



CATALOG

January 2024– December 2024

**PALLADIUM TECHNICAL ACADEMY
2024 CATALOG**

Revised: 01/06/2024

MISSION

Palladium Technical Academy's objectives are to educate and train students from diverse backgrounds in the essential skills and knowledge required by companies in the medical field and computer field. This means that the students will obtain technical knowledge and the skills necessary to embark on careers in their respective fields.

PHILOSOPHY

Palladium Technical Academy believes that each student deserves a quality education. An educational institution and its curriculum needs to relay the actual and practical knowledge and skills needed in the real world. We strongly believe that provided an environment conducive to learning and growth, students would reach their best abilities and enhance their capabilities. Palladium Technical Academy believes in co intentional education where a student and the institution define the criteria of the education together in a collaborative manner. This institution seeks to be an educational center where all students can reach out to enhance their knowledge for a more promising career.

Three professionals founded the school: a medical physician, a computer professional and a medical administrator. They brought many years of experience to the institution and the knowledge of what is actually needed to perform and succeed in a real working environment.

OBJECTIVES

The main objectives of Palladium Technical Academy are:

- 1) To provide quality education with both technical skills and knowledge.
- 2) To provide an understanding of what it takes to perform efficiently and successfully in a working environment.
- 3) To provide empowerment through knowledge and skills

All technical programs taught in this school are in high demand in the occupational market with great future growth potential.

Physical description of the school

All courses are taught and held on campus at Palladium Technical Academy, 10229 Lower Azusa Rd. in Temple City, California 91780.

Our training facility occupies 7,000 square feet of a two-story building. The classrooms are large, air conditioned and furnished appropriately for their instructional purpose. Palladium Technical Academy meets all safety standards.

Our facility offers its students a reference library/media center with reference texts and other educational materials related to our curriculum. Our computer labs are equipped with IBM compatible computers with educational software for students to practice new skills and enhance their learning experience. Special medical equipment is provided for the use of students in our medical programs including simulated examination and patient care areas.

Convenient free parking for students is available at the campus. The campus is located in close proximity to public transportation such as the El Monte bus station and the El Monte Metro Link Station.

All information in this catalog is current, correct, and certified by Amir Shafe.

Governing Body

Amir Shafe, CAO and Director, Dr. Jonathan Tam, Executive Officer, Dani Duncan, Executive Officer.

Accreditation/Approvals

Palladium Technical Academy has achieved national accreditation from the Council on Occupational Education, which is an accrediting agency recognized by the United States Department of Education.

State of California

Palladium Technical Academy's approval to operate through May 18, 2024 in the State of California is based on provisions of the California Private Postsecondary Education Act (CPPEA) of 2009, which is effective January 1, 2010. The Act is administered by the Bureau for Private Postsecondary Education, under the Department of Consumer Affairs. Palladium Technical Academy is a private institution that is approved to operate by the bureau, and that approval to operate means compliance with state standards as set forth in the CEC and 5, CCR. The Bureau can be reached at:

Bureau for Private Postsecondary Education
1747 N. Market Blvd. Suite 225, Sacramento, CA 95834
P.O. Box 980818 West Sacramento, CA 95798-0818
Phone: (888) 370-7589, (916) 574-8900
Fax: (916) 263-1897

FACULTY & ADMINISTRATION**DEPARTMENT**

Amir Shafe – Director/Education Director/ PT Instructor-FT
MA-Computer Sciences
Bachelor of Science –Computer Sciences
California State University of Long Beach

Administration

Dani Duncan – Director of Financial Aid-FT
15 years Financial Aid experience
20 years medical office experience

Administration

Marilyn Gesualdo –Business Office-FT
15 Years’ Experience –Financial Aid

Administration

Jonathan Dean– Director of Admissions-FT
Associate of Arts-Communications
26 Years Admissions Experience

Administration

Araceli Solorio, CST-Registrar–Student Services-FT
10 Years Experience Medical Assistant/Surgical Technician

Administration

Nellie Clark, Instructor – PT Instructor
Teaching Credential-Vocational Education
University of California Riverside
15 Years’ Experience Medical Assistant

Medical Programs

Meri Khana, Instructor – PT Instructor
Bachelor of Science-Health/Human Sciences
Tbilisi State University
Certified Medical Coder 20 years experience

Medical Programs

Jonathan Tam, M.D. – Phlebotomy Director-PT
USC-SUNY

Medical Department

Margaret Quiroz, CPT 1 – Phlebotomy Instructor-PT
30 Years’ experience CPT 1

Medical Department

Vanessa Martinez, RDA- PT Instructor
10 Years’ Experience Dental Assistant

Dental Department

ADMISSION POLICIES and PROCEDURES

Admission Requirements

Palladium Technical Academy admits as regular students only persons with:

- a high school diploma or
- the recognized equivalent of a high school diploma such as GED, HISET or TASC certificate or
- a certificate of the successful completion of the California High School Proficiency Exam or
- for home schooled students a transcript or the equivalent, signed by the parent or guardian that lists the secondary school courses the student completed and documents the successful completion of secondary school education
- and/or are beyond the age of compulsory school attendance which is 18 years old in California.

All applicants will be considered without regard to race, color, national origin, sex, age, disability, religion, or sexual orientation.

Ability to Benefit Students

We do not accept ability to benefit (ATB) students unless eligibility was established prior to July 1, 2012, the applicant will be required to provide such documentation. If eligibility is established, these students may apply for Title IV Financial Aid.

Other Requirements for admission are:

1. All candidates are required to pass a Wonderlic Assessment that measures English language, Reading comprehension and Numerical skills with a minimum score of 60%.
2. All candidates visit the school and have an interview with our admissions representative. Each individual's interests and objectives are factors in selecting the proper program
3. Applicants and/or their families are given a tour of the school.
4. We provide a copy of our catalog, consumer information, including tuition and fees, a current schedule of program start dates, syllabus and a list of our faculty.
5. Applicants complete the required application for admission.
6. Meet with Financial Aid to discuss tuition, fees, and financial options.

If the applicant meets all requirements and wants to proceed, they will read the enrollment agreement and sign it. The disclosures, cancellation notice, and other information will be given. If the applicant is less than 18 years of age a parent or guardian must sign the enrollment agreement.

Students who fail the entrance exam must wait a minimum of seven calendar days prior to retaking the exam. Students must take an alternate form of the exam the next time it is taken.

English Instruction/Proficiency

Palladium Technical Academy does not provide instruction in English as a Second Language. All instruction at Palladium Technical Academy is provided in English. English language proficiency is documented through the Wonderlic Assessment.

Foreign Transfer

Palladium Technical Academy does not admit students from other countries, provide visa services or vouch for foreign student status.

Program Transfer

Program transfer between programs offered at Palladium Technical Academy is allowed upon approval of the Education Director. Students who have attended other accredited schools may request to transfer to Palladium Technical Academy.

Credit for Previous Training

The school will evaluate previous education and training that may be applicable to an educational program offered at Palladium Technical Academy at the discretion of the Education Director. No credit for prior experiential experience is granted. There is no charge for evaluation of credit. All decisions on credit are final. Appeals are not accepted.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at Palladium Technical Academy is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in the educational program is also at the complete discretion of the institution to which you seek to transfer. If the credits or certificates that you earn at this institution are not accepted at the institution you seek to transfer to, 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 would meet your educational goals. This may include contacting an institution which you may seek to transfer into after attending Palladium Technical Academy to determine if your credits or certificate will transfer.

Copyright

Copyright infringement is a violation of federal law and subject to severe civil penalties and sanctions. It can also be a violation of federal criminal law.

Under federal copyright law, copyrighted works may not be copied, published, disseminated, displayed, performed or played without the permission of the copyright holder, unless such use is deemed “fair use” under the law.

For more information on U.S. copyright law, consult the Web site of the <http://www.copyright.gov/>. Copyright Office. The U.S. Copyright office has a variety of circulars and forms, available online or printed, which can provide answers and guidance to many copyright questions and issues.

ACADEMIC POLICIES

Schedule and Calendar

This catalog is for the year January 1, 2024 – December 31, 2024. Palladium Technical Academy's educational programs are comprised of several modules. Each module provides specific training and skills. New skills and knowledge constantly become requirements in the job market due to new technologies. Those trends and new requirements can be incorporated into our educational programs as new modules. Modules also provide flexible scheduling allowing students to embark on their education at the start of any given module.

Modules are offered on a sufficient schedule to allow time for program completion requirements. Our instructors work with each individual student to ensure that all receive sufficient attention. This environment is conducive to learning and development. We offer classes in the mornings, afternoons, and evenings based on space availability.

The following holidays are observed

New Year's Day

Martin Luther King Day

Presidents Day

Memorial Day

Independence Day

Labor Day

Veterans Day

Thanksgiving Day

Day after Thanksgiving

Christmas Day

Holy Days of all Religions are respected and allowed.

Palladium Technical Academy's Location and Hours of Operation:

Administrative office location 10229 Lower Azusa Rd., Temple City, CA 91780

Office Hours: 8:30 AM to 8:00 PM

Phone number: (626) 444-0880

Fax number: (626) 444-4441

Web Address: www.palladiumta.edu

Instruction Methods

Our main objective is to teach students how to perform in a real working world environment. Our faculty is comprised of professionals who have been in their professional fields for a number of years. Various methods are utilized for instruction such as lectures, laboratories, case studies, simulations and individualized methods. Video and audiotapes are both utilized. Assignments, field trips, and guest speakers are also part of our educational process. Our classes are equipped with IBM compatible personal computers with internet connections.

Program Changes/ Policy Guidelines

Palladium Technical Academy has the right, at its discretion, to make reasonable changes in program content, materials, and equipment, as it deems necessary in the interest of improving our student's educational experience. It also reserves the right to make changes in policy and procedures as circumstances dictate.

Refresher Training & Updating

Graduates who desire refresher training may be admitted to retake a desired module. Admittance is based on space availability. We continue to support our students both academically, through general career counseling and job placement assistance after their graduation.

