

This program is delivered in a residential format or in a blended format. The residential method requires that students physically attend all required classes/modules; the blended format requires that students complete some required classes/modules on the school's Learning Management online portal. Externship must be completed at affiliated sites

### DENTAL ASSISTANT PROGRAM CHART

Course Code	Course Name	Total Credit Hours	Ext/Int Hours	Total Contact Hours	Outside Class Hours	Weeks
DA410-1	Dental Science & Bio Medical-1	3		40	15	2
DA410-2	Dental Science & Bio Medical-2	3		40	15	2
DA420-1	Preventive Dentistry and Emergency Procedures-1	3		40	15	2
DA420-2	Preventive Dentistry and Emergency Procedures-2	3		40	15	2
DA430-1	Dental Chair-side Assisting-1	3		40	15	2
DA430-2	Dental Chair-side Assisting-2	3		40	15	2
DA440-1	Dental Laboratory Materials and Technique-1	3		40	15	2
DA440-2	Dental Laboratory Materials and Technique-2	3		40	15	2
DA450-1	Dental Radiography-1	3		40	15	2
DA450-2	Dental Radiography-2	3		40	15	2
DA460-1	Safety, Regulations& Office Procedures-1	3		40	15	2
DA460-2	Safety, Regulations& Office Procedures-2	3		40	15	2
DA400-1	Externship - 1	5	160			5
DA400-2	Externship - 2	5	160			5
<b>TOTALS</b>		46	320	480	180	34
				<b>980</b>		

## HEATING, VENTILATION, AIR CONDITIONING, AND REFRIGERATION HVACR TECHNICIAN PROGRAM

**Program Code:** HV

**Program Title:** Heating, Ventilation, Air Conditioning, and Refrigeration Technician HVACR

**Length of Program:**

990 Clock Hours            36 Weeks            54 Credits

**CIP Code:** 47.0201

**SOC Code:** 49-9021.01

Links to Occupational Profiles: <http://www.onetonline.org/crosswalk>

**O\*Net Occupational Titles** (Please note that specific occupational titles associated with each particular employed graduate will depend on job titles designated by employers and/or additional licenses or certifications that students must complete upon graduation):

### Heating, Air Conditioning, and Refrigeration Technicians, Mechanics and Installers, HVAC Technicians

**Admission Prerequisites:**

High school diploma, a recognized equivalency diploma or passing an ability-to-benefit (ATB) test, qualification questionnaire and personal interview with Admissions.

**Program Description:**

The Heating, Ventilation, Air Conditioning, and Refrigeration HVAC(R) Program aims at preparing students to work on the installation and maintenance of heating, ventilation, cooling, and refrigeration systems that control the temperature and quality of the air in residential, commercial, or industrial buildings. Students receive a balanced combination of lecture and hands-on work in simulations labs on campus. Topics include theory of heat, safety practices, automatic controls, electric motors, commercial refrigeration, heating and humidification, cooling, all weather systems, domestic appliances, and commercial AC and chilled water systems. Lecture and lab are distributed evenly throughout the program. Students may take the EPA 608 Certification test (Types I, II, and III) prior to graduation to enhance employment potential in the area of refrigeration. Students receive a diploma upon completion.

**Program Objective:**

Graduates from the HVACR Program are able to demonstrate the following skills:

- Install and maintain heating, ventilation, cooling, and refrigeration systems in buildings
- Test pipe or tubing joints or connections for leaks, using pressure gauge or soap/water solutions
- Test electrical circuits or components for continuity, using electrical test equipment
- Repair or replace defective equipment, components, or wiring
- Discuss heating or cooling systems malfunctions with users to identify problems and verify repairs

**Delivery Method:**

This program is delivered in a residential format or in a blended format. The residential method requires that students physically attend all required classes/modules; the blended format requires that students complete some required classes/modules on the school's Learning Management online portal. Externship must be completed at affiliated sites

### HVACR PROGRAM CHART

Course Code	Course Name	Total Credit Hours	Ext/Int Hours	Total Contact Hours	Outside Class Hours	Weeks
HV 101-1	Math for Technicians 1	3	0	40	15	2
HV 101-2	Math for Technicians 2	3	0	40	15	2
HV 102-1	Electrical Considerations 1	3	0	40	15	2
HV 102-2	Electrical Considerations 2	3	0	40	15	2
HV 103-1	Electric Heat 1	3	0	40	15	2
HV 103-2	Electric Heat 2	3	0	40	15	2
HV 104-1	Air Conditioning 1	3	0	40	15	2
HV 104-2	Air Conditioning 2	3	0	40	15	2
HV 105-1	Gas Heat 1	3	0	40	15	2
HV 105-2	Gas Heat 2	3	0	40	15	2
HV 106-1	Heat Pumps 1	3	0	40	15	2
HV 106-2	Heat Pumps 2	3	0	40	15	2
HV 107-1	Commercial Air Conditioning 1	3	0	40	15	2
HV 107-2	Commercial Air Conditioning 2	3	0	40	15	2
HV 108-1	Commercial Refrigeration 1	3	0	40	15	2
HV-108-2	Commercial Refrigeration 2	3	0	40	15	2
HV 109-1	Troubleshooting and Problem Solving 1	3	0	40	15	2
HV 109-2	Troubleshooting and Problem Solving 2	3	0	40	15	2
<b>TOTALS</b>		54	0	720	270	36
				<b>990</b>		

## COMPUTER ASSISTED DESIGN AND DRAFTING/BUILDING INFORMATION MODELING CADD/BIM TECHNOLOGY

**Program Code:** DDT

**Program Title:** CADD/BIM TECHNOLOGY

**Length of Program:**

990 Clock Hours                      36 Weeks                      54 Credits

**CIP Code:** 15.1302

**SOC Code:** 17-3011

Links to Occupational Profiles: <http://www.onetonline.org/crosswalk>

**O\*Net Occupational Titles** (Please note that specific occupational titles associated with each particular employed graduate will depend on job titles designated by employers and/or additional licenses or certifications that students must complete upon graduation):

### Architectural and Civil Drafters

#### Admission Prerequisites:

High school diploma, a recognized equivalency diploma or passing an ability-to-benefit (ATB) test, qualification questionnaire and personal interview with Admissions.

#### Program Description:

This program prepares students to apply technical skills and advanced computer software and hardware to the creation of graphic representations and simulations in support of architecture and engineering projects. The program includes instruction in architecture and engineering graphics, two-dimensional and three-dimensional architecture and engineering design, solids modeling, animation, computer-aided drafting (CAD), computer-aided design (CADD), auto-CAD techniques, and Revit.

#### Program Objective:

Graduates from the CADD/BIM Technology Program are able to demonstrate the following skills:

- Operate computer-aided drafting (CAD) equipment or conventional drafting station to produce designs, working drawings, charts, forms, and records.
- Analyze building codes, by-laws, space and site requirements, and other technical documents and reports to determine their effect on architectural designs.
- Coordinate structural, electrical, and mechanical designs and determine a method of presentation to graphically represent building plans.
- Draw rough and detailed scale plans for foundations, buildings, and structures, based on preliminary concepts, sketches, engineering calculations, specification sheets, and other data.
- Lay out and plan interior room arrangements for commercial buildings, using computer-assisted drafting (CAD) equipment and software.

#### Delivery Method:

This program is delivered only in a residential format, which requires that students physically attend all required classes/modules.

<b>CADD/BIM TECHNOLOGY PROGRAM CHART</b>						
<b>Course Code</b>	<b>Course Name</b>	<b>Total Credit Hours</b>	<b>Ext/Int Hours</b>	<b>Total Contact Hours</b>	<b>Outside Class Hours</b>	<b>Weeks</b>
DDT 101	AutoCAD 1	6	0	80	30	4
DDT 102	AutoCAD 2	6	0	80	30	4
DDT 103	Construction and Building Technology	6	0	80	30	4
DDT 104	Architecture Residential Drafting&Design	6	0	80	30	4
DDT 105	AutoDesk Revit Architecture Fundamentals	6	0	80	30	4
DDT 106	AutoDesk Revit, Mechanical Electrical Plumbing MEP Fundamentals	6	0	80	30	4
DDT 107	AutoDesk Revit, Structure Fundamentals	6	0	80	30	4
DDT 108	AutoDesk Revit, BIM Management	6	0	80	30	4
DDT 109	Mastering AutoDesk Navisworks	6	0	80	30	4
<b>TOTALS</b>		54	0	720	270	36
				<b>990</b>		

# COURSE DESCRIPTIONS

---

## SURGICAL TECHNOLOGY – 118 or 104.5 Credits Hours

### **ENG 101: ENGLISH COMMUNICATION (Pre-Requisites: None) 5.0 Credit Hours**

This standard course in college-level communication is required of all students. It reviews the rules of syntax, grammar, and punctuation, and surveys the common rhetorical approaches to expository writing. In addition to other requirements, students will practice listening, speaking, reading, and writing English on topics relevant to learners' academic fields with an emphasis on verbal and non-verbal communication, and reading academic texts.

### **BIO 101: INTRODUCTION TO BIOLOGY (Pre-Requisites: None) 4.0 Credit Hours**

A study of the biological principles that apply to all living systems. The course is a survey of living organisms with an emphasis on the human species and its environment. The course will consider life on Earth. In doing so, the student will examine; life processes and reproduction at the cellular level, the non-living aspects of the biosphere and how they make life possible, the differences and similarities between living organisms and the impact humans have on other living organisms and the ecosystem.

### **MATH 101: COLLEGE ALGEBRA (Pre-Requisites: None) 4.5 Credit Hours**

This course will cover a variety of topics in algebra, including the set of real numbers, equations and inequalities, functions and graphs, systems of equations, polynomial functions, exponential and logarithmic functions. It will also emphasize the written communication of ideas to others. In this course, you will be communicating mathematical ideas. Just as it is important in an English course to use the proper format in your essays and term papers, it is important to use proper form when communicating mathematical ideas. You will learn how to write mathematics so that it can be understood by others. You should carefully study how mathematics is written in class as well as how it is written in the textbook. You should pattern your writing after these sources.

