2022 CATALOG

TAMPA CATALOG
2022

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www.Altierus.edu

CATALOG VOLUME VIII VERSION I

Published February 7, 2022

CAMPUS DIRECTOR'S MESSAGE

We would like to welcome you to Altierus Career College, whose location provides a friendly, small-campus atmosphere where our dedicated staff can take a personal interest in the progress of each student. This caring attitude, combined with progressive curricula from diplomas to associate degree programs, affords our students a meaningful higher education experience, as well as effective preparation for a wide variety of careers.

Obtaining a college education gives our graduates a competitive edge in their career field. Our programs are designed for employment in the state of Florida as well as other progressive areas throughout the country.

Our goal is to provide our students with quality instruction, a sense of professional responsibility, a desire for lifelong learning, and the essential skills and abilities to qualify them for their chosen career.

Building on the traditions of Tampa College (the oldest business college in Florida, founded in 1890), we have made every effort to fulfill our obligations to those who have entrusted their educational and career goals to Altierus Career College. Therefore, we invite all interested parties to visit our campus and review our wide variety of programs. Our experienced Admissions Representatives will assist in the important process of identifying the program best suited for the candidate's special interests, talents, and goals.

Timothy Dengler

Campus Director
Tampa Campus

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ABOUT ALTIERUS CAREER COLLEGE

ECMC EDUCATION

Altierus Career College is part of the ECMC Education, a non-profit provider of career school training. Above all, we are driven to promote the long-term success of our graduates—measured in strong program completion and job placement rates. We are working to help our students access the high-quality education necessary to enter into prosperous and fulfilling careers.

THE ECMC EDUCATION COMMITMENT TO STUDENTS

At ECMC Education, we are committed to operating with integrity, providing honest, accurate advertising and complying with laws, regulations, accreditation standards, polices and our company values. Upholding these commitments is essential to fulfilling our mission to help students succeed in their pursuit of an educational experience that prepares them for the workforce.

We commit to:

- Tell the truth about
  - Educational program content
  - Instructor qualifications
  - Program enrollment requirements
  - Cost of education
  - Educational program financing options and obligations
  - Program completion rates
  - Verifiable and accessible job placement and salary information
  - Projected lifetime earnings versus the cost of the student's education
- Be transparent with our students, each other, our regulators and the public regarding our
  - Ethical standards
  - Commitment to students
  - Program objectives and outcomes
  - Marketing and student recruiting initiatives and materials
  - Ongoing support for students' educational goals
  - Accreditation and regulatory compliance
- Provide marketing and recruiting information and materials that are
  - Clearly written and understandable
  - Focused on the prospective student's career goals
  - Presented to suitable student prospects
  - Honest about the student's responsibilities that lead to completion and placement
  - Respectful of competing schools' programs
- Be innovative through
  - Fostering an environment that supports creative educational approaches in support of program objectives and outcomes
  - Engaging our students and faculty in creating "learning laboratories" to test dynamic career education concepts
  - Continually learning and improving upon our innovative approaches
  - Reinvesting materially in enhancing student programs
  - Providing the student an affordable education
- Develop transformative education models based on meaningful collaboration with
  - Students
  - Employees
  - Employers
  - Educators
  - Program Advisory Committees
  - Thought Leaders, Foundations and other Engaged Communities

MISSION

The mission of the School is to prepare students to enter, prosper in, and meet the needs of the employment community served. To accomplish this purpose, the School offers a variety of career-oriented instructional programs and academic counseling services. The School believes that preparing students for participation in the working community is an important mission and a service to society. The School is dedicated to the ideal that all students should have the opportunity to reach their full potential. The School is concerned with developing, in all students, the quest for knowledge and skills necessary for life-long learning in their chosen field.

OBJECTIVES

The School provides a supportive staff and innovative faculty are open to helping students reach their goals. In a warm, friendly, and professional setting, students realize their strengths through a team approach with staff and faculty. With their futures in mind, and the health and welfare of students continuously considered, a winning spirit that promotes self-esteem and viable career alternatives becomes the goal of everyone involved with Altierus Career College. In order to ensure continued fulfillment of its mission, the School has established the following goals:

- The School is committed to provide quality teaching and excellence in education. This means the School will seek out qualified faculty who will bring excitement to the classroom and stimulate enthusiasm and eagerness for learning in the students.
- The School will seek to train its students in essential skills, competencies and attitudes. This will result in students who have successful careers and are committed to continued learning.
- The School will seek out both traditional and nontraditional students and will continually improve its educational process by working with employers, other educational institutions and education professionals. The School's success in realizing these goals will be measured by regularly surveying students, graduates and employers.
- The School will strive to develop all students in their intellectual potential, resulting in their independent thinking and intelligent decision-making.
- The School is committed to maintaining a strong link to the communities it serves by including the community and business leaders in surveys and evaluations of its academic programs and graduate job performance. By achieving this goal, the School, the students, the community, and all citizens of the region served will be better prepared for the technical, social and economic changes that will occur.

EDUCATIONAL PHILOSOPHY

The Altierus Career College philosophy is to provide quality programs that are sound in concept, implemented by a competent and dedicated faculty and geared to serve those seeking a solid foundation in knowledge and skills required to obtain employment in their chosen fields. The programs emphasize hands-on training, are relevant to employers' needs, and focus on areas that offer strong long-term employment opportunities.

The schools will:

- Continually evaluate and update educational programs;
- Provide modern facilities and training equipment;
- Select teachers with professional experience in the vocations they teach and the ability to motivate and develop students to their greatest potential; and
- Promote self-discipline and motivation so that students may enjoy success on the job and in society.

CAMPUS HISTORY

The Tampa campus was originally known as Tampa College. Founded in 1890, Tampa College is the oldest business college in the state. It became Florida Metropolitan University in 1996 and then became Everest University in 2007. In February 2015, ECMC Education purchased the School and transitioned it from a for-profit college into a dynamic non-profit learning institution. The College's name changed to Altierus Career College in August 2017.

FACILITIES AND EQUIPMENT

Altierus Career College - Tampa consists of two campus buildings. The West Building, is located at 3319 W. Hillsborough Ave, Tampa, FL, and across the street is its campus addition, known as the East Building (Annex), located at 3251 W. Hillsborough Ave., Tampa.

The two-story West Building is about 30,000 square feet, and the one-story campus addition is about 30,000 square feet. There are a total of 17 classrooms, 14 labs, a library, a career services suite, a bookstore, two student lounges, two reception areas, administrative offices and work spaces, and storage areas. Both locations are on major thoroughfares and are easily accessed by public bus or car.

Altierus Career College, the facilities it occupies and the equipment it uses comply with all federal, state and local ordinances and regulations, including those related to fire safety, building safety and health.

The Learning Resource Center is designed to support the programs offered at the campus. Students and faculty have access to a wide variety of resources such as books, periodicals, computers and on-line resources to support its curriculum. The Learning Resource Center is staffed with a trained professional to assist in the research needs of students and faculty, and it is conveniently open to accommodate class schedules.

ACCREDITATION, APPROVALS AND MEMBERSHIPS

- Altierus Career College - Tampa is licensed by means of accreditation by the Commission for Independent Education, Florida Department of Education. Additional information regarding this institution may be obtained by contacting the Commission at 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400, toll free number (888) 224-6684.
- Altierus Career College - Tampa is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC). This school is one of multiple campuses owned by ECMC Education. For further information on ACCSC, please contact them at 2101 Wilson Blvd., Suite 302, Arlington, VA, 22201 or call 703-247-4212, or visit their website at www.accsc.org .
- Altierus Career College has been approved to participate in the National Council for State Authorization Reciprocity Agreements (NC-SARA)
- The Pharmacy Technician program is accredited by the American Society of Health-System Pharmacists (ASHP), 7272 Wisconsin Avenue, Bethesda, MD 20814, (301) 657-3000, www.ashp.org.
- Assigned School by the National Certification Board of Therapeutic Massage & Bodywork (NCBTMB).
- The Massage Therapy program is approved by the Florida Board of Massage Therapy.
- The curriculum of the Associate of Science Degree in Nursing program is approved for state licensure by the Florida State Board of Nursing.
- Approved for the training of Veterans and eligible persons under the provisions of Title 38, United States Code.

Copies of accreditation, approval and membership documentation are available for inspection at the campus. Please contact the Campus Director to review this material.

GAINFUL EMPLOYMENT DISCLOSURES

For more important information about the educational debt and links to other important information about program performance, please visit our website at www.altierus.edu/disclosures.

ADMISSIONS INFORMATION

All admissions materials, including program disclosures and enrollment agreements are presented in English only, since all programs are taught in English. Each Admissions Representative conducts interviews with prospective enrollees in English only as the method to determine that the prospective enrollee understands and can function in English. We do not make any accommodations to present materials or instruct courses in any other language.

REQUIREMENTS AND PROCEDURES FOR ALL PROSPECTIVE STUDENTS

- Proof of high school completion or the equivalent is required for admittance to all programs offered at Altierus Career College. An applicant must have obtained and provide one of the following documents:
    - High School Transcript (official) or Diploma
    - High School Equivalency Exam: GED, HiSet, or TASC,
    - Official College Transcript from a Completed Associate or Higher Degree Program *(Associate programs must be transferable to a bachelor's program)*, or
    - State Approved Home School Certificate of Completion.
- Applicants will complete an enrollment agreement and must provide proof of high school graduation or equivalency as well as any specific program admissions prior to being enrolled.
- Applicants are informed of their acceptance after all required information is received and the applicants' qualifications are reviewed to meet the requirements.
- Students may apply for entry at any time. Students are responsible for meeting the requirements of the catalog in effect at the time of enrollment.
- Re-entry students are subject to all program requirements, policies, and procedures as stated in the school catalog in effect at the time of re-entry. All re-entering students must sign a new enrollment agreement.

PROGRAM SPECIFIC ADMISSIONS REQUIREMENTS

In addition to a standard high school diploma or a recognized equivalent, such as the GED, which is required for admittance to all programs offered at Altierus Career College, there may be additional program-specific admissions requirements listed below. In addition, some programs may have post-admissions or course-specific requirements. Any such requirements will not be listed here but can be found in the catalog under the specific program descriptions.

Allied Health Programs

- Pharmacy Technician Applicants must reach 18 years of age on or prior to the expected date of graduation.
- Massage Therapy Applicants must reach 18 years of age on or prior to the expected date of graduation.
- Students entering the Massage Therapy program must sign a Statement of General Health prior to the start of the training program.
- Students entering allied health programs may be required to have a physical examination including submitting their records of immunizations in order to participate at some externship locations. Students must complete their physical examinations, provide their records of immunization, and begin the Hepatitis B series prior to beginning their first clinical rotation or externship.

CRIMINAL BACKGROUND SCREENING

- Prospective students enrolling in any trades program and certain allied health programs (massage therapy, pharmacy technician, and nursing) are be subject to a criminal background check prior to enrollment to ensure they are qualified to meet occupational or employment requirements, clinical or internship/externship placement requirements or licensure standards for many programs, including but not limited to those in the allied health fields.
- Students may not be enrolled if the background check identifies items such as a criminal conviction, pending case, or unresolved deferral/diversion that the School considers likely to negatively impact the student's chances of employment. However, the Vice President of Accreditation, Licensing and Campus Compliance of ECMC Education reserves the right to permit entrance to an applicant who is unable to obtain criminal background clearance at their sole discretion.
- A student's inability to obtain criminal background clearance may prohibit opportunities for program completion and job placement. It is the student's responsibility to contact the agency to verify conditions. The school cannot contact the background check agency.
- All re-entering students are subject to the same background check requirements as a new student.

NON-ENGLISH AND/OR FOREIGN DIPLOMAS

Prospective students applying to Altierus Career College who possess a foreign high school diploma (or its equivalent) earned outside of the United States or a US territory will be required to obtain an evaluation of the credential prior to

enrollment to ensure the education they received is equivalent to a US high school diploma. The evaluation must be completed by a NACES (https://www.naces.org/members) or AICE (https://aice-eval.org/members/) member agency and the prospective student must provide a copy of the evaluation as well as a copy of the document that was evaluated to Altierus. Foreign educational credentials will be verified through an approved foreign credential evaluation agency.

TRIAL PERIOD

The first 14 calendar days of any course taken in a student's first module or quarter in a program at the institution constitute the trial period for all programs. The trial period does not apply to diploma students that do not attend any class or complete any academic instructional activity within the first 2 days of the first module, as those students will be administratively cancelled by the institution for failure to matriculate. After posting attendance and up through the first 14 calendar days of the same program, a student is considered to have actively matriculated on a trial basis. Students who decide not to continue after the trial period may declare their intention to cease attendance with no financial obligation prior to the 15th calendar day of the first module or quarter. The trial period will be cancelled for any student that violates any school policy during the first 14 days of the first module or quarter of a program, inclusive of conduct, attendance, or admissions policies.

Any student that cancels or is canceled during the trial period will not receive any credit or permanent transcript record of any course(s) started during the trial period. Refund of any prepaid tuition and fees is subject to the Institutional Refund Policy. Students who remain enrolled on or after the 15th calendar day of the first module or quarter in their program of study, at which point the trial period ends, will be financially responsible for all associated course charges. For Title IV eligibility purposes, the enrollment period for students who remain enrolled or attend on or after the 15th calendar day of the first module or term will begin on the first scheduled day of that module or term.

ACADEMIC AND DISTANCE EDUCATION ADVISING AND READINESS

Incoming prospective students, prior to enrollment, must provide evidence demonstrating their level of academic readiness as demonstrated by a high school diploma or recognized equivalent. Prior to course registration, prospective students must also provide evidence demonstrating their level of academic readiness as described below. If evidence cannot be provided by meeting the benchmarks below, the student must take appropriate co-requisite course(s).

Acceptable measures of academic readiness that do not require counseling or remediation include:

- **Recent high school academic performance:** A high school cumulative grade point average (GPA) of 2.6 or higher on a 4-point scale (80% or higher on a numeric scale). High school seniors who have not yet graduated may use cumulative GPA at the end of 7 high school semesters.

- **Prior postsecondary performance**: An English Composition or writing-intensive general education course with a grade of C or higher, taken from a nationally or regionally accredited postsecondary institution, which suggests readiness level for reading and writing, and College Algebra with the same criteria, which suggests readiness level for mathematics. Developmental courses (generally noted as remedial or pre-college on a transcript and not calculated into a college GPA) do not qualify. Prospective students that have graduated from a previous diploma or degree program at the current campus will not be required to submit additional academic readiness. Review and approval of previous college experience to be completed by the Academic Department

- **Recent standardized test scores:**
  For All Students: Test scores at or above the thresholds below on tests administered within 4 years of the date of admission:

Assessment Method	Composition	Math
SAT Scores (Completed before 3/16)	460	460
SAT Scores (Completed after 3/16)	Reading—25 Writing—27 Evidence—520	500
PSAT Scores (taken prior to December of 2014)	Reading—46 Writing—46 Total CR+W—92	46
PSAT Scores (taken after January of 2015)	Reading—46 Writing—46 Total CR+W—92	52
ACT Scores	Reading—18 Writing—22	22
MRT Scores	English – 70% Reading – 70%	70%
External Institution ACCUPLACER (1st Generation)	Sentence Skills – 80 Reading – 76	Elementary Algebra - 74
ACCUPLACER (Next Generation)	Reading – 263 Writing – 263	Arithmetic – 263
Compass	Reading – 85 Writing – 74	Math – 50

Diploma students that may have taken the ACT WorkKeys within 4 years from the date of admission may submit those scores for evaluation.

Academic Readiness Interventions

If evidence of Academic Readiness cannot be provided and/or testing is not available, the student will meet with an advisor to discuss the required academic support course(s). Students will be registered and required to take the following courses depending on whether they are degree or diploma seeking students:

For diploma students, students are required to take SLS 0110 - Foundations during their first module in school. Foundations courses for the degree and diploma programs are zero-credit, pass/fail courses and are not included in the satisfactory academic progress calculations. There are no charges for taking these courses and they are designed to prepare students to succeed in their coursework at the School.