Library/Media Center

An assortment of books and references are readily available to all students and instructors. Students may check out books by completing a "check out" form provided by the Student Services. The books and media are accessible and available during school hours.

Program Measurement

Palladium Technical Academy measures its programs in quarter credit hours/units to allow for comparison with other postsecondary institutions and clock hours to allow measurement of the programs on this basis where required.

Quarter credit hours/credits are defined as follows:

- 1 quarter credit hour=10 clock hours of lecture
- 1 quarter credit hour=20 clock hours of laboratory time
- 1 quarter credit hour=30 clock hours of externship work experience

Clock hours are defined as

There is a minimum of 50 minutes; in which lectures, demonstrations, and similar class activities are conducted.

Palladium Technical Academy grading scale policy

The progress and quality of the student's work is measured by a system of letter grades and percentages.

A=Excellent	90%-100%
B=Good	80%-89%
C=Satisfactory	70%-79%
D=Poor	60%-69%
F=Failing	00%-59%
W=Withdrawal	No credit/No grade assigned

SATISFACTORY ACADEMIC PROGRESS

Palladium Technical Academy offers one-year non degree programs on a full time basis.

All students must progress toward completion of their program of study at a pace specified by the Satisfactory Academic Progress (SAP) policy. This policy applies to all students regardless of how they pay for tuition.

Students who receive federal financial aid must also meet the SAP policy requirements to maintain their financial aid eligibility. The Higher Education Act, as amended by the U.S. Congress, mandates that higher education institutions establish minimum standards of SAP for students receiving Title IV financial aid, as well as equivalent measures and policies for those students who do not receive Title IV financial aid.

Requirements:

Qualitative Requirement – Cumulative Grade Point Average

Students must maintain a cumulative grade point average (CGPA) of 2.0 in all programs

Quantitative Requirement – Pace of Completion

Students must successfully complete 67% of the cumulative credits or clock hours attempted. Credits and clock hours are considered successfully completed when the student earns a grade of A, B, or C in all program courses

Maximum Timeframe

Students are required to complete their program of study within 150% of the scheduled length of their program of study. For example, a student in a 25 credit program may only attempt 37.5 credits towards the completion of that program of study.

SAP Evaluation Periods:

SAP is evaluated at the end of each SAP Evaluation Period. The SAP Evaluation Period consists of one half (50%) of the program credits and weeks for students in a program of study of one academic year or less. The College's SAP Evaluation Period is the the same as the financial aid payment period for those students eligible for Student Financial Aid.

SAP Sanctions:

Students are considered to be making Satisfactory Academic Progress (SAP) when they begin their program and maintain the minimum SAP requirements at each subsequent SAP Evaluation Period point. Students not meeting the SAP requirements at any evaluation point will be:

- subject to sanctions, including SAP Warning, SAP Probation, and/or dismissal/termination
- at risk for being dismissed/terminated from their program of study, and
- at risk of losing their financial aid eligibility (if Student Financial Aid-eligible).

A student who has not has met all of the SAP requirements will receive a letter to notify him or her of a change in SAP status (from good SAP standing to SAP Warning). The letter will also include financial aid information if the change in SAP status has impacted his or her financial aid eligibility. The letter will also advise the student to set up appointment with Student Services.

If at any time it is determined that a student cannot complete his or her program of study within the maximum time frame (MTF) or when it is determined that the student cannot achieve the CGPA required for completion of the program of study, the student will be subject to dismissal/termination from the program of study. The student will also become ineligible to receive additional financial aid. **The maximum time is 150% of the planned program length.**

SAP Warning:

If a student fails to meet any of the SAP requirements and was in good SAP standing during the prior SAP Evaluation period, the student will be placed on SAP Warning status for one SAP Evaluation period. At the next SAP evaluation point, the student will return to good SAP standing if he or she meets all of the SAP requirements.

If the student does not meet all of the minimum SAP requirements at the end of the SAP Warning period, the student will become ineligible to receive financial aid. The student can appeal the financial aid ineligibility determination.

SAP Appeals:

A student who has not met the terms of the SAP Warning period and lost financial aid eligibility may appeal the lost financial aid eligibility within ten (10) business days following notification. Only appeals based on extenuating circumstances, such as a serious illness, hospitalization, extreme family emergency, or death in the family will be considered in support of an appeal. Circumstances related to the student's lack of maturity or commitment to the program of study are not an acceptable basis for appeal.

All appeals must be submitted in writing to the Financial Aid Office and the student must provide documentation to support the appeal. In the written appeal letter, the student must explain the extenuating circumstances and what has changed to allow him or her to make SAP at the next evaluation. Documentation to support the extenuating circumstance must also be submitted. Documentation to support the potential for achievement of SAP during the next Evaluation Period may also be requested.

The appeal procedure and a sample appeal letter may be obtained in the Financial Aid Office. Appeals will be reviewed by the Campus Director within ten (10) business days. The decision of the Campus Director is final.

Students whose appeal is approved will be notified in writing, placed on SAP Probation status for one (1) evaluation period, and will regain eligibility for financial aid disbursements for that evaluation period. If the appeal is denied, the student will not be eligible for Federal financial aid disbursements, must obtain other means of financing their education, and may be subject to withdrawal/termination.

SAP Probation:

A student whose appeal is approved is placed on SAP Probation for one (1) SAP Evaluation Period and an Individualized Education Academic Plan will be developed and implemented (see below). At the next SAP Evaluation Period point, the student will be returned to good SAP standing if he or she meets all of the SAP requirements. If the student does not meet all of the minimum SAP requirements, the student will be subject to dismissal/termination from the program of study. The student will also become ineligible to receive financial aid.

Individualized Education Academic Plan (IEAP):

An Individualized Education Academic Plan (IEAP) is developed for a student who has not met the minimum SAP standards and whose appeal has been approved and the student has been placed on SAP Probation. A student on an IEAP will be required to meet the standards set forth in the plan to maintain enrollment and, if applicable, financial aid eligibility. If the student meets all of the SAP requirements of the IEAP, the student will return to good SAP standing. If the student does not meet the terms of the IEAP, the student will be dismissed/terminated from the College and will become ineligible for financial aid.

Incompletes, Withdrawals, Repeats, Audited Courses, Transfer Credits, and Program Changes:**Incomplete**

Incomplete (I) is an interim grade given to a student who is not able to complete a course. An Incomplete (I) becomes a Failure (F) if the work relating to the Incomplete has not been completed within 14 days of the end of the course and SAP is recalculated following the grade change. If a student repeats a subject, the second grade will be substituted.

An Incomplete (I) will not be considered as an attempted credit, will not be included in the calculation of CGPA, and must be updated within 14 days of the grade change.

Withdrawal

A student who is either terminated by the College or voluntarily withdraws from a course before completion of 50% or more of the course will receive a grade of W. A student who is either terminated by the College or voluntarily withdraws from a course after completion of 50% or more of the course will receive a grade of F. The grade of Withdrawal (W) will be recorded on the student's transcript and considered attempted credit or clock hours, but will not be included in the calculation of CGPA, and for the purposes of SAP. The grade of F will be included in the calculation of CGPA, and for the purposes of SAP.

Repeats

Students who fail a course must repeat that course in order to graduate. If a student repeats a course, the second grade will also be recorded. The failing grade and the course repeat grade will be considered attempted credits or clock hours and recorded on the student's transcript. Only the repeat course grade will be included in calculation of CGPA. All credit hours and clock hours attempted will be counted toward maximum program length.

Transfer Credits

Transfer credits from other institutions that apply to a student's program of study are not counted in the CGPA, but are counted as both attempted and earned credits for the purposes of SAP.

Program Changes

Students who desire to change their program of study must meet with the Campus Director or designee for approval and to complete a new Enrollment Agreement. The College will determine which courses transfer to the new program of study. Applicable courses transferred between programs of study will be included in all SAP evaluations.

ATTENDANCE POLICY

Students are expected to attend classes regularly following the approved schedules. It is the responsibility of each student to notify the school in advance if they will be absent or late, just as it is necessary to notify an employer.

Satisfactory Attendance

A minimum of 75% of attendance must be maintained throughout the enrollment period. Failure to maintain satisfactory attendances will result in attendance probation for a 30-day period. Satisfactory attendance is evaluated at 25%, 50%, and 75% of program length. Satisfactory attendance of 75% must be maintained for the 30 days in order to be removed from attendance probation. At the end of this time period if satisfactory attendance is not achieved the student may be withdrawn or dismissed from the program.

Tardiness/Leaving early

Tardiness is a disruption to a good learning environment and is discouraged. For the purpose of satisfactory attendance, a student arriving more than 15 minutes late will be considered tardy. This policy applies to students leaving more than 15 minutes early. If repeated in excess, this may result in disciplinary action including probation, suspension, or termination.

Leave of Absence

Palladium Technical Academy will consider a written request for a leave of absence and may approve the leave after determining that the request is justifiable and there is a reasonable expectation that the student will return to school. A leave may be approved if:

1. The leave is requested in writing, states the reason the leave is necessary, and is signed and dated by the student.
2. The leave is requested in advance unless unforeseen circumstances prevent doing this.
3. The initial leave does not exceed 60 days, under exceptional circumstances an extension may be granted if requested before expiration of the current leave.
4. Additional leaves may be granted under exceptional circumstances

The total leave granted to the student in a 12-month period may not exceed 180 days. The first day of the initial leave is counted as the start of the 12-month period. All calendar days are counted as LOA (leave of absence) days.

The following are exceptions, as stated by law, jury duty, military service, and circumstances covered under the Family Medical Leave Act of 1993.

If you fail to return to school on the scheduled return date, you will be subject to the school's withdrawal policy, and will be withdrawn from school. A student who is receiving Title IV funds or loans should be aware that if he/she does not return from a Leave of Absence, some of the grace period of any loans may have been used up, as the withdrawal date is set retro-actively. A calculation will be made and if indicated funds will be returned to the appropriate Title IV programs.