### **ST 100-1: ANATOMY & PHYSIOLOGY I (Pre-Requisites: None) 8.0 Credit Hours**

One of three modules in the Anatomy and Physiology rotation introduces students to the structure and function/dysfunctions of the body systems. Pathology is studied with correlation to procedures performed. Terminology is incorporated throughout to enhance student understanding of disorders and diseases. The topics include the organization and general body plan, tissues and membranes, body temperature and metabolism, the integumentary system, skeletal system and muscular systems.

### **ST 100-2: ANATOMY & PHYSIOLOGY II (Pre-Requisites: None) 8.0 Credit Hours**

One of three modules in the Anatomy and Physiology rotation introduces students to the structure and function/dysfunctions of the body systems. Pathology is studied with correlation to procedures performed. Terminology is incorporated throughout to enhance student understanding of disorders and diseases. The topics include the structure and function of the endocrine system, some basic chemistry, the urinary system, fluid electrolyte and acid-base balance, the reproductive system, human development and genetics, and the respiratory system.

### **ST 100-3: ANATOMY & PHYSIOLOGY III (Pre-Requisites: None) 8.0 Credit Hours**

One of three modules of the Anatomy and Physiology rotation introduces students to the structure and function/dysfunctions of some of the body systems. Pathology is studied with correlation to procedures performed. Terminology is incorporated throughout to enhance student understanding of disorders and diseases. The topics include the digestive system, the nervous system, the senses, the lymphatic system and immunity, blood, the heart and the vascular system.

### **ST 200-1: INTRODUCTION TO SURGICAL TECHNOLOGY I (Pre-Requisites: ST 100-1, ST 100-2 & ST 100-3) 7.0 Credit Hours**

One of three modules in the Introduction to Surgical Technology rotation. Students are introduced to the field of surgical technology. Topics include the roles of the surgical technologist, standards of the professional conduct, the surgical patient and special patient populations. Additionally, students learn the basic principles of sterile technique and their relevance when creating a sterile field. Emphasis is placed on the students' understanding of the field they will one day be a member of, as well as the needs of the patients they will encounter.

### **ST 200-2: INTRODUCTION TO SURGICAL TECHNOLOGY II (Pre-Requisites: ST 100-1, ST 100-2 & ST 100-3) 7.0 Credit Hours**

One of the three modules in the Introduction to Surgical Technology rotation. Students are introduced to the field of surgical technology. Topics include the physical environment and safety standards, biomedical sciences, preventing perioperative disease transmission, as well as hemostasis, emergency situations, and all-hazard preparation. Additionally, students learn to create and organize a sterile field, perform a preoperative count, handle medications within the sterile field and load sharps. Emphasis is placed on the students' understanding of the environment they will one day work in and the basic sterile technique used to create a sterile field including safety measures when handling medications and sharps.

### **ST 200-3: INTRODUCTION TO SURGICAL TECHNOLOGY III (Pre-Requisites: ST 100-1, ST 100-2 & ST 100-3) 7.0 Credit Hours**

One of three modules in the Introduction to Surgical Technology rotation. Students are introduced to the field of surgical technology. Topics include surgical pharmacology and anesthesia, instrumentation, equipment and supplies, wound healing, sutures, needles and stapling devices, and surgical case management. Additionally, students learn to drape, arrange the operating room furniture, connect the suction and Bovie properly, pass instruments, maintain the sterile field, initiate the instrument cycle, break down the set-up postoperatively, secure sharps, as well as remove the gown and gloves. Emphasis is placed on the practical aspects of the perioperative routine inherent to the field of surgical technology; students will learn to anticipate the needs of the patient and surgical team.



**ST 300-1: SURGICAL PROCEDURES I (Pre-Requisites: ST 100-1, ST 100-2, ST 100-3, ST 200-1, ST 200-2, ST 200-3) 6.0 Credit Hours**

One of three modules in the Surgical Procedures rotation. Students are introduced to surgical procedures. Topics include diagnostic procedures and the various surgical specialties, including general surgery, obstetric and gynecologic surgery, and ophthalmic surgery. Additionally, students will learn to prepare the operating room (OR) and preoperative surgical case management duties of the STSR demonstrating the aseptic technique essential in the operative environment.

**ST 300-2: SURGICAL PROCEDURES II (Pre-Requisites: ST 100-1, ST 100-2, ST 100-3, ST 200-1, ST 200-2, ST 200-3) 6.0 Credit Hours**

One of three modules in the Surgical Procedures rotation. Students are introduced to surgical procedures. Topics include various surgical specialties, including otorhinolaryngologic surgery, oral and maxillofacial surgery, plastic and reconstructive surgery, and genitourinary surgery. Additionally, students will learn to prepare the operating room (OR) and perioperative surgical case management duties of the STSR demonstrating competency in the aseptic technique necessary in the operative environment.

**ST 300-3: SURGICAL PROCEDURES III (Pre-Requisites: ST 100-1, ST 100-2, ST 100-3, ST 200-1, ST 200-2, ST 200-3) 6.0 Credit Hours**

One of three modules in the Surgical Procedures rotation. Students are introduced to surgical procedures. Topics include various surgical specialties, including orthopedic surgery, cardiothoracic surgery, peripheral vascular surgery, and neurosurgery. Additionally, students perform the perioperative STSR duties as they relate to surgical case management. Students will learn to anticipate the needs of the surgeon and maintain the sterile field using the principles of asepsis.

**ST 400-1: PRE-CLINICAL MOCK SURGERY I (Pre-Requisites: ST 100-1, ST 100-2, ST 100-3, ST 200-1, ST 200-2, ST 200-3, ST 300-1, ST 300-2, ST 300-3) 5.0 Credit Hours**

One of three modules in the Pre-Clinical Mock Surgery rotation. Reinforces the students' practical skills. Students learn relevant topics to the surgical technologist in the surgical environment. The topics include circulating assistant duties, sterilization procedures, and performing mock surgeries, including herniorrhaphy, appendectomy, and dilation and curettage. In addition, the student's skill level is assessed for placement at a clinical site and professional development is the focus of this module. All pre-clinical documents are collected in this module; a requirement for clinical placement is submission of a resume.

**ST 400-2: PRE-CLINICAL MOCK SURGERY II (Pre-Requisites: ST 100-1, ST 100-2, ST 100-3, ST 200-1, ST 200-2, ST 200-3, ST 300-1, ST 300-2, ST 300-3) 5.0 Credit Hours**

One of three modules in the Pre-Clinical Mock Surgery rotation. Reinforces the students' practical skills. Students learn relevant topics to the surgical technologist in the surgical environment. The topics include cholecystectomy, breast augmentation, carpal tunnel release surgery, and arthroscopy. In addition, the student's skill level is assessed for placement at a clinical site and professional development is the focus of this module. Pre-clinical documents are collected in this module.

**ST 400-3: PRE-CLINICAL MOCK SURGERY III (Pre-Requisites: ST 100-1, ST 100-2, ST 100-3, ST 200-1, ST 200-2, ST 200-3, ST 300-1, ST 300-2, ST 300-3) 5.0 Credit Hours**

One of three modules in the Pre-Clinical Mock Surgery rotation. Reinforces the students' practical skills. Students learn relevant topics to the surgical technologist in the surgical environment. The topics include laparoscopic cholecystectomy, tonsillectomy & adenoidectomy, total abdominal hysterectomy, and cesarean section. In addition, the student's skill level is assessed for placement at a clinical site and professional development is the focus of this module. All pre-clinical documents are collected in this module.

**ST 500-1: CLINICAL ROTATION / CLINICAL CONFERENCE I (Pre-Requisites: ST 100-1, ST 100-2, ST 100-3, ST 200-1, ST 200-2, ST 200-3, ST 300-1, ST 300-2, ST 300-3, ST 400-1, ST 400-2 & ST 400-3) 6.0 Credit Hours**

The first of three modules in the Clinical Rotation/Clinical Conference rotation. Students' skill level is assessed for placement at a clinical site and professional development is the focus of this module. All pre-clinical documents are collected in this module; a requirement for clinical placement is submission of a resume. Students are taught how to create a competitive resume and cover letter, as well as basic job search strategies. The students will complete a mock interview with an emphasis on the "soft skills" necessary for success as a healthcare provider. Students will also begin to review for the national certification exam. Students will demonstrate effective surgical case management with 100% sterile technique and exhibit the professionalism expected of a compassionate surgical technologist.

**ST 500-2: CLINICAL ROTATION / CLINICAL CONFERENCE II (Pre-Requisites: ST 100-1, ST 100-2, ST 100-3, ST 200-1, ST 200-2, ST 200-3, ST 300-1, ST 300-2, ST 300-3, ST 400-1, ST 400-2, ST 400-3 & ST 500-1) 8.0 Credit Hours**

The second of three modules in the Clinical Rotation/Clinical Conference rotation. In this module students participate in observation and performance of surgical technology skills while "scrubbed-in" on procedures under – minimal faculty supervision in the clinical setting. The students begin the task of performing the 125 cases required to complete the entire Surgical Technology Program. According to ABHES Standards and Guidelines, student surgical technologists may not receive remuneration (payment) while performing in the role of student surgical technologist

**ST 500-3: CLINICAL ROTATION / CLINICAL CONFERENCE III (Pre-Requisites: ST 100-1, ST 100-2, ST 100-3, ST 200-1, ST 200-2, ST 200-3, ST 300-1, ST 300-2, ST 300-3, ST 400-1, ST 400-2, ST 400-3, ST 500-1 & ST 500-2) 8.0 Credit Hours**

The final module of the Clinical Rotation/Clinical rotation. In this module students participate in advanced observation and performances of surgical technology skills while "scrubbed-in" on procedures under – minimal faculty supervision in the clinical setting. The students continue the task of performing the 125 cases required to complete the entire Surgical Technology Program. According to ABHES Standards and Guidelines, student surgical technologists may not receive remuneration (payment) while performing in the role of student surgical technologist.

