

School Catalogue

2024-2025



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Cerritos CA 90703

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www.alliedhealthcarecollege.edu



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ABOUT THE COLLEGE

MISSION STATEMENT

Allied Healthcare College offers lifelong learning opportunities that empowers students to achieve their career goals and have better lives while contributing positively to the organizations they work for and the communities that they live in. We are committed to excellence that reinforces academic success, hands-on skills, and professional behaviors required to prepare students to enter and remain competitive in the current job market. Allied Healthcare College aims to produce competent, dedicated, and compassionate healthcare professionals through student centered learning, and career-focused and up-to-date teaching methods and equipment.

CORE VALUES

A – Accountability, Work Ethic, Ambition

H – Harmonious, Happy

C – Competitive, Career-Focused, Community Service Oriented, Communication, Compassionate, Caring

OBJECTIVES

- To prepare the students in their chosen careers and successfully apply their knowledge and skills to serve the community.
- To provide accessible and affordable education that transforms students' lives.
- To become a competent member of the healthcare industry.
- To enhance students' motivation and excitement for learning.
- To promote proper work ethics and habits.
- To develop career confidence and leadership.
- To improve students' interpersonal and communication skills.
- To encourage familiarity with technology use.
- To provides learning experiences that involves inquiry, curiosity and exploration.
- To cultivate students' belongingness, volunteerism, and teamwork.

Any question or issue a student may have regarding this school and has not been satisfactorily answered, may be directed to:

Bureau for Private Postsecondary Education

Mailing Address: P.O. Box 980818 West Sacramento, CA 95798-0818

Physical Address: 1747 North Market, Suite 225 Sacramento, CA 95834

Tel: 916.574.8900 Fax: 916.263.1897

Website: bppe.ca.gov

Email: bppe@dca.ca.gov



History of Allied Healthcare College

Allied Healthcare College was initially envisioned by Mr. Ernest Christopher Sari and Dr. Ramon Geluz.

Mr. Ernest Christopher Sari is the Chief Executive Officer of ACEF Enterprises, a medical billing and revenue cycle management company with expertise in facility and professional billing located in Cerritos, CA. Amidst the Covid-19 pandemic, he observed drastic changes in health care delivery which includes the development of new diagnostic and therapeutic procedures for COVID-19 patients, development of telehealth and telemedicine, new pathology and laboratory procedures, as well new billing and coding policies of the different government and private insurance companies.

Dr. Ramon Geluz, an expert in the area of education and having been a Dean of Education, Instructor and Advisor to both Faculty and Students for several years, observed the shift from on-ground learning to blended learning and the need for the development of new educational programs and curriculum to meet the demands of online learning to provide safety for students while maintaining their high quality of education during the pandemic.

Dr. Geluz and Mr. Sari believed that a corporation supported by great individuals with expertise and a number of specializations will benefit the students in blended learning while keeping their fingers on the pulse of the classroom.

On September 21, 2020, Ernest and his wife, Grace, met with Dr. Ramon and his wife, Lani to form the Allied Healthcare College Corporation. A month later, they were joined by professionals Dr. Bing Chavez, a dentist, Evangeline Enriquez, a Dental Assisting instructor, Cindy Castro, a Curriculum Developer and Physical Therapy Instructor, and Elenita Sebastian, a Compliance Specialist and Vocational Nursing, Nurse Assistant & Phlebotomy Technician Programs Coordinator.

On October 13, the Officers and Board members of AHC were formalized and the Mission Statement and Core Values of AHC College were established. At this time the BPPE application for approval to operate was started.



SCHOOL INFORMATION

EDUCATIONAL PROGRAMS

PROGRAM NAME	CIP Code	Hours/course Lect/Lab	Method of Instruction	Credential Awarded
Medical Office Administration	51.0705	80	Distance Learning	Associate
Medical Billing	51.0714	48/32	Blended Learning	Certificate
Medical Coding	51.0713	48/32	Blended Learning	Certificate
Dental Assisting	51.0601	70/30	Blended Learning	Certificate
Nursing Assistant	51.0806	160	Blended Learning	Certificate
Physical Therapy Technician	51.2605	48/32	Blended Learning	Certificate
Phlebotomy Technician	51.1009	36/12	Blended Learning	Certificate

Goals for ACCREDITATION AND APPROVALS

As of to date, AHC is not yet approved but is gearing towards accreditation with the following agencies in the future:

1. **Council on Occupational Education (COE) Accreditation:** The Commission of the Council on Occupational Education (COE) is an accrediting agency recognized by the U.S. Department of Education. The COE's accreditation means that the institution and its operation have been found to meet or exceed stated criteria of educational quality and student outcomes.
<https://www.council.org>
2. **Workforce Investment Act (WIA):** The ETPL (Eligible Training Provider List) was established in compliance with the Workforce Investment Act (WIA) of 1998. The purpose of ETPL is to provide customer- focused employment training for adults and dislocated workers. <https://www.i-train.org>
3. **California Department of Public Health (CDPH):** Allied Healthcare College will be requesting approval from the State of California Department of Public Health (CDPH) to provide training for Nurse Assistant. <https://www.cdph.ca.gov>
4. **Bureau for Private Postsecondary Education (BPPE):** The Bureau for Private Postsecondary Education (BPPE) was created to oversee private, postsecondary institutions. An Approval for an Institution to operate means compliance with State standards as set forth by the California Private Postsecondary Education Act of 2009.

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 with toll-free telephone number (888) 370-7589 and fax (916) 263-1897.

Any current or prospective student who wishes to obtain or review documents describing accreditation, approval or licensing may contact the front Compliance Manager for information.

FEDERAL DISCLOSURE INFORMATION

Graduation rates, median debt of graduates completing programs, and other important information, shall be published when they become available in the Catalog Addendum or visit <http://www.alliedhealthcare.edu/programs/required-federal-disclosures>

FACILITIES AND EQUIPMENT

Allied Healthcare College is equipped with the following facilities and equipment in the corresponding main office and satellite locations.

MEDICAL BILLING AND CODING

Equipment		Satellite Facilities
Desk	Computer	ACEF Enterprises 18331 Gridley Road, Suite E Cerritos, CA 90703
Chairs	Code books	
Printer		
Telephone		ERS Medical Billing 18331 Gridley Road, Suite G Cerritos, CA 90703
		EyeMD Billing Group 18331 Gridley Road, Suite F Cerritos, CA 90703
		Northeast Billing Group 401 N Brookhurst St, Suite 218 Anaheim, CA

PHYSICAL THERAPY TECHNICIAN

Equipment		Satellite Facilities
Ultrasound and gel		Stacy Medical Center, Inc 4580 Pacific Blvd., Vernon CA 90058
Transcutaneous Electrical Nerve Stimulation		
Electrical Muscle Stimulator (EMS) unit		Alameda Industrial Medical Group 1907 E Washington Blvd, Los Angeles, CA 90021
Electrode pads		
Hydrocollator tank		



Heating pads/Cold Packs	Lakewood Regional Medical Center 3700 E South St, Lakewood, CA 90712
Therapeutic exercises equipment	
Theraband, Theraputty	
Stationary bike	
Upper extremity ergometer	
Gait belt	
Walkers, crutches, canes	
Whirpool	
Parallel bars	
Pulleys	
Weights	
Swiss ball	
Wheelchair	
Goniometer	
Computer and Software (Documentation)	

DENTAL ASSISTING

Equipment		Satellite Facilities
Vacuum Former	X-ray machine	Dental Spa of Dr. Bing Denolo-Chavez 10249 Artesia Blvd, Bellflower, CA 90706
Blood Pressure	Dental Chairs	
Vibrator	Polishing lathe	Nelly A Parayno, DMD General Dentistry 1433 W Merced Avenue, Suite 206 West Covina, CA
Ultrasonic Machine	Lab Motor handpiece	
Sterilizer Machine	Drufomat scan	
High Speed Handpiece	Guttacore	
Model Trimer	Torque control motor	
Slow-speed Handpiece	Morita RCT machine	
Cavitron	Extraoral Suction	
Curing Light	X-ray Lead Apron	
Amalgamator	Digital Sensor	
Electric Lab Handpiece	CBCT Machine	

NURSING ASSISTANT

Equipment	Satellite Facilities
Gait Belt	Generations of Anaheim 1941 E Center St. Anaheim, CA 92804
Emesis Basin	
Basin	
Graduated Cylinder	
Wheel Chair	
Shower Chair	
Bed pan	



PHLEBOTOMY

Equipment	Satellite Facilities
Safety needles, 22g or less	Beyond Elite Management 2050 W Chapman, Suite 217 Orange, CA 92868
Butterfly needles, 21 or less	
Syringes	
Vacutainer tube holder	
Transfer device	
Blood collection tubes	
Tourniquet	
Alcohol swabs	
Band-Aid/wrap	
Sharps container	

SCHOOL FACULTY CREDENTIALS

The following are our Allied Healthcare College Faculty for the following programs and their credentials.

MEDICAL BILLING AND CODING

Ramon Sison Geluz, MD

Bachelor of Science in Biology Pre-Med, University of the Philippines College of Arts and Sciences
 Doctor of Medicine, University of the Philippines College of Medicine; De La Salle University College of Medicine
 Medical Billing and Coding, Cerritos College
 ICD-10 -CM Coding, CPT Coding Certificate, American Academy of Professional Coders

Ernest Christopher Sari, Vice-President and Faculty

BA Healthcare Administration, Alameda University
 Certified Professional Biller, AAPC
 Medical Claims Service, Diploma, Complete Claims Service Training Schools

Emma Grace Sari

Bachelor of Science Foreign Service, Lyceum of the Philippines
 Certified Professional Biller, AAPC

DENTAL ASSISTING

Maria Lovell Denolo-Chavez, DMD

Dentistry (DMD), UE College of Dentistry
 Post Grad Orthodontics



Mid-America Orthodontics
Public Leadership, Harvard Kennedy School

Evangeline Enriquez, Faculty

Certified Dental Assistant
Registered Dental Assistant
Orthodontic Assistant
Career and Technical Education Credentialed - UCLA Extension
Health Science and Medical Technology Sector
AA - Liberal Arts and Science, Cerritos College

PHYSICAL THERAPY TECHNICIAN

Cindy Castro, Faculty

Bachelor of Science, Business Management, Pepperdine University
Associate in Applied Science, Physical Therapy, California State University, Long Beach/Cerritos College,
CA License – Retired
Reiki Master Teacher, Cerritos College
Doctor of Metaphysics (Msc.D)
Reflexology, Cerritos College
CPR Certified

Steven Castro, Faculty (Contract)

Bachelor of Science in Physical Therapy, Loma Linda University
CA License
Manual Orthopedic Physical Therapy, Ola Grimsby Institute

NURSING ASSISTANT

Jaclyn Neri, RN (Contract)

Associate Degree Nursing Program, Cerritos College
CA License RN

Jennifer Jalandoni (Contract)

Bachelor of Science, Nursing, Western Governor's University
CA License RN

Ruth Catigan

Vocational Nursing Program, Healthcare Career College

PHLEBOTOMY TECHNICIAN

Christine Castidad, CPT I (Contract)

Phlebotomy, Healthcare Career College
Bachelor of Science, Nursing, Perpetual Help College of Manila



FACULTY CURRULUM DEVELOPMENT

Cindy Castro, Faculty

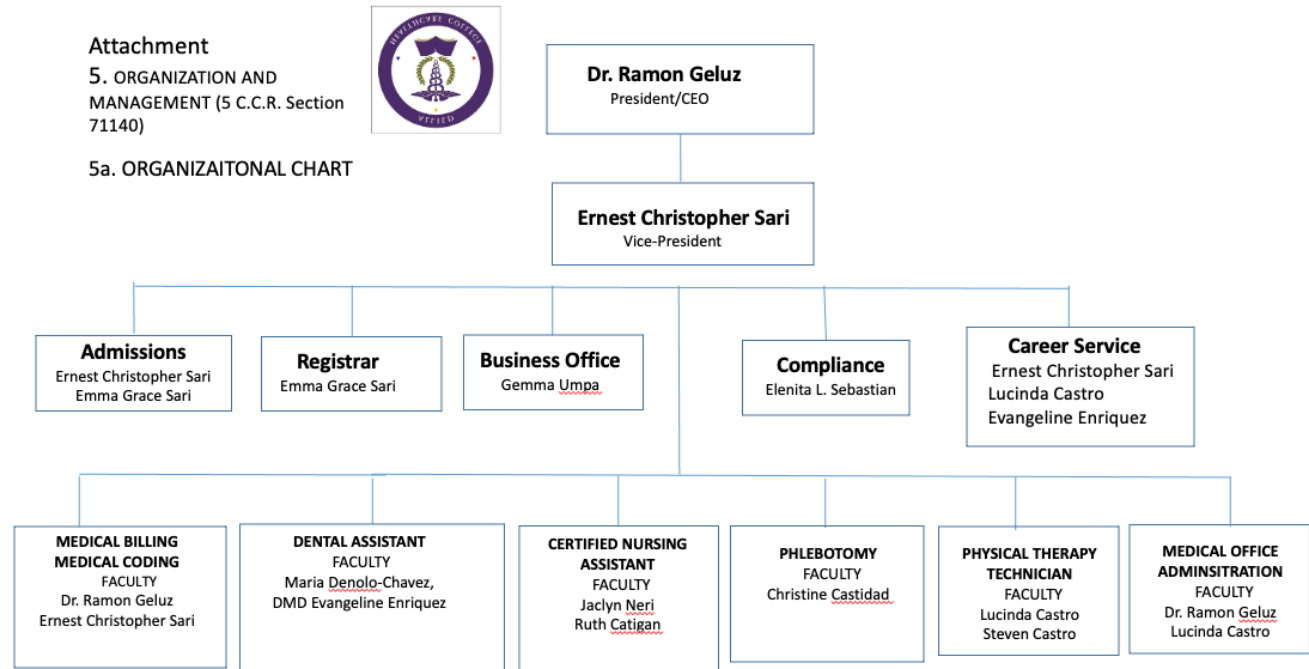
Bachelor of Science, Business Management, Pepperdine University
Associate in Applied Science, Physical Therapy, California State University, Long Beach/Cerritos College,
CA License – Retired
Reiki Master Teacher, Cerritos College
Doctor of Metaphysics (Msc.D)
Reflexology, Cerritos College
CPR Certified