Withdrawal from School

Students who wish to withdraw from their training program should contact the Program Director. A student who is absent for 14 consecutive class days without an approved leave of absence will be considered withdrawn. All students who withdraw are required to meet with the Financial Aid Officer. The official date of withdrawal is the last date on which a student attended class regardless of the circumstances or the date of notification to the school. Both refunds and final grade determinations are based upon this date.

Re-entering Students

If accepted, the student must reenter under the admissions, academic and administrative policies of the current catalog. The student must have his/her financial account current at the time of reentry. The application for reentry will be reviewed and determination made by the program director and/or other administrative staff as deemed appropriate by Palladium. A student who reenters within 180 days is treated as if he/she did not cease attendance for purpose of determining the financial aid awards for the period. The cost of attendance for such a student will reflect the original costs for that payment period.

Graduation Requirements

A student is considered to have completed their program if he/she achieves a cumulative grade point average (GPA) of 2.0 or higher and passes every course/module, which consists of successful completion of the skills assessment and all exams.

He/she must complete the training with an attendance rate of 75% of the total hours for the program and meet his/her financial obligations to the school. All program completers will receive a certificate confirming all educational and administrative requirements have been successfully met for their program of study.

Student Records

Student records, which include grades, attendance, prior education and training, personal achievements, etc. are kept for a period of not less than five (5) years on the school premises. Academic transcripts are kept indefinitely, and are available upon written request.

Palladium Technical Academy maintains student records for each student, whether or not the student completes the educational program, for a period ending five years after the date of the student's graduation, withdrawal, or termination.

The student records shall be retrievable by student name and shall contain the following:

- * Written records and transcripts of any formal education or training relevant to the student's qualification for admission.
- * Copies of all documents signed by the student (including contracts and instruments of indebtedness).
- * Copies of all tests given to the student (before admission).
- * Records of the dates of courses or educational services completed or attempted.
- * Grades or evaluations given to the student.
- * Attendance records.

- * Documents specifying the amount of a refund (if applicable; the date of the refund, amount refunded for tuition and/or equipment).
- * Method of calculating a refund, check number, name, and address of the person/entity /recipient of refund.
- * Copies of any official advisory notices or warnings regarding student progress.
- * Complaints received from the student (including any correspondence, notes, and phone logs related to the complaint).

Family Educational Rights and Privacy Act of 1974, as amended

Palladium Technical Academy complies with the Family Educational Rights and Privacy Act (FERPA), which provides students certain rights related to their educational records. The following is a description of those rights:

- * The right to inspect and review the student’s educational records within 45 days of the day the School receives a written request for access: Students should submit to the School Director written requests that identify the record(s) they wish to inspect. The School official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
- * The right to request the amendment of the student’s educational records that the student believes are inaccurate or misleading. Student may ask the School to amend a record that he/she believes is inaccurate or misleading. The student should write the school official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the School decides not to amend the record as requested by the student, the school will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
- * The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent: One exception, which permits disclosure without consent, is disclosure to School officials with legitimate educational interests. A School official is a person employed by the School in an administrative, supervisory, and academic and research, or support staff position. A person or company with whom the School has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility. Upon request, the school discloses educational records without consent to officials of another school in which a student seeks or intends to enroll.

- * Directory information is information that may be unconditionally released to third parties by the school without the consent of the student unless the student specifically requests that the information not be released. The school request students to present such requests in writing within 10 days of the date of enrollment. Directory information includes the student's name, address(s), telephone number(s), birth date and place, program undertaken, dates of attendance, and certificate or diploma awarded.
- * The right to file a complaint with the United States Department of Education concerning alleged failures by the School to comply with the requirements of FERPA: The name and address of the Office that administers FERPA is Family Policy Compliance Office, Department of Education, 600 Independence Avenue, SW, Washington, DC 20202-4605.

Dress Code

Students enrolled in the Medical Programs are required to wear medical attire as specified during the enrollment and orientation process. During the training period, students are expected to dress and groom accordingly as expected in their future prospective positions. Employers may visit the facility for guest lectures or interviews, so it is important that the students convey a professional image at all times. Students dressed inappropriately may be asked to leave class.

Student Conduct

We encourage all students to conduct themselves in a professional manner. We believe our students are seeking to acquire new skills to enhance their chance of success in a new challenging economy. We are here to work with them to ensure their success. We encourage our students to work and learn from each other and to bring their rich, diversified knowledge and wisdom to school. At the same time, we believe that Palladium can introduce the professional attitude and behavior that is needed to succeed.

Any student who fails to maintain satisfactory progress or attendance, violates safety regulations, interferes with another student's work, is disruptive, obscene, or appears to be under the influence of alcohol or drugs is subject to immediate termination from school.

Sexual Harassment

Palladium Technical Academy is committed to providing an environment that is free from all forms of discrimination. Conduct that can be considered harassing, disruptive, or coercive, including sexual harassment is prohibited. Actions, words, comments, or jokes based on an individual's sex, color, national origin, race, age, religion, disability, or sexual orientation will not be tolerated. Any person who becomes aware of possible harassment or discrimination must immediately advise the director so it can be investigated in a timely manner. Anyone engaging in harassment or discrimination will be subject to disciplinary action, up to and including termination from school or employment.

Drug Abuse Prevention

The use of drugs or alcohol is strictly forbidden on Palladium Technical Academy's premises. We reserve the right to terminate students who violate this policy. Students who need counseling assistance for drug or alcohol dependency should contact the Student Services Director. All

referrals will be kept confidential. Information on drug abuse prevention is available for all students and employees.

Campus Safety

Safety from accidents is the responsibility of everyone. Security cameras are located in the facility and parking area. Palladium Technical Academy strives to provide a safe environment for students, employees, and visitors. We encourage you to comply with all safety standards including:

- Smoking in designated outside areas only.
- Food, drink and their containers are restricted to designated break areas.
- Equipment is only used with instructor's knowledge and supervision.

If you are injured, are aware of injury to another person or observe a safety hazard, please report this information to your instructor or Palladium employee immediately.

Campus crime statistics are maintained and updated annually in compliance with regulations. This report is available for review by students, employees, or interested public parties.

Student Grievance/Complaint Procedure

Students are encouraged to verbally express any concern to members of the faculty and/or administration at all times, for a solution that is mutually acceptable. Students should submit a written complaint within 48 hours after the incident occurs. After receiving the written complaint, the school will inquire whether a verbal complaint has indeed been discussed to resolve the problem with the instructor or a staff member. If all the above steps were properly taken, the school director will commence a grievance committee within 7 days of the report. All documentation in support of the complaint must be submitted with the report. All people involved in the incident are requested to be present at the time of the hearing. The committee will hear all sides and immediately meet without the presence of the involved individuals to review the evidence and vote on a decision. The decision will be reported at once. If the decision is not acceptable to the student, he/she must send a letter indicating why the decision was not acceptable within 24 hours. All complaints must be resolved within 30 days of their initial report. 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 or by completing a complaint form, which can be obtained on the bureau's Internet Web site www.bppe.ca.gov. Any unresolved complaint matters can be reported to:

Council on Occupational Education
7840 Roswell Road, Building 300, Suite 325, Atlanta, Georgia 30350
Phone: (800) 917-2081
Fax: (770) 396-3790

or

Bureau for Private Postsecondary Education
1747 N. Market Blvd, Suite 225, Sacramento, CA 95834
P.O. Box 980818 West Sacramento, CA 95798-0818
Phone: (888) 370-7589
Fax: (916) 263-1897

PALLADIUM TECHNICAL ACADEMY
2024 CATALOG

STUDENT SERVICES

Orientation

Students will be scheduled to attend an orientation session prior to the start of their program. In this session, the policies and procedures of Palladium Technical Academy will be reviewed and the student will receive their student handbook. Students will be oriented with Media resources and Student Services.

Advising

Students have access to the staff of Palladium Technical Academy (faculty and administrative) for both, vocational and academic advising. Students experiencing personal problems, which require professional counseling, will be referred to the following agencies:

Department of Social Services
12860 Crossroads Parkway South
City of Industry, CA 91736
Phone: (562) 908-8669

Department of Social Services
14545 Lanark Street
Panorama City, CA 91402
Phone: (818) 901-3185

Community Services

At times, our programs may incorporate community service activities into the curriculum. Palladium Technical Academy believes that students' who participate in community activities, benefit personally, and are given the opportunity to interact with potential employers.

Americans with Disabilities Act

Our school is committed to providing equal opportunities to our students that are otherwise qualified individuals with disabilities, which includes providing reasonable accommodations whenever necessary. In general, it is your responsibility to notify the school of the need for an accommodation. Upon doing so, you may be asked by the School Director for your input or the type of accommodation you believe may be necessary or the functional limitations caused by your disability. Also, when appropriate, we may ask you to provide additional information from your physician or other medical or rehabilitation professionals.

Voter Registration Form

Voter registration forms are available in the Student Services office.

Events

Various events are hosted throughout the year for students and alumni. This allows the students the opportunity to receive information from our successful graduates and other professionals who may participate. Lectures, career fairs, and educational programs are some of the events offered.

Job Placement Services

Palladium Technical Academy assists students who successfully complete their program in employment preparation and employment search activities. In this effort, we only provide assistance; the students are responsible for securing employment. Palladium Technical Academy

does not guarantee employment to any student. As their education unfolds, the students receive training and instruction in preparing resumes and job interview skills. Palladium also provides Internet access on the campus to search for employment using well-known employment seeking web sites. Students may use the school's resources for faxing or emailing their resumes to potential employers. The Placement Department at Palladium Technical Academy is in contact with many employers and will actively provide assistance in locating suitable employment. Up-to-date job leads are obtained and passed along to our students so they may pursue employment in the field for which they were trained.