**ST 600-1: Certified Surgical Technologist Exam Preparation (Pre-Requisites:ST100-1,ST100-2,ST100-3,ST200-1,ST200-2,ST 200-3,ST300-1,ST300-2,ST300-3,ST400-1,ST400-2,ST400-3,ST500-1,ST500-2, ST 500-3) 4.5 Credit Hours**

This class focuses exclusively on preparing students to take and pass the Certified Surgical Technologist CST exam, and achieve national certification sponsored by the National Board of Surgical Technology and Surgical Assisting NBSTSA. This module is an instructor led class where students are exposed to typical topics tested in the CST exam and provided an opportunity to take practice exams and be closely monitored on their individual progress to effectively detect areas in need of improvement. Becoming nationally credentialed as a Certified Surgical Technologist by NBSTSA substantially increases likelihood of securing entry level employment as a Surgical Technologist in the state and throughout the nation.

**HS 490: CPR & FIRST AID (No Pre-Requisites) 0 Credit Hours**

This course will introduce the student to First Aid and how it can help within the medical field. The student will be able to assist patients throughout a hospital, clinic, or facility.

This course will provide an opportunity for the student to develop the following skills: To demonstrate ability to respond to emergencies (check, call and care), the initiation of emergency medical system, demonstrate how to call 911 and what information a person should have in order to make the call, (observation/skills check list). The students will develop an overall knowledge and demonstrate methods of self-protection (Good Samaritan laws, scene inspection, obtaining consent, preventing disease transmission, utilization of universal precautions and standards for blood borne pathogens (OSHA REGULATIONS- written exam). They will develop an overall knowledge of life saving and life sustaining skills (rescue breathing, management of choking victims, cardiopulmonary resuscitation, first aid, and automated external defibrillator)(observation), with skills check list and written exam. Student will recognize, identify and apply appropriate first response to medical emergencies (heat, cold, sudden illness, poisoning, allergic reactions, muscular/skeletal injuries and open or closed wounds).(Observation/skills checklist and written exams.)

## **PHYSICAL THERAPY AIDE / MASSAGE THERAPIST - 48 Credit Hours**

**PMA 410 1-2: MEDICAL TERMINOLOGY FOR MASSAGE THERAPISTS 1-2 (No Pre-Requisites) 6.0 Credit Hours**

They provide an understanding of medical terminology to the students through step by step methods that create an easy way to learn medical terminology. The students should learn how to decipher the meaning of useful medical terms by breaking them down into word parts. Through this format the students should reinforce the terms they have learned and improve their communication for success in the medical field. Muscular/skeletal anatomy, physiology and pathologies will be introduced using textbooks, videos, PowerPoint software and hands on palpation. The student will be introduced to muscular/skeletal anatomy through hands on palpation as shown through the "Navigating the Body" section of their Trail Guide.

**PMA 420 1-2: FUNDAMENTALS OF THERAPEUTIC MASSAGE 1-2 (No Pre-Requisites) 6.0 Credit Hours**

These courses should introduce the student to massage therapy. Provide training in Swedish massage theories, techniques, draping, and practice. Technique classes are supplemented by lecture, videos and software on stress reduction, anatomy and physiology, body alignment, and other effects of massage on the body. Muscular/skeletal anatomy, physiology and pathologies will be introduced using textbooks, videos, PowerPoint software and hands on palpation. The student will be introduced to muscular/skeletal anatomy through hands on palpation of the shoulder and arm.

**PMA 430 1-2: ANATOMY AND PHYSIOLOGY 1-2 (No Pre-Requisites) 6.0 Credit Hours**

This course should introduce the student to the physiology and common pathologies of all systems, health problems, videos and software on anatomy and the connection with different procedures, and how physical therapy plays an important role. Muscular/skeletal anatomy, physiology and pathologies will be introduced using textbooks, videos, PowerPoint software and hands on palpation. The student will be introduced to muscular/skeletal anatomy through hands on palpation of the forearm and hand.

**PMA 440 1-2: PATIENT MANAGEMENT FOR MASSAGE THERAPY APPLICATION 1-2 (No Pre-Requisites) 6.0 Credit Hours**

This course should introduce the student to business practice and office management skills. These courses should introduce the student how to communicate to patients and other medical staff. They should learn the importance of good customer service. The students should learn the necessity of correct documentation, electronic health records and basic computer skills. The course should be an overview of everything they need to be successful in the medical field. Muscular/skeletal anatomy, physiology and pathologies will be introduced using textbooks, videos, PowerPoint software and hands on palpation. The student will be introduced to muscular/skeletal anatomy through hands on palpation of the spine and thorax.

**PMA 450 1-2: THERAPEUTIC MODALITIES 1-2 (No Pre-Requisites) 6.0 Credit Hours**

This course should introduce the student to alternative treatments and disciplines to aid in patient/client care using multiple modalities. The student should learn how to incorporate hot stones, Shiatsu, Thai, Chakra/aura balancing, reflexology, acupressure, aromatherapy, pregnancy, infant, child, adolescent, oncology, and animal massage principles. Muscular/skeletal anatomy, physiology and pathologies will be introduced using textbooks, videos, PowerPoint software and hands on palpation. The student will be introduced to muscular/skeletal anatomy through hands on palpation of the head, neck, and face.

**PMA 460 1-2: INTRODUCTION TO MASSAGE THU PHYSICAL MEDICINE&REHABILITATION 1-2(No Pre-Requisites)6.0 Credit Hours**

This course should introduce the massage therapy student to the field of physical therapy and rehabilitation and the interrelation of both fields of study. The student will be instructed in massage therapy techniques and modalities with the emphasis on how massage therapy and physical therapy plays an important role in rehabilitation treatment. These courses should introduce the student to the physiology of common muscular/skeletal system health conditions, and the therapies and exercises used to alleviate those conditions. Muscular/skeletal anatomy, physiology and pathologies will be introduced using textbooks, videos, PowerPoint software and hands on palpation. The student will be introduced to muscular/skeletal anatomy through hands on palpation of the pelvis and thigh.

**PMA 470 1-2: SPORTS MASSAGE THERAPY 1-2 (No Pre-Requisites) 6.0 Credit Hours**

This course should introduce the student to sports massage therapy. It should provide training in Swedish massage and deep tissue theories, pre-event, post-event, and inter-event massage, chair techniques and practice. This course looks at the different benefits of sports and exercise massage techniques, and how this affects the physiology of the body especially muscles, joints, the nervous system and circulation. Students will consider the therapeutic benefits of massage for athletes and how this can affect the body. The importance and role of the professional sports and exercise massage therapist should also be discussed. Muscular/skeletal anatomy, physiology and pathologies will be introduced using textbooks, videos, PowerPoint software and hands on palpation. The student will be introduced to muscular/skeletal anatomy through hands on palpation of the leg and foot.

**PMA 400 1-2: EXTERNSHIP 1-2 (Pre-Requisites: Completion of all courses) 6.0 Credit Hours**

The course is designed to provide practical on-the-job experiences that augment the student's in-class training. The students will be assigned a work site appropriate to their training. Clinical externships are supervised work experience activities.

## **PHARMACY TECHNICIAN – 48 Credit Hours**

**PT 410 1-2: PHARMACY LAW AND REGULATIONS 1-2 (No Pre-Requisites) 6.0 Credit Hours**

This course orients students about the role of pharmacy technicians in the delivery of patient care and gain knowledge about patient care delivery system and medication delivery system with particular emphasis on the complementary roles of pharmacists and technicians, enables them to utilize technology for pertinent pharmacy data, and to assist the pharmacist in the collection and processing of information. These courses also prepare the students to follow established procedures for the purchase of pharmaceuticals and to control inventory, handling of their receipt, storage and removal. In addition, the students should learn how to receive, and screen prescription; distribute medication according to federal and state laws and regulations, bill and collect payment for pharmacy goods and services. Students are introduced to the profound influence that medication laws, standards, and regulations have on practice. These courses also introduce the student to the basic anatomy and physiology of the immune system, cytotoxic agents, agents' side effects, reactions and names (brand and generic). Upon successful completion, students should be able to explain the concept of quality assurance and its procedures while noting the laws and regulations that govern the practice.

**PT 420 1-2: PHARMACOLOGY AND THE NERVOUS / ABSORPTION SYSTEMS 1-2 (No Pre-Requisites) 6.0 Credit Hours**

This course should introduce the student to the basic anatomy and physiology of the Nervous System, pharmaceutical agents associated with the Nervous system, agents' side effects, reactions and names (brand and generic). These courses should also introduce the student to the basic anatomy and physiology of the Absorption and the Renal systems, pharmaceutical agents associated with each system, agents' side effects, reactions and names (brand and generic). Accurate calculations, how the hospital medications are dispensed, medical math and pharmacy calculations is also covered. Performance of dosage calculations, household systems, metric systems, and apothecary, including IV bag filling, measuring cup, syringes, other medication deliveries, and compounding through evaluations.

**PT 430 1-2: ANTIBIOTICS ANTIFUNGAL ANTIVIRAL AND ASEPSIS 1-2 (No Pre-Requisites) 6.0 Credit Hours**

This course should introduce the student to the pathogenic microorganism with an introduction to the use of antibiotics, antiviral and antifungal medicine, and different types of natural and environmental disease for which these medications would be prescribed, and the affects they have on the human body. It also covers standard precautions and OSHA regulations, maintaining pharmacy equipment, methods for proper handling of hazardous waste and sharps and applying effective infection control measures. These courses also prepare the student to compound sterile and non-sterile product, sterility procedures, and quality assurance standards and to accurately calculate ingredient amounts utilizing accepted compounding technique. The students should be able to perform medical math and pharmacy calculations.

**PT 440 1-2: OTC BRAND GENERIC AND THE MOTOR SYSTEMS 1-2 (No Pre-Requisites) 6.0 Credit Hours**

This course should introduce the student to the basic anatomy and physiology of the motor System, pharmaceutical agents associated with the motor system, agents' side effects, reactions and names (brand and generic). In addition to introduce the student to the basic anatomy and physiology of the respiratory System, pharmaceutical agents associated with the respiratory system, agents' side effects, reactions and names (brand and generic). These courses also will introduce the student to the functions of the retail pharmacy. Students will be able to know the difference between brand and generic medications. The students will be able to assist patients with locating medications over the counter and what they are used for. Students will be able to read the labels and explain them to patients, gain knowledge of federal and state laws and regulation that prescribe the activities associated with patient counseling and the activities that can be delegated to the pharmacy technician by/under supervision of the pharmacist. In addition, these courses should prepare the student to prepare non-compounded products for distribution, understand the legal implications and requirement for delegation of specific duties by a pharmacist to a pharmacy technician.