Evangeline Enriquez, Faculty

Certified Dental Assistant
Registered Dental Assistant
Orthodontic Assistant
Career and Technical Education Credentialed - UCLA Extension
Health Science and Medical Technology Sector
AA - Liberal Arts and Science, Cerritos College



ORGANIZATIONAL CHART



MANAGEMENT CREDENTIALS

Ramon Sison Geluz, MD

Bachelor of Science in Biology Pre-Med, University of the Philippines College of Arts and Sciences
Doctor of Medicine, University of the Philippines College of Medicine; De La Salle University College of Medicine
Medical Billing and Coding, Cerritos College
ICD-10 -CM Coding, CPT Coding Certificate, American Academy of Professional Coders

Ernest Christopher Sari, Vice-President and Faculty

BA Healthcare Administration, Almeda University
Certified Professional Biller, AAPC
Medical Claims Service, Diploma, Complete Claims Service Training Schools

Maria Lovell Denolo-Chavez, DMD

Dentistry (DMD), UE College of Dentistry
Post Grad Orthodontics
Mid-America Orthodontics
Public Leadership, Harvard Kennedy School

Emma Grace Sari



Bachelor of Science Foreign Service, Lyceum of the Philippines
Certified Professional Biller, AAPC

Lani Del Rosario Geluz

Bachelors OF Science in Industrial Management Engineering
California State University Long Beach

Cindy Castro, Faculty

Bachelor of Science, Business Management, Pepperdine University
Associate in Applied Science, Physical Therapy, California State University, Long
Beach/Cerritos College,
CA License – Retired
Reiki Master Teacher, Cerritos College
Doctor of Metaphysics (Msc.D)
Reflexology, Cerritos College

Evangeline Enriquez, Faculty

Certified Dental Assistant
Registered Dental Assistant
Orthodontic Assistant
Career and Technical Education Credentialed - UCLA Extension
Health Science and Medical Technology Sector
AA - Liberal Arts and Science, Cerritos College

Elenita L. Sebastian, Compliance Manager

Bachelor of Science in Industrial & Management Engineering
Adamson University, Philippines
Administrative Medical Assistant Billing and Coding
Michigan University, USA

School Hours of Operation: Monday to Friday: 8:00am – 5:00pm

Evening and weekend appointments are available upon
request.

School Holidays

New Year's Day
Martin Luther King, Jr. Day
Washington's Birthday/Presidents Day
Good Friday
Memorial Day
Independence Day
Labor Day
Veterans Day
Thanksgiving
Christmas Day



ADMISSION REQUIREMENTS AND POLICIES

GENERAL ADMISSION REQUIREMENTS

1. Applicant must be 18 years of age at the time of clinical or externship.
2. Applicant must present High School diploma or its equivalent, except for Nurse Assistant Programs. Applicants for Nurse Assistant Program do not require High School diploma.

The following are considered acceptable forms of proof of completion of high school diploma:

- a. High School Diploma with graduation date
- b. High School Transcript with graduation date
- c. GED or HiSET
- d. Foreign transcript evaluated to be equivalent to US high school
- e. Academic transcript of successful completion of at least 60 semester or 72 quarter credit hours acceptable for full credit towards a bachelor's degree at any institution; or
- f. Successful completion of Associate Degree program
- g. High School or College used for proof of equivalency must be state-approved or accredited.

All non-English transcripts must be translated into English.

To provide even higher education and better career opportunities in the local communities it serves, Allied Healthcare College has established the Alternative Healthcare Career Pathways Program (AHCPP) for applicants who do not have high school diploma.

Allied Healthcare College provides AHCPP for students enrolled in all programs except for the Associate Degree in Medical Office Administration.

As part of this program, AHC shall enroll students in the Five Keys HiSet Program school closest to their residence or an alternative high school program of their choice. All HiSet students must provide proof of their enrollment and report their progress to the Dean of Education. Students must successfully obtain their high school diploma before being cleared for externship and graduate from the program.

3. A HiSet Student applicant must demonstrate ability to successfully complete a HiSet program by passing an Ability to Benefit (ATB) test with a minimum score of 200 in Verbal and 210 in Quantitative measures.
4. Applicant must pass the Entrance Examination provided by the School, which is the Wonderlic Scholastic Level Exam. Passing Score is 15.



5. Applicant must complete and submit an Allied Healthcare application form.
6. Applicant must pass the Interview given by the Admissions Officer and/or Dean of Education.
7. Applicant must attend the Orientation held on the first day of class. Admissions Orientation Procedures shall include, among others, the following:
 - a. Student must have a working laptop or computer where Zoom application can be installed.
 - b. Student must register and be knowledgeable of the Learning Management System
 - c. Student shall be made aware that the school will be utilizing the Blended Learning system which consists both synchronous and asynchronous online learning technologies.
 - d. Student shall observe School Covid Protocols for Safety at the Administrative Office (Cerritos) and in Laboratory and Clinical Satellite Sites.
8. Student should pass the following:
 - a. On- Line Learning Preparedness Assessment Test (OLPAT)
 - b. Blended Learning Preparedness Assessment Test (BLPAT)
 - c. Covid Protocol Assessment Test (CPAT)

ENROLLMENT PROCEDURES

All applicants to Allied Healthcare College shall follow the procedures, to wit:

1. Tour of the College via Zoom.
2. Submit an application electronically.
3. AHC presents thorough presentation of the programs which the applicants are interested in.
4. AHC presents the information on tuition fees and answers questions raised by the applicants.
5. AHC presents the Performance Fact Sheets (this may not be available on the first year of operation).
6. Applicants are given the School Admission Test and is interviewed by the Dean of Education and/or the Program Director. Practice examinations are available from the Admissions Office, when requested.
7. If the applicant passes both the test and interview and decides to enroll, the Business Office Manager presents the fees that need to be paid upon enrollment and the course of the program. This also includes the Registration fee specified in the table (Tuition and Fees). If applicants fail the test and interview, applicant is directly notified via phone and email.



Eligible Career Pathways Program (High School Diploma) - HiSET

The Eligible Career Pathways Program is for students who do not have a high school diploma or equivalent. As part of this program, students shall enroll in a HiSET preparation program offered by the school. Students must maintain satisfactory progress in the HiSET program. Students who are not maintaining Satisfactory progress in the program will be placed on Warning or Probation status. Students who do not meet standards of Probation status will be terminated from their program. Students who choose to enroll at an alternative high school program instead of the HiSET program offered by the school must present proof of enrollment as well as clearance from the Dean of Education. Students must successfully obtain their high school diploma before being cleared for externship and graduating from the program.

Felony/Misdemeanor Conviction Policy

Prospective students who have a felony or misdemeanor conviction on their record should be aware that they may not meet applicable licensure or certification requirements and may not be able to secure employment in the field. Certain misdemeanor convictions may prevent a student from successfully completing the desired program due to inability to place such students on externship or clinical sites. Health care providers are entrusted with the health, safety, and welfare of patients, have access to controlled substances and confidential information, and operate in settings that require the exercise of good judgment and ethical behavior. Thus an assessment of a student or applicant's suitability to function in such a setting is imperative to promote the highest level of integrity in health care services. If, upon evaluation of a student's record, it is determined that the applicant is not suitable, Allied Healthcare College reserves the right to deny admission.

Criteria for Admission

The final determination on applicant is based on entrance test results, prior education, motivation, work-experience, placement potential and general aptitude for the chosen program. Each applicant is assessed individually. AHC will not deny admission on the basis of age, race, creed, color, sex or national origin.

Reasonable Accommodation Policy

Allied Healthcare College reaffirms its policy of equal opportunity regardless of race, color, creed, religion, national origin, sex, sexual orientation, age, marital status, or disability, including intellectual disabilities. If possible, reasonable accommodation will be made for those with conditions or disabilities that might affect their learning. Prospective students should discuss their individual situation with the Admissions Representative at the time of enrollment to determine whether reasonable accommodations should be made.



Student Academic Integrity Policy

Allied Healthcare College expects students to maintain high ethical standards suitable for their chosen profession, as well as the highest standards of academic honesty. Students have the responsibility to each other to make known the existence of academic dishonesty to their course instructor, and then, if necessary, the Dean of Education.

Academic dishonesty includes, but is not necessarily limited to, the following:

1. Cheating — Giving or receiving assistance unauthorized by the Instructor in homework or examination. Using or attempting to use any unauthorized materials in an examination.
2. Plagiarism — Representing the ideas or language of others as one's own.
3. Falsification — Falsifying or inventing any information, data, or citation.
4. Multiple Submission — Submitting substantial portions of homework, classwork, or papers more than once for credit without the prior authorization and approval of the Instructor.
5. Complicity — Facilitating any of the above actions or performing work that another student then presents as his or her assignments.
6. Interference — Interfering with the ability of another student to perform his or her assignments.

Students who are found to violate academic integrity policy will be referred to the Dean for disciplinary action, up to and including termination.

Transfer of Credit Policy

Students who plan to credit for previous postsecondary education will be tested, interviewed by the Dean of Education to determine the level to which they can join a class. The student must provide an official transcript of records from the originating accredited institution within the first thirty (30) days from the start of the program. Final determination will be at the sole discretion of the school and no appeals will be entertained.

Students granted credit would have their tuition fees reduced determined by the College. For students currently enrolled and are changing programs, students will be evaluated based on their grades and length of programs will be adjusted and appropriate tuition fees will be applied.

Credit for Previous Training at Other Institution(s)

If the student wishes to be considered for transfer credit, student must submit request for credit evaluation in writing to the Dean of Education at the time of enrollment. The



Dean of Education will evaluate previous education and training that may be applicable to an educational program offered at Allied Healthcare College. Students applying for advanced standing must submit official transcripts to the college for review prior to beginning their training. 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 (ED) where courses and credit values are comparable to those offered at Allied Healthcare College and a grade of C or 70 percent or better was attained.

Any coursework to be considered for credit in any program must have been completed within the previous five years. Students may be required to demonstrate competency, either through theory or practical exams, in requested transfer training courses. Transfer credits are not used in determining grade point averages (GPAs). Recognition of credits earned at another postsecondary institution is limited to no more than 49 percent of the total hours required for completion of a designated program. This translates to the following for each educational program offered at Allied Healthcare College.

Credit for Prior Experiential Learning

Allied Healthcare College does not award credit for prior experiential learning.

Transfer between Programs within Allied Healthcare College

The Dean of Education will evaluate previous courses undertaken at Allied Healthcare College and will give credit for only those courses that are comparable to those in the new program. Student may be required to take a written and/or skills exam to be considered for transfer.

Add/Change Period

Beginning with the first day of each class start, there is an add/change period during which students are allowed to enter into a program with the condition of scheduling makeup hours. The last day of the Add/Change is the 3rd scheduled class day of the program start date. Students will not be allowed to enter into a program after the add/change period.

Notice Concerning Transferability of Credits and Credentials Earned at Allied Healthcare College

Programs at Allied Healthcare College are primarily designed to prepare students for careers. The transferability of credits you earn at the college (AHC) is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree, diploma, or certificate 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, degree, diploma, or certificate that you earn at this institution are 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 plan to transfer after attending AHC to determine if your credits, degree, diploma or certificate will transferrable.

English Language Proficiency Requirement

Instruction for all programs at Allied Healthcare College occurs in English only. Recruitment leading to enrollment is conducted in English only. All students are expected to have good understanding of the English language, and demonstrate proficiency in speaking, reading, and writing in English.



STUDENT INFORMATION

Professional Conduct of Student

Allied Healthcare College expects students to conduct themselves in a socially acceptable manner at all times. Students indulging in the following types of misconduct are subject to immediate dismissal from the premises and/or termination from the program:

1. Any type of dishonesty, including cheating, plagiarism, knowingly furnishing false information to institution, forgery, alteration or use of institution identification documents with the intent to defraud.
2. Intentional disruption or obstruction of teaching, administration, disciplinary proceedings, public meetings and programs, or other school activities.
3. Physical or verbal abuse of any person on school premises or at school-sponsored or supervised functions.
4. Intimidation or threats made to another student or staff member
5. Theft of school property or damage to school premises or to the property of a member of the school community on the school premises.
6. Failure to comply with directions of school officials acting in the performance of their duties.
7. The use, possession, or distribution of alcoholic beverages, controlled substances, firearms, weapons, explosives and/or dangerous chemicals on school premises.
8. Any violation of Federal, State or local law on school premises or at school sponsored functions.