Palladium Technical Academy's core belief is that students who have obtained the practical training and understand the culture of the business world can flourish in a working environment. We have embedded this factor as the core of our educational goal. Palladium Technical Academy wants to ensure that students who complete their program of study have obtained a high level of competency and the confidence needed to perform in their future careers. Our programs incorporate the work ethic and standards considered necessary for success; beginning at orientation, at which time the importance of attendance and productivity in class is stressed.

Housing

Palladium Technical Academy does not assume responsibility for student housing, does not have dormitory facilities under its control, nor offers student housing assistance. According to rentalsource.com, rental properties in Temple City start at approximately \$1200.00 and in nearby El Monte start at approximately \$900.00 per month.

FINANCIAL INFORMATION

Tuition and Fee Policy

All tuition and fees are payable in advance unless other arrangements have been made prior to commencing classes. *The registration and Student Recovery Fund fees are non-refundable.*

Program	Tuition Payment		Registration Fee	Student Tuition	Books/Uniform Equipment	Total Cost for Payment		Total Cost For Program
	Period 1	Period 2		Recovery Fund Fee		Period 1	Period 2	
Medical Clinical Assistant	6750	6750	75	37.50	1387.50	7500	7500	16000
Medical Billing Specialist	6750	6750	75	37.50	1387.50	7500	7500	16000
Health Information Technology	6750	6750	75	0	1425	7500	7500	16000
Dental Assistant	6750	6750	75	0	1425	7500	7500	16000
Massage Therapy	6750	6750	75	0	1425	7500	7500	16000
Phlebotomy Technician	1160		250	0	190	1600		1600

If you obtain student loans, you are responsible for repaying the loan amount plus any interest, less the amount of any refund.

Tuition Payment

Arrangements for payment of your tuition should be made with our business office prior to the start of your program. Tuition payments may be made in the business office during regular office hours. Payments may be made by cash, check, credit card or money order payable to: Palladium Technical Academy.

Students who fail to maintain a current financial account may be subject to dismissal from school for nonpayment of tuition. Palladium Technical Academy reserves the right to withhold a student's transcripts until the account is brought current.

Student Tuition Recovery Fund (STRF)

“The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.”

“It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 N. Market Blvd. Suite 225, Sacramento, CA 95834, (916) 574-8900 or (888) 370-7589.

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

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

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

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

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

Financial Aid Assistance

Palladium Technical Academy participates in financial aid programs to assist students in paying for their tuition and fees. Preparing for a lifelong career requires not only a commitment of time and effort, but also a financial investment in a quality educational program. Many people feel that they cannot afford the tuition, books and time required for formal training. The following financial aid programs are available to students at Palladium Technical Academy, subject to individual qualifications. **Federal Financial Aid is available for all programs except Phlebotomy.**

Financial Aid Programs we participate in:

PELL	Federal Pell Grant
PLUS Loans	Federal Parent Loan for Undergraduate Students
FSEOG	Federal Supplemental Educational Opportunity
FEDERAL STUDENT LOANS*	Direct Subsidized and Unsubsidized Loan Programs
WIA	Workforce Investment Act
REHAB	Private Rehabilitation Benefits
GI Bill	Veterans Benefits

Students seeking financial aid must first complete the Free Application for Federal Student Aid application (FAFSA). The school’s financial aid representative will use this application to determine the student’s needs and assist with deciding what programs best serve the student. If a student withdraws from school, an adjustment in the amount owed may be made, subject to the school’s refund policy. If a student has received financial aid in excess of what he/she owes the college, these funds must be restored to the federal fund account or to the lender, if applicable.

** (1) federal student loans are required by law to provide a range of flexible repayment options, including, but not limited to, income-based repayment and income-contingent repayment plans, and loan forgiveness benefits, which other student loans are not required to provide; and (2) federal direct loans are available to students regardless of income.*

Eligibility requirements for Federal Financial Aid programs:

Federal Title IV aid programs that Palladium participates in includes Federal Pell Grants, Federal Supplemental Educational Opportunity Grants (FSEOG), and the William D. Ford Direct Loan programs (subsidized, unsubsidized, and PLUS).

To be eligible for financial aid, a student must:

- Demonstrate financial need (for most programs);
- Be a citizen of the United States or an eligible permanent resident;
- Be enrolled in an eligible program;
- Have a valid social security number;
- Maintain satisfactory academic progress toward graduation;
- Be a high school graduate or the equivalent or have established eligibility via the passage of a nationally recognized Ability-To-Benefit test prior to July 1, 2012;

- Not be in default on a financial aid loan nor owe a refund to a financial aid grant received at any postsecondary college or institution;
- Have completed U.S. Selective Service requirements, if applicable.

Verification Policy

If a student application is selected for review in a process called “Verification” by the Department of Education, the student may be required to submit additional documentation to the Financial Aid Department. Once a student is notified to provide additional documentation, the required information must be provided to the School within 45 days of notification. Failure to do so may result in suspension from school. A student, who purposely gives false or misleading information to the Financial Aid Office, may be reported to the Office of Inspector General.

Student Budget

In addition to the direct costs of education, it is important to develop a budget to identify other financial obligations that a student may incur when attending school. These expenses may include transportation, childcare, personal expenses, etc. The school’s financial aid representative will assist students with this budget.

Tuition and Fees

The Enrollment Agreement obligates the student and the School for the entire program of instruction. The student’s financial obligations will be calculated in accordance with the School’s refund policy in the contract and this school catalog. Registration and tuition fees for each program are listed on page 15. An institutional catalog is available at no charge and will be provided to each enrollee prior to enrollment. The school will work with each student to determine the best financial arrangement to meet his/her obligation for tuition.

Cancellation of Agreement and Withdrawal from School

You have the right to cancel agreement for a program of instruction, without any penalty or obligations, through attendance at the first class session or the seventh calendar day after enrollment, whichever is later. After the end of the cancellation period, you also have the right to stop school at any time and you have the right to receive a pro rata refund if you have completed 60% or less of the scheduled hours in the current payment period in your program through the last day of attendance.

- * Cancellation may occur when the student provides a written notice of cancellation at the following address: Palladium Technical Academy 10229 Lower Azusa Rd., Temple City, CA 91780
- * The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage.
- * The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.
- * If the Enrollment Agreement is cancelled the school will refund the student any money he/she paid, less a registration or administration fee not to exceed \$100.00 and less any deduction for equipment not returned in good condition.

Withdrawal from the Program and Refund Policy

You may withdraw from the school at any time after the cancellation period (described above) and receive a pro rata refund if you have completed 60% or less of the scheduled hours in the current payment period in your program through the last day of attendance. The refund will be less a registration, STRF, and less any deduction for equipment not returned in good condition. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student shall be deemed to have withdrawn from a program of instruction when any of the following occurs:

- The student notifies the institution of the student's withdrawal or as of the date of the student's withdrawal, whichever is later.
- The institution terminates the student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; absences in excess of maximum set forth by the institution; and /or failure to meet financial obligations to the school.
- The student has failed to attend class for 14 days.
- The student fails to return from a leave of absence.

For the purpose of determining the amount of the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance. The amount owed equals the daily charge for the program (total institutional charge, minus non-refundable fees, divided by the number of days in the program), multiplied by the number of days scheduled to attend, prior to withdrawal. For the purpose of determining when the refund must be paid, the student shall be deemed to have withdrawn at the end of 14 days.

For programs beyond the current "payment period," if you withdraw prior to the next payment period, all charges collected for the next period will be refunded. If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, state or federal agency that guaranteed or reinsured the loan. If any balance remains on the loan, the student is responsible to repay the full amount of the loan plus interest. If any amount of the refund is in excess of the unpaid balance of the loan, it shall be first used to repay any student financial aid programs from which the student received benefits, in proportion to the amount of the benefits received, and any remaining amount shall be paid to the student.

Refund Payment Date

Refunds when due are made without requiring a request from the student.

Refunds when due, are made as soon as possible but no later than 45 days after the date of the institution's determination that the student withdrew. Withdrawal occurs when written notification has been provided to the institution by the student or from the date that Palladium terminates the student or determines withdrawal by the student. This is in compliance with Federal regulations.

Return of Title IV Funds Policy

Effective October 7, 2000, all financial aid (Title IV) recipients who withdraw and have completed 60% or less of the payment period for which they have been charged, are subject to the new federal refund regulations per 34 CFR 668, 682 & 685, published on November 1, 1999.

Federal regulations state that the amount of a Title IV refund is based on the percentage of Title IV funds earned by the student at the time of withdrawal. In order to determine whether Title IV funds must be returned, the school must calculate the following:

1. To determine the percentage of the payment period completed, the number of days attended in the payment period is divided by the total days in the payment period. *Days = calendar days for purposes of this formula, and therefore include weekends and holidays. Only scheduled breaks of 5 days or more and approved leaves of absence are excluded.*
2. The net amount of Title IV funds disbursed that could have been disbursed for the payment period is multiplied by the percentage of the payment period completed. The result is the amount of earned Title IV aid.
3. The earned aid is subtracted from the aid that was actually disbursed to, or on behalf of the student.
4. The institution will return the lesser of the total earned aid or the unearned institutional charges of the payment period.
5. Unearned aid is allocated back to the Title IV programs in the following order as specified by law:
6. Federal Direct Unsubsidized Stafford Loan Program.
7. Federal Direct Subsidized Stafford Loan Program
8. Federal PLUS Program
9. Federal Pell Grant Program
10. Federal SEOG Program.
11. Other assistance awarded, under this title, for which return of funds is required.

For the purpose of determining the amount you owe for the time you attended, you shall be deemed to be an:

Official Withdrawal is when any of the following occurs:

When you notify the Registrar's office of your withdrawal by postal letter or email. You need to include your name and program you were enrolled in.