**PT 450 1-2: PHARMACOLOGY AND THE VASCULAR / INTEGUMENTARY SYSTEM 1-2 (No Pre-Requisites) 6.0 Credit Hours**

These courses should introduce the student to the basic anatomy and physiology of the Integumentary system, Eye and Ear, pharmaceutical topical agents associated with each system/organ, agents' side effects, reactions and names (brand and generic). These courses should also introduce the student to the basic anatomy and physiology of the cardiovascular system, pharmaceutical agents associated with the heart, vessels and blood, agents' side effects, reactions and names (brand and generic), in addition to teaching the student BLS for healthcare provider and how to respond to life threatening emergencies. These courses prepares the student to monitor certain medication therapy and understand its importance for effective patient care and safety, emphasizing on the federal and state laws and regulation that control specific monitoring activities that may be delegated by the pharmacist to the pharmacy technician.

**PT 460 1-2: VITAMINS, MINERALS AND ALTERNATIVE MEDICINES 1-2 (No Pre-Requisites) 6.0 Credit Hours**

This course should introduce the student to the basic anatomy and physiology of the Endocrine and Reproductive systems, pharmaceutical agents associated with these systems, agents' side effects, reactions and names (brand and generic). In Addition, they will prepare the student to apply methods to assure that the medication-use system utilized by the pharmacy is safe, emphasizing on various technologies that have been proven effective for medication safety assurance, assisting the pharmacist in preparing, storing and distributing investigational drugs product will be introduced as well. These courses will also provide the students the essential mathematical concepts and skills pharmacy technicians use on the job. Students should succeed in learning the skills required for calculating and preparing drug doses in both community pharmacy and institutional pharmacy settings. The alternative medicine portion is a natural approach to using herbals as a treatment for sprains, bruising, and a homeopathic treatment for toxicity.

**PT 480 1-2: COMMUNICATIONS / PROFESSIONAL DEVELOPMENT- ON COURSE/ COMPUTER BASICS (No Pre-Requisites) 6.0 Credit Hours**

These courses are designed to help the pharmacy technician student create greater success in college and in life. It prepares the student to communicate with a variety of patient and other health care professionals using proper listening techniques, body language and verbal skills. We review and teach many proven strategies for creating greater academic, professional, and personal success and help the student to deal with human behaviors in the workplace. We will use guided journal writings to explore these strategies, and as a bonus, the students will be taught to express themselves more effectively in writing. In this course the student should understand the importance of active involvement in local, state and national pharmacy technician organization, understand the importance of credentialing and the difference between certification, licensure and registration. These courses provide an overview of proper keyboarding technique, business document formatting, and current software packages in word processing, spreadsheets, databases, graphics, and integrated software. In addition, this course will provide an opportunity for the student to develop the following skills: documents, Demonstrate speed and accuracy-building techniques, Demonstrate the ability to format basic business documents from unarranged material, Identify emerging technologies, Identify types of communications hardware/software and explain their functions, Discuss how and why the Internet is utilized by individuals and businesses, Access, navigate, and use Internet service providers, Master procedures for sending/receiving e-mail, Prepare simple spreadsheets and graphs using available software, Use database software to plan, create, update, add and delete records, Create graphics and integrate into computer applications, use publishing software to design, create, import, format and produce publications, Transfer data among different computer applications. Apply touch control of the keyboard, using correct techniques; demonstrate the ability to use proofreading skills in editing.

**PT 400 1-2: EXTERNSHIP 1-2 (Pre-Requisites: Completion of all courses) 6.0 Credit Hours**

This course is designed to provide practical on-the-job experiences that augment the student's in-class training. The students will be assigned a work site appropriate to their training. Clinical externships are supervised work experience activities.

## MEDICAL ASSISTANT – 48 Credit Hours

### **GE 480 1-2: COMMUNICATIONS / PROFESSIONAL DEVELOPMENT-COMPUTER BASICS (No Pre-Requisites) 6.0 Credit Hours**

These courses are designed to help the student create greater success in college and in life. In the coming weeks, we review and teach many proven strategies for creating greater academic, professional, and personal success. We will use guided journal writings to explore these strategies, and as a bonus, the students will be taught to express themselves more effectively in writing. This course provides an overview of proper keyboarding technique, business document formatting, and current software packages in word processing, spreadsheets, databases, graphics, and integrated software.

### **HS 410 1-2: MEDICAL TERMINOLOGY 1-2 (No Pre-Requisites) 6.0 Credit Hours**

Provide an understanding of medical terminology to the students through step by step methods that create an easy way to learn medical terminology. The students should learn how to decipher the meaning of useful medical terms by breaking them down into word parts. Through this format the students should reinforce the terms they have learned and improve their communication for success in the medical field.

### **HS 430 1-2: MEDICAL OFFICE PROCEDURES 1-2 (No Pre-Requisites) 6.0 Credit Hours**

This course is designed to familiarize students with clerical and administrative procedures involved in the operation of a medical office. The student should be introduced to verbal and written forms of communication, medical ethics, liability, records management, transcriptions, scheduling office/ surgical procedures, and manual/computerized patient processing. These courses should introduce the student on how to communicate to patients and other medical staff. Explain the importance of quality customer service. The students should be taught the necessity of correct documentation & electronic health records.

### **HS 440 1-2: INTRODUCTION TO MEDICAL BILLING AND CODING 1-2 (No Pre-Requisites) 6.0 Credit Hours**

This course is designed to introduce the student to basic billing and coding fundamentals. The student should learn manual and computerized CMS-1500 forms, manual and computerized coding. Students should learn how to use the CPT and ICD-10 manuals. In These courses, students should also complete a typing test for evaluation of speed and accuracy. These courses should introduce the student to advance procedures related to coding and billing. Medical offices want the most recent software and up to date coding and billing material. The courses should teach students use of different methods of billing. The students should use their knowledge of medical terminology and anatomy and physiology to help them understand terms related to getting claims paid, and on time.

### **MA 450 1-2: MEDICAL ASSISTANTBACK OFFICE PROCEDURES/A&PI 1-2 (No Pre-Requisites) 6.0 Credit Hours**

Students should be able to learn processing procedures. Students should learn to give pregnancy tests, patient information, prepare patients for exam, setting up trays for doctors, and perform vital signs, bandaging, and how to perform visual acuity and ear lavages in correlation to learning the Anatomy and physiology of Respiratory system and Special Senses. Students should learn the role and functions of a medical assistant, interpersonal communication skills, patient care and handling of office emergencies and first aid in addition to learning how to perform Basic Life Support (CPR) when needed. The students should learn Anatomy and physiology of the Cardiovascular and Reproductive systems in addition to the intro skills of the medical assisting field. The courses are designed to prepare a student for an EKG patient. The students should be able to perform EKG's on their peers. They should be shown how to read EKG's only on a basic level. Students should learn how to prepare a patient for an EKG. The students should be able to instruct a patient and to communicate with doctors about the EKG. The student, upon completion, will receive a certificate in EKG.

### **MA 460 1-2: CLINICAL LABORATORY PROCEDURES/A&PII 1-2 (No Pre-Requisites) 6.0 Credit Hours**

These courses prepares students for laboratory procedures, how to prepare patients for collection process. The student should learn the basic Anatomy and physiology of endocrine system and digestive system along with the common test and procedures performed in a medical office. Students should be provided with the knowledge and skills necessary to send samples out to labs. Students should learn how to collect blood in a proper collection tubes and send it to the outside lab, collect urine samples and prepare them for labs. Students should learn basic Anatomy and Physiology of Nervous and Digestive system, how to inform patient on glucose machines and how to collect blood for the machines. Students learn how to use microscopes and look at different slides and be able to identify them and prepare blood for viewing.

### **MA 470 1-2: PROTECTIVE PRACTICES & CLINICAL SKILLS/A&PIII 1-2 (No Pre-Requisites) 6.0 Credit Hours**

This course should teach the students the basic Anatomy and physiology of the Integumentary and Skeletal systems; introduce the students to asepsis, infection control, CDC and OSHA regulations. The Students should also learn how to prepare sterile fields,

assisting with office minor surgeries, in addition to learning the basic skill needed for work with pediatric patient like giving immunization, taking pediatric vitals & measurements and preparing growth charts. They also teach the student the basic Anatomy and Physiology of muscular system, prepare them to perform medical math and pharmacy calculation, handling medication, and learn how to perform injection, routes of medication administration. Students should learn about the commonly prescribed medication side effect and how to communicate with patient, as well as be able to describe and explain laws pertaining to controlled substances and prescription medication, classify drugs according to their effects on the body, identify the parts of prescription as well as be able to list and describes the sections of the PDR. Additionally, the students should be able to understand expected character and personality traits sought in a medical assistant, as well as professionalism for medical assistant.

**MA 400 1-2: EXTERNSHIP 1-2 (Pre-Requisites: Completion of all courses) 6.0 Credit Hours**

This course is designed to provide practical on-the-job experiences that augment the student's in-class training. The students will be assigned a work site appropriate to their training. Clinical externships are supervised work experience activities.

## **MEDICAL BILLING & CODING - 48 Credit Hours**

**GE 480 1-2: COMMUNICATIONS / PROFESSIONAL DEVELOPMENT-COMPUTER BASICS (No Pre-Requisites) 6.0 Credit Hours**

These courses are designed to help the student create greater success in college and in life. In the coming weeks, we review and teach many proven strategies for creating greater academic, professional, and personal success. We will use guided journal writings to explore these strategies, and as a bonus, the students will be taught to express themselves more effectively in writing. This course provides an overview of proper keyboarding technique, business document formatting, and current software packages in word processing, spreadsheets, databases, graphics, and integrated software.