Computer Use, File Sharing and Copyright Infringement Policy

Campus computers are for academically-related work only. Unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may be subject to civil and criminal liabilities. Disciplinary action will be taken against students who engage in illegal downloading or unauthorized distribution of copyrighted materials using the school's information technology system.

Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. Penalties for copyright infringement include civil and criminal penalties. In



general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For “willful” infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the website of the U.S. Copyright Office at (www.copyright.gov).

Family Educational Rights & Privacy Act of 1974 (FERPA) and Confidentiality of Student Records

All student records are kept on file. Files are confidential and are made available for approved purposes only. In accordance with the Family Educational Rights & Privacy Act of 1974, school will not release educational records to unauthorized persons without prior written consent from a student, a parent or a legal guardian. School will keep student records for five years from student graduation date. A student has the right to review his or her education records, to request amendment of records, to consent to disclosures of personally identifiable information and to file complaints with the Department of Education. A student who wishes to review or request amendment of education records should contact the Student Services/Registrar. The law basically says that no one outside the institution shall have access to students’ education records nor will the institution disclose any information from those records without the written consent of students. There are exceptions, of course, so that certain personnel within the institution may see the records, including persons in an emergency to protect the health or safety of students or other persons.

The following directory information may be released by telephone: a) student’s dates of attendance; b) date of graduation and degree or certificate earned. Other kinds of directory information, such as a student’s address, telephone listing, program of study, awards received, and the most recent previous education agency or previous institution attended, will be released only in response to a written request. The school reserves the right to refuse the above information if the reason for the request is not considered to be a sufficient need to know. Information regarding the student’s record: grades, courses, GPA, social security number and other personal information will not be released without the student’s written consent. However, the Act states that each student has the right to inform the School that any or all of the information is not to be released. No information will be released without the written consent of the student. This status is binding until such time that Allied Healthcare College is notified in writing by the student to permit release of “directory information”. The public posting of grades either by the student’s name, institutional student identification number, or security number without the student’s written permission is a violation of FERPA.



Student Record Retention Policy

Allied Healthcare College maintains permanent records of students' degree or certificate granted, date on which the degree or certificate was granted, courses and units on which the certificate or degree was based, and the grades earned by the student in each of those courses. AHC maintains all other academic and financial aid student records for five years. A student has the right to review his or her education records, to request amendment of records, to consent to disclosures of personally identifiable information and to file complaints with the Department of Education. A student who wishes to review or request amendment of education records should contact the Registrar.

Student Grievance Policy

Allied Healthcare College, in pursuit of its policy of openness, accountability, and responsiveness to students, has established a grievance policy. The Registrar shall maintain a file on each grievance reported including ensuring that the proper procedure is followed. The outcome shall be filed in the complaint log with a resolution to the complaint.

If a student has a grievance, a written complaint must be submitted to Allied Healthcare College either on the institution's petition form or in letter format. The written grievance must clearly state the student's name, the nature of the complaint, the name(s) of all parties directly involved in the complaint, and any appropriate documentary evidence.

Steps towards resolution

Based upon the information presented in the grievance, steps toward resolution shall begin with informal discussions headed by the Dean of Education. Resolution shall be attempted first at the level of the complaint (instructor, student, staff member and student). If a satisfactory solution cannot be reached within a reasonable period, the grievance shall be scheduled for presentation to the Student Grievance Committee for hearing and appropriate action. Informal discussion between persons directly involved in a grievance is essential in the early stages of dispute and reconciliation and mutual resolution shall be encouraged at all stages of the procedure.

Procedures for Official Hearings

If informal recourse fails to resolve the grievance within a reasonable time after filing, the Dean of Education will schedule a Student Grievance committee meeting. The voting members of this committee shall be comprised of the Dean and two School Officials.

A copy of the grievance shall be given in writing to the person(s) against whom the complaint is brought. The Committee shall review and consider documentary records,



which relate to the case, including the grievance and its supporting documentation and any documentary evidence or statement by the person(s) against whom the complaint was filed. Committee members shall arrive at a judgment in consultation among themselves. A majority vote of such qualified members may make recommendation, as appropriate or disciplinary actions or for changes in policy to the appropriate administrative officials.

Recourse after hearing

If students have exhausted these procedures and the problems have not been resolved, they have the right to contact the Bureau for Private Postsecondary Education for the State of California (BPPE). In approaching BPPE with a grievance, students are encouraged to take the following steps:

1. Contact BPPE by mail. Complaints received by phone must be accompanied by a written follow-up letter.
2. Include the following required information in the letter of complaint:
 - a. The nature of the problem.
 - b. The approximate date(s) that the problem(s) occurred,
 - c. The name(s) of the individual(s) involved in the problem(s) (within the college or other students who were involved),
 - d. Copies of important information regarding the problem(s) (facts, not rumors, lead to solutions),
 - e. Evidence demonstrating that the institution's complaint procedure was followed prior to contacting BPPE. The complaint must be signed by the complainant.
3. Send the complaint to:
Bureau for Private Postsecondary Education
2535 Capitol Oaks Drive, Suite 400
Sacramento, CA 95833
Telephone: 916-431-6959, Fax: 916-263-1897
Website: www.bppe.ca.gov

or

Allied Healthcare College maintains a Complaint Log documenting name of complainant, date of complaint, date of resolution, and staff member responsible for resolving the issue.

FINANCIAL INFORMATION



PROGRAM TUITION AND FEES

PROGRAM NAME	Application Fee (Non-Refundable)	Estimate Cost of Books & Supplies ¹	Estimated Tuition Fees	Estimated Total Cost of the Program ²
Medical Office Administration	\$25	\$500.00	\$12,000.00	\$12,525.00
Medical Billing	\$25	\$500.00	\$3,000.00	\$3,525.00
Medical Coding	\$25	\$500.00	\$3,000.00	\$3,525.00
Dental Assisting	\$25	\$500.00	\$3,000.00	\$3,525.00
Nursing Assistant	\$25	\$300.00	\$3,000.00	\$3,325.00
Physical Therapy Technician	\$25	\$300.00	\$3,000.00	\$3,325.00
Phlebotomy Technician	\$25	\$270.00	\$1,200.00 (48 hours) \$1,900.00 (40 hours Externship)	\$3,395.00

¹ Books and Supplies are obtained through AHC and are included as part of the books and supplies fee. Books and supplies are ordered at the time that student pays registration fee, and students will be notified of estimated delivery date. Students do not purchase books and supplies required for the program on their own.

² Includes Tuition Fees, Books and Supplies and the \$25 non-refundable application fee. This does not include transportation costs to and from externship or clinical sites.

Tuition Payment

Payment may be made with cash, check, credit card, or money order payable to Allied Healthcare College. Tuition payments should be made either in person or through a phone call using credit card at the Business Office during regular office hours. Checks and money orders are mailed prior to the due date, addressed to Allied Healthcare College. Checks that are returned for non-sufficient funds will be assessed a \$25 processing fee. If tuition payments by check are returned more than once for non-sufficient funds during the term of the enrollment agreement, all future payments must be paid in cash or by money order. Diploma/Certificate and Transcripts will be withheld by Allied Healthcare College until all payments are made in full.

Past Due Account

Students who fail to make prompt payments, issue personal checks which are returned by banks, or fail to make a good-faith effort to keep their account current and in good-standing, may be subject to late fees and college disciplinary action. Students who have been dismissed for non-payment of tuition will not be re-admitted until all delinquent



tuition payments have been paid in full. Students have to be cleared by Accounting prior to completing the program before graduation,

STUDENT FUNDING SOURCES

Allied Healthcare College will be offering many options for students to aid their education through the following:

WIA/ TRA /TAA/ I-TRAIN/ Vocational Rehabilitation

Prospective students interested in applying for one of the above funding sources should speak with the Admissions Department. Besides cash, credit cards and private loans, Allied Healthcare will be working to be an approved vendor with the above funding agencies. Distribution of funds is subject to availability.

ACCOUNTING POLICIES AND PROCEDURES

The Business Office provides the students the breakdown of the cost of the program and schedule of payment, whether in cash or installment or payment arrangement. The student signs an Enrollment Agreement that she is obliged to pay the total cost of the program, which includes the registration fee, books and supplies (if applicable) following the schedule provided by AHC Business Office.

If a student fails to pay the amount on the scheduled date, the student will be not be allowed to continue the program until a full payment is received or makes a payment arrangement acceptable to AHC.

CANCELLATION, WITHDRAWAL/DISMISSAL/DROP and REFUND POLICIES

Student's Right to Cancel

Student has the right to cancel the enrollment agreement and obtain a refund of tuition charges paid through attendance at the class first session, or the seventh day after enrollment, whichever is later. College charges the student the non-refundable registration fee.

If tuition and fees are collected in advance of the start date of a program and the College cancels the class, the institution refunds 100% of the tuition and fees collected. Any applicable refunds are generally made immediately but no later than 45 days after the program start date. Cancellation shall occur when a student gives a written notice of cancellation by mail, hand delivered or emailed.



Cancellation of enrollment should be done at the latest on the first day of class or seven (7) days after the enrollment through a written notice addressed/emailed to Allied Healthcare College and through a phone call to the Admissions Office. The school will refund the money paid, not including the registration fee (as stipulated in the tuition fees' table in the school catalogue).

Student Withdrawal

The student is withdrawn from the program if any of the following reasons has been determined:

1. Student provides both written or email Notice of Cancellation to the school and phone call to the Registrar.
2. Student incurs ten (10) consecutive days of absences without prior notice or call. The cost of charges to the student is computed up to her last date of attendance.
3. Student did not meet the academic standards of the school.
4. Student did not meet the academic standards of the school.
5. Student committed an action that is detrimental to the school, organization or facility.

Date of Determination of Drop is the date the student gives a notice of withdrawal to the school or the date the school dismisses the student. School may dismiss a student if student has not attended scheduled classes for 14 consecutive calendar days, excluding scheduled breaks of 5 days or more. Student must notify Student Services or Registrar of withdrawal. Acceptable forms of notice of withdrawal include: withdrawal form, letter mailed to the school, a note given to the Registrar, an e-mail from the student, an oral message from the student either in-person or by telephone, or a voice-mail message left by the student.

Refunds

Due refunds are automatically initiated by Allied Healthcare College when any of the following categories takes place:

1. Cancellation
2. Withdrawal / Dismissal
3. Drop

The student is entitled to receive a refund of the prorated tuition fee for the incomplete portion of the program. If a student withdraws after the cancellation period and has completed 60% or less of the period of attendance or total program length, then the student is obligated to pay only for the portion of the program completed until the last day of attendance (LDA). The LDA is considered to be the last day when the student was physically present in the classroom, and his/her attendance was recorded in the



attendance records. At the time, if the student has paid more than the amount that he/she owes for the attended program, then the due refund will be made within 45 days of withdrawal. If the amount that the student is obligated to pay to the school is more than the amount that he/she has already paid, then the student is obligated to pay the balance. Student can ask for payment arrangements with the School in case balance is due.

Allied Healthcare College follows California State Regulations as mandated by BPPE which is a pro-rata refund of non-federal student financial aid program monies paid for institutional charges. Pro-rata refund is made to students who have completed 60 percent or less of the period of attendance or program length.

The pro-rata refund will be based upon the number of hours scheduled to be completed at the school as of student's last date of attendance. The pro-rata rate is calculated according to hours scheduled to be completed divided by total program hours, multiplied by total tuition fee for the program. Any non-refundable charges are added. This results in an amount that the student will be charged. Any money received by the School in excess of this amount will be refunded accordingly.

If institutional charges were paid for by a third party or third party agency, such as a Workers Compensation Insurance or WIA program, refund will be paid to the third party or third party agency and not the student. The student will be sent a copy of the Notice of Refunds due indicating that the refund was paid to the third party or third party agency. No refund will be due to those students who have completed more than 60% of the program length.

REIMBURSEMENT TO WIOA AND TAA STUDENTS

For students enrolling at Allied Healthcare College (AHC) according to a contract from WIOA or TAA, AHC follows procedure according to WIOA calculation. AHC will charge WIOA according to the following calculation: hours attended by student as of student's LDA divided by total program hours, plus any non-refundable charges. Refund will be made directly to agency.



ACADEMIC INFORMATION

METHOD OF INSTRUCTION

The quality of education Allied Healthcare College students receive is primarily due to the excellence of the faculty and assistance from the staff of the school. Faculty members are carefully selected for their knowledge and experience and their ability to stimulate and develop each student's potential. School utilizes industry-standard equipment to enhance the learning experience of the students. Hands-on training provides students with the experience and the confidence required. Instructors are required to assign grades at the end of each completed course within the program.

Depending on the Program's Method of Instruction, the following ideal cloud platform for effective teaching are used:

1. Distance Learning – Instructor presents topics and lectures via Zoom. All students are given Zoom Number and access code by the Instructor prior to day of class. The Zoom number may be the same all throughout the program. Topics and lectures are presented through demonstrations and video presentations.
2. Blended Learning – this is a combination of Distance Learning and Skills Lab or Clinical Rotation. The knowledge obtained in Distance Learning are applied in a satellite facility approved by a governing agency. A Clinical Instructor is assigned in the facility with a ratio normally of 1:10 (1 Instructor per 10 students). The skills acquired are reinforced through repeated practice until clinical objectives are met on a specific timeframe or program's required number of hours.

Distance Education

Instructors and staff are required to respond to student inquiries for distance education courses within 24 hours. No more than 24 hours should elapse between the time the Institution receives student assignments, questions, projects, or papers and the time that the Instructor mails his/her response or evaluation.