This notification needs to be sent to:

Dani Duncan, Financial Aid Director, 10229 Lower Azusa Rd, Temple City, CA 91780
or emailed to daniduncan@palladiumta.com

Unofficial Withdrawal is when one of the following occurs:

- * The school terminates your enrollment.
- * You failed to attend classes for 14 consecutive school days
- * You fail to return from LOA
- *

Determination of the Withdrawal Date

The student's withdrawal is the last date of academic attendance as determined by the institution from its attendance records. The withdrawal date for a student who does not return from an approved leave of absence is set retroactively to the last date of attendance, as determined by the institution's attendance records.

NOTE: A student who is on an approved leave of absence retains in-school status for purposes of Title IV loans. However, the student should be aware that if he or she does not return from a leave of absence, some or all of the grace period of the loan could have been used up, as the withdrawal date is set retroactively.

Post –Withdrawal Disbursement:

This will occur if the student has earned Title IV funds but they have not yet been disbursed to the student. Student will receive notification of availability of post-withdrawal disbursement Funds within 30 days of withdrawal. Student must respond to notice informing us whether they want to decline or accept the disbursement no later than 14 days from date of notice. Funds will be applied to students account first.

If any portion of your tuition was paid from the proceeds of a loan, then the refund will be sent to the lender or to the agency that guaranteed the loan, if any. Any remaining amount of refund will first be used to repay any student financial aid programs from which you received benefits, in proportion to the amount of the benefits received.

Funds will be returned to Title IV Programs in the following order: (same as Title IV Returns)

1. Unsubsidized Direct Loans
2. Subsidized Direct Loans
3. Direct Plus Loans
4. Federal Pell Grants
5. FSEOG

Any remaining amount will be paid to you.

NOTE: After the institution has allocated the unearned aid, any amount owed by the student to a grant program is reduced by 50%. Grant funds must be repaid within 45 days. Unearned loan funds received by the student are paid back as per the terms of the borrower's promissory note.

Refund Payment Date

Refunds when due are made without requiring a request from the student.

Refunds when due, are made as soon as possible but no later than 45 days after the date of the institution's determination that the student withdrew. Withdrawal occurs when written notification has been provided to the institution by the student or from the date that Palladium terminates the student or determines withdrawal by the student. This is in compliance with Federal regulations.

Credit Balances

All credit balances will be paid as soon as possible no longer than within 14 days.

Unsatisfactory Financial Progress Requirement

Violation of any of the conditions set forth in the signed Enrollment Agreement may lead to dismissal from school and/or probation. Failure to meet all financial obligations to the School may also lead to dismissal from school and/or probation.

Financial Aid Student Rights

Students have the right to know:

- * Types of Financial Aid available at Palladium Technical Academy.
- * The basis for eligibility and the process of fulfilling those needs.
- * When Financial Aid has been awarded and the conditions to which they are agreeing.
- * The refund policy.

This information is available within this catalog and through the financial aid department.

Reinstatement of Financial Aid Eligibility

Financial aid recipients who lose their eligibility for financial benefits due to Unsatisfactory Progress or other forms of disciplinary actions may have their eligibility reinstated. Conditions for reinstatement include, but are not limited to, the achievement of academic standing consistent with graduation requirements. The student must request reinstatement. The School Director and Financial Aid Director will review such requests after academic advisement with the student.

If a student receives a loan to pay for their educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. If a student has received federal student financial aid funds, the student is entitled to a refund of the funds not paid from federal student financial aid programs.

CLASS SCHEDULES

All programs have open enrollment at the start of each module.

Medical Clinical Assistant

Day	Monday	Tuesday	Wednesday	Thursday	Friday
Morning	8:30-1:30	8:30-1:30	8:30-1:30	8:30-1:30	8:30-12:30

760 hours in class + 160 prep hours= Total hours 920 – 32 weeks

Medical Billing Specialist

Day	Monday	Tuesday	Wednesday	Thursday	Friday
Morning	8:30-1:30	8:30-1:30	8:30-1:30	8:30-1:30	8:30-12:30

760 hours in class +160 prep hours= Total hours 920 – 32 weeks

Health Information Technology

Day	Monday	Tuesday	Wednesday	Thursday	Friday
Morning	8:30-1:30	8:30-1:30	8:30-1:30	8:30-1:30	8:30-1:30

780 hours in class + 195 prep hours= Total hours 975 – 34 weeks

Dental Assistant

Day	Monday	Tuesday	Wednesday	Thursday	Friday
Morning	8:30-1:30	8:30-1:30	8:30-1:30	8:30-1:30	8:30-1:30

910 hours – 36 weeks

Massage Therapy

Day	Monday	Tuesday	Wednesday	Thursday	Friday
Morning	8:30-1:30	8:30-1:30	8:30-1:30	8:30-1:30	8:30-12:30

760 hours in class + 160 prep hours= Total hours 920 – 32 weeks

Phlebotomy Technician

Day	Daily	Daily	Daily	Daily	Daily
Morning - Afternoon	8:00-4:30	8:00-4:30	8:00-4:30	8:00-4:30	8:00-4:30

104 hours – 8 days

CLASS DESCRIPTION

MA100 Medical Fundamentals

20/20/3.0

This module introduces students to the humanistic aspects of medical assisting. Students learn the history and future direction of medical assisting. Communication skills will include writing, listening, and phone skills.

CS100 Computer Essentials

20/20/3.0

This course teaches beginning students to operate a computer efficiently. Students will be trained in the basics of computer keyboarding, recognizing hardware and software. Students will learn the computer system components such as the memory, CPU, Motherboard, keyboard, mouse, hard drive, and ROM. The students will be introduced to the most popular Microsoft Programs including Microsoft Word and Excel.

MA101 Business and Medical Office

20/20/3.0

This course introduces the student to the business side of a medical office. Medical law and ethics are covered. Students will learn the basic business skills needed in a medical office. They will be taught the different insurance types, medical groups, referrals, medical billing, CPT, and ICD-10 coding. The various types of medical specialties and practices will be discussed.

MA150 Basic Pharmacology

40/40/6.0

Basic pharmacology instills a working knowledge of common medications to students, as well as abbreviations, and PDR usage. Vaccination, administration techniques, and schedules are included. A CPR program prepares students for medical emergencies

MS200 Medical System I

40/40/6.0

This course teaches students the fundamentals, anatomy, and clinical procedures of the musculo-skeletal, neurological, and integumentary systems of the body. The student will learn to screen patients, set appointments, and perform proper follow-up procedures for appointments, referrals, procedures, and billings.

MS201 Medical System II

40/40/6.0

This course teaches the fundamentals, anatomy and clinical procedures of the cardiopulmonary, hematological, and gastrointestinal systems of the body. The student will be able to identify the urgency of appointments, laboratory testing, and referrals for specialist care and radiology.

MS202 Medical System III

40/40/6.0

This course teaches students the fundamentals, anatomy, and clinical procedures of the endocrine, genitourinary, and reproductive systems of the body. The student will be able to assist with exams and the screening of phone calls related to general women's health, and pregnancy.

MA103 HIPAA-EMR

40/40/6.0

Students are taught a medical software program that supports the future of the paperless healthcare facility. They will learn all aspects of the system from registration through the charting process. HIPAA regulations are covered in depth as they relate to insurance processing and records managements in the healthcare environment. The patient's right to confidentiality and privacy are covered extensively.

MA104 Medical Forms

20/20/3.0

The proper completion of the various forms used in healthcare is covered. The types of information generally needed, how to locate the information and who is authorized to complete these forms are part of this module. Proper letter writing for the healthcare facility and samples used for different purposes are included.

EM102 Employment Preparation

20/20/3.0

Students will learn employment-seeking skills. This will include utilizing various resources for their employment search, writing letters of introduction, preparing a resume, interviewing and follow-up techniques.

EM100 Externship

10/0/150/6.0

Students will be placed in a medical office for externship after successfully completing all other modules. The externship will allow the student to apply what they have learned in all areas of the medical office as well as the billing department. The externships take place in offices of family medicine, pediatrics, obstetrics, gynecology, surgery, and other available specialties.

MEDICAL BILLING SPECIALIST

This program is designed to train students to perform duties related to billing procedures for health care providers such as physicians, clinics, hospitals and billing companies. Students learn a variety of computer software skills: MS Word, medical billing software and bookkeeping software. Students will learn medical terminology and anatomy as it applies to proper ICD-9 and CPT coding. They will learn about various insurance plans and different types of coverage and insurance form completion. Computerized billing and manual billing are both covered. Students acquire the skills needed for following claims through the cycle and effective communication with insurance companies. Collection procedures and generating reports are covered along with business math. The use of medical office management software is emphasized to take full advantage of computer technology. Other areas of medical billing, including the patient's billing statements and aging of the accounts receivable are also covered in this program. Students will get to know the different government programs such as Medicare and Medi-Cal. The use of the Internet to check insurance benefits and eligibility is taught in this program.

Occupational Objectives

Students completing this program will be qualified to acquire an entry-level position as a medical billing specialist in a medical office or healthcare facility. This is a medical front office position. SOC Job Code: 29-2071

Equipment

The classroom/lecture area has desks with computers available for each student.

<u>Title</u>	<u>Total Clock Hours</u>	<u>Total Quarter Units</u>
MA100-Medical Fundamentals	40	3
CS100-Computer Essentials	40	3
MA101-Business and Medical Office	40	3
MB100-Introduction to Insurance Billing	80	6
MB102-Office Equipment & Telephone Techniques	80	6
MB200-Medical Billing Computer	80	6
MB201-ICD-10 & CPT Coding	80	6
MB202-Coding for Special Programs	80	6
MA103-HIPAA-EMR	80	6
MA104-Medical Forms	40	3
EM102-Employment Preparation	40	3
EM100-Externship	160	6
Total Hours	760	51

A Diploma Program
Program Schedule:
Hours:

760 Clock Hours / 51 Quarter Credit Hours
32 Weeks, 760 Clock Hours
Monday – Thur 8:30AM – 1:30PM

CLASS DESCRIPTION

MA100 Medical Fundamentals

20/20/3.0

This module introduces students to the humanistic aspects of medical billing. Students learn the history and future direction of medical billing. Communication skills will include writing, listening, and phone skills.