**MBC410 1-2: MEDICAL TERMINOLOGY/ANATOMY AND PHYSIOLOGY 1-2 (No Pre-Requisites) 6.0 Credit Hours**

This course aims at providing an understanding of medical terminology and anatomy and physiology to the students through step by step methods that create an easy way to learn medical terminology. The students should learn how to decipher the meaning of useful medical terms by breaking them down into word parts as well as the rules for building terms. Students will also be introduced to directional terminology, surface anatomy, and terms that are used to describe anatomical structures. A solid knowledge of word parts should lead to an easier understanding of the location and function of the anatomy involved, as well as pathology and procedures involved in the treatment of diseases. Through this format the students should reinforce the terms they have learned and improve their communication for success in the medical field.

**HS430 1-2: MEDICAL OFFICE PROCEDURES 1-2 (No Pre-Requisites) 6.0 Credit Hours**

This course is designed to familiarize students with clerical and administrative procedures involved in the operation of a medical office. The student should be introduced to verbal and written forms of communication, medical ethics, liability, records management, transcriptions, scheduling office/ surgical procedures, and manual/computerized patient processing. These courses should introduce the student on how to communicate to patients and other medical staff. Explain the importance of quality customer service. The students should be taught the necessity of correct documentation & electronic health records.

**HS440 1-2: INTRODUCTION TO MEDICAL BILLING AND CODING 1-2 (No Pre-Requisites) 6.0 Credit Hours**

This course is designed to introduce the student to basic billing and coding fundamentals. The student should learn manual and computerized CMS-1500 forms, manual and computerized coding. Students should learn how to use the CPT and ICD-10 manuals. In These courses, students should also complete a typing test for evaluation of speed and accuracy. These courses should introduce the student to advance procedures related to coding and billing. Medical offices want the most recent software and up to date coding and billing material. The courses should teach students use of different methods of billing. The students should use their knowledge of medical terminology and anatomy and physiology to help them understand terms related to getting claims paid, and on time.

**MBC450 1-2: COMPUTERIZED BILLING (No Pre-Requisites) 6.0 Credit Hours**

These courses should introduce the student on how to use a computerized billing program. The courses should teach students to combine the coding process with more advance medical and Medicare information. Students should learn how to start the claim process, process charges using an encounter form, create and send claims electronically, post payments from patients and insurance carriers, and balance at the end of the day using reports, and more.

**MBC460 1-2: ADVANCED BILLING AND CODING 1-2 (No Pre-Requisites) 6.0 Credit Hours**

This course should introduce the student to advanced coding using current CPT, ICD-10-CM, & HCPCS books. Medical offices want the most recent software and most update coding and billing material. The students should understand how the knowledge of medical terminology and

anatomy and physiology will help them understand terms related to procedures and diagnoses. In these courses the students should learn how to abstract codes from reports and scenarios, determine which coding books are used based on diagnosis and procedures, converting narrative words to numeric codes.

**MBC470 1-2: CLAIMS PROCESSING PROCEDURES AND COLLECTION 1-2 (No Pre-Requisites) 6.0 Credit Hours**

This course introduces the student to advanced coding using current CPT, ICD-9-CM/10, & HCPCS books. Medical offices want the most recent software and most update coding and billing material. Students should learn when and how to apply HCPCS codes, as well as situations that require HCPCS Coding. Students should be able to demonstrate the revenue cycle, as well as the steps involved in claims processing and collection procedures.

**MBC400 1-2: EXTERNSHIP 1-2 (Pre-Requisites: Completion of all courses) 6.0 Credit Hours**

This course is designed to provide practical on-the-job experiences that augment the student's in-class training. The students will be assigned a work site appropriate to their training. Clinical externships are supervised work experience activities.

## **VETERINARY ASSISTANT – 48 Credit Hours**

**VA-100 1-2: OFFICE & HOSPITAL PROCEDURES & CLIENT RELATIONS 1-2 (No Pre-Requisites) 6.0 Credit Hours**

This course provides instruction about the veterinary office & hospital procedures and the importance of good customer service skills. The students will learn scheduling appointments, billing and accounting, communicating effectively and compassionately with clients, managing medical records, budgeting, marketing, managing inventory, using outside diagnostic laboratory services and the necessity of correct documentation and electronic health records.

**VA101 1-2: MEDICAL TERMINOLOGY, ANATOMY & PHYSIOLOGY 1-2 (No Pre-Requisites) 6.0 Credit Hours**

This course provides instruction about the structure and function/dysfunctions of the body systems of various domesticated animals and some exotic animals. Pathology is studied with correlation to procedures performed. Terminology is incorporated throughout to enhance student understanding of disorders and diseases.

**VA 102 1-2: PHARMACOLOGY, PHARMACY AND NUTRITION 1-2 (No Pre-Requisites) 6.0 Credit Hours**

This course provides instruction about the various categories of drugs and their clinical use. Students are taught legal issues, filling medications and inventory control, and vaccinations. Students learn to identify dosage forms and calculate drug dosages. Students learn various vaccinations and proper protocols.

**VA 103 1-2: ANIMAL BEHAVIOR, EXAMINATION ROOM PROCEDURES AND RESTRAINT 1-2 (No Pre-Requisites) 6.0 Credit Hours**

This course provides instruction about basic behavior of dogs and cats and preventing behavior problems. Students are taught how to place and remove animals from cages and placed on exam table or floor. Students are introduced to various restraint devices and how to apply including, muzzle, Elizabethan collar, restraint pole and feline restraint bags. Students will be taught how to recognize when to alter normal restraint or compromised patients in the exam room. Students learn the danger potential and special handling of small animals. Students learn examination room procedures including: taking and recording temperature, trimming nails, express anal sacs, identify external parasites, recognize AKC dog breeds and CFA cat breeds, identify gender of small animals, and perform exam room grooming.

**VA 104 1-2: ANIMAL CARE AND NURSING 1-2 (No Pre-Requisites) 6.0 Credit Hours**

This course provides instruction on safety concerns including basic normal and abnormal animal behavior. How to utilize patient and personnel safety measures, hazardous waste disposal, basic sanitation, and OSHA standards. Students learn to assist in examinations by monitoring vital signs, gastrointestinal monitoring and nutritional support. Students learn how to monitor and restrain patients for fluid therapy and record observations. Grooming and skin care are introduced in this course. Students learn therapeutic bathing, basic grooming and dipping of small animals. Students learn how to administering topical and oral medications as well as intravenous administration and fluid therapy. Students will learn how to clean external ear canals. Students will be able to apply and remove bandages and have an understanding of wound and contamination and infection. Students learn wound closure and covering wounds. Students will learn nursing care for recumbent patients including turning, padding and euthanasia and post mortem care.

**VA 105 1-2: SURGICAL PREPARATION AND ASSISTING 1-2 (No Pre-Requisites) 6.0 Credit Hours**

This course provides instruction in the role and responsibilities in small animal surgery. Students learn about surgical preparation areas; scrub area and surgery room. Students learn principles of asepsis; assist the veterinarian or veterinary technician with

preparation of patients using aseptic technique. Students are introduced to surgical instruments including; scalpels and blades, scissors, needle holders, forceps retractors and various other instruments. Students will learn care and maintenance of surgical instruments and supplies. Students learn sterilization and disinfection technique, operate and maintain autoclaves, suture materials types and sizes, and suturing techniques, wound management, surgical assistance and pre and post-operative care of animals. Individuals should learn the basic first aid techniques for dogs and cats due to common illness, injury, or life-threatening incidents. Topics that will be addressed include recognizing a pet emergency, performing CPR and first aid on a pet, treating common problems and emergencies requiring immediate attention, administering pet medications, and stocking a pet first aid kit.

**VA 106 1-2: LABORATORY PROCEDURES & DIAGNOSTIC IMAGING (No Pre-Requisites) 6.0 Credit Hours**

Students will learn the role of the Veterinary Assistant in laboratory procedures. Students learn skills in handling animals, physical examinations, collect voided urine samples, assist in collecting blood samples, collect voided fecal samples for parasitological exam, how to handle rabies suspects and samples safely, and bandaging and splinting and other common laboratory procedures. Students will learn to use microscopes and learn standard hospital protocols. Students will be introduced to laboratory record keeping ensuring all lab results are accurately recorded, stock laboratory supplies and file laboratory reports. Students learn proper techniques of radiology and ultrasound as a means of diagnoses. Basic safety practices and techniques are followed including safety techniques for handling of processing chemicals. Students will be able to position patients including restraints, and assist the veterinarian or veterinarian technician in the completion of diagnostic radiographs and ultrasound. Students will learn how to process film in a darkroom. Proper care of equipment and clean screens is taught. Students will learn quality control labeling, filing and storing of film.

**VA 400 1-2: – EXTERNSHIP 1-2 (Completion of all courses) 6.0 Credit Hours**

The course is designed to provide practical on-the-job experiences that augment the student's in-class training. The students will be assigned a worksite appropriate to their training. Clinical externships are supervised work experience activities.

## **DENTAL ASSISTANT I – 46 Credit Hours**

**DA410 1-2: DENTAL SCIENCE AND BIO MEDICAL 1-2 (No Pre-Requisites) 6.0 Credit Hours**

These courses will serve as an eye-opening introduction to the essence and essentials of the fascinating, and thriving healing art of dentistry. They will provide an overview of the dynamics of the dental profession through history; introducing the entire dental health care team, their differing skills/disciplines, the dental health sciences, and the legal, ethical, and environmental standards expected of a trusted and respected dental professional. Key subjects will include an introduction to the nine different specialties of dentistry, basic dental terminology and nomenclature, dental procedures, G.V. Black's classification of carious lesions, and an overview of basic human anatomy and physiology with an emphasis on the structures of the oral cavity, their histology, and embryology. Concepts in microbiology, oral pathology, developmental abnormalities, and dental anomalies will be explored. The local, state, and federal regulations that govern the practice of dentistry, risk management, maintenance of dental records, the standard of care, the American Dental Assistants Association's (ADAA) Principles of Ethics, dental coding, insurance processing protocols, and civil and criminal law will also be covered.