ATTENDANCE POLICY

Attendance is the single most critical factor for a student's success both in school and on the workplace. Allied Healthcare College attendance policy is designed to ensure that students maintain satisfactory academic progress in all of the courses required in their program of study. Students are expected to attend all classes, be on time to classes, remain in class for the entire duration of the class, and be an active participant in their classes. Students are expected to schedule any appointments or family



obligations in a way that does not conflict with scheduled class times. In case of an unavoidable emergency, the student must notify both their Instructor and the Registrar in advance of the situation. Additionally, students must notify both a designated school staff member and the externship supervisor when they will be absent or late for an externship assignment. Students in all programs must attend a minimum of 90% of the program hours and must complete 100% of the externship to have satisfactory academic progress to graduate. However, Nurse Assistant and Phlebotomy Technician programs require 100% attendance, according to State Licensure requirements.

Students are responsible for tracking their own attendance and making any necessary arrangements with the School in case of emergencies.

The maximum number of consecutive absences that will result in students being automatically withdrawn from the program is fourteen (14) calendar days for students enrolled in all programs.

Attendance Records and Absences

Attendance will be documented on a daily basis and recorded by the Instructor on the School's electronic Student Database Management System. Student absences will be documented from the date of the first meeting of the class day. Allied Healthcare College will continue to monitor the student's attendance in accordance with the following procedure:

1. Once a student has missed one class, the faculty member shall immediately contact the student (via e-mail or phone) to remind him/her of the attendance policy.
2. A student who has not met the 90% attendance requirement by the midpoint of his/her program will be placed on academic warning or probation status.

For those on warning or probation, a Committee will determine the status of the academic progress of the student. The Committee meeting is to establish the student's interest in continuing in the program, and what work is to be made up. One of the following actions may be taken:

- a. The Committee may determine that the student is maintaining Academic progress and may continue class on academic probation status either until the end of the module/course OR the payment period;
- b. The Committee may determine that the student cannot maintain Academic progress and the student will be withdrawn from the course.

Make-up work may be required for any absence at the discretion of the instructor. The instructor has no obligation to provide make-up instruction or assignments to the students including but not limited to providing instruction on how to approach an assignment, what material was missed in class, an actual examination that the student missed due to an absence, etc. Therefore, the student must make every effort to attend



classes on a regular and consistent basis. Additionally, make up work done at home cannot be used to count towards hours needed to complete the program.

Make-up Hours Policy

Student is responsible for keeping track of their time. Students may access their attendance records via their online student portal. Make up hours availability is restricted to the designated make up day for that module and class session.

Tardiness Policy

Any student who arrives later than five minutes after the scheduled start time of any class shall be considered tardy. Any student who leaves earlier than five minutes before the scheduled end time of any class shall be considered tardy. If a student is excessively tardy, counseling by the Dean will be required. Excessive tardiness is among the reasons for dismissal. No credit for time missed is given to students who depart scheduled classes early or come to scheduled classes late.

Excused Absence Policy

For all clock-hour program, up to 10% of the scheduled clock hours in the payment period may be excused. An excused absence is defined as any absence which does not exceed 10% of the scheduled clock hours in the payment period.

Students are strongly encouraged to inform their instructor, the Registrar/Student Services personnel by phone, email, written letter, or in person when they will be absent or late. When possible, the student is encouraged to bring documentation to the to justify the reason for the absence. When student does not contact Registrar/Student Services and student is absent, Registrar/Student Services must make every effort to contact student by phone, email or by mail.

Students are encouraged to discuss the reason for the absence with the Registrar/Student Services Personnel or Dean in order to reach a possible solution to the problem which might be keeping the student from maintaining attendance. However, in consideration of privacy, School Personnel does not require the student to discuss the reason, nor supply documentation in order for the absence to be officially excused.

Any absence which exceed 10% of scheduled hours for the payment period are considered unexcused. An unexcused absence is defined as an absence which results in exceeding 10% of the scheduled hours for the payment period.



GRADING POLICY

Grade	Number Grade	Definition	Quality Points
Theory/Didactic			
A	90% - 100%	Excellent	4.0
B	80% - 89%	Good	3.0
C	70% - 79%	Fair	2.0
F	0% - 69%	Poor	0.0
Skills/Clinical			
P	Pass	Passed the course	Not Calculated
F	Fail	Failed the course	Not Calculated



SATISFACTORY ACADEMIC PROGRESS (SAP)

Repeat Policy

If a student repeats a course only the highest grade will be counted and previous grades will be deleted. The previous grades will be excluded when considering the qualitative progress standard, but the hours will be counted when determining the PACE SAP standard.

If a student receives a “C” grade or better, and the student retakes the course to obtain a better grade, that course can be counted for the enrollment period. However, a full-time student may only take one repetition of a previously passed course. Any repetition of a previously passed course due to the student failing other coursework is eligible for Title IV aid.

If a student receives an “F” grade in a course and retakes the course so he/she may obtain credit for the course, the course is counted for the enrollment period and may be counted for financial aid purposes.

Grades for Transferred Modules

Modules that the College has accepted for transfer credit will be calculated in the student’s GPA for the current enrollment. Modules that the College has not accepted for transfer credit will not be calculated in the student’s GPA for the current enrollment.

Student Appeal Procedures

A student who wishes to appeal a disciplinary action and/or decision made in reference to the Satisfactory Academic Progress policy, must submit a typed letter to the Dean of Education. This letter must contain information about the student’s reason regarding the action and/or decision and reasons why the student is wishing to appeal. Students must provide supportive documentation along with their letter in order to support their position and any mitigating circumstances that may have existed. Upon submission of this letter, the Dean will schedule a Committee Hearing with any student who disagrees with a SAP decision, on an appointment basis only.

The student will be notified of the Committee’s decision within fifteen (15) business days following the receipt of the student’s appeal letter; however, if necessary, additional time may be taken to thoroughly review student’s appeal. The Dean’s decision shall be final.

Academic Plans

A student whose appeal is granted will be required to meet the terms of the Academic Plan as outlined in the notice granting the appeal. Generally, the Academic Plan will require students to meet or exceed the attendance requirements, pass all courses with



a “C” or better, and may include additional required elements, such as tutoring. At the end of each module, the student’s progress will be reviewed based on the Academic Plan.

Reinstatement Policy

A prior student requesting to be reinstated as an active student, based on whatever reasons or circumstances, should do so in writing. Supportive documentation and/or information concerning any mitigating circumstances should be noted in the request. The requesting prior student shall be notified of the Reinstatement Review within 5 days following the decision of the Dean.

Suspensions and Dismissals

Healthcare reserves the right to apply probation policy to any student where academic, attendance, and/or conduct standing does not meet the school’s satisfactory standards. Students who have been suspended or dismissed may be reinstated only upon approval of the Dean. All suspensions and dismissals are determined on individual basis.

Information Updates

It is student’s responsibility to notify the school when student information requires updating (i.e. new address, phone number, E-mail). The student should notify the Registrar.

Special Instructional Assistance

Students who have occasional difficulty with study are urged to seek assistance from their instructor. Additionally, tutoring is available outside of normal class time. Contact Student Services the school for more information.

Guidance

AHC provides guidance services for students depending on their individual needs. Assistance in program selection and career planning is available at the student service department. Students encountering problems which interfere with their education are encouraged to bring these problems to attention of their instructor or the student service coordinator. AHC recognizes the existence of external factors, which may interfere with study of program, such as physical or substance abuse. For those students trying to deal with substance problem, student service coordinator can refer students to professional counseling services and local agencies. The key element is that the student must take the initiative to ask for assistance.



State and National Examinations

State and National licensing and/or Certification and registration examinations or processes are the student's responsibility. Allied Healthcare College will provide students with information regarding test dates, locations and fees whenever possible. Students should be aware that all test fees, unless otherwise signed and stated in writing by the Dean, are in addition to the tuition paid to the college. Students who choose to participate in State and National licensing and/or certification or registration examinations or processes are responsible for paying the sponsoring organizations. Please note that felony or misdemeanor convictions may adversely affect student's ability to obtain a license or certification.

GRADUATION REQUIREMENTS

Students are qualified to graduate and receive a Diploma, if they meet all of the following requirements:

1. Attain at least a grade of C, equivalent to 2.0 or 70%. This includes completion of all assignments and projects required in the completion of a program.
2. Settle all financial obligations agreed during enrollment in cash or installment plan. A clearance form will be required from the Accounting Office.
3. Obtain clearance from the other departments like the Education, Registrar, Career Services Department and Head of the Program.

OCCUPATIONAL AND JOB TITLE

PROGRAM NAME	OCCUPATIONAL AND JOB TITLE
Medical Office Administration	Medical Office Administrator, Medical Office Manager
Medical Billing	Medical Biller, Medical Records Coordinator, Medical Billing Specialist, Medical Records Technician (or Medical Records Tech), Medical Records Clerk, Health Information Technician (or Health Information Tech)
Medical Coding	Medical coder
Dental Assisting	Dental Assistant
Nursing Assistant	Nursing Assistant, Certified Nursing Assistant
Physical Therapy Technician	Physical Therapy Technician, Physical Therapist Aide
Phlebotomy	Phlebotomy Technician



LICENSURE / CERTIFICATION REQUIREMENTS

Registered Dental Assistant

Although not required to work as a Dental Assistant in California, you may seek to become a Registered Dental Assistant (RDA) through the Dental Board of California (http://www.dbc.ca.gov/applicants/rda/becomelicensed_rda.shtml). Graduates of the Dental Assistant program can apply to be a Registered Dental Assistant after 11 months of work experience with a licensed dentist. Dental Board of California-approved courses in radiation safety, coronal polishing and pit and fissure sealants are required for the RDA and included in the Dental Assistant program.

Certified Nurse Assistant

Before being certified as a CNA in the state of California, applicants are required to pass a CNA certification examination. The exam includes a written multiple-choice portion, as well as a practical portion requiring the demonstration of several randomly selected CNA skills. For more information, visit <http://www.regionaltestingcenter.org>.

Phlebotomy Technician

For those without at least 1040 hours of experience in the last 5 years, Phlebotomy Technician graduates must pass NHA or NCCT exam, complete externship with at least 40 hours, 50 venipunctures, and 10 skin punctures, and submit online application through <https://secure.cps.ca.gov/cltreq/>. For those with at least 1040 hours' experience in the last 5 years, graduates must pass NHA or NCCT exam, obtain experience verification from employer, and submit online application. Additional information can be found at <http://www.cdph.ca.gov/programs/lfs/Documents/PhlebHowToTable.pdf>.

Certified Medical Biller/Coder

Although not required to work as a Medical Biller/Coder in California, you may seek to become a Nationally Certified Insurance and Coding Specialist (NCICS). Graduates may also choose to apply for the AAPC exam. For more information, visit <http://www.aapc.org>.



STUDENT SERVICES

Student Parking

Student parking is available in areas adjacent to the Main Office and in the school satellite locations. Allied Healthcare College is not responsible for parking violations, property theft, property damage, etc. Please keep vehicle locked at all times.

Advising

The staff of Allied Healthcare College makes every effort to maintain close communication with its students. Students have access to faculty and administrative staff for financial, vocational and academic advising. Students experiencing personal problems which require professional counseling, and who request assistance, will be referred to the appropriate agencies.

English Language Proficiency Requirement

Instruction for all programs at Allied Healthcare College occurs in English only. Recruitment leading to enrollment is conducted in English only. All students are expected to have good understanding of the English language, and demonstrate proficiency in speaking, reading, and writing in English.

Availability of Recruitment Materials in Student's Primary Language

If English is not the student's primary language, and the student is unable to understand the terms and conditions of the enrollment agreement, disclosures and statements, the student may obtain a clear explanation of the enrollment agreement, disclosures and statements, terms and conditions and all cancellation and refund policies in his or her primary language. Student may request this from the Admissions Office. A certified translation will be provided to the student upon request.

Medical Care

Successful academic progress at Allied Healthcare College will require the student to take care of his/her health, including proper diet and sufficient sleep. If the student requires medical and/or dental appointments, appointments should be made after school hours. If a student is in need of personal psychological counseling, the Student Services Coordinator will provide a listing of services in the community.

Childcare

Students are expected to make proper childcare arrangements and provisions for emergencies so that they are available to attend class every day on time and for the full



hours. Additionally, students will have to plan ahead to make childcare arrangements so that they are prepared to attend the full hours for externship. If the student is in need of referral services to government or local childcare agencies, the Student Services Coordinator will provide a listing of services in the community upon request. Allied Healthcare College is not equipped or properly staffed to provide childcare services for students.

Contact Information

Students should notify the school of any change in residence or telephone numbers. Current and accurate personal information is necessary if an emergency does occur. If there is any change in your address, phone number or email, please inform Student Services immediately.

Refresher Training

Graduates who desire refresher training in any of the programs to review skills that they had covered in their program may contact Career Services for an individualized plan.

Open Door Policy

AHC has an open door policy for graduated students to come back to the campus and discuss career and training opportunities with any of our staff members. In the event that the staff member is not available immediately, student should make an appointment at the front desk or contact that staff member by email to schedule an appointment.