CS100 Computer Essentials

20/20/3.0

This course teaches beginning students to operate a computer efficiently. Students will be trained in the basics of computer keyboarding, recognizing hardware and software. Students will learn the computer system components such as the memory, CPU, Motherboard, keyboard, mouse, hard drive, and ROM. The students will be introduced to the most popular Microsoft Programs including Microsoft Word and Excel.

MA101 Business and Medical Office

20/20/3.0

This course introduces the student to the business side of a medical office. Medical law and ethics are covered. Students will learn the basic business skills needed in a medical office. They will be taught the different insurance types, medical groups, referrals, medical billing, CPT, and ICD-9 coding. The various types of medical specialties and practices will be discussed.

MB100 Introduction to Insurance Billing

20/20/3.0

This module introduces students to private insurance, HMO's, PPO's, Medicare, Medi-Cal, and Workmen's Compensation referrals. Training is provided in this module on proper completion of referrals and reports. This module also introduces our students to medical terminology. Medical terminology will be taught in each module.

MB102 Office Equipment and Telephone Techniques

20/20/3.0

This module will teach students proper telephone etiquette. Students will learn how to take messages as well as how to determine the importance of the call. The student will use the typewriter, 10 key calculator, and computer for processing referrals and Worker's Compensation reports.

MB200 Medical Billing Computer

40/40/6.0

Students will learn to input patient demographic and insurance information into computers. Students will also learn to work with CMS-1500 & UB-4 insurance forms. This procedure allows students to see the whole aspect of medical software usage.

MB201 ICD-10 and CPT Coding

40/40/6.0

Students learn to code from CPT and ICD-10 coding books. They will get to know the idiosyncrasies of these manuals. Procedure and diagnosis coding are covered in this class.

MB202 Coding for Special Programs

40/40/6.0

Special emphasis is put on various government programs such as: CHDP, PACT, Medi-Cal, Medicare, and FFHC.

MA103 HIPAA-EMR

40/40/6.0

Students are taught a medical software program that supports the future of the paperless healthcare facility. They will learn all aspects of the system from registration through the charting and billing process. HIPAA regulations are covered in depth as they relate to insurance processing and records management in the healthcare environment. The patient's right to confidentiality and privacy are covered extensively.

MA104 Medical Forms

20/20/3.0

The proper completion of the various forms used in healthcare is covered. The types of information generally needed, how to locate the information and who is authorized to complete these forms are part of this module. Proper letter writing for the healthcare facility and samples used for different purposes are included.

EM102 Employment Preparation

20/20/3.0

Students will learn employment-seeking skills. This will include utilizing various resources for their employment search, writing letters of introduction, preparing a resume, interviewing and follow-up techniques.

EM100 Externship

10/0/150/6.0

Students will be placed in a medical office for externship after successfully completing all other modules. The externship will allow the student to apply what they have learned in all areas of the medical office as well as the billing department. The externships take place in offices of family medicine, pediatrics, obstetrics, gynecology, surgery, and other available specialties. Billing services may also be utilized for this externship.

HEALTH INFORMATION TECHNOLOGY

The program is designed to provide comprehensive training Electronic Health Records. The students will learn how to work with Electronic Health Records and different components of this new technology including Scheduling, Billing, and Medical Charts. Students will learn about Population care and health care system. Students will also learn about various reports required in this program.

Occupational Objectives

Completers will be qualified for entry-level positions as EMR specialists. Graduates can work in medical offices and Health Care Centers, hospitals and companies that produce and maintain Electronic Medical Records. SOC Job Code: 29-2071

Equipment

The classroom/lecture area has desks with computers available for each student.

<u>Title</u>	<u>Total Clock Hours</u>	<u>Total Quarter Units</u>
CS107-Data Base Mgt & Reports	60	4
EHR100-U.S. Healthcare Systems	40	3
EHR102-Medical Terminology	80	6
EHR120-Medical Records I	80	3
EHR130-Medical Records II	80	6
EHR200-Medical Billing I	80	6
EHR210-Medical Billing II	80	6
EHR220-Medical Billing III	60	6
EHR300-Electronic Health Records I	60	4
EHR310-Electronic Health Records II	60	4
EHR320-Electronic Health Records III	60	4
EM102-Employment Preparation	40	3
Total Hours	780	56

A Diploma Program

780 Clock Hours / 56 Quarter Credit Hours

Program Schedule:

34 Weeks, 780 Clock Hours

Hours:

Monday – Friday 8:30 AM – 1:30 PM

CLASS DESCRIPTION

CS107 Database Management & Reports

20/40/4.0

Database software is used extensively by business and government agencies for such applications as mailing list, sales journals, order processing, inventory control, etc...Through the use of computerized tutorials and practical exercises, the student will gain a working knowledge of the fundamental uses of databases. The student will learn database creation, editing, sorting, indexing, file merging, report creation and printing, macros and other related skills. Students will also use MS PowerPoint to learn the basics of creating presentation materials. They will also be adding animations and other enhancements to these presentations.

EHR102 Medical Terminology

40/40/6.0

In this module, the focus will be Medical Terminology. Students will learn the ways to understand Medical Terms and how they are constructed. Different systems and diseases are covered in this module.

EHR100 U.S. Health Care System

20/20/3.0

Students learn about the overall healthcare system in the United States. The U.S. Healthcare organizations and their structures are explained. Students get to know different healthcare services resources that are available in the U.S. Roles of government are also explained.

EHR120 Medical Records I

40/40/6.0

Students will be introduced to aspects of maintaining medical records and filing systems. Students will learn how to transfer, release purge, store, and destroy records and files.

EHR130 Medical Records II

40/40/6.0

Students continue with the lesson that they have learned in EHR120. The importance of confidentiality and ethical conduct are studied. In addition, effective communication and using terminology that are appropriate for health care setting is reviewed. Students will learn to create and work with appropriate files.

EHR200 Medical Billing I

40/40/6.0

The student will be introduced to Medical Billing. The students will learn the general concepts of medical billing procedures used in the medical office and medical industry. In addition, the student will gain the basic knowledge and understanding of the fundamental billing methods and procedures including the unique requirements for billing specific Payer Programs such as: Medicare, Medicaid, Private Insurance, HMO, IPA, PPO, Workers Compensation, and Personal Injury.

EHR210 Medical Billing II

40/40/6.0

The students will be introduced to the Electronic Age of Medical Billing including all ANSI the (American National Standard Institute) requirements for Electronic Data Interchange (EDI). The student will learn the ANSIX 12N 837 Professional, ANSIX 12N 837 Institutional, ANSI 835 Payment Advice Format, ANSI 270/271 Claim Status Request and Response, and the ANSI 270/271 Eligibility and Benefit Requests. The student will also be introduced to setup of comprehensive medical charts.

EHR220 Medical Billing III

20/40/4.0

The student will be introduced to a setup of comprehensive Medical Billing collections Procedures and Processes, which ensures the appropriate and timely reimbursements for all payable medical services and procedures.

EHR300 Electronic Health Records I

20/40/4.0

The student will learn the HIPAA and Certification Commission for Health Information Technology (CCHIT) Security Regulations that govern EHR/EMR implementations in Health Care Facilities. The student will become fully familiar with current government regulations and standards for medical practices as defined by both HIPAA and CCHIT. In addition, the student will be instructed on how a medical facility can adhere to the guidelines to qualify for EHR (Electronic Health Record) certification under the American Recovery and Investment Act (ARRA).

EHR310 Electronic Health Records II

20/40/6.0

The student will learn the Interoperability standards affecting Health Information Exchange as defined by the Health Level Seven specification (HL7). The student will become familiar with the criteria for representing and communicating data associated with health care.

EHR320 Electronic Health Records III

20/40/6.0

The student will learn the concepts and implementation strategies for the use of E-RX Electronic Prescriptions within the medical office. The student will be taught how to optimize the benefits provided by E-Rx to enhance physician and patient relationships.

EM102 Employment Preparation

20/20/3.0

Students will learn employment-seeking skills. This will include utilizing various resources for their employment search, writing letters of introduction, preparing a resume, interviewing and follow-up techniques.

DENTAL ASSISTANT

This program is designed to provide students with the skills and knowledge to become a skilled Dental Assistant. These skills are many and vary with the dental practice. Dental assisting is rewarding for a person who likes something new each day and is a people person. Students will learn about the oral cavity and tooth structure, dental charting, oral health care and patient care. Biomedical science provides the student with core knowledge of anatomy and physiology and their relationship to dentistry. Oral pathology, infection control, dental and medical emergencies and basic life support are also taught. Students earn an Infection Control Certificate and a CPR Certificate. Professional ethics is taught and demonstrated throughout the entire program. Chair side procedures teach students skills required in dentistry. Instrumentation for all the dental procedures, patient care, the use of four handed dentistry, manipulation of dental materials incorporate the knowledge learned in dental materials class. Students will obtain a working knowledge of the basic principles and characteristics of radiation, the biological effects of radiation and radiation safety procedures. After successfully passing a California Radiation Safety Examination, they will obtain a California Radiation Safety Certificate and will be qualified to take dental x-rays of patients. Students will learn to prepare dental material appropriate to the dental procedure, pour models from impressions and other laboratory procedures. Students will also gain knowledge and acquire skills of Dental Specialty Practices; basic electronic medical record keeping, appointment management, basic accounting, dental insurance management, banking and patient protocol is taught to prepare students for the paperless era. The program has an externship which provides a real work-world setting for students to utilize their knowledge and skills under the supervision of a Dentist, his/her staff and a Palladium Technical Academy faculty member.