**DA420 1-2: PREVENTIVE DENTISTRY & EMERGENCY PROCEDURES 1-2 (No Pre-Requisites) 6.0 Credit Hours**

The principles of both preventive and crisis care will be visited in these courses. Students will study the prevention of dental disease with an emphasis on fluoridation, visual aids, oral hygiene instruction, nutrition and nutritional counseling, and community dental health research/projects. Students will be trained for competency in the preventive clinical skills of coronal polishing, fluoride application, and the administering of pit and fissure sealants. Training in the identification and assessment of dental emergencies, as well as protocols involved in the treatment of urgent conditions such as alveolitis, dental abscesses, avulsed teeth, broken prosthesis, soft tissue injury, broken or chipped teeth, and loose dental restorations will also be provided. Students will be trained in Basic Life Support, including CPR, and upon successful completion of the requirements mandated by the American Heart Association; the student will earn a Basic Life Support certification card.

**DA430 1-2: DENTAL CHAIR-SIDE ASSISTING 1-2 (No Pre-Requisites) 6.0 Credit Hours**

Excellent chair-side assisting technique is an essential skill for the successful, clinically-oriented dental auxiliary. It is a valuable quality of a dental assistant who will always be in high demand, and of great value to the entire dental team. These courses will provide students with an understanding of the general layout and design of a dental office. The student will learn instrument setup and procedures for each dental specialty, including the use and preparation of specific instruments/supplies of the dental armamentarium. Emphasis will be placed on the importance of proper seating and dismissal of the patient, preparing the patient for treatment, managing patient comfort during treatment, and how to competently employ the methods of moisture control, oral evacuation, topical anesthesia, and other pain and anxiety management measures. Additional subjects will include basic pharmacology, restorative and esthetic dental materials, universal precautions/infection control, equipment safety/maintenance, ergonomic positioning of the dental team, identification and transferring of instruments in a four-handed setting, maximizing visibility of the operative field, charting of the oral cavity, and the placement of dental dams. The documentation of the patient's chief complaint, vital signs, symptoms, diagnostic findings, and treatment planning for general dentistry, as well as for the specialty areas of periodontics, endodontics, oral pathology, orthodontics, pediatrics, prosthodontics, and oral and maxillofacial surgery will be studied. Students will explore the various specialties of dentistry as



they relate to the procedures performed in a general dental practice.

**DA440 1-2: DENTAL LAB MATERIALS & TECHNIQUES 1-2 (No Pre-Requisites) 6.0 Credit Hours**

These courses orient students about the role of bridges, abutments, sealants, cements: *restoration*. While dentistry is popularly known to be a healing art; within the dental team, dentistry *also* happens to be an exacting art of renovation and craftsmanship...just on a very small scale. These courses will orient a dental assistant who is discerning and skilled in dental materials is a valued and integral part of the restorative process. This hands-on course will navigate students through the many characteristics and clinical uses of dental materials, including their preparation, handling, and application across all the dental disciplines. The management of dental inventory and equipment is another valued skill critical to the repertoire of a dental assistant that will also be covered.

**DA450 1-2: DENTAL RADIOGRAPHY 1-2 (No Pre-Requisites) 6.0 Credit Hours**

These courses will orient the student in the physics and biological effects of ionizing radiation during a radiographic exposure. Training will be provided in capturing the various types of intraoral and extra oral radiographs for proper diagnosis by the dentist. These courses will also orient the student to gentle film placement technique and developing, the proper mounting of radiographs, and digital radiography. Emphasis will be placed on ALARA principles, utilization of protective equipment and safe positioning to maintain both patient and operator safety, and the proper labeling and storage of radiographic materials to prevent loss and exposure. In these capstone courses, certification preparation and career planning will also be covered.

**DA460 1-2: – Safety, Regulations and Office Procedures 1-2 (No Pre-Requisites) 6.0 Credit Hours**

These hands-on courses are designed to teach the business aspect of a dental practice. They should provide the understanding of communication methods, technology, financial and marketing aspects to become an advocate for the profession of dentistry and the patients you care for. Emphasis on legal, ethical and safety guidelines should be included into this course, along with infection prevention, OSHA and patient information and assessment.

**DA400 1-2: Externship 1-2 (Pre-Requisites: Completion of all courses) 10.0 Credit Hours**

The courses are designed to provide practical on-the-job experiences that augment the student's in-class training. The students will be assigned a worksite appropriate to their training. Clinical externships are supervised work experience activities.

## **HVACR TECHNICIAN – 54 Credit Hours**

**HV 101 1-2 Math for Technicians 1-2 (No Pre-Requisites) 6.0 Credit Hours**

These classes are designed as a basic math course for students in technical programs. Appropriate application for technical program needs will be stressed throughout. The courses will review operations with fractions, decimals, percentages, signed numbers, ratios and proportions, the metric system, geometry and basic trigonometry.

**HV 102 1-2 Electrical Considerations for HVACR 1-2 (No Pre-Requisites) 6.0 Credit Hours**

These courses are designed to introduce students to the basics of electrical theory, safety, interpretation of electrical diagrams, knowledge of electrical components, fundamentals of motors and capacitors, transformers, and power controls.

**HV 103 1-2 Electric Heat 1-2 (No Pre-Requisites) 6.0 Credit Hours**

These courses are designed to introduce students to the theory and application of electric heat, knowledge of system components, installation and services, thermostats, air flow, electric heat troubleshooting and problem solving, and knowledge and use of test instruments and tools.

**HV 104 1-2 Air Conditioning 1-2 (No Pre-Requisites) 6.0 Credit Hours**

These classes are designed to introduce students to the fundamentals and theory of air conditioning, refrigerants and refrigerant oils, system components, CFM air balance, recovery/recycling/reclamation, leak detection, testing, evaluation and charging, air conditioning troubleshooting and problem solving, evaporator temperature, knowledge and operation of test instruments and tools.

**HV 105 1-2 Gas Heat 1-2 (No Pre-Requisites) 6.0 Credit Hours**

These classes are designed to teach students understanding and knowledge of gas heat systems. Students will learn combustion theory and heating fuels, safety measures, knowledge of heating systems and components, installation and service, gas heat troubleshooting and problem solving, and knowledge of test instruments and required tools.

**HV 106 1-2 Heat Pumps 1-2 (No Pre-Requisites) 6.0 Credit Hours**

These courses focus on the theory and operation of reverse cycle refrigeration including supplementary heat as applied to heat pump systems, including service and installation, maintenance and troubleshooting. The classes focus on heat pumps facts, technology, and operation.

**HV 107 1-2 Commercial Air Conditioning 1-2 (No Pre-Requisites) 6.0 Credit Hours**

These courses introduce students to the electrical, pneumatic and electronic control circuits applied to year round air conditioning systems. Topics include reading wiring and schematic diagrams, troubleshooting and designing high and low voltage control systems. The modules examine high pressure, low pressure and absorption chilled-water systems, cooling towers and pumps, operation, maintenance, and troubleshooting of chilled-water AC systems, commercial, packaged rooftop, variable refrigerant flow, and variable air volume systems.

**HV 108 1-2 Commercial Refrigeration 1-2 (No Pre-Requisites) 6.0 Credit Hours**

In these courses students will study refrigeration theory, characteristics of refrigerants, temperature and pressure, tools and equipment, soldering and brazing, refrigeration systems, system components, compressors, evaporators, and metering devices. The courses provide students with the understanding of refrigeration systems such as refrigerators, ice machines, coolers and freezers in residential and commercial environments. Students will learn to locate, troubleshoot, service, and install components of the HVACR system.

**HV 109 1-2 Troubleshooting and Problem Solving 1-2 (No Pre-Requisites) 6.0 Credit Hours**

These courses provide an in-depth study of troubleshooting and repair of all equipment used and presented throughout the program as well as equipment typically found in workplaces or shops. Topics include troubleshooting and problem solving in refrigeration, air conditioning, gas heating, water chillers, water towers, air handlers, and air systems.

## **CADD/BIM TECHNOLOGY – 54 Credit Hours**

**DDT 101 AutoCAD 1 (No Pre-Requisites) 6.0 Credit Hours**

This course provides complete instruction for mastering fundamental AutoCAD commands and drawing techniques. These modules provide comprehensive coverage of AutoCAD 2D drafting and design. Topics are presented in an easy to understand sequence, building upon acquired chapter knowledge. ANSI and ASME standards are referenced throughout the module, and examples and illustrations focus on industry practices. Basic math skills are practiced on how to use the software to figure out math problems with basic dimensioning.

**DDT 102 AutoCAD 2 (No Pre-Requisites) 6.0 Credit Hours**

This course provides thorough and easy to understand instruction on 3D drafting/modeling and model visualization. These are appropriate for individual or classroom use, and provide comprehensive coverage of solid, surface, and mesh modeling in addition to detailed coverage of materials, lighting, rendering, and animation.

**DDT 103 Construction and Building Technology (No Pre-Requisites) 6.0 Credit Hours**

This course introduces students to construction processes and procedures. Students will learn about construction technology, construction materials and management, and project design. They will study building foundations, subsystems, and structures, and learn how these systems are maintained, repaired or altered. Information on commercial, industrial, and engineering processes and procedures are also included. This module is correlated to the Standards for Technological Literacy. Basic construction drawing math skills are practiced throughout the plans and composition of drawings.

**DDT 104 Architecture Residential Drafting and Design (No Pre-Requisites) 6.0 Credit Hours**

This course provides comprehensive instruction on traditional and computer based methods of preparing architectural working drawings in addition to coverage of design and construction principles and methods. These courses are organized around the design-building process, which is a logical way for students to easily internalize content taught. Latest information on green building technology/sustainable design complements foundational learning. Design/drafting exercises challenge students to use residential design principles and problem solving skills, including basic construction math skills and solutions.

**DDT 105 AutoDesk Revit, Architecture Fundamentals (No Pre-Requisites) 6.0 Credit Hours**

AutoDesk Revit software is a powerful Building Information Modeling (BIM) program that works in a similar way to architects' thinking. The program streamlines the design process through the use of a central 3D model, where changes made in one view update across all views and on the printable sheets. These modules are designed to teach students the AutoDesk Revit functionality as they would work with it throughout the design process. Students begin by learning about the user interface and basic drawing, editing, and viewing tools. They then learn design development tools, including how to model walls, doors, windows, floors, ceilings, stairs, and more. Finally, they learn the process that takes the model into the construction documentation phase. Since building projects themselves tend to be extremely complex, the AutoDesk Revit software is also complex. These modules aim at training students to create full 3D architectural project models and set them up in working drawings.