Course descriptions for the academic readiness courses offered at Altierus Career College are as follows:

SLS 0110 – Foundations

This course is designed for students to learn and to adopt methods to promote success in college course work. Students will learn basic reading, writing, and mathematics. The materials provided in this course are used to increase the student's level of proficiency and encourage successful completion of the remainder of the student's program.
Lecture Hours: 20. Course Length: 4 weeks

Online Readiness

Prospective students are required to complete an Online Readiness Demonstration (ORD) and Online Readiness Assessment (ORA) prior to enrollment. In the comprehensive process, individuals will demonstrate their ability to use course-related technology and will be assessed on their readiness to complete distance learning in their coursework. Any prospective student who scores below 40 points on the Online Readiness Assessment (ORA) will be required to meet with an advisor to discuss his/her scores and will be reassessed.

Retaking Assessments

Re-entering students will not be required to provide proof of academic readiness if all required benchmark evidence, exam results, and advising and remediation documentation are in the student's permanent academic file and recorded in the system of record as per the above criteria.

ACADEMIC POLICIES

ALTIERUS REGULATIONS

Each student is given a link to the electronic school catalog, which sets forth the policies and regulations under which the institution operates. It is the responsibility of the student to become familiar with these policies and regulations and to comply accordingly. Ignorance of or lack of familiarity with this information does not serve as an excuse for noncompliance or infractions.

Altierus reserves the right to change instructors, textbooks, accreditation, schedules, or cancel a course or program for which there is insufficient enrollment. The student will receive a full refund for courses or programs that are cancelled. The school also reserves the right to change course curricula, prerequisites and requirements upon approval by the school's accrediting agency and state licensing board.

DEFINITION OF CREDIT

Altierus awards credit in the form of quarter credit hours. One quarter credit hour is equivalent to a minimum of 10 class hours of theory or lecture instruction, a minimum of 20 hours of supervised laboratory instruction, or a minimum of 30 hours of externship/practicum/clinical practice. Distance learning program courses are comprised of asynchronous instructional activities that are categorized into lecture and lab categories for conversion. The clock hours associated with each activity are based on average or expected time to complete the activity or category of activities.

CLASS SIZE

Class sizes may vary by course and/or program at Altierus. Student to faculty ratios are appropriate to provide meaningful instruction and training and to remain in compliance with any programmatic accreditation requirements. Classes held on campus in classrooms or labs are designed to accommodate between 11-25 students. Dental Assistant program courses are limited to a student to faculty ratio of 10:1. Credit courses offered through online education as part of the blended curriculum are limited to 30 students per section.

OUT OF CLASS ASSIGNMENTS

- Students in degree programs should expect to spend approximately two hours outside of class completing homework for every hour of in class lecture.
- Students in all programs will be expected to complete assigned homework and other out-of-class assignments in order to successfully meet course objectives as set forth in the course/program syllabi. Homework and out of-class assignments will be evaluated by faculty.

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TRANSFER OF CREDIT INTO ALTIERUS

Altierus has constructed its transfer credit policy to recognize both traditional college credit and non-traditional learning. In general, Altierus considers the following criteria when determining if transfer credit should be awarded from another institution:

- Accreditation of the institution;
- The comparability of the scope, depth and breadth of the course to be transferred; and
- The applicability of the course to be transferred to the student's desired program. This includes the grade and age of the previously earned credit.

If the learning was obtained outside a formal academic setting, through a nationally administered proficiency exam or a certificate exam, Altierus will evaluate and award transfer credit in accordance with institutional procedures. If prior learning was obtained through military education, Altierus will evaluate prior learning as applicable according to recommendations from the American Council of Education (ACE) and award transfer credit according to institutional procedures.

Transfer Credit for Learning Assessment

Altierus accepts appropriate credits transferred from the College Level Examination Program (CLEP), DANTES subject testing, Advanced Placement (AP) and certain other professional certification examination programs. Contact the Campus Director or Academic Dean for the current list of approved exams and minimum scores required for transfer.

Academic Time Limits

The following time limits apply to a course being considered for transfer credit:

- College Core and General Education course - indefinite;
- Major Core course - within five (5) years of completion unless approved by the Academic Dean; and
- Military training, proficiency exams (e.g. DANTES, AP, CLEP, Excelsior) and IT certificate exams - the same academic time limits as College Core, General Education and Major Core courses.

Submission of Transcripts for Evaluation and Schedule Adjustments
Prospective students seeking transfer credit for any course in their program must have official transcripts provided to Altierus prior to the start date of their program unless approved by the Academic Dean. Transcripts will be evaluated by the academic team and any schedule adjustments must be made prior to the end of the add/drop period as specified in the Catalog.

Required Grades
For diploma, and associate degree programs, a letter grade of "C" (70%) or better is required for transfer credit to be awarded.

Maximum Transfer Credits Accepted
Students enrolled in a diploma or associate degree program must complete at least 25% of the program in residency at the institution awarding the degree or diploma. The remaining 75% of the program may be any combination of transfer credit, national proficiency credit, Altierus developed proficiency credit or prior learning credit.

Coursework Completed at Foreign Institutions
All coursework completed at a foreign institution must be evaluated by a member of the National Association of Credential Evaluation Services (NACES) or a member of the Association of International Credentials Evaluators (AICE).

TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT ALTIERUS
The transferability of credits earned at Altierus is at the complete discretion of an institution to which a student may seek to transfer. Acceptance of the degree, diploma or certificate earned in the program in which the student is enrolling is also at the complete discretion of the institution to which a student may seek to transfer. If the credits or degree, diploma or certificate that was earned at this institution are not accepted at the institution to which a student seeks to transfer, the student may be required to repeat some or all of his/her coursework at that institution. For this reason, the student should make certain that attendance at this institution will meet his/her educational goals. This may include contacting an institution to which a student may seek to transfer after attending Altierus to determine if the credits or degree, diploma or certificate will transfer. It is the student's responsibility to confirm whether or not credits will be accepted by another institution of the student's choice.

Transfer to Other Altierus Locations
Students in good standing may transfer to another Altierus campus location. Transfer students are advised that they will be subject to the minimum residency requirements at the new campus for the program in which they are enrolled. Students may transfer applicable credits from Altierus coursework in which a "C" or higher was earned; however, those credits will be treated as transfer credits and will not count toward fulfilling residency requirements at the new location.

Transfer Assistance
Any questions regarding the transfer of credit into or from Altierus should be directed to the Academic department.

BLENDED LEARNING
Altierus offers some programs in a blended format. Blended learning combines a hands-on classroom lab experience with online education. Courses offered in the blended format are not self-paced and must be completed as prescribed in the course outline. Each week in the blended format, students will divide their time between coming to class at the campus to complete lab competencies and spending time participating in didactic coursework and completing simulated lab and other academic instructional activities using the online modality. Depending on the program, a student may come to campus between 1-3 days to complete in-person lab assignments and competency checkoffs while spending the remaining weekly time working in the online environment. Please refer to the Programs section of the catalog to determine which programs are offered in the blended learning format.

In a blended course, all of the content of the course is contained within an online shell via Canvas, the learning management system. This shell contains the syllabus, a gradebook, and all of the assignments and assessments that will be required throughout the course/module, both onsite and online. One or more qualified instructors will guide students through the in-class and online assignments and activities. Attendance will be taken by the assigned instructor and recorded for the day(s) the student is required to attend the onsite class and will be recorded through Canvas when the students complete the academic instructional activities as assigned throughout the week.

For students to maximize success in the online portion of any course/module, they must have available to them a computer with a system profile that meets or exceed the following:

PC, Windows 7 or newer or
Mac OS X 10.6 or newer, min 1GB of Ram

Supported Browsers Include:
Internet Explorer 11, Safari 9-10, Chrome, and Firefox

Minimum Internet Speed of 512kbps
In addition, students must:

- ✓ Have Internet access and an established email account;
- ✓ Verify email account/address with the instructor for the course/module;
- ✓ Participate in both the onsite and online coursework and complete learning and graded activities weekly throughout the course/module.

Students who do not have access to a computer or the internet, may participate in the online coursework by utilizing a computer in one of the school's computer labs.

Technology Device

A technology device is required for participation in all blended learning programs. Technology in the hands of students empowers them to become the architects of their education and the learning process. For this reason, Altierus provides all students a technology device for use in the blended learning programs. There is no additional cost for these instructional materials. As part of a student's tuition, this technology device is owned by the student and remains the student's property after graduation. Altierus is not responsible for damaged, lost or stolen devices.

Students that wish to forgo this opportunity and opt out of receiving this important technology tool must provide their own technology device that meets the minimum requirements on the Altierus technology specifications page. Altierus is not able to provide support for any device that is not a school-issued device. As these devices are provided at no cost to students, there are no reductions in charges for students that opt out of receiving the school-issued instructional materials. Students opting to provide their own technology device are required to have all apps and textbooks required by their course syllabus and their instructors for each of their classes. Failure to provide a sufficient technology device may result in the student not being able to fully participate in the classroom learning enrichment activities and can negatively impact the student's overall learning experience.

GRADING SYSTEM AND PROGRESS REPORTS

The student's final grade for each course or module is determined by the average of the tests, homework, class participation, special assignments and any other criteria indicated in the grading section of the syllabus for the course or module. Final grades are reported at the completion of each grading term and are provided to each student. If mailed, they are sent to the student's home address. Failed courses must be repeated and are calculated as an attempt in Satisfactory Academic Progress (SAP) calculations.

Grade	Description	Quality Points	Percentage Scale		Included in GPA calculation?	Counted as attempted credits?	Counted as earned credits?
A	A	4.0	Diploma & Gen Ed	90 – 100	Y	Y	Y
			Nursing	92 – 100			
B	B	3.0	Diploma & Gen Ed	80 – 89	Y	Y	Y
			Nursing	84 – 91			
C	C	2.0	Diploma & Gen Ed	70 – 79	Y	Y	Y
			Nursing	76 – 83			
D	D	1.0	Gen Eds	60 – 69	Y	Y	Y
			Diploma & Nursing	Not Applicable			
F	F	0.0	Gen Ed	0 - 59	Y	Y	N
			Diploma	0 - 69			
			Nursing	0 - 75			
Fail	Fail	N/A	N/A		N	Y	N
Pass	Pass	N/A	N/A		N	Y	Y
IP	In Progress	N/A	N/A		N	Y	N
L	Leave of Absence	N/A	N/A		N	N	N
NG	No Grade	N/A	N/A		N	N	N
PE	Proficiency Credit	N/A	N/A		N	Y	Y
W	Withdrawal	N/A	N/A		N	Y	N
WZ	Withdrawal (military)	N/A	N/A		N	N	N
TR	Transfer Credit	N/A	N/A		N	Y	Y

GPA and CGPA Calculations

- The Grade Point Average (GPA) is calculated for all students. The GPA for each term and Cumulative Grade Point Average (CGPA) are calculated on courses taken in residence at Altierus Career College.
- The Grade Point Average (GPA) is calculated at the end of each evaluation period by dividing the quality points earned by the total credits attempted for that evaluation period.
- The Cumulative Grade Point Average (CGPA) is calculated by dividing the total cumulative quality points earned by the total cumulative credits attempted for cumulative evaluation periods.
- The number of quality points awarded for each course is determined by multiplying the points listed for each letter grade by the number of credits of the course.

STANDARDS OF SATISFACTORY AND ACADEMIC PROGRESS (SAP/AP)

Students must maintain Satisfactory Academic Progress (SAP) and adequate academic progress (AP) in order to remain eligible as regularly enrolled students and to continue receiving federal financial assistance. The accreditor, federal, and state regulations require that all students progress at a reasonable rate toward the completion of their academic program. Satisfactory and adequate academic progress is measured by:

- The student's cumulative grade point average (CGPA)
- The student's rate of progress toward completion (ROP)
- The maximum time frame (MTF) allowed to complete the academic program (150% for all programs).

Evaluation Periods for SAP/AP

Satisfactory academic progress is measured for all students at the end of each scheduled payment period. Academic progress is measured for all diploma students every eight weeks.

SAP and AP are evaluated as outlined in the tables below. All students with a cumulative grade point average (CGPA) and/or rate of progress (ROP) below the required academic progress standards as stated in the school's catalog will move into SAP or AP NOT MET status. Students not meeting SAP or AP will be issued a SAP or AP Not Met letter and be advised that unless they improve their CGPA and/or rate of progress toward completion, they may be withdrawn from their program and potentially lose eligibility for federal financial aid. An academic appeal will be required for those students whose academic progress is not met.

Rate of Progress Toward Completion

The school catalog contains a schedule designating the minimum percentage or amount of work that a student must successfully complete at the end of each evaluation period to complete their educational program within the maximum time frame (150%). The Rate of Progress percentage is determined by dividing the number of credits earned by the number of credits attempted. Credits attempted include completed credits, transfer credits, withdrawals, and repeated courses. Non-credit remedial courses have no effect on the student's ROP.

Maximum Time Frame to Complete

The maximum time frame (MTF) for completion of all programs below the master's level is limited by federal regulation to 150% of the published length of the program. For a program measured in credits, MTF is 150% of the published length of the program, measured in credits. For a program measured in clock hours, MTF is 150% of the published length of the program, measured by the total number of clock hours in the program. All quarter credit hours attempted, which include completed credits, transfer credits, withdrawals, and repeated classes, count toward the maximum number of credits allowed to complete the program. Non-credit remedial courses have no effect on the student's maximum time frame.

Satisfactory Academic Progress Tables

48 Quarter Credit Hour Program. Total credits that may be attempted: 72 (150% of 48).				
Total Credits Attempted	Academic Progress Not Met if CGPA is below	Academic Progress Not Met if Rate of Progress is Below	SAP Not Met if CGPA is below	SAP Not Met if Rate of Progress is Below
12-17	2.0	66.67%	-	-
24-29	2.0	66.67%	-	-
30-35	-	-	2.0	66.67%
36-41	2.0	66.67%	-	-
48-72	-	-	2.0	66.67%

48 Quarter Credit Hour Program (Massage Therapy) Total credits that may be attempted: 72 (150% of 48).				
Total Credits Attempted	Academic Progress Not Met if CGPA is below	Academic Progress Not Met if Rate of Progress is Below	SAP Not Met if CGPA is below	SAP Not Met if Rate of Progress is Below
11-15	2.0	66.67%	-	-
21-25	2.0	66.67%	-	-
30-36	-	-	2.0	66.67%
40-45	2.0	66.67%	-	-
48-72	-	-	2.0	66.67%

54 Quarter Credit Hour Program. Total credits that may be attempted: 81 (150% of 54)				
Total Credits Attempted	Academic Progress Not Met if CGPA is below	Academic Progress Not Met if Rate of Progress is Below	SAP Not Met if CGPA is below	SAP Not Met if Rate of Progress is Below
12-17	2.0	66.67%	-	-
24-29	2.0	66.67%	-	-
30-35	-	-	2.0	66.67%
36-41	2.0	66.67%	-	-
48-53	2.0	66.67%	-	-
54-81	-	-	2.0	66.67%

60 Quarter Credit Hour Program. Medical Assistant Program Total credits that may be attempted: 90 (150% of 60).				
Total Credits Attempted	Academic Progress Not Met if CGPA is below	Academic Progress Not Met if Rate of Progress is Below	SAP Not Met if CGPA is below	SAP Not Met if Rate of Progress is Below
12-17	2.0	66.67%	-	-
24-29	2.0	66.67%	-	-
30-35	-	-	2.0	66.67%
36-41	2.0	66.67%	-	-
48-53	2.0	66.67%	-	-
54-90	-	-	2.0	66.67%

108 Quarter Credit Hour Program. Total credits that may be attempted: 162 (150% of 108).				
Total Credits Attempted	Academic Progress Not Met if CGPA is below	Academic Progress Not Met if Rate of Progress is Below	SAP Not Met if CGPA is below	SAP Not Met if Rate of Progress is Below
1-16 (1st Term)	2.5	66.67%	-	-
1-162	-	-	2.0	66.67%

Application of Grades and Credits to SAP

- Grades A through F are included in the calculation of CGPA and are included in the Total Number of Credit Hours Attempted.
- Courses with grades of Pass, PE, and TR are not included in the CGPA calculation but do count as credit hours successfully attempted and completed for the rate of progress calculation.
- For calculating rate of progress, F, Fail and W grades are counted as hours attempted but are not counted as hours successfully completed. Grades of IP will also be counted as hours attempted but not as hours successfully completed.
- When a course is repeated, the higher of the two grades is used in the calculation of CGPA, and the total Quarter Credit Hours for the original course and the repeated course are included in the Total Quarter Credit Hours Attempted (in the SAP charts) in order to determine the required rate of progress level. The Quarter Credit Hours for the original attempt are considered as not successfully completed.
- When a student returns from a leave of absence and completes the course from which the student withdrew, the hours for which the student receives a passing grade are counted as earned; the grade, hours, and attendance for the original attempt prior to the official leave of absence are not counted for purpose of the rate of progress toward completion calculation and the original grade is not counted in the CGPA calculation.
- When a student transfers between programs, all attempts of courses common to both programs are included in the CGPA and ROP of the new program.
- Students graduating from one program and continuing on to another will have all successfully completed courses common to both programs included in the SAP calculations of the new program. Courses not in the new program, including grades of W or F, are excluded from all SAP calculations.
- Non-punitive grades used for non-credit and remedial courses do not factor into CGPA or ROP.