Occupational Objectives

Students completing this program will have a Radiation Safety Examination Certificate as well as an Infection Control Certificate and qualified to be gainfully employed as a Dental Assistant. Students will also have clear understanding of the additional skills and education available that provides a career ladder for Dental Assistant to Registered Dental Assistant, Expanded Function Registered Dental Assistant and /or Specialty Practices such as Orthodontics Assistant, or Oral Surgery Assistant. SOC Job Code: 31-9091

Equipment

The Dental Assisting program has an equipped dental office consisting of two functioning dental chairs, one x-ray machine, X-ray film, film processor, compressor, x-ray mannequin, dental instruments, tray set ups, sterilizer, dental materials, dental laboratory equipment, such as impression material, mixing bowls, spatulas, impression trays, appointment book, computer, dental records, patient health history, insurance forms, treatment plans, office supplies and a telephone.

<u>Title</u>	<u>Total Clock Hours</u>	<u>Total Quarter Units</u>
DA100 - Bio-Dental Science I	50	4
DA101 - Bio-Medical Science II	50	3.5
CS100 - Computer Essentials	50	3.5
DA102 - Chairside Assisting I	75	5.75
DA103 - Chairside Assisting II	75	5.25
DA104 - Dental Materials	50	3
DA105 - Dental Radiography I	75	5.75
DA106 - Dental Radiography II	75	5.25
DA107 - Dental Business Office	50	3.5
DA108 - Dental Specialty Practices	50	3.5
DA109 - Dental Extended Functions	75	5.25
DA200 - Medical/Dental Records	50	3.5
EM102 - Employment Preparation	25	2
EM100 - Externship	160	6
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TOTAL HOURS/UNITS	910	59

A Diploma Program
Program Schedule:
Hours:

910 Clock Hours / 59 Quarter Credit Hours
36 Weeks, 910 Clock Hours
Monday–Friday 8:30 AM – 1:30PM

CLASS DESCRIPTION

DA100 Bio-Dental Science I

30/20/4.0

This course provides the student with the basic knowledge of the structures of the oral cavity, tooth morphology, head and neck anatomy, dental, charting, oral health care, and patient interaction.

DA101 Bio-Medical Science II

20/30/3.5

This course is an over view of the human anatomy and physiology and its relationship to dentistry. The course includes oral pathology, infection control, dental and medical emergencies, basic life support instruction, CPR Certification, and critical thinking. Professional ethics are also an integral part of the course.

CS100 Computer Essentials

10/15/1.75

In this course, students will learn computer keyboarding, hardware, software computer programs and the application of these programs. They will become knowledgeable in computer systems such as memory, motherboard, keyboard, mouse, hard drive, and ROM. Students will acquire the level of proficiency necessary for entry level work.

DA102 Chair side Assisting I

40/35/5.75

This is a core class in which students learn the fundamental skills necessary to assist the dentist with dental procedures. The course consists of patient preparation instrument identification, tray set up, cavity classification, charting, oral evacuation, anesthetic preparation, four handed dentistry techniques, and the use and care of the dental equipment. In lab the student will put into practice the information that is presented in lecture. There will be simulated procedures and the student will practice four handed techniques, sterilization techniques, tray set up, dental charting, patient education, care and use of equipment and other skills identified in the preceding lecture.

DA103 Chair side Assisting II

30/45/5.25

This course is a continuation of Chairside Assisting 1 with emphasis on dental procedures found in general dentistry. Students will prepare for and take the infection control course and the examination for their certificate in infection control which is mandated by the California Dental Board. In lab students will work in groups in a simulated dental office setting to practice the dental procedures that they have learned. They will achieve mastery of the specific skills. Students will have the opportunity to take health histories, demonstrate their knowledge of cavity classification and prepare correct tray setup and participate in community education. The course also includes an introduction to professional dental assisting organizations and other professional organizations. The role of the California Dental Board is also defined.

DA104 Dental Materials

10/40/3.0

This course provides the student with a working knowledge of the chemical and physical properties of restorative dental materials and how they are used in restorations. Laboratory materials chemical and physical properties and their use in dentistry is also part of this course. The laboratory portion of this course consists of manipulation of dental materials that are specific to taking impressions, pouring casts, trimming models, and care and maintenance of the laboratory equipment and materials.

DA105 Dental Radiography I

40/35/5.75

This course is an in-depth study of Dental Radiography. The lecture will provide the student with a working knowledge of the basic principles and characteristics of radiation. It also includes the biological effects of radiation and radiation safety measure and meets the standard of dental radiography established by the California Dental Board. The student will expose and mount radiographs that they have taken on a manikin. Students will learn both the traditional and the digital method and upon completion of the course, will be able to take radiographs of good diagnostic quality.

DA106 Dental Radiography II

30/45/5.25

This course continues to expand student knowledge of dental radiography procedures used in the dental office. Concentration will be centered on student preparation to successfully pass the California Radiation Examination and receive the California Radiation Safety Certificate. With direct supervision by a dentist or Instructor that holds a Radiation Safety Certificate, students will perform a full mouth series on (3) clinical patients. The full mouth series must be of good diagnostic quality to receive a passing grade. Students will continue to improve their skills with the use of the mannequin.

DA107 Dental Business Office

20/30/3.5

Students learn the protocol for meeting, greeting and seating, taking health histories and reviewing the patient record, and currency. They will also develop skills in appointment management, presentation of dental care plan, financial planning, a variety of record keeping methods that are currently used in the dental office, insurance management, staff management, dental laboratory contact, supply inventory recall system.

DA108 Dental Specialty Practices

10/15/1.75

Students will be provided with basic understanding of Endodontics, Orthodontics, Periodontics, Prosthodontics, Oral and Maxillofacial Surgery, and Pediatric Dentistry. Basic information will be presented about the specialty and the dental assisting duties for the specialty. Guest lecturers from the various specialties are a part of the curriculum.

DA109 Dental Extended Functions
30/45/5.25

This module will introduce students to the different types of dental prosthesis used in dentistry. Students will recognize the difference between fixed and removable prosthesis and how they are fabricated. Students will recognize the specialty of periodontics and its importance in dentistry. Students will recognize the specialty of periodontics and its importance in dentistry. Students will recognize the specialty of endodontics and its importance in dentistry. Students will recognize the specialty of oral surgery and its role in dental treatment.

DA200 Medical and Dental Records
10/15/1.75

Students will learn a software program that supports Dental and Medical record keeping, dental insurance management, and other records as the dental practices becomes paperless. HIPAA regulations are taught in depth as they relate to insurance processing and record management. Emphasis is placed on the rights to confidentiality and privacy.

EM102 Employment Preparation
15/10/2.0

Students will learn how to utilize sources for finding a job, such as the internet, newspaper, and associates. They will learn how develop a resume, write a cover letter, interview, and follow up techniques. There will be in class practice of the skills.

EM100 Externship
10/150/6

Students will be assigned to Dental offices that offer a quality learning experience and will collaborate with Palladium Technical Academy. Students will assist in the dental procedures they have been trained in with the supervision of the dentist and /or his /her designated staff member.

MASSAGE THERAPY

Massage therapy is the scientific manipulation of the soft tissues of the body, consisting primarily of manual (hands-on) techniques such as applying fixed or movable pressure, holding, and moving muscles and body tissues. A Massage Therapist performs therapeutic massages on clients to improve circulation, promote relaxation, and relieve stress, pain and injuries. Massage Therapists collaborate with other professionals such as chiropractors, physicians, psychologists and physiotherapists to assist with treatments.

Occupational Objectives

Completers will be qualified for entry-level positions as Massage Therapists. Graduates can work in medical offices and Health Care Centers, massage companies and companies that provide Massage as a therapeutic method. SOC Job Code: 31-9011

Equipment

The classroom/lecture area has desks with computers available for each student.

<u>Title</u>	<u>Total Clock Hours</u>	<u>Total Quarter Units</u>
MT100-Anatomy & Physiology	120	10
MT110-Kinesiology	60	5.0
MT120-Pathology	40	4.0
MT130-Introduction to Massage Therapy	40	4.0
MT140-Principles of Massage Therapy I	90	6.5
MT150-Principles of Massage Therapy II	90	6.5
MT160-Business Practices & Ethics	40	4.0
MT170-Health & Hygiene	20	2.0
MT180-MBLEx Preparation	50	5.0
MT190-Massage Therapy Practicum I	60	3.5
MT200-Massage Therapy Practicum II	60	3.5
EM102-Employment Preparation	40	3.0
EM100-Externship	50	1.5
Total Hours	760	58.5

A Diploma Program

760 Clock Hours / 58.5 Quarter Credit Hours

Program Schedule:

32 Weeks, 760 Clock Hours

Hours:

Mon–Thur 8:30 AM–1:30 PM,

Fri 8:30 AM-12:30 PM

CLASS DESCRIPTION

MT100 Anatomy & Physiology

80/40/10.0

This course provides the student with a solid foundation in anatomy and physiology that the student can use in the pursuit of a career in massage therapy. A working knowledge and understanding of the structure and function of the human body is critical to the competent practice of massage therapy. This course will focus on the pre-massage assessment of each body region including signs and symptoms relating to pathological conditions. Specific emphasis will be given to the skeletal, muscular, cardiovascular and nervous systems. This course is a basic integrated study of the structure and function of the human body.

MT110 Kinesiology

40/20/5.0

This course introduces the student how to correctly identify musculoskeletal anatomy, accurately analyzing human movement and discuss the pertinent musculoskeletal components involved. This course is a study of body movement and the body's muscular and structural factors, such as posture and gait, in relation to massage therapy. Specific emphasis will be placed on the effects of massage therapy on the way the body reacts during various activities.

MT120 Pathology

40/0/4.0

This course introduces the student to the basic pathophysiology of the body. It addresses the functional changes that accompany a particular injury, syndrome, or disease and how the body response to the unexpected or undesired changes across life-span commonly seen in the massage therapy setting. This course covers the basic pathology for the massage therapy student. It includes signs and symptoms of diseases with emphasis on recognition and identification, as prescribed in massage therapy.

MT130 Introduction to Massage Therapy

40/0/4.0

This introductory level course will provide the students with the basic information necessary to make informed decisions in the evaluation regarding the needs of the client. A comprehensive introduction to therapeutic massage including history, theories, benefits, contraindications, ethical considerations, and California Law for certification. Swedish techniques are introduced.