**DDT 106 AutoDesk Revit, Mechanical Electrical Plumbing MEP Fundamentals (No Pre-Requisites) 6.0 Credit Hours**

This module is designed to teach students to concepts and principles of creating 3D parametric models of MEP systems from engineering design through construction documentation. Throughout these modules students will learn how to take full advantage of BIM. These modules intend to introduce students to the software's user interface and the basic HVAC, electrical, and

pipng/plumbing components that make AutoDesk Revit a powerful and flexible MEP engineering modeling tool. The objective is to familiarize students with the tools necessary to create, document, and print parametric models. Examples and practices are focused on industry needs.

**DDT 107 AutoDesk Revit, Structure Fundamentals (No Pre-Requisites) 6.0 Credit Hours**

To take full advantage of Building Information Modeling, these modules have been designed to teach students the concepts and principles from building design through construction documentation using the AutoDesk Revit Structure software. This module is intended to introduce students to the user interface and the basic building components of the software that makes it a powerful and flexible structural modeling tool. The goal is to familiarize students with the tools necessary to create, modify, and document the parametric model.

**DDT 108 AutoDesk Revit BIM Management (No Pre-Requisites) 6.0 Credit Hours**

Building Information Modeling is an approach to the entire building life cycle. AutoDesk Revit Architecture, MEP, and Structure are powerful BIM programs that support the ability to coordinate, update, and share design data with team members throughout the design construction and management phases of a building's life. A key component in managing the BIM process is to establish a company foundation for different types of projects by creating standard templates and custom elements. Having this in place makes the process of any new project flow smoothly and efficiently. The objective of these modules is to enable students who have worked with the software to expand their knowledge in setting up office standards with templates that include annotation styles, preset views, sheets, and schedules, as well as creating custom element types and families.

**DDT 109 Mastering AutoDesk Navisworks (No Pre-Requisites) 6.0 Credit Hours**

This module covers all the Navisworks features in Simulate, Mange, and Freedom, and explains Navisworks files types and over 60 supported file types, while showing the student how to navigate around a 3D model enabling snap shots and animation Addresses using Clash Detection to test and find problems, optimizing and visualizing schedules using the TimeLiner 4D simulation tool.

## SHORT COURSES FOR CONTINUING EDUCATION OR CORPORATE TRAINING

Course Name	Total Hours	Award
Computer Aided Design Drafting CADD	100	Certificate of Completion
Revit	100	Certificate of Completion

### Computer Aided Design Drafting CADD Course Description and Objectives

This course will teach and enhance students' ability to combine and apply AutoCAD basic techniques and capabilities to design/drafting projects. After sixty hours of training, students will be able to choose a specific application in the field, or architectural, mechanical, civil, and structural exercises or projects. Before the completion of the course, students will have an opportunity to put together a portfolio of their own drawing projects. Students will work at computer stations with fully configured CADD software for use, and will bring work projects to the classroom (instructor assigned, if needed), which encompasses the most dynamic part of the course as students will not only learn how to apply the CADD system to their specific project, but also learn how to resolve design/drafting problems by doing and observing other trainees. Completers of this course will receive a Completion Certificate. **Please note this course is not included within the school's grant of accreditation.**

### Revit Course Description and Objectives

This course is designed to provide students with a well-rounded knowledge of AutoDesk Revit tools and techniques. All three disciplines of the Revit platform are introduced in this class. This class will introduce students to the broad overview of the Building Information Modeling BIM process. Class will cover the design integration of most building disciplines: architectural, interior design, structural, and Mechanical Electrical Plumbing MEP. Students will work at computer stations with fully configured Revit software for use, and will bring work projects to the classroom (instructor assigned, if needed), which encompasses the most dynamic part of the course as students will not only learn how to apply the Revit system to their specific project, but also learn how to resolve design/drafting problems by doing and observing other trainees. Completers of this course will receive a Completion Certificate. **Please note this course is not included within the school's grant of accreditation.**



## 2021 PROGRAM COSTS\*

	<b>SURGICAL TECHNOLOGY Diploma / AOS</b>	<b>PHARMACY TECHNICIAN</b>	<b>PHYSICAL THERAPY AIDE / MASSAGE THERAPIST</b>	<b>MEDICAL ASSISTANT</b>
<b>Length of Program (Total Hours) Credits</b>	<b>72.5 / 78 weeks ( 2040 / 2250) 104.5 / 118</b>	<b>36 weeks (970) 48 credits</b>	<b>36 weeks (970) 48 credits</b>	<b>36 weeks (970) 48 credits</b>
<b>Tuition</b>	\$31,995.00 / \$36,445.00	\$15,995.00	\$15,995.00	\$15,995.00
<b>STRF (Non-Refundable)</b>	\$0.00	\$0.00	\$0.00	\$0.00
<b>Uniforms</b>	3 sets (included)	2 sets (included)	2 sets (included)	2 sets (included)
<b>Credential Exam Fee / Equipment</b>	CST Exam Fee (included)	PT State Reg. Fee / Live scan (included)	CAMTC Exam Fee / Massage Kit (included)	Medical Assistant Kit (included)
<b>Laptop</b>	\$450.00	\$450.00	\$450.00	\$450.00
<b>Base cost + Laptop</b>	\$32,445.00 / \$36,895.00	\$16,445.00	\$16,445.00	\$16,445.00
<b>Registration Fee (Non-Refundable)</b>	\$100.00	\$100.00	\$100.00	\$100.00
<b>TOTAL</b>	<b>\$32,545.00 / \$36,995.00</b>	<b>\$16,545.00</b>	<b>\$16,545.00</b>	<b>\$16,545.00</b>
<b>Discounted Total Price (Available only to eligible students referred by eligible agencies)</b>	<b>\$19,995.00</b>	<b>\$9,995.00</b>	<b>\$9,995.00</b>	<b>\$9,995.00</b>

\* The schedule for total charges for a period of attendance and the estimated schedule of total charges for the entire educational program are the same and are listed here.

	<b>MEDICAL BILLING &amp; CODING</b>	<b>VETERINARY ASSISTANT</b>	<b>DENTAL ASSISTANT</b>	<b>HVACR</b>	<b>CADD/BIM</b>
<b>Length of Program (Total Hours) Credits</b>	<b>36 weeks (970) 48 credits</b>	<b>36 weeks (970) 48 credits</b>	<b>34 weeks (980) 46 credits</b>	<b>36 weeks (990) 54 credits</b>	<b>36 weeks (990) 54 credits</b>
<b>Tuition</b>	\$15,995	\$15,995	\$15,995	\$15,995	\$10,000
<b>STRF (Non-Refundable)</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Uniforms</b>	2 sets (included)	2 sets (included)	2 sets (included)	2 sets (included)	2 sets (included)
<b>Credential Exam Fee / Equipment</b>	N/A	Veterinary Assistant Kit (included)	N/A	N/A	N/A
<b>Laptop</b>	\$450.00	\$450.00	\$450.00	\$450.00	\$450.00
<b>Base cost + Laptop</b>	\$16,445.0	\$16,445.00	\$16,445.00	\$16,445.00	\$10,450
<b>Registration Fee (Non-Refundable)</b>	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00
<b>TOTAL</b>	<b>\$16,545.0</b>	<b>\$16,545.00</b>	<b>\$16,545.00</b>	<b>\$16,545.00</b>	<b>\$10,550.00</b>
<b>Discounted Total Price (Available only to eligible students referred by eligible agencies)</b>	<b>\$9,995.00</b>	<b>\$9,995.00</b>	<b>\$9,995.00</b>	<b>\$9,995.00</b>	<b>N/A</b>

**ADDITIONAL COSTS NOT INCLUDED IN TUITION:**

- Background checks (Estimated cost \$20)
- Immunizations – TB (Mantoux) test (all students) (Estimated cost \$38)  
Surgical Technology Program – TB (Mantoux), Rubella, Rubeola, Varicella, Hepatitis B, Tetanus (Estimated costs \$38, \$50, \$120, and \$20, respectively)
- Drug screening (Estimated cost \$70)
- Transportation to and from externship and clinical sites (Estimated cost varies depending on mileage)
- Certification exam fees other than CST (Certified Surgical Technology), which may be included as optional cost. (Estimated cost \$200)

**STUDENT TUITION RECOVERY FUND DISCLOSURES**

CCR 76215

“The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition. You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.”

“It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of non-collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.”



## ADMINISTRATION AND STAFF

<b>ANTHONY THOMAS</b>	CAMPUS DIRECTOR (Riverside)	<b>FULL-TIME</b>
<b>STEVE MIRANDA</b>	CAMPUS DIRECTOR (Huntington Park)	<b>FULL-TIME</b>
<b>LISA HOLIDAY</b>	CAMPUS DIRECTOR (Santa Ana) & DIRECTOR OF CAREER SERVICES	<b>FULL-TIME</b>
<b>CESAR MORALES</b>	DIRECTOR OF COMPLIANCE	<b>FULL-TIME</b>
<b>BAHMAN GHAFIRI</b>	ACCOUNTING MANAGER	<b>FULL-TIME</b>
<b>RHONDA WINDOM</b>	DIRECTOR OF EDUCATION	<b>FULL-TIME</b>
<b>SOUSAN BADIEI</b>	REGISTRAR	<b>FULL-TIME</b>
<b>GRACIE ANDUJAR</b>	ADMISSIONS REPRESENTATIVE	<b>FULL-TIME</b>
<b>IRIS ESPINOZA</b>	ADMINISTRATIVE ASSISTANT	<b>FULL-TIME</b>
<b>MELINDA SERBAN</b>	BURSAR	<b>FULL-TIME</b>
<b>GUADALUPE SIMS</b>	FINANCIAL AID OFFICER	<b>FULL-TIME</b>
<b>ANGELES RAMIREZ</b>	FINANCIAL AID OFFICER	<b>FULL-TIME</b>
<b>ELIZABETH LUCKETT</b>	CAREER SERVICES REPRESENTATIVE	<b>FULL-TIME</b>
<b>ELIZABETH IGLESIAS</b>	CAREER SERVICES REPRESENTATIVE	<b>FULL-TIME</b>
<b>ELYSE ADAMAITIS</b>	CAREER SERVICES REPRESENTATIVE	<b>FULL-TIME</b>
<b>MARIA CONTRERAS</b>	ADMISSIONS MANAGER	<b>FULL-TIME</b>
<b>ALEXANDRIA GOMEZ</b>	ADMINISTRATIVE ASSISTANT	<b>FULL-TIME</b>
<b>MAGDALENA MORENO</b>	REGISTRAR	<b>FULL-TIME</b>