Academic Guidance

A non-SAP status identifying students with a CGPA of a 2.5 to 2.0 and providing a student with information or guidance that can lead to improvement of the student's Cumulative Grade Point Average (CGPA) and Rate of Progress (ROP) toward program completion, including informing that failure to improve may result in unsatisfactory academic progress, a dismissal from the program and potential loss of Financial Aid (FA) eligibility. Students will receive notification of their status after final grades post and will be contacted by the students' academic team to discuss appropriate Academic

Guidance. In addition, diploma students who have a CGPA below a 2.0 at the end of modules 1, 3, and 7 will receive the notification and will be placed on an Academic Plan.

Financial Aid Warning

The Campus Director or Academic Dean (or designee) must provide the written notice of FA Warning status to all degree students who earn a (CGPA) of 2.5 or below while attempting their first 16 credits. Note that students can only remain in FA Warning for one term.

- Students must receive the notification by the first day of the term;
- Must be advised within seven (7) calendar days (excluding Holidays) after the term start; and
- Student will complete the Academic Advising Questionnaire

Academic Probation

For diploma students, at the end of each Academic Progress evaluation period the student's AP status is calculated. Academic Progress Not Met is assigned to a student who falls below the required academic progress standards (CGPA, ROP, or MTF) for the program. Students will be notified with an AP NOT MET letter indicating that they will be placed on an academic plan that allows for a return to good academic standing within three modules. A student must be advised of the plan and acknowledge within seven days of the notification of violation.

Financial Aid Probation

At the end of each term following a SAP evaluation, students with a SAP NOT MET according to the academic progress standards stated in this catalog, will be notified with a SAP NOT MET letter indicating that they will be withdrawn unless they successfully appeal by written request within five (5) calendar days after the notification in accordance with the Academic Appeals Policy. If the appeal is accepted the student is placed on Financial Aid Probation and is put on an Academic Plan not to exceed 3 modules or 3 terms.

Notification of Financial Aid Probation

FA Probation is the term for which the student's appeal has been accepted and progress is monitored under an Academic Plan. During the period of FA probation students will continue to be eligible for financial aid. While on FA probation, unless students improve their CGPA and /or rate of progress toward completion, in accordance with their Academic Plan, they will be withdrawn from their program and become ineligible for further financial aid. All students on FA probation must be placed on an Academic Plan. A student will remain on FA probation as long as he or she is meeting the requirements of his or her Academic Plan when evaluated at the end of each evaluation period on the Plan which is not to exceed 3 modules or 3 terms.

Academic Plan

Students on Academic or FA Probation or students in a modular program during non-SAP/AP modules with a CGPA of below a 2.0 must agree to the requirements of an Academic Plan if he/she can meet the CGPA/ROP standards as outlined in the catalog within 3 modules/terms. If not, the student shall be dismissed from the institution. Each student shall receive a copy of his or her plan. A copy of each student's plan will be kept in the student's academic file.

The plan may extend over one (1) or multiple terms not to exceed 3 modules/terms. At the end of the first evaluation period on the plan, the student will meet with the Academic Dean (or designee) for an evaluation of progress of the plan's requirements. If on a single-term plan and the student has met the requirement(s) of the plan, the student must be in SAP Met status, and the student's plan shall be considered fulfilled and closed. If on a multi-term plan and the student has met the requirement(s) of the first evaluation period, then new requirements will be set and the student will be placed manually into (S)AP Meeting Plan status and will adhere to the subsequent requirements of the plan.

If at the end of any SAP or AP evaluation period, the student is not making progress according to the plan's requirement(s), the student will receive a dismissal letter and will be dismissed from the program. Additionally, a student is deemed to have not met the plan's requirements by earning a failing grade ("F") in any course while on the plan.

Evaluation of Progress

At the end of each evaluation period encompassed by the plan, the student will meet with the Campus Director or Academic Dean (or designee) for an evaluation of progress of the plan's requirements. Determination of the student's success at meeting the plans requirement(s) must be completed no later than the first (1st) calendar day of the module or term.

Return to Academic Progress

If the student has met the requirements of a one-term plan, the student must be in SAP MET status and the student's Academic Plan shall be considered fulfilled and closed. The student will be provided with a Return to Academic Good Standing Letter. The Campus Director or Academic Dean (or designee) must provide a written notice of Return to Academic Good Standing status. The following timelines apply for all students placed on SAP Met status:

- For degree programs with an Add/Drop period:
  - Students must receive the notification by the first day of the term; and
  - Must complete the Evaluation of Progress form within fourteen (14) calendar days after the notification.

NOTE: For terms without a break week, students must receive the notification within seven (7) calendar days after the term start and must complete the Evaluation of Progress form within twenty-one (21) calendar days after the notification.

- For diploma programs:
  - Students must receive the notification by the third (3) business day of the subsequent module; and
  - Must complete the Evaluation of Progress form within seven (7) calendar days after the notification.

AP/SAP Not Met Status and/or Dismissal

If the student is placed on a multi-term plan, it is likely the student will remain AP or SAP NOT MET for the second (and ensuing) evaluation periods. At the end of each evaluation period, the student will be notified, evaluated for progress, and if the plan requirements are met, will be manually assigned (S) AP Meeting Plan status and continue on the plan. New requirements for the second (or ensuing) evaluation period will be defined using the Evaluation of Progress form. The Campus Director or Academic Dean (or designee) must provide a written notice of SAP NOT MET status.

The following timelines apply for all students placed on SAP NOT MET status:

- For degree programs with an Add/Drop period:
  - Students must receive the notification by the first day of the term; and
  - Must complete the Evaluation of Progress form within fourteen (14) calendar days after the notification.

NOTE: For terms without a break week, students must receive the notification within seven (7) calendar days after the term start and must complete the Evaluation of Progress form within twenty-one (21) calendar days after the notification.

- For modular programs:
  - Students must receive the notification by the third (3) business day of the subsequent module; and
  - Must complete the Evaluation of Progress form within seven (7) calendar days after the notification.

If the student does not meet the plan's requirements at the end of an evaluation period, the student will be dismissed from the program. If the student has not met the benchmark, the student must be dropped with the correct DOD (no later than second calendar day of module or term). The student must be notified of dismissal no later than the second calendar day of module or term.

NOTE: Any approved make-up work must be completed within four (4) calendar days of grades being entered (as long as this doesn't extend beyond ten (10) calendar days after mod- or term-end), or the student must be dropped with the correct DOD.

SAP or AP Re-Entry

Students who have violated FA Probation or failed an academic plan while on Academic Probation and have been dismissed shall not be readmitted if they cannot complete the program within the maximum time frame or re-establish appropriate Satisfactory and Academic Progress (SAP/AP) standing.

ADDING, DROPPING AND RETAKING COURSES

Retaking Passed Coursework

Students in degree programs may repeat a previously passed course one time. Students in diploma programs may not retake previously passed coursework unless the student has successfully passed all classroom modules. Each repeated attempt counts in the calculation of the students' rate of progress and maximum time frame. All repeated courses will appear on the student's transcript, but only the highest grade earned will be included in the calculation of their cumulative grade point average. Veterans Affairs (VA) students are not eligible for VA funding for repeating passed coursework.

Retaking Failed Coursework

Students must repeat all failed courses that are required for graduation from the program. Students in diploma programs may not exceed three attempts of courses. Students in degree programs must request permission to repeat a course after the second attempt to pass. Each attempt counts in the calculation of the students' rate of progress and maximum time frame. All repeated coursework will appear on the student's transcript, but only the highest grade earned will be included in the calculation of their cumulative grade point average. If a student does not pass a course after three attempts in a diploma program or if a course retake request is denied for a required course in a degree program, the student will be dismissed due to their inability to meet the program requirements for graduation.

Mini-Term Courses
The registration period for six-week 2 mini-term courses occurs well in advance prior to the start of the six-week 2 mini-term. Continuing students, who are already enrolled in full term courses, should complete registration for upcoming six-week 2 mini-term courses by the close of business on day twenty (20) of the full-term.

Once the mini-term has begun, the add/drop period for mini-term courses is the first seven (7) calendar days of the term, excluding holidays and regularly scheduled breaks. The taking of attendance of students who enroll during the add/drop period shall begin the first scheduled class session following the student's enrollment. Students who enroll in mini-term courses during the add/drop period must attend class by the 14th calendar day of the mini-term or be dropped from the course.

Impact of Add/Drop on Financial Aid Calculation
Adding or dropping a course may impact a student's enrollment status and the amount of financial aid for which the student is eligible. If the student adds or drops a course, the Financial Aid office will advise the student of the financial consequences. Financial Aid Support and Student Accounts will process any adjustments to a student's charges or financing due to adding or dropping courses.

For Pell Grant consideration, in order for courses that begin in the second six-week session of a term to be considered in determination of a student's enrollment status, a student must register for the courses by the close of business on Day 14 of the 12-week full term.

MAKE-UP WORK
At the instructor's discretion, make-up work may be provided to students who have missed class assignments or tests. Make-up work must be completed within 10 calendar days after the end of the course.

ATTENDANCE POLICY
Attendance in class is critical to student academic success. This policy sets standards that provide for the withdrawal and dismissal of students whose absences exceed a set rate. Normally, a student is considered present if he or she is in the assigned classroom for the scheduled amount of time, i.e., neither late for class (tardy) nor leaving before the end of class (leave early). However, an instructor may consider a student present who does not attend the entire class session if (a) the criteria used to make the determination are stated in the course syllabus and (b) the amount of time missed does not exceed 50% of the class session. In the blended programs, a student is also considered present when he or she completes an attendance-bearing academic instructional activity as assigned within the classroom space.

Establishing Attendance/ Verifying Enrollment
Campus faculty must take attendance each class session beginning with the first day of scheduled classes. Completion of any attendance-bearing academic instructional activities will be recorded and corresponding attendance posted through the classroom learning management system beginning with the first day of the scheduled classes.

- For programs with an add/drop period, the taking of attendance for a student enrolling during the add/drop period begins the first scheduled class session following the student's enrollment.
- In programs without an add/drop period, new students registered for a class must attend by the second scheduled class session or be withdrawn.

Monitoring Student Attendance
The School will monitor student attendance on the basis of both consecutive absences (the "Consecutive Absence Rule") and absences as a percentage of the hours (minus externship hours) in the term/program (the "Percentage Absence Rule"). A student may appeal an attendance dismissal pursuant to the Student Academic Appeals Policy.
If an appeal is granted, the student is not dismissed. If an appeal is not granted, the student must be withdrawn from all courses and dismissed from school and will not be charged for attending while the appeal was pending. Any student dismissed due to an attendance violation may not be readmitted unless the student reapplies for admission.

Consecutive Absence Rule
When a student is absent from school for fourteen (14) consecutive calendar days excluding holidays and scheduled breaks, the faculty will notify the Academic Dean or Campus Director who, on the date of violation, must determine whether the student plans to return to school or has withdrawn. This determination must follow these guidelines:

- All students who state they will not return to school shall be promptly withdrawn;
- All students who state they will return must:
    1. Attend class the next scheduled class after the violation and must post positive attendance the next scheduled class after the violation.
    2. File an appeal within five (5) calendar days after the date of violation;
    3. Have perfect attendance while the appeal is pending.

Failure to comply with one or more of the requirements listed above will result in the student being withdrawn from all courses and dismissed from school.

For degree programs, the consecutive absence rule is applied to consecutive days missed in a single term. For diploma programs, the consecutive absence rule is applied to one or more sequences of 14 consecutive days missed during the total program.

Percentage Absence Rules

Diploma Programs:
For students who have not previously violated the attendance policy:

Percentage	Action Taken
15% of the total classroom or blended hours missed	Attendance warning letter sent
20% of the total classroom or blended hours missed	Withdrawn from the module and dismissed from school

For students who have been dismissed for violating the attendance policy, or would have been dismissed but for a successful appeal, the following rule shall apply:

Percentage	Action Taken
15% of the remaining classroom or blended hours missed	Attendance warning letter sent
20% of the remaining classroom or blended hours missed	Withdrawn from the module and dismissed from school

Degree Programs
For students who **have not** previously violated the attendance policy:

Percentage	Action Taken
25% of the total hours for all courses in a term	Attendance warning letter sent
40% of the total hours for all courses in a term	Withdrawn from the module and dismissed from school

For students who **have** been dismissed for violating the attendance policy, or would have been dismissed but for a successful appeal, the following rule shall apply:

Percentage	Action Taken
25% of the total remaining hours for all courses in a term	Attendance warning letter sent
40% of the total remaining hours for all courses in a term	Withdrawn from the module and dismissed from school

Violations of Percentage Absence Rules

When a student violates the applicable percentage absence rule, the faculty must notify the Campus Director or Academic Dean who, on the date of violation, must determine whether the student plans to return to school or has withdrawn. This determination must follow these guidelines:

- All students who state they will not return to school shall be promptly withdrawn;
- All students who state they will return must:
    1. Attend class within five (5) calendar days of the violation;
    2. File an appeal within five (5) calendar days after the date of violation;
    3. Have perfect attendance while the appeal is pending.

Failure to comply with one or more of the requirements listed above will result in the student being withdrawn from all courses and dismissed from school.

Date of Withdrawal

When a student is withdrawn for consecutive or percentage absences within the term or module, the date of the student's withdrawal shall be the student's last date of attendance (LDA).

NOTE: The Date of Withdrawal shall be the earlier of a violation of the Consecutive Absence Rule or the Percentage Absence Rule.

Date of Determination (DOD)
The Date of Determination (DOD) shall be the date the school determined the student would not return to class. This is the date used to determine the timeliness of the refund. The DOD is the earliest of the following three (3) dates:

- The date the student notifies the school (verbally or in writing) that s/he is not returning to class;
- The date the student violates the published attendance policy; or
- No later than the 14th calendar day after the LDA

Attendance Records
CampusNexus is the official record of attendance database. The computer attendance database shall be considered final on the 14th calendar day following the end of the term/module.

LEAVE OF ABSENCE POLICY
Altierus permits students to request a leave of absence (LOA) as long as the leave does not exceed a total of 180 days during any 12-month period starting from the first day of the first leave, there is a reasonable expectation that the student will return, and there are documented, legitimate extenuating circumstances that require the students to interrupt their education. An LOA will not be granted for any of the following reasons:

a) The courses that the student needs are available, but the student declines to take them;
b) A needed class or an externship/internship site is not available for the student;
c) A student is unable to pay tuition;
d) The student is failing a course(s); or
e) To delay the return of unearned federal funds.

Leave of Absence Requests
Students requesting an LOA must submit a completed Leave of Absence Request Form prior to the beginning date of the leave.

For approved LOA requests in diploma programs, the student starting leave prior to the end of a module will receive a grade of “L” (Leave). The course will not be included in the calculation of Rate of Progress (ROP), Maximum Time Frame (MTF) or attendance. For degree students, an LOA can only begin once the 12 week term has ended.