Housing

Allied Healthcare College does not maintain any resident housing. Housing is located reasonably near College facilities. Availability information may be access via websites such as <http://www.trulia.com>, <http://www.craigslist.com>, or <http://www.zillow.com>. The approximate range of cost of rental housing in the area is \$800/mo. (\$9600/yr) for a single room up to \$1,300/mo. (\$15,600/yr.) for a 2-bedroom apartment. Students must find housing on their own. The College assumes no responsibility for student housing and does not assist students to find housing.

Leaves of Absence

School recognizes that there may be times when due to circumstances beyond the student's control, a student may require a leave. In such cases, student must request a Leave of Absence form from Registrar. The Dean will review student's request and discuss the reasons for the leave with the student to determine whether the reason is justifiable. The Dean will discuss student's corrective plan of action for circumstances preventing attendance, and also discuss academic implications of disruption in student's schedule. The Dean may authorize a leave of absence up to 180 days per calendar



year. Student must request for a leave if he/she is planning to be absent for more than 14 consecutive calendar days.

Reasons for a leave of absence include, but are not limited to:

- Serious student medical problem.
- Military duty.
- Death of an immediate family member.
- Personal - unforeseen, but fully justifiable reason(s).

Time for approved leave of absence may be included in the calculation of a student's maximum program length and payment periods may be extended according to the number of days in the Leave of Absence. If a leave of absence commences before student completes the module of study, grade of "W" is recorded in student transcript for that module.

Library (Resource Center)

The Resource Center/Library located at Allied Healthcare College is open during the day and evening to accommodate all students and offers reference sources and materials related to the college curricula. The Student Resource Library is located in the school's Main Office in Cerritos, Ca. Computer stations are available for student use in the library. Each student also has access to online library resources through individual online access accounts provided by AHC. Students obtain access to online library resources by utilizing the access card issued to them with their course textbooks.

LIBRARY AND OTHER LEARNING RESOURCES

GENERAL ETEXT
• The Practical Guide to HIPAA Privacy and Security Compliance, Second Edition (PDFDrive).pdf • AnatomyandPhysiology-OP_xxKlcSo_etext.pdf • Clinical anatomy cases_ an integrated approach with physical examination and medical imaging (PDFDrive).pdf • Gray's Anatomy. The Anatomical Basis of Clinical Practice. Part 1 (PDFDrive).pdf • Gray's Anatomy. The Anatomical Basis of Clinical Practice. Part 2 (PDFDrive).pdf • Anatomy and Physiology for Dummies 2nd ed. (PDFDrive).pdf • https://www.hg.org/medical-law.html • Medical Terminology for Health Professions (PDFDrive).pdf • Ethics and Law, and Ethics as Law (PDFDrive).pdf • Mason and McCall Smith's Law and Medical Ethics (PDFDrive).pdf
PROGRAM: MEDICAL OFFICE ADMINISTRATION
• Business Ethics-OP_BQNN2qf.pdf • Employment Law.pdf • IntroductionToBusiness-OP_gPQqj30.pdf • Organizational Behavior-OP.pdf • Psychology-OP_F4YYkDr.pdf



- quick_study_business_business_math_formulas_600dpi.pdf
- 501 Writing Prompts.pdf
- Accounting_made_simple.pdf
- Principles of Management-OP_rU5O3X1.pdf

PROGRAM: MEDICAL BILLING AND CODING

- U.S Department of Health and Human Services - <https://www.hhs.gov/hipaa/for-professionals/security/laws-regulations/index.html>
- AAPC - <https://www.aapc.com/certification/cpb/>
- AMBA- <https://www.americanmedicalbillingassociation.com/cmrs-information>
- CDC.ICD-10
 - <https://www.cdc.gov/nchs/icd/icd10cm.htm>
 - <https://www.cms.gov/Medicare/Coding/ICD10/2020-ICD-10-CM>
- CPT - [https://searchhealthit.techtarget.com/definition/Current-Procedural-Terminology-CPT#:~:text=Current%20Procedural%20Terminology%20\(CPT\)%20is,insurance%20companies%20and%20accreditation%20organizations](https://searchhealthit.techtarget.com/definition/Current-Procedural-Terminology-CPT#:~:text=Current%20Procedural%20Terminology%20(CPT)%20is,insurance%20companies%20and%20accreditation%20organizations)
- HCPCS - <https://www.aapc.com/resources/medical-coding/hcpcs.aspx>
- ICD List - <https://icdlist.com/icd-10/guidelines/conventions-general-coding-guidelines-and-chapter-specific-guidelines>
- CDC - https://www.cdc.gov/nchs/icd/icd10cm_pcs_background.htm
- Medicare Overview - <https://www.kff.org/medicare/issue-brief/an-overview-of-medicare/#:~:text=Medicare%20is%20the%20federal%20health,medical%20history%2C%20or%20health%20status.&text=It%20covers%20many%20basic%20health,physician%20services%2C%20and%20prescription%20drugs>
- Medicare Donut Hole - <https://boomerbenefits.com/medicare-part-d-plans/the-donut-hole/>
- What is Medicare? - <https://www.medicare.gov/what-medicare-covers/your-medicare-coverage-choices/whats-medicare>
- Covered CA, Obamacare, Medi-Cal- <https://www.healthforcalifornia.com/blog/compare-covered-california>
- Medi-Cal Managed Care- <https://www.dhcs.ca.gov/services/Pages/Medi-CalManagedCare.aspx>
- CPT Coding, A Guide for Beginners 21_1100_Sullivan_Susan EDITED.pdf
- Medical Terminology for Coding - 790-pgs_MEDICAL-TERMINOLOGY-ANATOMY-FOR-ICD-10-CODING.pdf
- HCPCS 2019 (PDFDrive).pdf
- ICD-10-CM and ICD-10-PCS Coding Handbook, with Answers, 2019 Rev. Ed. (PDFDrive).pdf
- Medical Billing and Coding for Dummies (PDFDrive).pdf
- medicalbillingprocessflowchart-190412195205.pdf
- Step-by-Step-Medical-Coding-2017-Edition-E-Book.pdf

PROGRAM: PHYSICAL THERAPY TECHNICIAN

- PT Modalities.pdf
- Orthopaedic Manual Physical Therapy_ From Art to Evidence (PDFDrive).pdf
- Orthopaedic Physical Therapy (PDFDrive).pdf
- Gait Analysis.pdf
- Therapeutic Modalities (PDFDrive).pdf
- Therapeutic Exercise Moving Toward Function 3 ed (PDFDrive).pdf
- Principles of Functional Exercise (PDFDrive).pdf
- Clinical Gait Analysis. Theory and Practice (PDFDrive).pdf

**PROGRAM: NURSING ASSISTANT**

- Perception and Use of Communication Care Plans by Certified Nursi.pdf
- Mosby's Essentials for Nursing Assistants (PDFDrive).pdf
- Mosby's Pocket Guide to Nursing Skills & Procedures (PDFDrive).pdf
- Fundamentals of Nursing Standards and Practice (PDFDrive).pdf
- Nursing Diagnosis Handbook _ An Evidence-Based Guide to Planning Care (PDFDrive).pdf

PROGRAM: DENTAL ASSISTING

Dental Board of California - <https://www.dbc.ca.gov/>
Dental Assisting National Board, Inc. - <https://www.danb.org/>
Dental CE - <https://www.vivalearning.com/>
American Dental Assistants Association - <https://www.adaausa.org/>
California Dental Association - <http://www.cda.org/>
<https://www.dentalcare.com/en-us>
Modern Dental Assisting 13e, Elsevier



EXTERNSHIP AND CLINICAL ROTATIONS

Externship and clinical experiences are required in some programs to enable students to work with patients/clients. In such experiences, students apply the competencies and practices learned in the classroom. Students participating in externship and clinical training work under the supervision of medical professionals in participating sites and under the general supervision of college staff.

Students are evaluated by supervisory personnel and evaluations are placed in the students' permanent records. Externship and clinical guidelines and requirements for each program may be obtained from Placement Services.

The following applies to all students who are required to complete externship or clinical rotations:

1. Students are expected to meet all the externship site requirements.
2. Site assignments are final and non-negotiable, and if a student refuses a clinical or externship site assignment, he/she may be terminated from the program.
3. Students are expected to travel to externship or clinical sites regardless of distance.
4. Site locations within a specified mile radius from the campus or from a student's home cannot be guaranteed.
5. The school reserves the right to re-assign site locations as needed to meet the requirements of the applicable educational program.
6. Student **MUST** arrange and pay for their own transportation to and from their assigned clinical or externship experience, including any parking charges at the host site.
7. Students should expect the hours and days to vary depending on the host sites. Shifts on externship or clinical rotation can range from 8 to 12 hours, occurring any hour of the day, afternoon, or evening and any day of the week.
8. If students are going to be absent from their training site, they are required to notify their designated supervisor and the Externship Coordinator prior to the start of the scheduled work day.
9. Students must make up absences that occur during clinical or externship training to ensure that the required hours are completed prior to the graduation date.
10. Upon successful completion of all classroom requirements, students enrolled in a program that requires an externship are expected to immediately begin that portion of their program.
11. Externship students should be prepared to participate in their externship training on a full-time basis (30-40 hrs. per week).
12. Students are expected to abide by the College's Conduct policy at all times while on externship or clinical rotations.



Fair Practice Standards for Clinical Work Agreements and Externship Experiences

Allied Healthcare College understands the clinical rotation and externship experience to be critical, essential and invaluable portions of our students training. Clinical rotations and externship experiences are natural and logical continuums of their education. As such, we have adopted this policy to ensure that students get the maximum educational value and benefit from their clinical rotations and externships.

1. Externship sites should provide students practice in their area of training.
2. Externship sites cannot have students work in excess of 40 hours per week, and must provide at least half an hour of lunch break after 6 hours of work.
3. Clinical affiliate and externship sites utilized by Allied Healthcare College are not to reduce their personnel as a result of the acceptance to host our students.
4. A site supervisor is to be present at all times during all of the procedures in which students are actively involved.

HONORS AND DISTINCTIONS

Distinction listed on diploma for students who have achieved 3.5 or above GPA upon graduation ('with Honors').

CAREER SERVICES

Professionalism is emphasized with the students daily in the classroom. Topics originate from employer feedback, current job postings, professional etiquette and common errors/misconceptions. These topics prepare the student to transition into the medical workforce, initially as an extern – their final class prior to graduating – and improve the opportunity of a job offer at the conclusion of their externship.

For unemployed graduates, the Career Services department provides regular job search assistance. Students are contacted individually until they find employment. Alumni who are ready for the next step in their career are encouraged to contact Director of Education for counsel or guidance.



STUDENT RECORDS RETENTION POLICY

Adequate and accurate records will be maintained in accordance with regulations adopted by the BPPE, and satisfactory standards shall be enforced relating to attendance, progress, and performance.

AHC will maintain current records for a period of not less than five years at its principal place of business in California, and will be immediately available during normal business hours for inspection and copying by authorized officials from federal or state agencies.

Records shall show all of the following:

- Student names and addresses
- The programs of study offered by the institution.
- The names and addresses of its faculty, together with a record of the educational qualifications of each.
- The diplomas granted, the date of granting, together with the curricula upon which the diplomas and degrees were based.

Transcripts showing classes and courses completed or attempted but not completed, dates of completion or withdrawal, final grades or evaluation given to the student and diploma awarded will be maintained permanently.

PRIVACY ACT FOR STUDENTS

The Family Educational Rights and Privacy Act of 1974 entitles all students to review their records, including grades, attendance and advising records. The school must permit a student to examine such records within 45 days after the school receives a written request from the student. The school will also permit the student to obtain a copy of such records upon payment of a reproduction fee.

A student may request that the school amend his or her education records on the grounds that they are inaccurate, misleading or in violation of the student's rights or privacy. In the event the school refuses to so amend the records, the student may, after complying with the Student Complaint procedure, request a hearing. If the outcome of a hearing is unsatisfactory to the student, the student may submit an explanatory statement for inclusion in his or her education record.

A student has the right to file a complaint with Family Policy Compliance, U.S. Department of Education, Washington, D.C. 20202-4605, concerning the school's alleged failure to comply with the Act.

Student records are confidential and only such agencies or individuals authorized by law are allowed access without written permission of the student. Any time personally



identifiable information about a student is disclosed to any person other than the student, such disclosure will be documented in the student's school file.

Campus Security

In an effort to maintain a safe and secure environment for its students, faculty and staff information regarding crime prevention and awareness is posted in the student lounge and in the staff lounge. Emergency telephone numbers are also posted in both areas.

Allied Healthcare College campus security policy is carried out as follows:

- Prompt re-keying of locks when keys are lost or stolen.
- Prompt reporting of all incidents.
- Staff and student awareness training.
- One-way locking doors
- Monitoring visitors to the building.
- Allied Healthcare College recommends students & staff practice the following safety tips:
 - Report suspicious people or activity to the appropriate staff member.
 - Avoid places where you are vulnerable and there are no exits.
 - Do not hesitate to call instructors when strangers confront you.
 - Lock your office when you leave.
 - Walk in groups of at least two people at night.
 - Walk only in lighted sidewalks after dark.
 - When parking, lock your vehicle and remove valuables from plain view
 - Avoid carrying large amounts of cash or valuables.
 - Write your name in several places in your textbooks.
 - Lock your bicycle with a high-quality lock.
 - Always report all criminal incidents and losses of property to the front office immediately.

Students are responsible for the safety and security of their own belongings. Allied Healthcare College is not liable for loss of any personal property.