## FACULTY

<p><b>DAVID CAMRENA, CST, AAS</b>  AAS Degree in Health Sciences by Siena Heights University, Adrian, Michigan  ST Diploma by Southland College of Medical Careers, Los Angeles, California  CST National Certification by the National Board of Surgical Technology and Surgical Assisting</p>	<p>SURGICAL TECHNOLOGY PROGRAM DIRECTOR</p>	<p><b>FULL-TIME</b> (RIV)</p>
<p><b>DUSTIN BRIGGS, CST, CSFA</b>  BS Healthcare Administration by the University of Phoenix  CST &amp; CSFA National Certification by the National Board of Surgical Technology and Surgical Assisting</p>	<p>INSTRUCTOR, SURGICAL TECHNOLOGY</p>	<p><b>FULL-TIME</b> (RIV)</p>
<p><b>KEVIN DEL TORO, CST</b>  Surgical Technology Diploma by American College of Healthcare and Technology, Riverside, CA  CST National Certification by the National Board of Surgical Technology and Surgical Assisting</p>	<p>INSTRUCTOR, SURGICAL TECHNOLOGY</p>	<p><b>FULL-TIME</b> (RIV &amp; HP)</p>
<p><b>LYNN MAISON, CMT</b>  A.A. degree in _____ by _____  <i>Massage Therapy Diploma by Central Illinois School of Massage Therapy, Peoria, IL</i>  <i>Certified Massage Therapist by the California Massage Therapy Council</i></p>	<p>LEAD INSTRUCTOR, PHYSICAL THERAPY AIDE / MASSAGE THERAPY</p>	<p><b>PART-TIME</b> (RIV)</p>
<p><b>GERARD ARVAYO, CMT</b>  Massage Therapist III Certificate by Montebello Career College  Certified Massage Therapist by the California Massage Therapy Council</p>	<p>LEAD INSTRUCTOR, PHYSICAL THERAPY AIDE / MASSAGE THERAPY</p>	<p><b>PART-TIME</b> (HP)</p>
<p><b>CATHERINE SCOTT, CPHT</b>  Certified Pharmacy Technician by the Pharmacy Technician Certification Board  Pharmacy Technician Diploma by North West College, West Covina, CA</p>	<p>LEAD INSTRUCTOR, PHARMACY TECHNOLOGY</p>	<p><b>PART-TIME</b> (RIV)</p>
<p><b>SHANRIKA WEAVER, CMA</b>  Medical Assistant Diploma by Paramount Adult Education Center, Paramount, CA</p>	<p>INSTRUCTOR, MEDICAL TERMINOLOGY, MEDICAL ASSISTANT</p>	<p><b>FULL-TIME</b> (RIV)</p>
<p><b>ROMEO SOSA, AS</b>  AS Degree in Respiratory Therapy by East Los Angeles College, Los Angeles, CA</p>	<p>PHARMACY TECHNICIAN INSTRUCTOR</p>	<p><b>PART-TIME</b> (HP)</p>
<p><b>AZUCENA SUSAN ROMAN, M.D.</b>  <i>University of Zacatecas, Mexico</i></p>	<p>INSTRUCTOR, MEDICAL ASSISTANT &amp; MEDICAL BILLING &amp; CODING</p>	<p><b>FULL-TIME</b> (HP)</p>



## FACULTY

<p><b>ALBERT ESCOBEDO, RVT, BS</b>          Bachelor of Science Degree in Veterinary Science by          Purdue University, West Lafayette, Indiana          Registered Veterinary Technician by the California          Veterinary Medical Board</p>	INSTRUCTOR, VETERINARY ASSISTANT	<b>FULL- TIME</b> (HP)
<p><b>GAMAL RAZCALLA, M.D.</b>          Bachelor of Medicine &amp; Surgery  <i>Ain Shams University, Egypt</i>  <i>Cairo University, Egypt</i></p>	INSTRUCTOR, MEDICAL ASSISTANT	<b>FULL- TIME</b> (HP)
<p><b>ELIZABETH SANCHEZ</b>          Medical Assistant Diploma by <i>Career Colleges of          America, Los Angeles, CA</i></p>	INSTRUCTOR, MEDICAL ASSISTANT LAB	<b>PART-TIME</b> (HP)
<p><b>JESSICA LOMELIN</b>          Medical Assistant/Medical Biller and Coder Diploma          by American College of Healthcare and Technology          Riverside, CA</p>	INSTRUCTOR, MEDICAL ASSISTANT MEDICAL BILLING AND CODING	<b>PART-TIME</b> (RIV)
<p><b>MELISSA MILLER, RVT</b>          Registered Veterinary Technician by the California          Veterinary Medical Board          Veterinary Technician Diploma by _____ Lake Forest,          CA</p>	INSTRUCTOR, VETERINARY ASSISTANT	<b>PART-TIME</b> (RIV)
<p><b>NASSRIN YOUSEFI, RDA</b>          Registered Dental Assistant by the Dental Board of          California          Dental Assistant Certificate by <i>Hacienda La Puente          Adult Education</i></p>	INSTRUCTOR, DENTAL ASSISTANT	<b>PART-TIME</b> (RIV)
<p><b>JONATHAN BARBA, AS</b>          Associate Degree in HVAC, EPA Universal Certificate          San Joaquin Valley College, Murrieta, CA</p>	INSTRUCTOR, HVACR TECHNICIAN	<b>FULL-TIME</b> (RIV)





MAIN CAMPUS  
 11801 Pierce St, #100  
 Riverside, CA 92505  
 (951) 729-5320 Tel  
 (951) 729-5362 Fax

NON-MAIN CAMPUS  
 6330 Pacific Blvd, #201  
 Huntington Park, CA 90255  
 (323) 585-9000 Tel  
 (323) 585-9009 Fax

NON-MAIN Campus  
 1840 East 17<sup>th</sup> Street  
 Santa Ana, CA 92705  
 (949) 429-0181 Tel

### 2021 PROGRAM START & END DATES

<b>970 HOURS</b>	<b>PROGRAM</b>	<b>START DATE</b>	<b>MID-POINT</b>	<b>EST. END DATE</b>
	<b>Medical Billing &amp; Coding Medial Assistant Pharmacy Technician PTA/MT Veterinary Assistant</b>	01/19/2021	05/25/2021	10/04/2021
		02/17/2021	06/24/2021	11/02/2021
		03/17/2021	07/26/2021	11/30/2021
		04/14/2021	08/23/2021	12/28/2021
		05/12/2021	09/21/2021	01/27/2022
		06/14/2021	10/19/2021	03/03/2022
		07/13/2021	11/17/2021	04/04/2022
		08/10/2021	12/16/2021	05/03/2022
		09/08/2021	01/24/2022	05/31/2022
		10/06/2021	02/22/2022	06/28/2022
		11/03/2021	03/22/2022	07/27/2022
12/06/2021		04/19/2022	08/25/2022	

<b>980 HOURS</b>	<b>PROGRAM</b>	<b>START DATE</b>	<b>MID-POINT</b>	<b>EST. END DATE</b>
	<b>DENTAL ASSISTANT</b>	01/19/2021	05/25/2021	09/20/2021
		02/17/2021	06/24/2021	10/18/2021
		03/17/2021	07/26/2021	11/16/2021
		04/14/2021	08/23/2021	12/14/2021
		05/12/2021	09/21/2021	01/11/2022
		06/14/2021	10/19/2021	02/10/2022
		07/13/2021	11/17/2021	03/17/2022
		08/10/2021	12/16/2021	04/18/2022
		09/08/2021	01/24/2022	05/17/2022
		10/06/2021	02/22/2022	06/14/2022
		11/03/2021	03/22/2022	07/12/2022
12/06/2021		04/19/2022	08/10/2022	

## 2021 PROGRAM START & END DATES

### Continued

2040 HOURS	PROGRAM	START DATE	MID-POINT	EST. END DATE
	<b>SURGICAL TECHNOLOGY</b>	01/19/2021	09/07/2021	06/30/2022
		02/17/2021	10/05/2021	08/01/2022
		03/17/2021	11/02/2021	08/29/2022
		04/14/2021	12/02/2021	09/27/2022
		05/12/2021	01/06/2022	10/25/2022
		06/14/2021	02/07/2022	11/22/2022
		07/13/2021	03/08/2022	12/22/2022
		08/10/2021	04/05/2022	01/24/2023
		09/08/2021	05/03/2022	02/16/2023
		10/06/2021	06/01/2022	03/21/2023
		11/03/2021	06/30/2022	04/13/2023
12/06/2021		08/01/2022	05/11/2023	

990 HOURS	PROGRAM	START DATE	MID-POINT	EST. END DATE
	<b>HVAC-R</b>	01/19/2021	05/25/2021	10/05/2021
		02/17/2021	06/24/2021	11/02/2021
		03/17/2021	07/26/2021	12/02/2021
		04/14/2021	08/23/2021	01/06/2022
		05/12/2021	09/21/2021	02/07/2022
		06/14/2021	10/19/2021	03/08/2022
		07/13/2021	11/17/2021	04/05/2022
		08/10/2021	12/16/2021	05/03/2022
		09/08/2021	01/24/2022	06/01/2022
		10/06/2021	02/22/2022	06/30/2022
		11/03/2021	03/22/2022	08/01/2022
12/06/2021		04/19/2022	08/29/2022	

**NOTE:**

**Non-Scheduled School Days/Faculty In-Service:** 01/14/2021 & 06/10/2021

**Student Holidays:** 01/01/21, 01/18/2021, 02/15/2021, 05/31/2021, 07/05/2021, 09/06/2021, 11/11/2021, 11/25/2021, 11/26/2021, 12/24/2021, 12/25/2021

**Winter break:** 12/24/2021 – 01/02/2022 (Last day of school 12/23/2021 - Return on 01/03/2022)