If circumstances of an unusual nature that are not likely to recur prevent the student from submitting the request in advance, the leave may still be granted, but only if:

a) the school documents the unforeseen circumstances and the Academic Dean or Campus Director determines that these circumstances meet the exception requirements (i.e., “of an unusual nature and not likely to recur”), and
b) the student submits a completed Leave of Absence Request Form by the tenth (10th) calendar day of the leave.

Re-Admission Following a Leave of Absence

- Upon return from leave, the student will be required to repeat the module, if it had been interrupted, and receive final grades.
- The student will not be charged any fee for the repeat of any module from which the student took leave or for students returning from a leave of absence.
- The date the student returns to class is normally scheduled for the beginning of a module.
- When a student is enrolled in a modular program, the student may return at any appropriate module, not only the module from which the student withdrew.

Extension of Leave of Absence
A student on an approved LOA may submit a request to extend the LOA without returning to class. Such a request may be approved by the Campus Director or Academic Dean provided:

- The student submits a completed LOA Request Form before the end date of the current leave.
- There is a reasonable expectation the student will return.
- The number of days in the leave as extended, when added to all other approved leaves, does not exceed 180 calendar days in any twelve (12) month period calculated from the first day of the student's first leave.
- Appropriate modules required for completion of the program will be available to the student on the date of return.

If the extension request is approved, the end date of the student's current leave will be changed in the official student information system to reflect the new end date. If the request is denied, the student will be withdrawn and the withdrawal date will be the student's last date of attendance (LDA).

Failure to Return from a Leave of Absence

A student must return from a LOA on the first day of any appropriate module or prior to the scheduled date of return. If the student does not return from LOA as defined above, the student will be withdrawn. The withdrawal date will be the student's last day of attendance (LDA). The "L" grade in the LOA course(s) will be changed to "W" (withdraw). The course(s) having a grade of "W" will be included as an attempt in the calculation of ROP and MTF. A Title IV refund calculation will be completed and use the last date of attendance prior to the start of the LOA.

The academic consequences of failing to return from an LOA will be explained to the student by the Campus Director or Academic Dean prior to the beginning of the leave. Consequences include the effect on the student's:

- Loan repayment terms including the grace period
- Rate of progress
- Maximum time frame for completion

Possible Effects of a Leave of Absence

Students who are contemplating an LOA should be cautioned that one or more of the following factors may affect the length of time it will take the student to graduate.

- Students returning from a LOA are not guaranteed that the module required to maintain the normal progress in their training program will be available at the time of reentry
- They may have to wait for the appropriate module to be offered
- Financial aid may be affected

EXTERNSHIP TRAINING

Upon successful completion of all classroom requirements, students in programs that require an externship are expected to begin the externship portion of their programs in the earlier of 14 calendar days (excluding holidays and regularly scheduled breaks) or before violating the attendance policy. If a student does not begin externship training within this time period, he/she must be dropped from the program. In an exceptional case, a student may seek approval to complete a Practicum course on campus. A leave of absence (LOA) may only be approved if the student's reason meets the criteria of the LOA Policy.

Each student is expected to complete the required program externship or practicum hours within the scheduled course period. To complete the program in the timeframe indicated, the student would have to schedule the externship or practicum for an average of forty (40) hours per week. Any modular student who does not complete externship or practical training within the scheduled class period should meet with the Campus Director or Academic Dean prior to the end of the scheduled course to approve the time remaining to complete the externship/practicum. Any student that is terminated from an externship site would need to enroll in a new course. If the time between enrollment in any externship course violates the attendance policy, a student will be withdrawn and can proceed with reentry according to procedure.

Students who drop from externship either prior to starting or during the scheduled course may be required tot have their skills evaluated by a program instructor or chair prior to re-entry to ensure they are still competent to perform skills safely in the externship setting. Additional information is available in the externship manual.

REQUIREMENTS FOR GRADUATION

- Successfully complete all courses in the program with a 2.0 cumulative grade point average within the maximum time frame for completion as stated in the school catalog.
- Successfully complete all externship or clinical course hours and requirements (as applicable).
- Meet any additional program specific requirements as stated in the catalog.

Commencement exercises are held at least once a year. Shortly after graduating, all students who are current with their financial obligation to the school and meet the above criteria shall receive their diploma.

WITHDRAWAL PROCEDURES

- Students who intend to withdraw from school are requested to notify the Campus Director or Academic Dean by telephone, in person, by email or in writing to provide official notification of their intent to withdraw and the date of withdrawal.
- Timely notification by the student will result in the student being charged tuition and fees for only the portion of the payment period or period of enrollment that he/she attended as well as ensuring a timely return of federal funds and any other refunds that may be due.
- Students requesting a withdrawal from school must complete a financial aid exit interview.
- Students who have withdrawn from school may contact the school's Academic Department about re-entry.

VETERANS' EDUCATION BENEFITS

It is the policy of Altierus Career College to permit any covered individual to attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 of this title and ending on the earlier of the following dates:

- The date on which the Secretary provides payment for such course of education to such institution.
- The date that is 90 days after the date on which the educational institution certifies for tuition and fees following receipt from the student such certificate of eligibility.

Altierus Career College will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement of a payment to be provided by the Secretary under chapter 31 or 33.

Prior Credit for Education and Training

All VA beneficiaries are required to disclose prior postsecondary school attendance, military education and training, and provide official transcripts for such education and training. The student is responsible for ensuring that all transcripts are submitted to the school. The school is responsible for evaluating official written transcripts of previous education and experience, granting credit where appropriate, notifying the student, and shortening the program certified accordingly.

Prior credit must be evaluated within the first two terms of the enrollment period. The VA will not pay VA education benefits past the third term of enrollment, if prior credit has not been evaluated.

Benefit Overpayments

Schools are required to promptly report changes in the enrollment status of all students receiving VA education benefits in order to minimize overpayments. Generally, overpayments of VA benefits are the responsibility of the student. However, there are instances under the Post 9/11 GI Bill ® when an overpayment is created on a school and funds need to be returned to the VA.

Academic Standards for Students Receiving VA Benefits

Students receiving Veterans education benefits are subject to the same academic standards applicable to all students at the school. To receive VA education benefits, a student must maintain Satisfactory Academic Progress, attendance standards and adhere to the Code of Student Conduct.

APPEALS POLICIES

Student Academic Appeals Policy

A student may submit an appeal based on one of three adverse determinations:

- Attendance policy violation
- Satisfactory Academic Progress (SAP) violation or
- Final grade(s).

Formal academic appeals must be submitted within five calendar days of the date the student is considered to have received notice of the adverse determination. Appeals must include a completed, dated and signed Academic Appeal form and a letter from the student that includes the:

- Specific academic decision at issue and
- Resolution sought by the student.

A SAP or Attendance violation appeal must include an explanation of the circumstances that:

- Led to the violation and
- Will improve achievement going forward.

For a final grade appeal, the student will include the informal steps taken to address the disagreement.
Once a formal appeal is filed, the campus will take no action regarding the adverse academic decision, and financial aid disbursements will be suspended until the appeal process is concluded.

The appeal committee decision is final and no further appeals for the same adverse academic decision are permitted. If the appeal is denied, the date of determination is the date of the adverse academic decision after which the student will not be charged for any attendance.

Satisfactory Academic Progress (SAP) Violation Appeals

SAP appeals must be submitted by the:

- Eighth calendar day of the subsequent module for diploma programs and
- Sixth calendar day of the subsequent term (by the fourteenth calendar day if there is no break week) for Degree programs.

A SAP appeal may be granted if the student is able to complete the program within the maximum time frame allowed and with the required minimum cumulative grade point average (CGPA). The student must also demonstrate that the failure to maintain the required CGPA or rate of progress (ROP) was caused by:

- Death of a family member
- Illness or injury suffered by the student or
- Special circumstances that are not likely to reoccur.

If the SAP appeal is approved, the student must agree to meet the requirements of an Academic Plan and the student will be placed on FA probation.

Assignments/Test Grades

Students who disagree with an assignment/test grade should discuss it with the instructor upon receipt of the grade. Assignments/test grades are reviewed at the instructor's discretion. If the instructor is not available, the matter should be discussed with the Program Chair. Only final course grades are eligible for appeal.

Final Course Grades

Final grade appeals must be submitted by the:

- Eighth calendar day of the subsequent module for Diploma programs; and
- Sixth calendar day of the subsequent term for Degree programs.

A final grade appeal may be approved, and the grade corrected, if it is determined that the final grade was influenced by any of the following:

- A personal bias or arbitrary rationale
- Standards unreasonably different from those that were applied to other students
- A substantial, unreasonable, or unannounced departure from previously articulated standards or
- The result of a clear and substantial mistake in calculating or recording grades or academic progress. A student may appeal more than one final grade while active in a program.

Only final grades are eligible for appeal. Assignment/test grades are reviewed at the instructor's discretion, consistent with the grade policy and syllabus guidelines.

Attendance Violation Appeals

Attendance violation appeals must be submitted within five calendar days after the date of violation. For an attendance appeal to be considered the student must maintain perfect attendance while the appeal is pending. Depending on the type of violation, the student must:

- Percentage Absence (program or term) - post positive attendance ("present") within five calendar days of the date of violation and
- Consecutive Day Absence - post positive attendance the next scheduled class session after the violation.

Violations occurring at the end of the degree term when there is no opportunity to attend until the next term are not subject to these requirements.

Subject to applicable state requirement, an attendance appeal may be granted if the student demonstrates that the absence was caused by:

- Death of a family member
- Illness or injury suffered by the student or
- Special circumstances which are not likely to recur.

A student may be eligible for more than one attendance violation appeal while active in a program.
The Appeal Committee may, as a condition of granting the appeal, require the student to make up assignments and develop an Academic Advising Plan in conjunction with his or her advisor.

FACULTY ACADEMIC FREEDOM

Altierus respects the academic freedom of faculty to function as scholars in the interpretation and application of theories and ideas, within the context of Altierus mission, policies, and procedures. Altierus further supports the right of faculty to be active participants in the development and evaluation of curriculum, creation of assessment standards, and other academic matters.

FINANCIAL INFORMATION

STATEMENT OF FINANCIAL OBLIGATION

A student who has applied, is accepted, and has begun classes at Altierus assumes a definite financial obligation. Each student is legally responsible for his or her own educational expenses for the period of enrollment. A student who is enrolled and has made payments in full or completed other financial arrangements and is current with those obligations, is entitled to all the privileges of attending classes, taking examinations, receiving grade reports, securing course credit, being graduated, and using the Career Services Department.

Any student who is delinquent in a financial obligation to the school, or any educational financial obligation to any third party, including damage to school property, library fines, and payment of tuition and fees, is subject to exclusion from any or all of the usual privileges of the school. Altierus may, in its sole discretion, take disciplinary action on this basis, including suspension or termination of enrollment.

FINANCIAL GOOD STANDING

Students meeting their financial obligations and remaining in good financial standing throughout their course of instruction and after graduation contributes to their success.
For a student to be considered in good financial standing the student must:

- Complete required financial aid applications to assist in satisfying all anticipated direct costs of the selected program including tuition, books and required fees for each of the academic and award years within time frames required
- Have an outstanding earned accounts receivable balance less than:
  - $2,500 or one term of instruction (whichever is greater) if enrolled full time in a degree program,
  - $3,000 or one module of instruction (whichever is greater) if enrolled in a diploma program

Failure to remain in good financial standing may result in:

- A hold on registration for subsequent terms for degree students, or
- Dismissal from the program of study.

If a student is unable to remain in good financial standing, the student may be dropped from his or her course of instruction and not be allowed to reenroll in any ECMC Education program until the student account is back in good financial standing.

Students have the right to request reconsideration and exception to the dismissal decision for failure to maintain good financial standing by contacting the Campus Director.

TUITION AND FEES

Tuition and fee information can be found in the “Tuition and Fees” section of the Catalog Addendum. Modular programs are offered throughout the year on a schedule independent of the standard quarter calendar. When a student begins enrollment in a modular program, tuition will be charged in the full tuition amount, or in increments based on state policy, for each academic year.

Quarter-based programs will be charged for the student's first quarter (or mini-term quarter start) in attendance. Tuition and fees for subsequent quarters will be charged at the published rate in effect at the beginning of that quarter. The minimum full-time course load is 12 credits per quarter for undergraduate programs. All credits for which a student is registered are charged at the current rate, including any courses being repeated. The student's total tuition for a given quarter is determined by multiplying the number of Quarter Credit Hours for which the student is registered at the end of the Add/Drop period by the then current tuition rate for that number of Quarter Credit Hours.

A student’s financial obligation will be calculated in accordance with the refund policy in the Enrollment Agreement and this school catalog. For modular programs, the Enrollment Agreement obligates the student and the school for the entire program of instruction. For quarter-based programs, the Enrollment Agreement obligates the student and the school for tuition by quarter. A student may make payments by check or by the following accepted credit cards: Visa, MasterCard or Discover.

TEXTBOOKS AND SUPPLIES

Any textbooks and workbooks provided to students are done so in accordance with Altierus Career College policies. At the time of issuance, textbooks become the responsibility of the students. Altierus Career College is not responsible for replacing lost textbooks; however, students may purchase replacements from the campus. Students are responsible for the cost of their replacement textbooks and the cost of any shipping charges as applicable. In certain programs requiring specialized equipment, that equipment may be loaned to students for use during their enrollment. Students

failing to return loaned equipment will be charged for its replacement. Official transcripts will be withheld from any student who has not returned school property or who has not made restitution. Incidental supplies, such as paper and pencils are to be furnished by the students.

VOLUNTARY PREPAYMENT PLAN

Altierus Career College provides a voluntary prepayment plan to students and their families to help reduce the balance due upon entry. Details are available upon request from the Financial Aid Office.

BUYER'S RIGHT TO CANCEL

The applicant's signature on the Enrollment Agreement does not constitute admission into the school until the student has been accepted for admission by an official of the school. If the applicant is not accepted by the school, any monies paid will be refunded.

CANCELLATION POLICY: The applicant may withdraw their enrollment agreement at any time within five business days from the date they sign the agreement, make an initial payment, or first visit the school, whichever is later. If they do so, all payments made by the applicant or on their behalf will be refunded. Withdrawal can be effectuated by personally appearing at the school to withdraw, depositing a withdrawal letter in the mail to the school at the address provided in the agreement (in which case, the withdrawal will be considered effective as of the postmark date), sending an electronic message to withdrawals@ecmc.org, or providing an oral withdrawal notice to phone number (888) 236 9614. In event of dispute over timely notice, the burden to prove service rests on the applicant.

The student applicant will also be returned all monies paid if:

1. The school rejects the applicant;
2. The enrollment of the student was procured as the result of any misrepresentation through advertising, promotional materials of the school, or representations by the owner or representative of the school;
3. The school cancels the student's program.

OFFICIAL WITHDRAWALS

An official withdrawal is considered to have occurred on the date that the student provides to a school official, notification of his or her intent to withdraw Students who must withdraw from the School are requested to notify the office of the Academic Dean in writing to provide official notification, including the official date and reason, of their intent to withdraw. When the student begins the process of withdrawal, the student or the office of the Academic Dean will complete the necessary form(s).

Quarter-based (Degree) Programs: After the cancellation period, students in quarter-based programs who officially withdraw from The School prior to the end of The School's official add/drop period will be dropped from enrollment, and all monies paid will be refunded.

Modular (Diploma) Programs: Although there is no add/drop period in modular programs, for students who officially withdraw within the first five class days (or for weekend classes within seven calendar days from the date they started class, including the day they started class), all monies paid will be refunded

Date of Withdrawal versus Date of Determination (DOD)

The date of withdrawal, for purposes of calculating a refund, is the student's last date of attendance. The date of determination (DOD) is the earlier of the date the student officially withdraws, provides notice of cancellation, or the date The School determines the student has violated an academic standard. For example, when a student is withdrawn for violating an academic rule, the date of the student's withdrawal shall be the student's last date of attendance. The DOD shall be the date The School determines the student has violated the academic rule, if the student has not filed an appeal. If the student files an appeal and the appeal is denied, the date of determination is the date the appeal is denied. If the student ceases attendance without providing official notification, the DOD shall be no more than 14 days from the student's last date of attendance. The DOD for students not returning from an approved leave of absence is the date the student was scheduled to return.