Campus Law Enforcement

While the Allied Healthcare College enforces its campus security policy at all times, it will not tolerate any criminal activity under any circumstances. Any and all crime occurrences on campus and property controlled by Allied Healthcare College and on public property within or immediately adjacent to the campus that is reported to Healthcare officials will be immediately reported to the appropriate law enforcement agency.

Any and all crimes committed by a student, faculty or staff member will result in immediate dismissal from Allied Healthcare College.



Drug and Alcohol Policy

Allied Healthcare College maintains a zero tolerance policy with regard to the possession, use, and sale of alcoholic beverages on campus. Allied Healthcare College strictly adheres to the enforcement of State underage drinking laws. Students are hereby notified that federal guidelines mandate that a federal or state drug conviction can disqualify a student for Federal Student Aid funds.

Allied Healthcare College also maintains a zero-tolerance policy with regard to the possession, use, and sale of illegal drugs on campus. Allied Healthcare College strictly adheres to the enforcement of Federal and State drug laws. Allied Healthcare College employees are provided with extensive drug and alcohol-abuse information in the employee handbook during orientation. Allied Healthcare College students are provided with extensive drug and alcohol-abuse information in their student packets upon enrollment. This information is updated annually.

Allied Healthcare College will refer all persons in need of drug and or alcohol abuse counseling to a confidential referral program. For more information, students should contact the Student Services Coordinator. Allied Healthcare College employees should contact the School Director.

Vaccinations Policy

Students may be required to obtain Vaccinations or Physical Exams according to the requirements of their particular place of externship or clinical rotation. These requirements must be cleared before a student is able to start an externship or clinical rotation. For more information regarding the requirements, please contact the Career Services Office.

Sexual Harassment

Allied Healthcare College is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities (EEO) and prohibits discriminatory practices, including harassment. Therefore, the College expects that all relationships among persons in the workplace will be businesslike and free of bias, prejudice and harassment.

Allied Healthcare College maintains a zero-tolerance policy with regard to harassment of any kind towards its students or personnel. Victims of harassment are encouraged to immediately report any incidents to the School Director.

Allied Healthcare College is an Equal Employment Opportunity (EEO) employer. All discriminatory practices including age, ancestry, color, disability, marital status, national origin, race, religion, sex or veteran status are strictly prohibited.



Sexual harassment constitutes discrimination and is illegal under federal, state and local laws. For the purposes of this policy, sexual harassment is defined, as in the Equal Employment Opportunity Commission Guidelines, as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of their race, color, religion, sex, age, national origin, disability, or any other characteristic protected by law.

The Company strongly urges the reporting of all incidents of discrimination, harassment, or retaliation, regardless of the offender's identity or position. Individuals who believe that they have experienced conduct that they believe is contrary to Company policy should file their complaints with the School Director or another designated representative.

State and Federal laws prohibit retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports. Employees of Allied Healthcare College are prohibited, under any circumstances, to date or engage in any improper familiarity with students. Our employees cannot entertain students or socialize with students outside of the school environment. Similarly, any action or comment by an employee which invites romantic or sexual involvement with a student is considered highly unethical, in violation of school policy, and may result in disciplinary action by Allied Healthcare College. Inappropriate employee behavior includes, but is not limited to, flirting; making suggestive comments; dating; requests for sexual activity; physical displays of affection; giving inappropriate personal gifts; frequent personal communication with a student unrelated to course work or official school matters; giving or accepting rides, giving or offering housing, selling or buying anything of more than nominal value, providing alcohol or drugs to students; inappropriate touching; and engaging in sexual contact and/or sexual relations. We also expect that our students will behave in a professional manner towards faculty and staff and would follow the same guidelines as are presented here for employees. If a student witnesses or hears of an instructor or staff person's participation in an inappropriate relationship with a student, we ask that the incident be reported to the School Dean of Education immediately.



PROGRAM DESCRIPTIONS AND SCHEDULE

ASSOCIATE IN MEDICAL OFFICE ADMINISTRATION

Program Description

The purpose of the program is to provide students fundamental concepts and skills necessary for an entry-level position in a medical office administration.

Instructional Description

Instructions will be online. Courses includes reading assignments, presentation, discussion boards, writing assignment, and quizzes. Instructor is available to monitor and student guidance and advisement.

Requirements for Completion

Student are required to successfully complete all coursework with a minimum of 70% (C) and a minimum of overall 2.0 GPA.

Educational Objectives

The educational objectives of the program are to provide students the knowledge and skills to become a competent and marketable member in medical office administration. For students to become familiar with concepts and skills applicable in managing a medical office practice. AHC training emphasizes the qualities for a successful healthcare professional that includes: detail-oriented, discretion, assertive, analytical and technical.

Student accepted to this program must have at least 24 college credits. Other AHC program credits will be applicable towards the Associate Degree in Medical Office Administration. Credits from other institution will be evaluated upon admission to the program.

Occupational Objectives

Upon completion of the program, students will be awarded with a diploma. Graduates will be competent for an entry-level position and can lead to advanced position.

Job Title: Medical Office Administrator, Medical Office Manager

CIP Code: 51.0705

Course#	Course Title	Hours/week	Credits	Module Description
GE-100	English Composition	Student is expected to spend 10-15 hours per week	3	This course helps students develop quality writing skills by explaining and identifying the steps the steps involved in the writing process. Five



		to complete learning materials activities.		types of writing are examined- descriptive, narrative, compare/contrast, persuasive, and argumentative. The importance of proper grammar, punctuation, and spelling is highlighted. Students also learn research techniques, as well as how to edit and revise their work. This course also discusses the Modern Language Association (MLA) style for citing works used in writing.
GE-200	Communication and Speech	Student is expected to spend 10-15 hours per week to complete learning materials activities.	3	This course provides concepts on how to develop your skills in generating shared ideas through the use of verbal and nonverbal channels. In this course, you will have the opportunity to improve your confidence in presenting effective public-speaking, as well as interpersonal and small group collaboration and communication skills.
GE-300	Anatomy and Physiology	Student is expected to spend 10-15 hours per week to complete learning materials activities.	3	This course provides a comprehensive look at the human body's structure and functions. Topics include how the body maintains homeostasis, the relationship to anatomy and physiology. The 11 organ systems are examined and associated pathologies. Concepts of body mechanic, neutral spinal alignment and ergonomics are discussed.
GE-400	Introduction to Psychology	Student is expected to spend 10-15 hours per week to complete learning materials activities.	3	Why study Psychology? Whatever career you pursue, a background in psychology will enhance your employability. Studying psychology can help you understand yourself and other people by learning about aspects of human behavior that will help you in daily life, including your interactions with others, learning and memory performance, your ability to cope with pressure and your understanding of the causes of psychological disorders. The study of psychology will complement and prepare you as you embark the management environment. In this



				course, you will have the opportunity to learn the general survey of psychology including the relationship between biology and behavior, the impacts of sensation and perception, learning, thinking and intelligence, memory, emotions and motivation, and personality. The course will also touch on stress and its impact to the psyche and health.
GE-500	Business Math	Student is expected to spend 10-15 hours per week to complete learning materials activities.	3	Math is an important part of managing business. Business math is a type of mathematics course that is meant to teach people about money and provide them with the tools they need to make informed financial decisions. In this course, you will have the opportunity to review basic math, ratio, proportion and percent, payroll, interest and discounts, insurance and introductory concepts to statistics.
AC-100	Essentials of Medical Office Administration	Student is expected to spend 10-15 hours per week to complete learning materials activities.	3	Medical office administrators play a crucial role in a medical practice. They perform the daily tasks that keep doctors' offices and hospitals functioning and are involved in both direct and indirect patient care, as well as manage staff. In this course, you will have the opportunity to learn the essential concepts that includes medical law and ethics, payroll, accounts payable and banking procedures. Here is a chance to learn staff training and development.
AC-200	Fundamentals of Leadership	Student is expected to spend 10-15 hours per week to complete learning materials activities.	3	Leadership provides direction for a company and its workers. Employees need to know the direction in which the company is headed and who to follow to reach the destination. Leadership involves showing workers how to effectively perform their responsibilities and regularly supervising the completion of their tasks. Leadership is also about setting a positive example for staff to follow, by being excited about the work, being motivated to learn new things, and helping out as needed in



				both individual and team activities. This course is designed to provide students with an opportunity to learn traits of being an effective leader by exploring their own emotional intelligence, types of leadership, motivation and managing teams, change management, negotiations and communication. Here's your chance to learn the essential soft skill that can earn you the respect and cooperation of your colleagues, as well as the trust and attention of your supervisors.
AC-300	Business Communication	Student is expected to spend 10-15 hours per week to complete learning materials activities.	3	Business Communication is a practical course that examines principles of communication in the workplace. This course provides the students the concepts and skills, and essential components for effective business communication, within or outside of the organization. Process writing, grammar, and communication in today's digital world are also integrated. Students will become familiar with the different channels used to communicate achieve the goal of the company.
AC-400	Organizational Behavior	Student is expected to spend 10-15 hours per week to complete learning materials activities.	3	Why is the study of organizational behavior essential to the development of leaders who work in a diverse array of managerial roles? Managers must understand why people behave as they do within organizations, by first appreciating the complex nature of individuals, and second, by being able to identify causes and effects of individual behaviors. The collective behaviors of individuals within an organization create an atmosphere that strongly influences business performance, for better or worse. This course is designed to provide students with an opportunity to explore the behavior of individuals, groups, and organizations within today's dynamic work environment. Specific topics include communications, motivations,



				leadership, power structure, and organizational culture.
AC-500	Basic Accounting	Student is expected to spend 10-15 hours per week to complete learning materials activities.	3	This course focuses on ways which accounting principles are used in business operations. you will have the opportunity to learn to identify and use Generally Accepted Accounting Principles (GAAP), ledgers and journals, and steps of the accounting cycle. This course introduces balance sheets, assets, and liabilities, financial statements, including assets, liabilities, and equity. Business ethics are also discussed. Additionally, the students will examine accounting rules, procedures, and controls that are applicable to cash and receivables.
AC-600	Principles of Management	Student is expected to spend 10-15 hours per week to complete learning materials activities.	3	Management is creating systems and processes that allow people to work effectively toward organizational goals. Understanding the principles of management will help managers focus efforts on activities that gain results. In this course, your will have the opportunity to learn the functions of management - planning, organizing, leading, and controlling and their application to business decision-making. These principles will help managers in decide what should be done to accomplish a given tasks and to handle situations which may arise within the organization. These principles make managers more efficient.
AC-700	Employment Law	Student is expected to spend 10-15 hours per week to complete learning materials activities.	3	Whether you are entering the job market for the first time or have been employed for years, it is important to understand your rights as a worker. An understanding of employment law is critical so that managers or administrators can avoid costly mistakes on the job. Both federal and state governments have enacted a wide range of employment laws protecting employees from discriminatory treatment, unfair labor



				practices, unsafe work conditions, and more. In this course, you will have the opportunity to learn an overview of employment law as it relates to all phases of the employment process -- from the interview and hiring stage to promotion, performance management and termination. In addition, you'll find information about Equal Employment Opportunity (EEO) laws, wage and hour laws, workplace safety and family leave policies.
AC-800	Human Resources Management	Student is expected to spend 10-15 hours per week to complete learning materials activities.	3	Human Resources Management is essential in all types of business entity. It is the management of the human capital, the employees. In this course, you will have the opportunity to learn the processes from pre-employment to employment phases. The course will also cover employment law, performance evaluations, training and development. Here is your chance to improve your skills in managing employees within the workplace to achieve the organization's goals.
AC-900	Professionalism in Healthcare	Student is expected to spend 10-15 hours per week to complete learning materials activities.	3	Professionalism is the conduct, behavior and attitude of someone in a work or business environment. Professionalism leads to workplace success and every healthcare worker must understand the importance of its components. This course provides those components, as well as, information that is essential to the success of today's healthcare workers.
General Education Courses			15	
Administration Core Courses			27	

MEDICAL BILLING



Program Description

The purpose of the program is to provide students fundamental concepts and skills necessary for an entry-level position at doctors' offices, hospitals and clinics. Medical billers may also be employed by insurance companies, data management and billing companies, law firms and government agencies, and educational institutions helping to train the next generation of medical billers. This is a short-term program emphasizing the tools applicable to the current trends of the industry.

Instructional Description

Instructions will be online with internship at Allied Healthcare satellites.

Requirements for Completion

Students are required to successfully complete all coursework with a minimum of 70% (C).

Educational Objectives

The educational objectives of the program are to provide students the knowledge and skills to become a competent and marketable medical biller. For students to become familiar with tools applicable to the current trends of the industry as it relates to the fundamentals of medical billing, HIPAA and compliance, and procedures for revenue cycle management. AHC training emphasizes the qualities for a successful healthcare professional that includes: detail-oriented, discretion, assertive, analytical and technical. Students also have the opportunity to apply learned concepts through their internship.

Occupational Objectives

Upon completion of the program, students will be awarded with a certificate. Graduates will be competent for an entry-level position as a medical biller in various medical offices and billing companies. Graduates may also apply for National Certification examination.

Job Title: Medical Biller, Medical Records Coordinator, Medical Billing Specialist, Medical Records Technician (or Medical Records Tech), Medical Records Clerk, Health Information Technician (or Health Information Tech).

Job Outlook:

Bureau of Labor Statistics (BLS) projects a 22% increase in employment of medical billing and coding specialists, by 2026. This rate is much faster than the average for all occupations, and amounts to roughly 129,000 new job openings in the coming years.