MT140 Principles of Massage Therapy I

40/50/6.5

This course will allow the students to develop the skills necessary to palpate the different layers of muscle tissue, and using those skills, begin to employ techniques in a massage session. These skills will provide the student with the basic skill for massages consisting of techniques including, but not limited to: relaxation, therapeutic, deep tissue, myofascial release. This course is an in-depth study of Swedish massage techniques and applications to a complete body massage.

MT150 Principles of Massage Therapy II

40/50/6.5

This course will provide the opportunity for students to refine their understanding of Deep Tissue Massage fundamentals as well as an opportunity to practice. Students will continue developing their skills in Deep Tissue Massage. Students will learn application of hydrotherapy, energy techniques, introduction to oriental medicine, sports massage, contraindications and disease education. Other massage modalities may be explored at the discretion of the instructor. Students will work on each other in a safe, supportive, and professional environment.

MT160 Business Practices & Ethics

40/0/4.0

This course provides the student with knowledge of practicing professional ethics and understanding the concepts of business management. Students will be able to explore setting the intention and creating professional boundaries which serve as the basis for a healthy practitioner/client interaction. The practice of good ethics helps gain the respect of the medical community and the general population. Students will also be able to investigate self-employed massage therapy which requires skills not only in massage but also in business management, including bookkeeping and marketing.

MT170 Health & Hygiene

20/0/2.0

The study of safety and sanitation practices including universal precautions, the importance of proper body mechanics, maintaining a healthy lifestyle, maintaining the massage environment. The student will learn about the causes and spread of disease and infection, disease prevention by means of sanitation and personal hygiene, and the benefits of a healthy lifestyle, including exercise, stress management, and healthy relationships.

MT180 MBLEx Preparation

50/0/5.0

This course is designed to prepare students for the MBLEx by integrating and reviewing content students have covered in their respective programs. Practice questions and exams will be assigned and reviewed. Study techniques and test taking skills will be covered as well.

MT190 Massage Therapy Practicum I

10/50/3.5

This course is for students enrolled in the Palladium Technical Academy Massage Therapy Program who have successfully completed Introduction to Massage, Principles of Massage Therapy I & II. This course will provide the opportunity for students to practice their basic Swedish and Deep Tissue Massage fundamentals in a professional setting. Students will give professional massages under the supervision of the instructor to clients from the community. The clinical practicum will give the students an opportunity to refine their skills as a massage therapist and gain hands-on experience. Other massage modalities may be explored at the discretion of the instructor. Students will work on clients in a safe, supportive, and professional environment.

MT200 Massage Therapy Practicum II

10/50/3.5

This course is for students enrolled in the Palladium Technical Academy Massage Therapy Program who have successfully completed Introduction to Massage, Principles of Massage Therapy I & II. This course will provide the opportunity for students to practice all aspects of therapeutic massage application using advanced techniques and specialized modalities in the professional setting.

EM102 Employment Preparation

20/20/3.0

Students will learn employment seeking skills. This will include utilizing various resources for their employment search, writing letters of introduction, preparing a resume, interviewing and follow up techniques.

EM100 Externship

0/0/50/1.5

This course will give you valuable on-site experience and prepare you for the transition to your professional career. At the same time, you'll contribute to the greater health and wellbeing of your community.

You'll work at a community-based health or service organization, spa, gym, medical office, or other settings. You'll receive practical experience in providing massage to a variety of people. In addition, the Externship program will prepare you to network with professionals in the field of massage therapy. You will have valuable opportunities to market your skills to these professionals and others.

PHLEBOTOMY TECHNICIAN

This program is designed to provide students with the skills and knowledge to become a Certified Phlebotomist Technician (CPT1). Becoming a phlebotomist or CPT1 opens up opportunities for students to advance in the healthcare field by allowing them to work at facilities such as clinical laboratories, hospitals, community health centers, nursing homes, doctor's offices, blood donation centers and other health care facilities.

The students are given instruction in a classroom and clinical setting. By providing these two methods of instruction for the students, it allows them to successfully be able to safely collect and handle blood specimens from a variety of patients.

The program has an externship which provides a real work-world setting for students to utilize their knowledge and skills under direct supervision of a qualified medical professional, in coordination with a Palladium Technical Academy faculty member.

Students must have a high school diploma or equivalent for admission to this program.

Occupational Objective

Students completing this program will be qualified to challenge the national exam and to apply for certification from the Laboratory Field Services, California Department of Public Health for Certified Phlebotomist Technician (CPT1). SOC Job Code: 31-9097

Equipment

The skills lab area provides phlebotomy chairs, exam tables, and mayo stands to simulate the clinical practice area. Other equipment includes; vacuum collection devices, butterfly needles, syringes, capillary skin puncture, and glucose meters. The classroom/lecture area has computers available for each student.

Title	Total Clock Hours
Module 1	8
Module 2	8
Module 3	8
Module 4	8
Module 5	8
Module 6	8
Module 7	8
Module 8	8
Externship	40

TOTAL HOURS **104**

Diploma Program 104 Clock Hours

Monday-Friday; 16 days: 6:00 PM-10:00 PM
Saturday & Sunday; 4 weekends: 7:30AM-4:30PM

Module 1

This course provides an introduction to Phlebotomy as a profession. The student will be taught infection control, isolation techniques, universal precautions, and waste disposal. The student will be introduced to blood collection equipment for venous and capillary blood collection. The foundations of medical terminology are taught in this module as well as throughout the program.

Module 2

This course is an overview of the human anatomy and physiology of the Digestive and Respiratory systems. Students are taught preparation of the skin puncture site including proper antiseptic. Vein selection will be discussed and demonstrated including post puncture care and specimen identification.

Module 3

This course is an overview of the human anatomy and physiology of the Circulatory system including Cytology and Histology. Overall body systems and organs are taught. Blood collection equipment is further discussed and demonstrated. Students are taught “Order of Draw” including tube additives and how they affect test results.

Module 4

This course evaluates blood collection on special populations including; pediatric and geriatric patients. Students will be taught the use and need of butterfly and syringe method. Procedural error risks and patient complications are discussed.

Module 5

This course discusses safety and blood borne pathogens in the medical environment. Quality assurance and quality control are stressed including corrective actions in test requisitions, specimen handling and processing.

Module 6

This course teaches the students how to properly collect a specimen, rejection criteria and preanalytical considerations. With the ever changing technology in the medical setting, students are taught the essentials in electronic medical records for accurate data entry of patient demographics and test ordering.

Module 7

This course prepares the student to perform capillary skin puncture and necessary equipment. Arterial blood gases are discussed in preparation for the student to study as a CPT II. The students will continue to expand their knowledge of anatomical site selection.

Module 8

This course emphasizes legal issues and cases involving phlebotomy procedures. Students are given the tools to manage stress in the work environment. The Clinical Laboratory Improvement Act (CLIA) is introduced and discussed.

Externship

Students will be placed in a medical office for externship after successful completion of all other modules and maintaining 100% attendance throughout the program. The externship will allow the student to apply what they have learned. The student is required to attend for 40 hours and obtain 50 venipunctures and 10 skin punctures. Upon completion, the student will be eligible to apply for their certification from the Laboratory Field Services, California Department of Public Health for Certified Phlebotomist Technician (CPT1).

Licensure

Applicants apply for licensure at California Department of Public Health, Laboratory Field Services (CDPH, LFS) @ www.cdph.ca.gov. In order to be eligible for licensure, the student must meet the following criteria:

- * Be a high school graduate or have completed a GED or higher education.
- * Complete a 40 hour phlebotomy course from an approved school as per CDPH, LFS.
- * Complete a minimum of 40 hours of practical training (externship) that includes at least 50 venipunctures and 10 skin punctures.
- * Pass the National Healthcareer Association (NHA) certification exam
- * Apply for licensure and pay an application fee through the State of California (CDPH, LFS).

CONSUMER PROTECTION

- Palladium Technical Academy has not entered into an articulation or transfer agreement with any other college or university.
- Palladium Technical Academy has never filed for bankruptcy petition, currently does not have a pending petition in bankruptcy, operated as a debtor in possession, or had a petition of bankruptcy filed against it under Federal Law.
- As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you, prior to signing an enrollment agreement.
- For graduation rates, median debt of graduates completing programs, and other important information, please visit www.palladiumta.com.
- Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 N. Market Blvd., Suite 225, Sacramento, CA 95834, www.bppe.ca.gov, Phone: (888) 370-7589, Fax: (916) 263-1897:

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Fax: (916) 263-1897
Web: www.bppe.ba.gov

Council on Occupational Education
7840 Roswell Road, Building 300, Suite 325
Atlanta, Georgia 30350
Phone: (800) 917-2081

<p>HEADING EAST</p> <ul style="list-style-type: none"> ➤ 10 freeway East ➤ Exit on Baldwin Avenue going North ➤ Turn right on Lower Azusa Road ➤ Continue to 10229 Lower Azusa Road, Temple City, 91780 on the north side of the street. 	
<p>HEADING WEST</p> <ul style="list-style-type: none"> ➤ 10 freeway West ➤ Exit on Santa Anita Avenue going North ➤ Turn left on Lower Azusa Road ➤ Continue to 10229 Lower Azusa Road, Temple City, 91780 on the north side of the street. 	
<p>FROM THE SOUTH</p> <ul style="list-style-type: none"> ➤ 605 freeway North ➤ Exit on Lower Azusa Road ➤ Turn left on Lower Azusa Road ➤ Continue to 10229 Lower Azusa Road, Temple City, 91780 on the north side of the street. 	
<p>FROM THE NORTH</p> <ul style="list-style-type: none"> ➤ 210 freeway East ➤ Transition to 605 freeway South ➤ Exit on Lower Azusa Road ➤ Turn right on Lower Azusa Road ➤ Continue to 10229 Lower Azusa Road, Temple City, 91780 on the north side of the street. 	