FEDERAL FINANCIAL AID RETURN POLICY

Student Financial Aid (SFA)

The School is certified by the U.S. Department of Education as an eligible participant in the Federal Student Financial Aid (SFA) programs established under the Higher Education Act of 1965 (HEA), as amended (Title IV programs). The School is required to determine earned and unearned portions of Title IV aid for students who cancel, withdraw, drop out, are dismissed, or take a leave of absence prior to completing 60% of a payment period or term.

Return of Title IV Funds Calculation and Policy

The Return of Title IV Funds calculation (Return calculation) is based on the percentage of earned aid using the following calculation:

Percentage of payment period or term completed equals the number of scheduled hours (clock-hour programs) or days (credit-hour programs) completed up to the withdrawal date divided by the total number of hours (clock-hour programs) or days (credit-hour programs) in the payment period or term. For credit-hour programs, any scheduled break of five days or more is not counted as part of the days in the term. This percentage is also the percentage of earned aid.

Funds are returned to the appropriate federal program based on the percentage of unearned aid using the following formula: Aid to be returned equals (100% of the aid that could be disbursed minus the percentage of earned aid) multiplied by the total dollar amount of aid that could have been disbursed during the payment period or term.

Return of Unearned Title IV Funds

The School must return the lesser of:

1. The amount of Title IV program funds that the student did not earn; or
2. The amount of institutional charges that the student incurred for the payment period or period of enrollment multiplied by the percentage of funds that were not earned.

The student (or parent, if a federal PLUS loan) is required to repay the difference between the amount of unearned aid and the amount returned by the School. If the student's portion of the unearned aid includes federal grants, the student is required to return the grant amount: (1) if the grant overpayment is greater than $50; and (2) only to the extent that the grant amount exceeds 50% of the original amount received for the payment period or period of enrollment. (Note: If the student cannot repay the grant overpayment in full, the student must make satisfactory arrangements with the U.S. Department of Education to repay any outstanding grant balances. The Financial Aid Department will be available to advise the student in the event that a student repayment obligation exists. The individual will be ineligible to receive additional financial aid assistance in the future if the financial obligation(s) is not satisfied.

The School must return the Title IV funds for which it is responsible in the following order:

1. Unsubsidized Direct Stafford loans (other than PLUS loans)
2. Subsidized Direct Stafford loans
3. Federal Perkins loans
4. Direct PLUS loans
5. Federal Pell Grants for which a return of funds is required
6. Academic Competitiveness Grants for which a return of funds is required
7. National Smart Grants for which a return of funds is required
8. Federal Supplemental Educational Opportunity Grants (FSEOG) for which a return of funds is required

If a student withdraws after the 60% point-in-time, the student has earned all Title IV funds that he/she was scheduled to receive during the period and, thus, has no unearned funds; however, the school must still perform a Return calculation. If the student earned more aid than was disbursed to him/her, the student may be due a post-withdrawal disbursement. If the Return calculation determines that the student is due a post-withdrawal disbursement, upon the permission of the student (or parent, if a Federal PLUS loan), the institution may seek to disburse the corresponding loan funds. Any post-withdrawal disbursement must be paid within 180 days of the DOD. If a student earned less aid than was disbursed, The School would be required to return a portion of the funds, and the student may be required to return a portion of the funds. Any outstanding student loans that remain are to be repaid by the student according to the terms of the student's promissory notes.

Title IV Credit Balances

After a Return calculation has been made and a state/institutional refund policy, if applicable, has been applied, any resulting credit balance (i.e. earned Title IV funds exceed institutional charges) must be paid within 14 days from the date that The School performs the Return calculation and will be paid in one of the following manners:

1. With the student's (or parents, if a Federal PLUS loan) permission, reduce the student's Title IV loan debt (not limited to the student's loan debt for the period of enrollment)
2. Return to the student.

Time Frame within which Institution is to Return Unearned Title IV Funds

The School must return the amount of unearned Title IV funds for which it is responsible within 45 days after the DOD.

Effect of Leaves of Absence on Returns

If a student does not return from an approved leave of absence on the date indicated on the written request, the withdrawal date is the student's last day of attendance. For more information, see the Leave of Absence section in The School catalog.

REFUND POLICIES

Institutional Pro Rata Refund Calculation and Policy

When a student withdraws, the School must determine how much of the tuition and fees it is eligible to retain. The Pro Rata Refund Calculation and Policy is an institutional policy and is different from the Federal Financial Aid Return Policy and Return calculation; therefore, after both calculations are applied, a student may owe a debit balance (i.e. the student incurred more charges than he/she earned Title IV funds) to the School.

The School will perform the Refund Calculation for those students who terminate their training before completing the period of enrollment. Under the Institutional Refund Calculation, the School is entitled to retain the percentage of charges proportional to the period of enrollment completed by the student up to the point the student has attended 75% of the period. If the student has attended 75% or greater of the period, the tuition is 100% earned and no refund is made. The percentage of the period completed is calculated by dividing the number of calendar days in the period up to and including the last date of attendance less any scheduled breaks of 5 or more days by the total number of calendar days in the period less any scheduled breaks of 5 or more days.

The period of enrollment for students enrolled in modular programs is the payment period. The period of enrollment for students enrolled in quarter-based programs is the quarter.
The refund is calculated using the following steps:

1. Determine the total charges for the period of enrollment based on the proportion of Financial Aid credits in the period to the total number of Financial Aid credits in the Academic Year.

2. Divide this figure by the total number of calendar days in the period of enrollment less any scheduled breaks of 5 or more days.

3. The answer to the calculation in step 2 is the daily charge for instruction.

4. The amount owed by the student for the purposes of calculating a refund is derived by multiplying the total calendar days in the period as of the student's last date of attendance less any scheduled breaks of 5 days or more by the daily charge for instruction and adding in any book or equipment charges.

5. The refund shall be any amount in excess of the figure derived in step 4 that was paid by the student.

Timeframe Within Which Institution is to Issue Non-Title IV Refunds
With the exception of refunds owed to the Department of Veterans Affairs (VA), non-Title IV refunds will be issued within 30 days of either the date of determination or from the date that the applicant was not accepted by the School, whichever is applicable. Any amounts due from the school to VA will be refunded within 30 days of receiving the Notice of Indebtedness (NOI). .

Effects of Leaves of Absence on Refunds

If a student does not return from an approved leave of absence (where applicable) on the date indicated on the written request, monies will be refunded. The refund calculation will be based on the student's last date of attendance. The DOD is the date the student was scheduled to return.

Other Agency Policies: Please be aware that other agencies may have a separate refund policy. Altierus Career College will apply the policy that is most beneficial to the student in regards to total amount charged such that it complies with regulatory requirements.

STUDENTS CALLED TO ACTIVE MILITARY DUTY

Continuing Students

Continuing students called to active military duty are entitled to the following:

If tuition and fees are collected in advance of the withdrawal, a strict institutional pro rata refund of any tuition, fees, or other charges paid by the student for the program will be applied and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal for active military service ("WZ").

Continuing Modular Diploma Students
Continuing modular diploma students who have completed 50% or less of their program are entitled to a full refund of tuition, fees, and other charges paid. Such students who have completed more than 50% of their program are entitled to a strict institutional pro rata refund.

STUDENT FINANCING OPTIONS
Altierus offers a variety of student financing options to help students finance their educational costs. Detailed information regarding financing options availability and the Financial Aid process can be obtained from the school's Financial Aid Planning brochure. Information regarding other sources of financial assistance such as benefits available through the Bureau of Indian Affairs, Division of Vocational Rehabilitation, Veterans Assistance and State Programs can be obtained through those agencies.

Financial Assistance
Financial assistance (aid) in the form of grants and loans is available for eligible applicants who have the ability and desire to benefit from the specialized program/training offered at the school.

Student Eligibility
To receive financial assistance you must:

1. Usually, have financial need;
2. Be a U.S. citizen or eligible noncitizen;
3. Have a social security number;
4. If male, be registered with the Selective Service (if applicable);
5. If currently attending school, be making Satisfactory Academic Progress;
6. Be enrolled as a regular student in any of the school's eligible programs;
7. Not be in default on any loan made under any title IV program, not have obtained loan amounts that exceed annual or aggregate loan limits made under any title IV loan program, not have property subject to a judgment lien for a debt owed to the United States, and not be liable for a grant or Federal Perkins loan overpayment.;
8. Have a high school diploma or its equivalent or have completed homeschooling at the secondary level as defined by state law.
9. Not be enrolled in either an elementary or secondary school;
10. Satisfy the title IV program specific loan requirements
11. Have not been convicted of an offense under any Federal or State law involving the possession or sale of illegal drugs for conduct that occurred during a period of enrollment for which the student was receiving title IV program funds, unless eligibility has been regained.
12. If previously convicted of, or pled nolo contendere or guilty to, a crime involving fraud in obtaining title IV program funds, has completed repayment of such assistance

Federal Financial Aid Programs
The following is a list of the Federal Financial Aid Programs available at the school. Additional information regarding these programs, eligibility requirements, the financial aid process and disbursement of aid can be obtained through the Financial Aid Planning Literature, the Financial Aid Office, and the U.S. Department of Education's Guide to Federal Student Aid, which provides a detailed description of these programs. The guide is available online at: https://studentaid.ed.gov/sa/ When calculating the Clock-Hour to Credit-Hour conversion for the purposes of awarding Title IV, Altierus rounds down to the whole credit hour for each course.

- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Federal Direct Stafford Loan (DL)
- Federal Direct Parent Loan for Undergraduate Students (PLUS)

Veteran's Assistance Programs
The VA administers education programs for veterans and their eligible dependents. The VA determines student eligibility and assists students with utilizing these benefits.

For information about U.S. Department of Veterans Affairs (VA) education benefits for veterans and their families, call (888)-GI-BILL-1 (888-442-4551) or visit http://www.gibill.va.gov. VA education benefits include but are not limited to the following:

- Post-9/11 GI Bill ® (Chapter 33) http://www.benefits.va.gov/gibill/post911_gibill.asp
- Transfer of Post-9/11 GI Bill ® Benefits to Dependents (TEB) http://www.benefits.va.gov/gibill/post911_transfer.asp

- Yellow Ribbon GI Education Enhancement Program (Yellow Ribbon Program) http://www.benefits.va.gov/gibill/yellow_ribbon.asp
- Montgomery GI Bill ®- Active Duty (Chapter 30) http://www.benefits.va.gov/gibill/mgib_ad.asp
- Montgomery GI Bill ® - Selected Reserve (MGIB-SR / Chapter 1606) http://www.benefits.va.gov/gibill/mgib_sr.asp
- Veterans Educational Assistance Program (VEAP / Chapter 32) http://www.benefits.va.gov/gibill/veap.asp
- Reserve Educational Assistance Program (REAP / Chapter 1607)* http://www.benefits.va.gov/gibill/reap.asp
- Survivors' and Dependents' Educational Assistance Program (DEA / Chapter 35) http://www.benefits.va.gov/gibill/survivor_dependent_assistance.asp
- National Call to Service Program (NCS) http://www.benefits.va.gov/gibill/national_call_to_service.asp
- Vocational Rehabilitation (Chapter 31) http://www.benefits.va.gov/vocrehab/eligibility_and_entitlement.asp

Grade Level Progression

For Financial Aid purposes, students will progress to the next grade level as outlined below

- Second-year – completion of 36 quarter credits, 8 of which may be co-requisite courses
- Third-year – completion of 72 quarter credits, 8 of which may be co-requisite courses

Grants and Scholarships

A list of available scholarships, inclusive of eligibility requirements, is available on the campus website at https://www.altierus.edu/campus/tampa.

ADMINISTRATIVE POLICIES

STATEMENT OF NON-DISCRIMINATION

Altierus does not and will not discriminate on the basis of race, color, religion, age, disability, sex, pregnancy (including childbirth, false pregnancy, termination of pregnancy, and recovery therefrom), sexual orientation, national origin, citizenship status, gender identity or status, veteran status, actual or potential parental, family or marital status in the administration of its educational and admissions policies, scholarship and loan programs, or other school administered programs. For information on discrimination-related grievances, please see the Discrimination Grievance Procedures section.

CIVIL RIGHTS COMPLIANCE

Altierus complies with federal laws including Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, Title IX of the Educational Amendments of 1972, the Age Discrimination Act of 1975, and Title VI of the Civil Rights Act of 1964, all as amended from time to time. The Campus Director has been designated as the Civil Rights Coordinator and will coordinate the efforts of Altierus to comply with all relevant civil rights laws. Inquiries should be directed to this person at the campus contact information located in this catalog.

DISABILITY ACCOMMODATION PROCEDURE

Altierus' disability accommodation procedure is a collaborative and interactive process between the student and the Civil Rights Coordinator. The student will meet with the Civil Rights Coordinator on campus to request and submit an Accommodation Request form and discuss disability related needs. The Civil Rights Coordinator is available to the student to assist with questions and provide assistance in filling out the Accommodations Request form. The student will provide a completed Accommodations Request form and documentation of their medical condition to the Civil Rights Coordinator for review. The documentation of a medical condition may be from a licensed medical doctor, psychologist, audiologist, speech pathologist, registered nurse, licensed clinical social worker, marriage and family therapist, rehabilitation counselor, physical therapist, learning disability specialist, or other appropriate health professional. This documentation should verify the medical condition and suggest appropriate accommodations for the student. Once the student has self-disclosed a disability and it has been verified and appropriate accommodation(s) suggested, the Civil Rights Coordinator will work with the student to determine how the accommodation(s) can be provided. The accommodation(s) will depend on the needs of the particular student and the accommodation(s) suggested or recommended, and can include but are not limited to the following examples: extended time on exams, quiet environment for testing, a reader for exams, oral exams, note taker/faculty notes, E-books/Software reader, and ASL interpreter.

If the request for an accommodation is denied, the student is informed of their right to appeal the decision and the necessary steps to file an appeal. To file an appeal the student should supply documentation and/or other evidence to substantiate the need for the denied accommodation(s). The evidence is submitted to the Provost with a new accommodation form marked appeal.

DISCRIMINATION GRIEVANCE PROCEDURES

A student initiates the Discrimination Grievance Procedure by contacting the Civil Rights Coordinator for all disability-related complaints and all other complaints alleging discrimination carried out by employees, other students, or third parties. The Civil Rights Coordinator can be reached at the campus contact information located in this catalog. A student's participation in any informal resolution procedures is voluntary and he/she may pursue this formal grievance procedure at any time. The Civil Rights Coordinator or his/her designee will explain the complaint procedures and assist the student in filing a complaint. The complaint need only be a written letter containing allegations that specifically identify the discriminatory conduct, the person(s) who did it, and all witnesses the student believes can support the allegations. A complaint should be made as soon as the student believes he/she has been discriminated against, but no later than within 180 days of the date that the alleged discrimination occurred, or the date on which the student could reasonably have learned of the discrimination.

When a complaint is filed, the Civil Rights Coordinator or his/her designee begins an investigation within 14 days. The student, the accused, and any witnesses they identify are interviewed. Any relevant documents identified by these persons are reviewed. Within 45 days of the complaint, the Civil Rights Coordinator or his/her designee will inform the student and accused in writing of sufficient or insufficient evidence to confirm the student's allegations, state the key facts, reasons why that conclusion was reached, and outline any proposed resolution or corrective action if applicable, subject to any applicable privacy constraints. The student is also notified of the right to appeal the investigation conclusion. An appeal must be made in writing to the Director of Compliance who may be reached at the Student Help Line number or email address below within 15 days of receiving notice about the investigation conclusion. Within 15 days of receiving the appeal, the compliance team will review the matter and provide a decision in writing.