CIP Code: 51.0714

Course Code	Course Title	Hours	Credits	Program Description
MB-100	Medical Billing Fundamentals	Didactic: 48 Lab/Intern: 32	Didactic: 3 Lab: 1 Total Credit: 4	Medical billing is a process that involves submitting claims for the healthcare services that were provided to patients. In this course, you will have the opportunity to learn the basics of medical billing that includes types of insurance, HIPAA and compliance, fraud and abuse, ICD-10 diagnosis codes, CPT and HCPCS procedure codes, and an overview of the billing process workflow. Basic medical terminology, Anatomy and Physiology will also be covered.
MB-200	Revenue Cycle Management I	Didactic: 48 Lab/Intern: 32	Didactic: 3 Lab: 1 Total Credit: 4	Revenue Cycle Management is the entire medical billing process from beginning to end. It is also the process of managing the life of claim from start to finish with the goal of minimizing revenue loss. There are many moving parts to RCM (Revenue Cycle Management) which includes clinical knowledge, coding expertise, billing, accounts receivables, and management reporting. In this course, you will have the opportunity to learn about these moving parts and will guide you how to manage and understand the workflow in RCM. Here is a chance to learn about the beginning of the medical billing process – insurance verification (payor contracts, eligibility and authorization), patient demographics and registration, charge entry and claims submission (EDI and paper). ICD-10 diagnosis codes, CPT and HCPCS procedure codes and related medical terminology and Anatomy and Physiology will be incorporated.
MB-300	Revenue Cycle Management II	Didactic: 48 Lab/Intern: 32	Didactic: 3 Lab: 1	In this course, you will have the opportunity to learn the continuation of the billing process – payment posting, denial management and tracking, account receivable follow-up, and reporting and benchmarking. ICD-10 diagnosis codes,



			Total Credit: 4	CPT and HCPCS procedure codes and related medical terminology and Anatomy and Physiology will be incorporated. Here, professionalism and job readiness will be reviewed.
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MEDICAL BILLING COURSE WEEKLY SCHEDULE

WEEK 1

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:30am to 10:30am	Synchronous Lecture via Zoom	Synchronous Lecture via Zoom	Synchronous Lecture via Zoom	Synchronous Lecture via Zoom	Synchronous Lecture via Zoom
10:30am to 12:30pm	Asynchronous (Assignment Completion)	Asynchronous (Assignment Completion)	Asynchronous (Assignment Completion)	Asynchronous (Assignment Completion)	Asynchronous (Assignment Completion)

WEEK 2- 3

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:30am to 10:30am	Synchronous Lecture via Zoom	Synchronous Lecture via Zoom	Lab/Internship at AHC satellite	Lab/Internship at AHC satellite	Synchronous Lecture via Zoom
10:30am to 12:30pm	Asynchronous (Assignment Completion)	Asynchronous (Assignment Completion)			Asynchronous (Assignment Completion)

WEEK 4

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:30am to 10:30am	Lab/Internship at AHC satellite	Lab/Internship at AHC satellite	Lab/Internship at AHC satellite	Lab/Internship at AHC satellite	Synchronous Lecture via Zoom
10:30am to 12:30pm					Final Exam

MEDICAL CODING



Program Description

The purpose of the program is to provide students fundamental concepts and skills necessary to in every type of health care facility, including doctor's offices, surgery centers, hospitals and health care systems. This is a short-term program emphasizing the medical coding tools applicable to the current trends of the industry.

Instructional Description

Instructions will be online with internship at Allied Healthcare satellites.

Prerequisite

Completion of the Medical Billing Program

Requirements for Completion

Students are required to successfully complete all coursework with a minimum of 70% (C).

Educational Objectives

The educational objectives of the program are to provide students the knowledge and skills to become a competent and marketable medical coder and to prepare the student for medical coding certifications for higher job positions and remuneration. In this course, students shall have a good understanding of anatomy and physiology, the disease process, and clinical procedures in order to apply the correct and current codes. AHC training emphasizes the qualities for a successful healthcare professional that includes: detail-oriented, discretion, assertive, analytical and technical. Students also have the opportunity to apply learned concepts through their internship.

Occupational Objectives

Upon completion of the program, students will be awarded with a certificate. Graduates will be competent for an entry-level position as a medical coder in various health care facility. Graduates may also apply for National Certification examination.

Job Title: Medical coder

Job Outlook:

Bureau of Labor Statistics (BLS) projects a 13% by 2026. As demand for healthcare services increases, more trained coders will be needed to manage the increased claims for reimbursement from insurance companies.

CIP Code: 51.0713

Course Code	Course Title	Hours	Credits	Program Description
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MC-100	Foundations of Medical Coding	Didactic: 48 Lab/Intern: 32	Didactic: 3 Lab: 1 Total Credit: 4	Medical coding is the lifeline of all successful and practices and facilities. In this course, you will have the opportunity to learn the advanced concepts in the application of ICD-10 diagnosis codes, CPT and HCPCS procedural codes. Medical terminology and Anatomy and Physiology which are the basis of these diagnosis and procedure codes will also be covered.
MC-200	Intermediate Coding I (CPT and HCPCS Coding)	Didactic: 48 Lab/Intern: 32	Didactic: 3 Lab: 1 Total Credit: 4	In recent years, global changes in the delivery of healthcare and development of new technologies and equipment have resulted in rapid changes in procedural CPT and HCPCS coding. In this module, you will have the opportunity to learn the current coding trends for ambulatory surgical centers, chemotherapy, pathology lab procedures, telehealth and telemedicine, new and revised modifiers, and Covid-19 related procedural coding policy changes.
MC-300	Intermediate Coding II (ICD-10 CM Coding)	Didactic: 48 Lab/Intern: 32	Didactic: 3 Lab: 1 Total Credit: 4	This module continues to present advance concepts and tools for diagnosis medical coding, (ICD-10 CM) and the latest changes in medical coding resulting from more recent world-wide developments in diagnosis classification and clinical modifications. This module prepares the student in the medical coding national certification examinations and provides the student with different higher career options upon obtaining certification.

MEDICAL CODING COURSE WEEKLY SCHEDULE



WEEK 1

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:30am to 10:30am	Synchronous Lecture via Zoom	Synchronous Lecture via Zoom	Synchronous Lecture via Zoom	Synchronous Lecture via Zoom	Synchronous Lecture via Zoom
10:30am to 12:30pm	Asynchronous (Assignment Completion)	Asynchronous (Assignment Completion)	Asynchronous (Assignment Completion)	Asynchronous (Assignment Completion)	Asynchronous (Assignment Completion)

WEEK 2- 3

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:30am to 10:30am	Synchronous Lecture via Zoom	Synchronous Lecture via Zoom	Lab/Internship at AHC satellite	Lab/Internship at AHC satellite	Synchronous Lecture via Zoom
10:30am to 12:30pm	Asynchronous (Assignment Completion)	Asynchronous (Assignment Completion)			Asynchronous (Assignment Completion)

WEEK 4

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:30am to 10:30am	Lab/Internship at AHC satellite	Lab/Internship at AHC satellite	Lab/Internship at AHC satellite	Lab/Internship at AHC satellite	Synchronous Lecture via Zoom
10:30am to 12:30pm					Final Exam

NURSING ASSISTANT



Program Description

The purpose of the program is to provide students fundamental concepts and skills necessary for an entry-level position in a variety of environments, including acute care, residential care, and skilled nursing facilities, as well as clinics and hospitals. This is a short-term program emphasizing the tools applicable to the current trends of the industry.

Instructional Description

Instructions will be blended learning with internship at Allied Healthcare satellites. This Nursing Assistant program consist of two modules. The first module is the didactic and theory and the second module is the clinical aspects where students will have the opportunity to apply the theories into skills at Allied Healthcare College satellites.

Requirements for Completion

Student are required to successfully complete all coursework: 60 hours theory and with a minimum of 70% (C) and 100 hours clinical.

Educational Objectives

The educational objectives of the program are to provide students the knowledge and skills to become a competent and marketable nursing assistant. For students to become familiar with skills applicable to the nursing profession. AHC training emphasizes the qualities for a successful healthcare professional that includes: detail-oriented, discretion, assertive, analytical and technical. Students also have the opportunity to apply learned concepts through their internship.

Occupational Objectives

Upon completion of the program, students will be awarded with a certificate. Graduates will be competent for an entry-level position as a nursing assistant in various clinical settings. Graduates may also apply for the CNA exam and certification.

Job Title: Nursing Assistant, Certified Nursing Assistant

Job Outlook:

Bureau of Labor Statistics (BLS) projects a job growth for nursing assistants in general is expected to be at a rate of 11% over the 2016-2026 decade. This projected growth is expected to create 173,400 new positions by 2026.

CIP Code: 51.0806



Course Code	Course Title	Hours	Credits	Program Description
NA-100	Fundamentals of Nursing Assistant	Didactic: 60	4	Nursing assistants perform many basic care tasks for patients. They also assist the nursing staff with various medical tasks. In this module, you will have the opportunity to learn the basic fundamentals necessary to become a competent nursing assistant. This module is the didactic and theory that consists of two parts. The first part presents body mechanics, activities of daily living, client rights, communication, safety procedures, infection control, medical terminology, and anatomy and physiology, ethics and legal issues and aging process. The second part focuses on the different duties nursing assistant performs. These tasks include checking vital signs, data collection, assisting in activities of daily living (ADLs), range of motion, patient positioning and transporting, wound care, cleaning rooms and bed linens, gathering and stocking medical supplies and documentation.
NA-200	Clinical	Extern: 100	3	In this module, students will have the opportunity to apply the theories into skills. Students will practice these skills at Allied Healthcare College satellites.

NURSING ASSISTANT COURSE WEEKLY SCHEDULE



WEEK 1 – 3 (Didactic)

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:30am to 10:30am	Synchronous Lecture via Zoom	Synchronous Lecture via Zoom	Synchronous Lecture via Zoom	Synchronous Lecture via Zoom	Synchronous Lecture via Zoom
10:30am to 12:30pm	Asynchronous (Assignment Completion)	Asynchronous (Assignment Completion)	Asynchronous (Assignment Completion)	Asynchronous (Assignment Completion)	Asynchronous (Assignment Completion)

WEEK 4- 6 (Clinical)

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Hours per day	Clinical at AHC satellite	Clinical at AHC satellite	Clinical at AHC satellite	Clinical at AHC satellite	Clinical at AHC satellite



PHYSICAL THERAPY TECHNICIAN

Program Description

The purpose of the program is to provide students fundamental concepts and skills necessary for an entry-level position as a Physical Therapist Technician at physical therapy departments, chiropractor offices, hospitals, skilled nursing facilities. This is a short-term program emphasizing the tools applicable to the current trends of the industry.

Instructional Description

Instructions will be blended learning with internship at Allied Healthcare satellites.

Requirements for Completion

Students are required to successfully complete all coursework with a minimum of 70% (C).

Educational Objectives

The educational objectives of the program are to provide students the knowledge and skills to become a competent and marketable physical therapy technician. For students to become familiar with concepts and procedures used for patient rehabilitation. AHC training emphasizes the qualities for a successful healthcare professional that includes: detail-oriented, discretion, assertive, analytical and technical. Students also have the opportunity to apply learned concepts through their internship.

Occupational Objectives

Upon completion of the program, students will be awarded with a certificate. Graduates will be competent for an entry-level position as a physical therapy technician in various physical therapy settings. Physical Therapy Technician does not require any State certification.

Job Title: Physical Therapy Technician, Physical Therapist Aide

Job Outlook:

According to the Bureau of Labor Statistics (BLS), employment of physical therapist aides is projected to grow 21 percent from 2019 to 2029, much faster than the average for all occupations. Demand for physical therapy is expected to increase in response to the health needs of an aging population, particularly the large baby-boom generation and a rise in conditions such as diabetes and obesity.

CIP Code: 51.0806



Course Code	Course Title	Hours	Credit	Program Description
PTT-100	Physical Therapy Fundamentals	Didactic: 48 Lab/Intern: 32	Didactic: 3 Lab: 1 Total Credit: 4	Physical therapy (PT) is an allied healthcare discipline that treats individuals in restoring their functional capabilities by easing pain, increase function, move, and live better. Physical therapy can treat a variety of health problems. People of all ages get physical therapy. In this module, you will have the opportunity to learn the basic fundamentals necessary to become a competent Physical Therapist Technician. This module includes medical terminology - body map and directional terms; and abbreviations and documentation concepts; introduction to anatomy and physiology, introduction to the musculoskeletal system, and body mechanics.
PTT-200	Musculoskeletal System and Therapeutic Exercise	Didactic: 48 Lab/Intern: 32	Didactic: 3 Lab: 1 Total Credit: 4	The musculoskeletal system is the heart and soul of therapy services. Here's your opportunity to learn the structures and functions of the skeletal and muscular systems and joints. Students will learn the bone names and landmarks, joint movements and common skeletal muscles involved in physical therapy treatments. Included in the course are the pathologies relating to physical therapy, and basic assessments procedures. Being able to assess its deviations, impairments and limitations will help contribute to the rehabilitation of the patient or client. In addition, as physical therapist aide, your role is to ensure that these exercises are instructed and performed by patients correctly. In the module, you will have the opportunity to analyze, interpret and apply physical therapy evaluation and treatment plan regimen, incorporating modalities and therapeutic exercises. You will enhance your critical thinking and patient instructions for the applications of



				therapeutic exercises with or without equipment.
PTT-300	Physical Therapy Procedures	Didactic: 48 Lab/Intern: 32	Didactic: 3 Lab: 1 Total Credit: 4	Physical Therapy uses variety of treatment procedures that includes modalities (ultrasound, electrical stimulation, heat and cold pack, traction, whirlpool) to achieve patients' rehabilitation goals. Physical Therapists prescribe and implement therapeutic exercises to remediate or prevent impairments of body functions and structures. This course is designed to provide students the understanding and skills for the proper applications of these modalities and procedures. Therapeutic activities incorporate the use of multiple parameters to improve functional abilities. Gait training is to instruct and help a person improve the way they walk. As physical therapist aide, your role is to ensure that the patient is performing these activities correctly for safety and efficiency. This module is designed to introduce the proper techniques for bed mobility, transfers and gait training. You will have the opportunity to learn the different equipment, such as gait belts, transfer boards, ambulation (gait) assistive devices, and how they are used.