Complaints are investigated in a manner that protects the privacy and confidentiality of the parties to the extent possible. No employee or agent of the School may intimidate, threaten, coerce or otherwise discriminate or retaliate against any individual because he or she has filed a complaint or participated in the complaint resolution process. If a student believes any such retaliation has occurred, a complaint of retaliation should be filed according to the procedure described above. Altierus makes every effort to prevent recurrence of any finding of discrimination and corrects any discriminatory effects on the grievant and others, if appropriate.

If the Civil Rights Coordinator is the subject of the grievance, the student should contact the Student Help line at (800) 874-0255 or via email at StudentServices@ecmc.org. The Student Helpline, in consultation with the appropriate compliance team member, will provide guidance to the student for initiating and submitting their grievance in writing to StudentServices@ecmc.org.

CAMPUS SECURITY AND CRIME AWARENESS POLICIES

As required by Public Law 101-542, as amended by Public Law 102-325, Title II, Crime Awareness and Campus Security Act of 1990, Section 294, Policy and Statistical Disclosures, Altierus has established policies regarding campus security.

Altierus strives to provide its students with a secure and safe environment. Classrooms and laboratories comply with the requirements of the various federal, state and local building codes, with the Board of Health and Fire Marshal regulations. Most campuses are equipped with alarm systems to prevent unauthorized entry. Facilities are opened each morning and closed each evening by administrative personnel.

In emergency situations, students should call 911 for an immediate response from the local law enforcement agency. Thereafter, the crime should be reported to the Campus Director (or designee). In non-emergency situations, the crime should be reported as soon as possible to the Campus Director (or designee) and the local law enforcement agency. All students are encouraged to report all crimes and public safety incidents to the Campus Director (or designee) in a timely manner. The Campus Director (or designee) shall document each incident reported and determine an appropriate response based on the nature of the incident. All victims of crime that occur on campus shall be provided with the opportunity to report the incidents to the local law enforcement authority.

Students are responsible for their own security and safety both on-campus and off-campus and must be considerate of the security and safety of others. The school has no responsibility or obligation for any personal belongings that are lost, stolen or damaged, whether on or off school premises or during any school activities.

On May 17, 1996, the President of the United States signed Megan's Law into federal law. As a result, local law enforcement agencies in all 50 states must notify schools, day care centers, and parents about the presence of dangerous offenders in their area. Students are advised that the best source of information on the registered sex offenders in the community is the local sheriff's office or police department. The following link will provide you with a list of the most recent updated online information regarding registered sex offenders by state and county: https://www.fbi.gov/scams-and-safety/sex-offender-registry.

Statistical Information

Altierus Career College is required to report to students the occurrence of various criminal offenses on an annual basis. On or before October 1st of each year, the school will distribute a security report to students containing the required statistical information on campus crimes committed during the previous three years. This report is available to prospective students on the School website.

DRUG-FREE SCHOOLS POLICY

The Drug-Free Schools and Communities Act of 1989, Public Law 101-226, requires institutions receiving financial assistance to implement and enforce drug prevention programs and policies. Students shall receive a copy of the Drug-Free Schools/Drug-Free Workplace Annual Disclosure upon enrollment, and thereafter no later than January 31st of each calendar year they are enrolled. The information and referral line that directs callers to treatment centers in the local community is available through Student Services.

Altierus Career College prohibits the manufacture and unlawful possession, use or distribution of illicit drugs or alcohol by students on its property and at any school activity. If students suspect someone to be under the influence of any drug or alcohol, they should immediately bring this concern to the attention of the Campus Director/Academic Dean or Campus Director/Academic Dean. Students who violate the school's prohibitions against alcohol, controlled substances, and drugs are subject to disciplinary action up to and including dismissal from the school. Information on the disciplinary process may be found in the school catalog. When circumstances warrant, a violation of this policy may also be referred to the appropriate law enforcement authorities

In certain cases, students may be referred to counseling sources or substance abuse centers. If such a referral is made, continued enrollment is subject to successful completion of any prescribed counseling or treatment program.

ALCOHOL AND SUBSTANCE ABUSE STATEMENT

Altierus does not permit or condone the use or possession of marijuana, alcohol or any other illegal drug, narcotic or controlled substance by students. Possession of these substances on campus is cause for dismissal.

STATEMENT ON SEXUAL MISCONDUCT RESPONSE AND PREVENTION

Scope

This policy applies to all members of the campus community and includes, but is not exclusive to, faculty, staff, students, campus visitors, volunteers, vendors, and persons related to, receiving or seeking to receive services from the School, or otherwise pursuing diploma, undergraduate, graduate or refresher studies at the School. It also covers alleged acts of sexual misconduct that adversely affect the campus community, whether those acts occur on or off campus.

Definitions

Campus Security Authority - The Campus Security Authority (CSA) is defined as any individual or an entity to which students and employees should report criminal offenses:

Clery Act - is the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, 20 U.S.C.Section 1092(f); 34 C.F.R. Part 668.46

Consent - Is a freely given agreement to engage in a specific sexual act. While the explicit definition of consent varies by jurisdiction, the following general rules apply when assessing whether consent was given. The lack of explicit refusal does not imply consent. When there is use of threat or force by the accused, the lack of verbal or physical resistance or the submission by the victim does not constitute consent. The manner of dress of the victim at the time of the offense does not constitute consent. Past consent to sexual contact and/or a sexual history with the accused does not imply consent to future sexual contact. A person who initially consents to sexual contact or penetration may withdraw continued consent at any time during the course of that interaction. Intoxication due to use of alcohol or drugs may impair an individual's capacity to consent freely and may render an individual incapable of giving consent.

Domestic Violence – is a felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim; a person with whom the victim shares a child in common; a person who is cohabitating or has cohabited with the victim as a spouse or intimate partner; a person similarly situated to a spouse of the victim under the jurisdictional domestic or family violence laws; or any other person against a victim who is protected from that person's acts under the jurisdictional domestic or family violence laws.

Dating violence - Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

Rape - is defined as sexual intercourse or penetration by a body part or object, through use of coercion or force, with someone who has not given or is incapable of giving consent.

Sexual contact - is the deliberate touching of a person's intimate body parts (including lips, genitalia, groin, breast or buttocks, or clothing covering any of those areas), or using force to cause a person to touch his or her own or another person's intimate body parts.

Sexual assault - is defined as physical contact of a sexual nature against the victim's will or without the victim's consent.

Sexual harassment - is unwelcomed sexual advances, requests for sexual favors or other conduct of a sexual nature. Sexual harassment occurs when a student or colleague is the recipient of conduct of a sexual nature where:

(1) Submission to, or toleration of, such conduct is made either explicitly or implicitly a term or condition of the student's education or colleague's employment; or (2) Submission to or rejection of such conduct by an individual is used as the basis for academic decisions about the student or professional decisions about the colleague; or (3) Such conduct has the purpose or effect of unreason-ably interfering with the colleague/student's welfare or professional/academic performance, or creates an intimidating, hostile, offensive or demeaning work/academic environment.

Sexual misconduct - is a broad term encompassing sexual harassment, dating violence, domestic violence, rape, sexual assault, and stalking. Sexual misconduct can occur between strangers or acquaintances, including people involved in an intimate or sexual relationship. Sexual misconduct can be committed by men or by women, and it can occur between people of the same or different sex.

Stalking - is a pattern of behavior directed at a specific person that would cause a reasonable person to feel fear for his/her safety. A person commits stalking by knowingly engaging in a course of conduct directed at a specific person when the person engaging in the conduct knows or should know that this course of conduct would cause a reasonable person to fear for his/her safety or the safety of a third person or suffer other emotional distress.

Code of Student Conduct- standards of behavior expected of all accepted or enrolled students.

Title IX Coordinator - The Title IX Coordinator's purpose is to ensure that an institution maintains an environment for a student that is free from unlawful sex and gender discrimination in all aspects of the educational experience, including academics and extracurricular activities.

Title IX - refers to the U.S. Department of Education regulation that governs the efforts of educational institutions to maintain a campus free from sex and gender discrimination, including investigating and remediating sexual misconduct by students, colleagues, or third parties.

VAWA Incident – an incident in relation to domestic violence, dating violence, and stalking

Campus Security Authority

The Campus Security Authority (CSA) has the authority to ask persons for identification and to determine whether individuals have lawful business at the school. The CSA shall cooperate with law enforcement agencies that have jurisdiction over the campus as necessary to ensure campus safety. The Campus Security Authority does not have arrest power. All crime victims and witnesses are strongly encouraged to immediately report alleged crimes to the Campus Security Authority and to the appropriate law enforcement agency, but victims are not required to notify such authorities.

The Campus Security Authority (CSA) is defined as any individual or an entity to which students and employees should report criminal offenses. For Altierus Career College, this definition incudes: :

- A campus security department;
- An individual or individuals who have responsibility for campus security but who do not constitute a campus police department or a campus security department (e.g., an individual who is responsible for monitoring the entrance into institutional property);
- Any individual or organization specified in an institutional statement of campus security policy as an individual or organization to which students and employees should report criminal offences (e.g., Campus Director, etc.);
- An official of who has the authority and the duty to take action or respond to particular issues on behalf of the institution and who has significant responsibility for student and campus activities, including but not limited to, student housing, student discipline and campus judicial proceedings.

At ECMC Education schools, the corporate security staff and the Campus Director are designated as the primary Campus Security Authorities (CSA). The campus will also designate one additional campus employee to serve as a CSA. At this campus, the Academic Advisor is a CSA. In the absence of the Campus Director, the Vice President of Campus Operations will act as the Campus Security Authority.

Reporting of Crimes

In emergency situations, the person reporting the crime should call 9-1-1 for an immediate response from the local law enforcement agency. Thereafter, the crime should be reported to the Campus Security Authority and the appropriate managers indicated on the Emergency Security Escalation Procedures.

In non-emergency situations, the crime should be reported as soon as possible to the Campus Security Authority, the local law enforcement agency and the appropriate management.

All students, employees, and campus guests are encouraged to report all crimes and public safety-related incidents to the Campus Security Authority in a timely manner. The Campus Security Authority shall document each incident reported. All incident reports shall be reviewed by the Campus Director and Corporate Security department, who shall determine an appropriate response based on the nature of the incident.

Bystanders and witnesses are encouraged to not remain silent, and to take an active role in promoting a positive school environment. Bystanders can help in several different ways, particularly in situations involving dating violence, domestic violence, sexual assault, or stalking, including direct intervention, seeking assistance from an authority figure, notifying campus security, or calling state or local law enforcement.

All victims of crime that occur on campus shall be provided with the opportunity to report the incidents to the local law enforcement authority. ECMC Education reserves the right to treat an offense as a disciplinary matter whether or not it is reported to the local law enforcement agency.

Options for Reporting and Confidentially Disclosing Sexual Violence

Altierus encourages victims of sexual violence to talk to somebody about what happened, so victims can get the support they need, and so the School can respond appropriately. Different employees on each campus have different abilities to maintain a victim's confidentiality.

- Some may be required to maintain near complete confidentiality; talking to them is sometimes called a "privileged communication." These people would include any Professional or Pastoral Counselors, as described below.
- Some employees are required to report all the details of an incident (including the identities of both the victim and alleged perpetrator) to the Title IX[1] Coordinator. A report to these employees (called "responsible employees") constitutes a report to the School – and generally obligates the School to investigate the incident and take appropriate steps to address the situation. These employees include the Campus Director and the Vice President of Campus Operations.

[1] Title IX of the Education Amendments of 1972 prohibits discrimination based on sex in education programs and activities in federally funded schools at all levels. The Title IX Coordinator's purpose is to ensure that an institution maintains an environment for students that is free from unlawful sex discrimination in all aspects of the educational experience, including academics and extracurricular activities. The Title IX Coordinator for Altierus Career College can be reached in writing at ECMC Education, 111 South Washington Avenue, Minneapolis, MN 55401 at TitleIXquestions@ecmc.org. You may also call the Title IX Coordinator directly at (651) 325-3209.

This policy is intended to make students aware of the various reporting and confidential disclosure options available to them – so they can make informed choices about where to turn should they become a victim of sexual violence. The School encourages victims to talk to someone identified in one or more of these groups.

The Options

A. Privileged and Confidential Communications

- Professional and Pastoral Counselors Professional, licensed counselors and pastoral counselors who provide mental-health counseling to members of the school community (and including those who act in that role under the supervision of a licensed counselor) are not required to report any information about an incident to the Title IX Coordinator without a victim's permission.

A victim who speaks to a professional counselor or advocate must understand that, if the victim wants to maintain confidentiality, the School will be unable to conduct an investigation into the particular incident or pursue disciplinary action against the alleged perpetrator.

Even so, these counselors and advocates will still assist the victim in receiving other necessary protection and support, such as victim advocacy, academic support or accommodations, disability, health or mental health services, and changes to living, working or course schedules. A victim who at first requests confidentiality may later decide to file a complaint with the School or report the incident to local law enforcement, and thus have the incident fully investigated. These counselors and advocates will provide the victim with assistance if the victim wishes to do so.

NOTES:

- While these professional counselors and advocates may maintain a victim's confidentiality vis-à-vis the School, they may have reporting or other obligations under state law, such as mandatory reporting to law enforcement in case of minors; imminent harm to self or others; or the requirement to testify if subpoenaed in a criminal case.
- If the School determines that the alleged perpetrator(s) pose a serious and immediate threat to the campus community, the Campus Security Authority may be called upon to issue a timely warning to the community. Any such warning should not include any information that identifies the victim.

B. Reporting to Responsible Employees

A "responsible employee" is a School employee who has the authority to address sexual violence, who has the duty to report incidents of sexual violence or other student misconduct, or who a student could reasonably believe has this authority or duty.

When a victim tells a responsible employee about an incident of sexual violence, the victim has the right to expect the School to take immediate and appropriate steps to investigate what happened and to resolve the matter promptly and equitably.

A responsible employee must report to the Title IX Coordinator and Corporate Security Department all relevant details about the alleged sexual violence shared by the victim and that the School will need to determine what happened – including the names of the victim and alleged perpetrator(s), any witnesses, and any other relevant facts, including the date, time and specific location of the alleged incident.

To the extent possible, information reported to a responsible employee will be shared only with people responsible for handling the School's response to the report. A responsible employee should not share information with law enforcement without the victim's consent or unless the victim has also reported the incident to law enforcement.

The Campus Director is the School's responsible employee.

Before a victim reveals any information to a responsible employee, the employee should ensure that the victim understands the employee's reporting obligations – and, if the victim wants to maintain confidentiality, direct the victim to confidential resources.

If the victim wants to tell the responsible employee what happened but also maintain confidentiality, the employee should tell the victim that the School will consider the request but cannot guarantee that the School will be able to honor it. In reporting the details of the incident to the Title IX Coordinator and Security department, the responsible employee will also inform the Title IX Coordinator and Security department of the victim's request for confidentiality.

Responsible employees will not pressure a victim to request confidentiality, but will honor and support the victim's wishes, including for the School to fully investigate an incident. By the same token, responsible employees will not pressure a victim to make a full report if the victim is not ready to do so.

Requesting Confidentiality From the School: How the School Will Weigh the Request and Respond

If a victim discloses an incident to a responsible employee but wishes to maintain confidentiality or requests that no investigation into a particular incident be conducted or disciplinary action taken, the School must weigh that request against the School's obligation to provide a safe, non-discriminatory environment for all students, including the victim.

If the School honors the request for confidentiality, a victim must understand that the School's ability to meaningfully investigate the incident and pursue disciplinary action against the alleged perpetrator(s) may be limited.

Although rare, there are times when the School may not be able to honor a victim's request in order to provide a safe, non-discriminatory environment for all students.

The School has designated the Title IX Coordinator to evaluate requests for confidentiality once a responsible employee is on notice of alleged sexual violence.

When weighing a victim's request for confidentiality or that no investigation or discipline be pursued, the Title IX Coordinator will work with the Corporate Security department to consider a range of factors, including the following:

- The increased risk that the alleged perpetrator will commit additional acts of sexual or other violence, such as:
  - whether there have been other sexual violence complaints about the same alleged perpetrator;
  - whether the alleged perpetrator has a history of arrests or records from a prior school indicating a history of violence;
  - whether the alleged perpetrator threatened further sexual violence or other violence against the victim or others;
  - whether the sexual violence was committed by multiple perpetrators;
- whether the sexual violence was perpetrated with a weapon;
- whether the victim is a minor;
- whether the School possesses other means to obtain relevant evidence of the sexual violence (e.g., security cameras or personnel, physical evidence);
- whether the victim's report reveals a pattern of perpetration (e.g., via illicit use of drugs or alcohol) at a given location or by a particular group.

The presence of one or more of these factors could lead the School to investigate and, if appropriate, pursue disciplinary action. If none of these factors is present, the School will likely respect the victim's request for confidentiality.

If the School determines that it cannot maintain a victim's confidentiality, the School will inform the victim prior to starting an investigation and will, to the extent possible, only share information with people responsible for handling the School's response.

The School will remain ever mindful of the victim's well-being and will take ongoing steps to protect the victim from retaliation or harm and work with the victim to create a safety plan. Retaliation against the victim, whether by students or School employees, will not be tolerated. The School will also:

- assist the victim in accessing other available victim advocacy, academic support, counseling, disability, health or mental health services, and legal assistance both on and off campus;
- provide other security and support, which could include issuing a no-contact order, helping arrange a change of living or working arrangements or course schedules (including for the alleged perpetrator pending the outcome of an investigation) or adjustments for assignments or tests; and
- inform the victim of the right to report a crime to campus or local law enforcement – and provide the victim with assistance if the victim wishes to do so.

The School may not require a victim to participate in any investigation or disciplinary proceeding.

Because the School is under a continuing obligation to address the issue of sexual violence campus-wide, reports of sexual violence (including non-identifying reports) will also prompt the School to consider broader remedial action – such as increased monitoring, supervision or security at locations where the reported sexual violence occurred; increasing education and prevention efforts, including to targeted population groups; conducting climate assessments/victimization surveys; and/or revisiting its policies and practices.

If the School determines that it can respect a victim's request for confidentiality, the School will also take immediate action as necessary to protect and assist the victim.

All victims of crime that occur on campus shall be provided with the opportunity to report the incidents to the local law enforcement authority. Altierus serves the right to treat an offense as a disciplinary matter whether or not it is reported to the local law enforcement agency.

All students, employees, and campus guests are encouraged to report all crimes and public safety-related incidents to the Campus Security Authority in a timely manner. The Campus Security Authority shall document each incident reported. All incident reports shall be reviewed by the Campus Director and the Corporate Security Department who shall determine an appropriate response based on the nature of the incident.

Take Back the Night and other public awareness events
Public awareness events such as "Take Back the Night," the Clothesline Project, candlelight vigils, protests, "survivor speak outs" or other forums in which students disclose incidents of sexual violence, are not considered notice to the School or ECMC Education of sexual violence for purposes of triggering its obligation to investigate any particular incident(s).

Off-campus Counselors and Advocates
Off-campus counselors, advocates, and health care providers will also generally maintain confidentiality and not share information with the School unless the victim requests the disclosure and signs a consent or waiver form.

NOTE: While these off-campus counselors and advocates may maintain a victim's confidentiality vis-à-vis the School, they may have reporting or other obligations under state law, such as mandatory reporting to law enforcement in case of minors; imminent harm to self or others; or the requirement to testify if subpoenaed in a criminal case.

Sexual Offences[2] Reporting and Disciplinary Procedures
Sexual offences are a violation of the Code of Student Conduct and the Sexual Harassment Policy as stated in the School catalog. Victim(s) of any sexual offences should immediately seek assistance from local law enforcement authorities, the local rape crisis center, and/or the Campus Security Authority. School personnel shall be available to assist the student in notifying these authorities if the victim chooses, as well as counsel the victim of the importance of preserving evidence for the proof of a criminal offence.

[2] Sexual Offences" as defined by the 2013 Violence Against Women Reauthorization Act include: Sexual Assault (Rape, Fondling, Incest, or Statutory Rape), Domestic Violence, Dating Violence, and Stalking.

Disciplinary Action
All allegations of any sexual offences or VAWA Incidents shall be investigated by the appropriate Title IX Coordinator and the Corporate Security Department. Allegations against students shall be investigated pursuant to the Code of Student Conduct.

Disciplinary procedures in cases of alleged sexual offences or VAWA Incidents shall: (1) provide prompt, fair, and impartial investigation and resolution; (2) be conducted by officials who are trained annually on how to investigate and conduct hearings on domestic violence, sexual assault, and stalking; (3) give the accused and the accuser the same opportunities to have an advisor or others (e.g., witness or advocate) present during the proceeding and related meetings; (4) be conducted under a "preponderance of the evidence" standard, and (5) simultaneously notify the accused and accuser of the outcome, appeal procedures, and final results.

Students who are determined to have violated the School's prohibitions against sexual offences are subject to disciplinary action up to and including dismissal from the School. Detailed information regarding the disciplinary procedure for sexual offences and VAWA Incidents can be found in the Code of Student Conduct. As appropriate, the matter shall be referred to the appropriate law enforcement authorities for investigation and prosecution.

The school shall change a victim's academic situation after a sex offense or alleged sex offense if those changes are requested by the victim and are reasonably available. The student may seek assistance in requesting a change from the Campus Security Authority. Changes offered to student victims include the following:

- Transfer into the same program at another Altierus or ECMC Education school;
- Transfer into a different academic program at the same school;
- Change in academic schedule;
- Change in externship location/assignment;
- Leave of absence/withdrawal from School; and
- Change in living situation (on campuses that offer housing).

Violence against Women
Altierus Career College is committed to creating and sustaining a positive learning and working environment, free of discrimination, including sexual violence, dating violence, domestic violence and stalking.

Such behaviors are not tolerated on any Altierus campus and are prohibited both by law and School policy. The School will respond promptly to reports of sexual harassment and sexual violence and will take appropriate action to prevent, to correct, and when necessary, to discipline behavior that violates School policy.

Campus Community Safety is Primary
The School's primary concern is the safety of its campus community members. The use of alcohol or drugs never makes the victim at fault for sexual discrimination, harassment or violence; therefore, victims should not be deterred from reporting incidents of sexual violence out of a concern that they might be disciplined for related violations of drug, alcohol or other School policies. Except in extreme circumstances, victims of sexual violence shall not be subject to discipline for related violations of the Code of Student Conduct.

As required by the 2013 Violence Against Women Reauthorization Act, all ECMC Education Schools shall include subcategories for all Sexual Offences reported to the Campus Security Authority. Sexual Offences include: Sexual Assault (Rape, Fondling, Incest, or Statutory Rape), Domestic Violence, Dating Violence, and Stalking.

Victim Confidentiality

The School will use its best efforts to ensure that:

- All publicly available safety and security records, reports, and disclosures shall not include any personally identifying information about the victim; and
- It will maintain as confidential any accommodation or protective measures to the victim, to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodation or protective measures.

SEXUAL HARASSMENT POLICY

Altierus Career College is required by Title IX of the Educational Amendments of 1972 and 34 C.F.R. Part Sec. 106.9.not to discriminate on the basis of sex in the educational programs and activities which it operates. Altierus Career College strives to provide a safe working and learning environment at all its schools and is committed to creating and sustaining a positive learning environment, free of discrimination, including sexual violence, dating violence, domestic violence and stalking. Such behaviors are prohibited both by law and School policy and will not be tolerated

on any Altierus Career College campus. The School will respond promptly to reports of sexual harassment and sexual violence and will take appropriate action to prevent, to correct, and when necessary, to discipline behavior that violates School policy.

STUDENT CODE OF CONDUCT

Altierus Career College seeks to create an environment that promotes integrity, academic achievement, and personal responsibility. All Altierus campuses should be free from violence, threats and intimidation, and the rights, opportunities, and welfare of students, faculty, staff, and guests must be protected at all times.

To this end, Altierus Career College Code of Student Conduct sets forth the standards of behavior expected of students as well as the process that must be followed when a student is accused of violating those standards. Reasonable deviations from the procedures contained herein will not invalidate a decision or proceeding unless, in the sole discretion of the School, the deviation(s) significantly prejudice the student.

The Campus Director (or designee) is responsible for appropriately conducting, recording and enforcing the outcome of all disciplinary matters. In addition, the Campus Director is responsible for notifying the student of the alleged violation in writing, any sanction to be imposed, provide the student with available information about the violation, and notify the student of his/her right to appeal.

Conduct Affecting On-Campus Safety

Altierus Career College will take all appropriate actions to protect the safety and security of our campus community. Every student has the right to fair and reasonable treatment. No one may be excluded on the basis of disability, race, ethnicity, national origin, creed, gender, age, sexual orientation, economic status, or other protected status. A student whose conduct threatens property, or the health/safety of any person may be immediately suspended. Examples of such conduct may include:

- Possessing alcohol or other intoxicants, drugs, firearms or other weapons, explosives, dangerous devices, or dangerous chemicals on school premises
- Theft
- Vandalism or misuse of the school's or another's property
- Harassment or intimidation of others, including bullying or cyberbullying
- Endangering yourself or others, infliction of physical harm
- Any other behavior deemed inappropriate by the school

Conduct Affecting Student Learning

Disciplinary action, including suspension/dismissal, may be initiated against any student based upon reasonable suspicion of involvement to commit any of the following:

- Cheating, plagiarism, fabrication or other forms of academic dishonesty
- Falsifying, or altering documents; misusing documents, funds, or school property
- Disruptive actions, including:
    - Use of cell phones or other electronic devices for voice or text communication in the classroom, unless permitted by the instructor
    - Use of any device to make an audio, video, or photographic record of any person while in class, on campus, at off-campus sponsored activities or events, and housing without that person's prior permission
- Failure to comply with school policies or directives
- Any action that interferes with the learning environment or the rights of others

While students have the right to freedom of expression, including the right to dissent, protest, or articulate exception to the material and assessments offered in any course, this expression cannot interfere with the rights of others, hinder instruction, or disrupt the process of the school. Students have a responsibility to express ideas in a safe and respectful manner.

Limitations on Students with Pending Disciplinary Matters

Any student with a pending disciplinary matter shall not be allowed to:

- Graduate or participate in graduation ceremonies; or
- Engage in any other school-related activities determined by the school

Additionally, if a student withdraws from school at any point during the disciplinary process, the student is not eligible for readmission or transfer to another campus prior to resolving the outstanding disciplinary issue. Disciplinary matters are addressed in accordance with written policies and procedures and follow accreditor standards and expectations.

Inquiry by the Campus Director
If the Campus Director (or designee), in his or her sole discretion, has reason to believe that a student has violated the Code of Student Conduct, the Campus Director (or designee) shall conduct a reasonable inquiry and determine an appropriate course of action. If the Campus Director (or designee) determines that a violation has not occurred, no further action shall be taken.

Conduct that does not Result in Suspension or Dismissal
If the school determines that the student's behavior may have violated this Code, but does not warrant a suspension or dismissal, the school will promptly provide the student with a written warning. Multiple written warnings may result in a suspension or dismissal.

Conduct Resulting in Suspension or Dismissal
If the school determines that a student's behavior should result in a suspension or dismissal, the school will promptly provide the student with a written notice of:

- The conduct resulting in the suspension or dismissal;
- The specific penalty being imposed;
- The student's right to submit a written appeal within five calendar days following the date of the school's suspension or dismissal determination

ANTIHAZING POLICY
Altierus Career College has adopted the following policy:
Hazing, whether conducted on campus or off campus, is strictly prohibited by the School. Violation of this policy by a student may subject the student to fines, the withholding of diplomas or transcripts pending compliance with the rules or pending payment of fines, probation, suspension, or dismissal. Violation of this policy by an organization may subject the organization to rescission of permission for it to operate at the School.

For purposes of this policy, "hazing" means any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student for purposes including, but not limited to, initiation or admission into or affiliation with any organization operating under the sanction of a postsecondary institution. "Hazing" includes, but is not limited to, pressuring or coercing the student into violating state or federal law, any brutality of a physical nature, such as whipping, beating, branding, exposure to the elements, forced consumption of any food, liquor, drug, or other substance, or other forced physical activity that could adversely affect the physical health or safety of the student, and also includes any activity that would subject the student to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct that could result in extreme embarrassment, or other forced activity that could adversely affect the mental health or dignity of the student. Hazing does not include customary athletic events or other similar contests or competitions or any activity or conduct that furthers a legal and legitimate objective.

The School does not accept as defenses to a hazing charge against a student or organization that: (1) consent of the victim has been obtained; (2) the hazing was not part of an official organizational event or was not otherwise sanctioned or approved by the organization; or (3) the hazing was not done as a condition of membership to an organization.

STUDENT USE OF INFORMATION TECHNOLOGY RESOURCES POLICY
Information technology resources may only be used for legitimate purposes and may not be used for any other purpose which is illegal, unethical, dishonest, damaging to the reputation of the school, or likely to subject the school to liability. Impermissible uses include, but are not limited to:

- Harassment;
- Libel or slander;
- Fraud or misrepresentation;
- Any use that violates local, state/provincial, or federal law and regulation;
- Disruption or unauthorized monitoring of electronic communications;
- Disruption or unauthorized changes to the configuration of antivirus software or any other security monitoring software;
- Unauthorized copying, downloading, file sharing, or transmission of copyright-protected material, including music;
- Violations of licensing agreements;
- Accessing another person's account without permission;
- Introducing computer viruses, worms, Trojan Horses, or other programs that are harmful to computer systems, computers, or software;
- The use of restricted access computer resources or electronic information without or beyond a user's level of authorization;

- Providing information about or lists of ECMC Education or Altierus users or students to parties outside ECMC Education or Altierus without expressed written permission;
- Downloading or storing company or student private information on portable computers or mobile storage devices;
- Making computing resources available to any person or entity not affiliated with the school;
- Posting, downloading, viewing, or sending obscene, pornographic, sexually explicit, hate related, or other offensive material;
- Academic dishonesty as defined in the Student Code of Conduct;
- Use of ECMC Education or Altierus logos, trademarks, or copyrights without prior approval;
- Use for private business or commercial purposes.

COPYRIGHT POLICY

It is the intention of Altierus Career College to strictly enforce a policy of zero tolerance for copyright violations and to comply with all applicable laws and regulations. Any student who engages in the unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, is subject to disciplinary actions by the school, or any applicable actions in conjunction with federal and state law.

SANCTIONS

Sanctions should be commensurate with the nature of the student's conduct. All sanctions imposed should be designed to discourage the student from engaging in future misconduct and whenever possible should draw upon educational resources to bring about a lasting and reasoned change in behavior.

Suspension – A sanction by which the student is not allowed to attend class for a specific period of time. Satisfactory completion of certain conditions may be required prior to the student's return at the end of the suspension period. During a period of suspension, a student shall not be admitted to any other ECMC Education school.

Note: Student absences resulting from a suspension shall remain in the attendance record regardless of the outcome of any disciplinary investigation or the decision of the Student Conduct Committee.

Dismissal – A sanction by which the student is withdrawn from school. Such students may only reapply for admission with the approval of the Campus Director. Students dismissed from the school remain responsible for any outstanding balance owed to the school.

APPEAL PROCESS

Students are entitled to appeal any sanction which results in suspension or dismissal. The appeal must be in writing and filed within five (5) calendar days of the date of the written notice. If the student files a timely appeal, the Campus Director (or designee) shall convene a Student Conduct Committee to conduct the hearing. The Committee shall generally include the Campus Director the Academic Dean, a Program or Department Chair, the Academic Advisor, or a faculty member. The members of the Committee shall select a Chair. If the alleged violation involves allegations of sexual misconduct committed against faculty or staff, the Committee must include a representative from Corporate or Division Human Resources.

The Committee Chair shall timely schedule a hearing date and provide written notice to the student. The notice must be mailed or otherwise delivered to the student at least two (2) calendar days prior to the scheduled hearing date, and include notice that the student may:

- Appear in person, but is not required to appear
- Submit a written statement
- Respond to evidence and question the statements of others
- Invite relevant witnesses to testify on his/her behalf
- Submit written statements signed by relevant witnesses

Attendance at the hearing is limited to those directly involved or those requested to appear. Hearings are not open to the public and are not recorded.