PHYSICAL THERAPY TECHNICIAN COURSE WEEKLY SCHEDULE

WEEK 1

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:30am to 10:30am	Synchronous Lecture via Zoom	Synchronous Lecture via Zoom	Synchronous Lecture via Zoom	Synchronous Lecture via Zoom	Synchronous Lecture via Zoom
10:30am to 12:30pm	Asynchronous (Assignment Completion)	Asynchronous (Assignment Completion)	Asynchronous (Assignment Completion)	Asynchronous (Assignment Completion)	Asynchronous (Assignment Completion)

WEEK 2- 3

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:30am to 10:30am	Synchronous Lecture via Zoom	Synchronous Lecture via Zoom	Lab/Internship at AHC satellite	Lab/Internship at AHC satellite	Synchronous Lecture via Zoom
10:30am to 12:30pm	Asynchronous (Assignment Completion)	Asynchronous (Assignment Completion)			Asynchronous (Assignment Completion)

WEEK 4

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:30am to 10:30am	Lab/Internship at AHC satellite	Lab/Internship at AHC satellite	Lab/Internship at AHC satellite	Lab/Internship at AHC satellite	Synchronous Lecture via Zoom
10:30am to 12:30pm					Final Exam



DENTAL ASSISTING

Program Description

The purpose of the program is to educate the student on how to be successful practicing in a wide variety of dental health care settings as an integral part of the allied dental healthcare team. The student will be trained to provide safe and competent patient care utilizing learned critical thinking and problem-solving skills.

After completion, students will receive a vocational diploma and are eligible to take the Registered Dental Assistant State Examination after completing the six months work experience and meet the criteria state certification requirements as a dental assistant.

Every student is expected to meet all the course requirements before being eligible for graduation. Dental Assisting students will attend didactic and clinical laboratory classes. Students will receive 420 hours of didactic, 160 hours of laboratory & 160 hours of clinical experience.

*CE- Continuing Dental Education Course is a separate class from the Dental Assisting Program.

Instructional Description

Instructions will be online and onsite with internship at Allied Healthcare satellites.

Prerequisites

1. Copy of High School Diploma / GED
2. Copy of TB Test Result
3. Copy of Hepatitis B vaccine or Hepatitis B Refusal Form

Requirements for Completion

Students are required to successfully complete all coursework with a minimum of 70% (C). Each course must be completed. Some courses may require the passing of a final test before a CE certificate is awarded. Once all requirements are met for both front and back office, a student will receive a Vocational Dental Assisting Diploma.

Educational Objectives

The educational objectives of the program are to provide students the knowledge and skills to become a problem solver and motivational team player. The program will give the maximum of information in the minimum amount of time, to enhance your employability and develop your critical thinking abilities.

Students also have the opportunity to apply learned concepts through their externship.

As a Dental Assistant, you can start your career as any of the following professions below:



- Chairside Dental Assistant
- Sterilization Coordinator
- Office Manager
- Insurance Clerk
- Dental Biller
- Administrative Assistant
- Customer Service Representative for major Dental Insurance companies
- Dental claims examiner/processor
- Dental Consultant
- Dental Biller
- Business Manager
- Financial Coordinator
- Treatment Coordinator
- Dental Receptionist

Occupational Objectives

Upon completion of the program, students will be awarded with a certificate of completion. Graduates will be competent for a position as a Dental Assistant in various dental offices, dental clinics, hospitals, government dental settings.

Job Title: Dental Assistant

Job Outlook:

According to the Bureau of Labor Statistics, "Employment of dental assistants is projected to grow 7 percent from 2019 to 2029, faster than the average for all occupations. Ongoing research linking oral health and general health will continue to increase the demand for preventive dental services. Dentists will continue to hire dental assistants to complete routine tasks, allowing dentists to work more efficiently. As dental practices grow, more dental assistants will be needed.

As the large baby-boom population ages and as people keep more of their original teeth than did previous generations, the need to maintain and treat teeth will lead to continued increases in the need for dental care."

D.O.T. Code: 079.361-018

CIP: 51.0601

Course Code	Course Title	Clock Hours	Credit Hours	Program Description
	Dental Assisting Fundamentals	Didactic: 70 Lab: 30	Didactic: 2.5	This module will include the study of tooth development. Students will learn the oral cavity, anatomy of the teeth. Students will learn how to perform CPR and how to



DA-100A		Total: Hours:100	Lab: 2.0	manage medical emergencies that may occur in the dental office. California Law and Ethics related to dentistry will be introduced as well.
DA-200A	Infection Control and Dental Specialties	Didactic:70 Lab: 30 Total: 100 Hours	Didactic: 2.5 Lab: 2.0	Students will demonstrate proper infection control procedures. This module will also discuss various specialized areas of dentistry so students may determine their area of interest and establish a career path.
DA-300A	Dental Administrative Assistant	Didactic:70 Lab: 30 Total: 100 Hours	Didactic: 2.5 Lab: 2.0	Students will be introduced to basic dental billing and office management. Front office skills will include keyboarding, appointment scheduling, telephone techniques, Microsoft office. Following HIPAA guidelines are discussed.
DA-400B	Preventative Dentistry	Didactic:70 Lab: 30 Total: 100 Hours	Didactic: 2.5 Lab: 2.0	This course will introduce general nutrition of food groups and dietary evaluation. Students will learn techniques of proper brushing techniques, plaque control and application of fluoride. Coronal polishing and Pit and fissure sealants theory and procedures are practiced on manikins and will be performed on patients and will permit the assistant to perform after obtaining the Registered Dental Assistant license.
DA-500B	Dental Radiology	Didactic:70 Lab: 30 Total: 100 Hours	Didactic: 2.5 Lab: 2.0	This course will discuss basic anatomy of the head and teeth to familiarize students with anatomical structures in dental radiographs. Radiographic techniques and processing of x-rays will be practiced both traditional and digital.
DA-600B	Dental Externship	Total: 160 Lab Hours	5.0	Students will perform Dental Assistant front and back duties in a private dental office, clinic, or hospital setting under a supervising dentist. Students will need to complete 160 Externship hours.

Total Clock Hours: 420 hours Didactic and 160 Lab + 160 for Clinical Externship = 740 hours



Introduction to Dental Assisting

DA-100A: Dental Assisting Fundamentals

1. History of Dentistry / Tooth Numbering System
2. Dental Practice Act Certification
3. Vital Signs / Assisting in Medical Emergencies
4. CPR – Basic Life Support

DA-200A: Infection Control and Dental Specialties

1. Microbiology / Infection Control Certification
2. Pedodontics / General Dentistry / Orthodontics
3. Oral Surgery / Prosthodontics
4. Periodontics / Endodontics

DA-300A: Dental Administrative Assistant

1. Professional Dental Assistant
2. Front office duties
3. HIPAA Certification
4. Resume Building / Interviewing Skills

NOTE: Students who finish the Introduction to Dental Assisting may start working in the dental office as a Sterilization Assistant, Front Office Assistant, Back-office Assistant with limited duties.

Advanced Dental Assisting

DA-400B: Preventative Dentistry

1. Oral Hygiene / Nutrition / Dexter - Coronal Polishing
2. Patients - Coronal Polishing Certification
3. Dexter - Pit and Fissure Sealant
4. Patients - Pit and Fissure Sealant Certification

DA-500B: Dental Radiology

1. Traditional (Dexter): BWX, FMX
2. Digital X-rays (Dexter): BWX, FMX
3. Patients - Dental Radiology
4. Patients - Dental Radiology Certification

DA-600B: - Dental Externship

1. Hands-on training (clinical sites)



DENTAL ASSISTING COURSE WEEKLY SCHEDULE

Modules 100A, 200A, 300A, 400B, 500B

WEEK 1

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:30am to 11:30am	Synchronous Lecture via Zoom	Synchronous Lecture via Zoom	Synchronous Lecture via Zoom	Synchronous Lecture via Zoom	Synchronous Lecture via Zoom
11:30am to 1:30pm	Asynchronous (Assignment Completion)	Asynchronous (Assignment Completion)	Asynchronous (Assignment Completion)	Asynchronous (Assignment Completion)	Asynchronous (Assignment Completion)

WEEK 2- 4

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:30am to 11:30am	Lab/Internship at AHC satellite	Lab/Internship at AHC satellite	Synchronous Lecture via Zoom	Synchronous Lecture via Zoom	Synchronous Lecture via Zoom
11:30am to 1:30pm					



PHLEBOTOMY TECHNICIAN

Program Description

The purpose of the program is to provide students fundamental concepts and skills necessary for an entry-level position as a Phlebotomy Technician.

Instructional Description

Instructions will be online with internship at Allied Healthcare satellites.

Requirements for Completion

Students are required to successfully complete all coursework with a minimum of 70% (C) and a minimum of overall 2.0 GPA.

Educational Objectives

The educational objectives of the program are to provide students the knowledge and skills to perform a variety of blood collection methods using proper techniques and following standard precautions. This will include capillary skin puncture, vacuum collection devices, syringes, butterfly needles, blood culture, and specimen collection on adults, infants, and children. The course will emphasize patient identification, infection prevention, specimen handling, processing, accessing, quality assurance, professionalism, medical terminology, and ethics.

Prerequisites: High School Diploma, 18 years old and older, CPR

Occupational Objectives

Upon completion of the program, students will be awarded with a certificate. Graduates will be competent for an entry-level position and can lead to advanced position.

Job Title: Phlebotomy Technician

CIP Code: 51.1009

Course Code	Course Title	Hours	Credits	Program Description
PH-100	Phlebotomy Theory	Didactic: 24	3	This module is the didactic and theory part of this phlebotomy program. Student will have the opportunity to learn the fundamentals of phlebotomy that includes the concepts of safety and compliance, patient preparation, processing, special collections, and routine blood collections.



PH-200	Phlebotomy Application	12/12	1	In this module, students will have the opportunity to apply the theories into skills. Students will practice these skills at Allied Healthcare College satellites.
PH-300	Phlebotomy Externship	40	1	This externship is a 40-non-paid hours that is designed to offer you the real-life experience in your chosen field.

PHLEBOTOMY COURSE WEEKLY SCHEDULE

Note: This course will be offered into two schedules.

Option 1: six days of eight hours totaling to 36 hours; 12 hours lab

WEEK 1

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:30am to 12:00pm	Synchronous Lecture via Zoom	Synchronous Lecture via Zoom	Synchronous Lecture via Zoom	Synchronous Lecture via Zoom	Synchronous Lecture via Zoom
12:00pm to 12:30pm	Lunch	Lunch	Lunch	Lunch	Lunch
12:30am to 3:00pm	Synchronous Lecture via Zoom	Synchronous Lecture via Zoom	Synchronous Lecture via Zoom	Synchronous Lecture via Zoom	Synchronous Lecture via Zoom
3:00pm to 5:00pm	Asynchronous (Assignment Completion)	Asynchronous (Assignment Completion)	Asynchronous (Assignment Completion)	Asynchronous (Assignment Completion)	

WEEK 2

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:30am to 12:30am	Lab/Internship at AHC satellite	Lab/Internship at AHC satellite	Lab/Internship at AHC satellite	Lab/Internship at AHC satellite	Lab/Internship at AHC satellite



Option 2: nine days of four hours totaling to 36 hours; 12 hours lab
WEEK 1

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:30am to 11:30am	Synchronous Lecture via Zoom	Synchronous Lecture via Zoom	Synchronous Lecture via Zoom	Synchronous Lecture via Zoom	Synchronous Lecture via Zoom
11:30am to 12:30pm	Asynchronous (Assignment Completion)	Asynchronous (Assignment Completion)	Asynchronous (Assignment Completion)	Asynchronous (Assignment Completion)	Asynchronous (Assignment Completion)

WEEK 2

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:30am to 11:30am	Synchronous Lecture via Zoom	Synchronous Lecture via Zoom	Synchronous Lecture via Zoom	Synchronous Lecture via Zoom	Lab/Internship at AHC satellite
11:30am to 12:30pm	Asynchronous (Assignment Completion)	Asynchronous (Assignment Completion)	Asynchronous (Assignment Completion)	Asynchronous (Assignment Completion)	

WEEK 3

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:30am to 12:30am	Lab/Internship at AHC satellite	Lab/Internship at AHC satellite	N/A	N/A	N/A



POLICY AND PROGRAM MODIFICATION

Allied Healthcare College reserves the right to amend or change catalog, program content structure and schedule as needed within regulatory guidelines.