The Student Conduct Committee shall:

- Provide the student a full and reasonable opportunity to explain his/her conduct
- Invite relevant witnesses to testify or submit signed statements
- Reach a decision based upon the information submitted prior to the hearing and the testimony and information of the student and witnesses at the hearing
- If the student does not appear, or elects not to appear, the Committee may proceed in the student's absence and the decision will have the same force and effect as if the student had been present

The Student Conduct Committee shall issue a written decision to the student within five (5) calendar days of the date of the hearing which may:

- Affirm the finding and sanction imposed by the Campus Director (or designee)
- Affirm the finding and modify the sanction. Sanctions may only be reduced if found to be grossly disproportionate to the offense
- Disagree with the previous finding and sanction and dismiss the matter. A matter may be dismissed only if the original finding is found to be arbitrary and capricious

The decision of the Student Conduct Committee is final, and no further appeal is permitted.

RECORDS OF DISCIPLINARY MATTERS

All disciplinary files shall be kept separate from the student academic files and retained at the School in the office of the Academic Dean. Disciplinary files for students who have violated the Code of Student Conduct shall be retained and considered "education records" as appropriate, pursuant to the Family Educational Rights and Privacy Act (FERPA). Disciplinary records shall be retained according to records retention schedules and a note shall be permanently included in the official student file in the student information system indicating a violation has occurred and the date of the disciplinary decision.

When circumstances warrant, disciplinary matters shall be referred to the appropriate law enforcement authorities. Additionally, disciplinary records shall be reported to third parties as applicable (e.g. Veteran's Administration).

STUDENT GRIEVANCE PROCEDURE

You may bring a complaint against the School and initiate the School's Internal Dispute Resolution procedure by filing a written complaint in writing or via email with your academic advisor. The academic advisor will attempt to provide a decision or resolution within 15 days notwithstanding any requests for additional information. If you are not satisfied with your academic advisor's resolution of your complaint, you may appeal his/her decision in writing or via email to the Campus Director. You may then appeal the Campus Director's decision to Vice President of Academics at ECMC Education. You may also, or alternatively, contact the Student Helpline at any time, at (800) 874-0255 or email at studentservices@ecmc.org to initiate the grievance process. A student filing a grievance will not be subject to adverse or unfair actions by any school official as the result of initiating the grievance.

If a student feels that the School has not adequately addressed a complaint or concern, the student may also consider contacting the institutional accrediting agency or the state licensure offices that oversee the schools. The contact information for those agencies is as follows:

Institutional Accrediting Agency: Accrediting Commission of Career Schools and Colleges (ACCSC). Please direct all inquiries to:

Accrediting Commission of Career Schools and Colleges
2101 Wilson Blvd., Suite 302,
Arlington, VA 22201
703-247-4212
www.accsc.org

Complaints considered by the Commission must be in written form, with permission from the complainant(s) for the Commission to forward a copy of the complaint to the school for a response. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting the Campus Director or online at www.accsc.org.A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting the Campus Director or online at www.accsc.org.

State Regulatory Offices

The Commission for Independent Education
Florida Department of Education
325 West Gaines Street, Suite #1414
Tallahassee, FL 32399-0400
Toll free number (888) 224-6684

Office of the Attorney General
PL-01 The Capitol
Tallahassee, FL 32399-1050
Phone: (850) 414-3990
Toll Free within Florida: (866) 966-7226
Website: http://myfloridalegal.com

For students enrolled in our distance learning programs: Students are encouraged to seek resolution to any complaint/grievance through the school's grievance policy and procedures. If a student has exhausted the school's

complaint/grievance procedures and the complaint/grievance has not been resolved, the student may contact the Commission for Independent Education at http://www.fldoe.org/policy/cie/file-a-complaint.stml. If the student is not satisfied with that outcome, then the student may appeal a complaint to the Florida State Authorization Reciprocity Agreement office of the Florida Department of Education. Current information on this process can be accessed at the following link: http://www.fldoe.org/sara/complaint-process.stml

DRESS CODE

Students may not dress in a manner detrimental to the student body or the educational process, such as but not limited to clothing which has expressed or implied offensive symbols or language. Students should always be cognizant of the first impression of proper dress, hygiene and grooming. Altierus Career College promotes a professional atmosphere. In most cases, students are required to wear uniforms that present a professional appearance and represent attire typically worn in the workplace associated with the student's prospective career and program of study. Hats, non-religious head wraps and head scarves may not be worn on campus. Students may be requested to cover visible tattoos, remove piercings or to display a natural hair color while on campus and while at externship/clinical sites. Students can discuss dress code exceptions with their Academic Dean and/or Campus Director. It is at the discretion of the Academic Dean and/or Campus Director to approve or deny dress code exception requests.

NOTIFICATION OF RIGHTS UNDER FERPA

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within 45 days of the day the institution receives a request for access.

   A student should submit to the Academic Dean a written request that identifies the record(s) the student wishes to inspect. The campus will make arrangements for access and will notify the student of the time and place where the records may be inspected. If the records are not maintained by the campus, staff will advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes are inaccurate, misleading or otherwise in violation of the student's privacy rights under FERPA.

   A student who wishes to ask the institution to amend a record should write to the Academic Dean, clearly identify the part of the record the student wants changed and specify why it should be changed. If the institution decides not to amend the record as requested, the institution will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before the institution discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

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

   Altierus Career College is committed to the protection of student education information. Altierus does not publish a student directory; however, ECMC Education may disclose appropriately designated "directory information" without a student's written consent, unless the student has advised ECMC Education to the contrary. Altierus expressly limits its designated directory information to students' names, addresses, phone numbers, graduation dates, programs of study, degrees, diplomas, certificates, dates of attendance and honors/awards received. A student who wishes to opt-out of the disclosure of this information must obtain a

Directory Information Opt-out Form from the Academics department and submit the completed form to the receptionist.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the institution to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202

STUDENT RECORDS

All student academic records are retained, secured, and disposed of in accordance with local, state, and federal regulations. Altierus Career College maintains complete records for each student, including grades, attendance, prior education and training, placement, financial aid and awards received. Student records are maintained electronically in CampusNexus, the student information system according to records retention schedules. Any paper academic file will be maintained on campus for five years. The transcript will be maintained electronically and permanently for all students.

TRANSCRIPT AND DIPLOMA RELEASE

Requests for transcripts must be submitted via the school electronic transcript service provider. Student records may be released only to the student or his/her designee as directed by the Family Educational Rights and Privacy Act of 1974. Transcripts are $10.00 per copy.

Altierus utilizes Parchment to provide electronic delivery of official transcripts to students. Students can request their transcript by going to https://www.altierus.edu/alumni. A student may reach out to the Academic Advisor for assistance as needed. Transcripts will be delivered electronically to the student's destination of choice if:

- Student has a record in the current student information system
- Student is current with their financial obligation to the campus, and student owes the campus an outstanding balance of $1,500 or less

Upon graduation, all students who are current with their financial obligation to the campus will receive their diploma.

Note: Students who have outstanding balances above $1,500 may receive an unofficial copy of their transcript.

CAMPUS COMPLETION RATE REPORTS

Under the Student Right to Know Act (20 U.S.C. § 1092(a)), Altierus Career College is required to annually prepare completion or graduation rate data respecting the institution's first-time, full-time undergraduate students (34 CFR 668.45(a)(1)). Altierus Career College is required to make this completion or graduation rate data readily available to students approximately 10 months after the 150% point for program completion or graduation for a particular cohort of students. This completion rate report is available to students and prospective students upon request.

FACULTY ACCESSIBILITY

Students may reach out to faculty outside of course regular schedule hours for any academic or course advising. The student and instructor can set up a time to meet before or after and through any sort of technology such as email, text or phone call throughout the period during which the course is offered. All instructors distribute their email and phone number contact information on the first day of every module or term to all students.

STUDENT SERVICES

ORIENTATION
New students participate in an orientation program prior to beginning classes. This program is designed to acquaint students with the policies of the school and introduce them to staff and faculty members who will play an important part in the students' academic progress.

HEALTH SERVICES
Altierus Career College does not provide health services.

HOUSING
Altierus Career College does not provide on campus housing. If you need assistance in locating suitable housing, please reach out to your advisor for options.

TUTORING
Tutoring is available to students as needed; a student needing tutoring should talk to their instructor or program director to set it up.

STUDENT ADVISING
Academic advising is coordinated by the Academic Dean and includes satisfactory academic progress, attendance, and personal matters. The Academic Program Chairs serve as advisors and assist students in course selection and registration, dropping and adding courses, change of program, and meeting graduation requirements.

H.E.A.R.T
H.E.A.R.T (Holistic Education And Resource Tool) is a free personal-support program for our students and their families. This web-based program provides students referrals to professional counseling and other life-assistance services. Information on this program is provided to students during orientation and information on how to utilize this service is also available by contacting the Academic Advisor at any time during their program.

ACTIVE MINDS
Active Minds is a non-profit organization that focuses on student's mental health and suicide prevention awareness. The campus is an Active Minds Chapter with our Ambassadors serving as student leaders to provide peer to peer support. Information on this program is provided to students during orientation and information on how to utilize this service is also available by contacting the Academic Advisor at any time during their program.

STUDENT AMBASSADOR PROGRAM
The intent of the Student Ambassador Program is to provide high-achieving student the change to cultivate skills in leadership, focus on career development, gain special recognition by faculty and peers and enjoy an overall more gratifying school experience. Students interested in learning more about this program can contact the Ambassador Coordinator at the school.

PROFESSIONAL SKILLS
Students will participate in a self-paced professional skills course prior to externship, clinical experiences, or graduation depending on the enrolled program. This online course is designed to promote professionalism and provide foundational skills for career development. Outcomes for this course include: employing self-management skills, applying interpersonal skills, demonstrating emotional intelligence, practicing communication skills, and using career building skills

PLACEMENT ASSISTANCE
Altierus Career College maintains an active Career Services Department to assist graduates in locating entry-level, program-related career opportunities. The Career Services Department works directly with business, industry, and advisory board members to assist all students with access to the marketplace. Altierus Career Colleges does not, in any way, guarantee employment. It is the goal of the Career Services Department to help all students realize a high degree of personal and professional development and successful employment. Specific information on job opportunities and basic criteria applicable to all students and graduates utilizing placement services is available by contacting the Career Services Department.

TEMPORARY CAMPUS CLOSING INFORMATION

To provide continued services to students, it is ECMC Education's policy that all schools remain open according to their regular hours of operation. However, certain situations, such as holidays, special events, inclement weather, and emergencies, may arise that necessitate the temporary closure of an Altierus campus. In the event it becomes necessary for a location to temporarily close students will be notified using a notification software/system. ECMC Education/Altierus will communicate site closures, delayed start, and early close. Campus leadership may also send notices about special events and other general reach out messages to communicate with students. The system will send notice via landline, cell phone—audio and text, and email. All students are required to keep their contact information current in CampusNexus at all times in order to be reached with these important messages. The Campus Director reserves the right to schedule make-up hours and/or assignments for hours missed due to any school closures. The students will be notified of these make-up hours and be required to attend or be marked absent.

PROGRAMS OFFERED

Program	Credential	Quarter Credits
Dental Assistant (full blended)	Diploma	54
Electrical Construction Technician (full blended)	Diploma	54
HVAC Technician (full blended)	Diploma	54
Industrial Electrical Technician (full blended)	Diploma	54
Massage Therapy (some blended)	Diploma	48
Medical Assistant (full blended)	Diploma	60
Medical Billing and Coding (full blended)	Diploma	48
Pharmacy Technician (full blended)	Diploma	48
Refrigeration Technician (full blended)	Diploma	54
Nursing (RN) (some blended)	Associate of Science	108

DIPLOMA PROGRAMS

DENTAL ASSISTANT

Diploma Program
37 Weeks – 840 Clock Hours, 54 Quarter Credit Hours
Modality: Full Blended

Dental assistants have become indispensable to the dental care field, and dentists have become more reliant upon the dental assistant to perform a wide range of patient procedures. As the need for their services continues to grow, the role and responsibilities of the dental assistant also continue to expand.

PROGRAM DESCRIPTION: The goal of the Dental Assistant Program is to provide graduates with the skills and knowledge that will enable them to qualify for entry-level positions as dental assistants. Since they are trained in clinical and radiographic procedures, general dentists, dental office facilities specializing in pedodontics, orthodontics, endodontics and other specialties, dental schools, hospital dental departments, and correctional dental clinics, seek their services.

OBJECTIVES: The objective of the Dental Assisting program is to provide the student with the appropriate didactic theory and hands-on skills required and necessary to prepare them for entry-level positions as dental assistants in today's modern dental care offices, dental clinics, and facilities. Students will study diagnostic and procedural terminology as it relates to the accurate completion of dental examinations, procedures, and daily tasks.

The skills taught in this program will prepare students for the ever-changing field of dentistry. Students study preventive dentistry, nutrition, dental health, restorative dentistry, dental sciences, dental radiography, and dental specialties such as endodontics, periodontics, pedodontics, prosthodontics and oral surgery. Other areas of study are dental materials, dental pharmacology, law and ethics, front office procedures and software, and career development.

PROGRAM OUTCOMES: Completion of the Dental Assistant Program, including the classroom training and externship or practicum, is acknowledged by the awarding of a diploma. Upon successful completion of this program, the graduate will be able to:

- Explain and demonstrate proper infection control procedures in the dental setting with OSHA and HIPAA guidelines
- Demonstrate knowledge and competence in responding to office emergencies
- Gain CPR certification
- Take and record vital signs
- Explain the role of HIPAA in the operation of the dental office
- Understand and discuss the requirements and protocol for Blood-borne Pathogen and HIV and AIDS training
- Identify and explain the use of dental instruments
- Demonstrate aspirating techniques on a patient
- Demonstrate dental health and preventive measures such as diet and nutrition as well as dental fluorides and sealants
- Demonstrate chair-side assisting duties and techniques practiced in general dentistry with emphasis on four-handed dentistry during restorative procedures with dental manikins. Students will also demonstrate the use of Bases, liners and bonding systems
- Demonstrate the appropriate skills and techniques involved in taking impressions and constructing study and master casts
- Demonstrate proper isolation such as dental dam placement and removal on dental manikins;
- Articulate the dental sciences, anatomy and physiology as related to the head and neck as well as dental anatomy as well as the body systems
- Apply knowledge of various dental materials and dental technology such as CAD/CAM;
- Understand all dental specialties such as Endodontics, Oral and Maxillofacial Surgery, Pediatric Dentistry, Prosthodontics and Orthodontics
- Demonstrate knowledge of dental pharmacology and the proper assembly of the anesthetic syringe;
- Explain and demonstrate appropriate skills involved in processing exposed radiographs using the manual and automatic techniques, mounting a full-mouth survey of radiographs, identifying radiographic errors, and demonstrating how to correct those errors
- Students will prepare for their future as a dental assistant through various career development techniques such as resume building and interviewing skills
- Demonstrate the skills necessary to perform functions as an expanded duty dental assistant

Dental Assistant Program – Program-Specific Admissions Requirements

- Due to regulations regarding X-rays, applicants of the Dental Assistant program must be at least 17 years old.
- Applicants must complete a student disclosure form.

This 840-clock hour/54.0 credit hour program consists of eight (8) individual learning units, plus a hands-on clinical externship or practicum. Each of these "modules" stands alone as a unit of study and is not dependent upon previous training. If students do not complete any portion of a module, the entire module must be repeated. Students must start the program in IHC1000 – Introduction to the Healthcare Profession. After successful completion of IHC1000, students may enter the program at the beginning of any other module and continue through the sequence until all modules have been completed. Upon completion of the eight, (8), classroom modules, the students participate in a 200-clock-hour-externship or practicum.

Course	Course Title	Lecture Hours	Lab Hours	Other Hours (Externship)	Total Contact Hours	Quarter Credit Hours
IHC1000	Introduction to the Healthcare Profession	40	40	0	80	6.0
DAD1010	Preventive Dentistry, Nutrition, Periodontics and Pedodontics	40	40	0	80	6.0
DAD1020	Restorative Dentistry	40	40	0	80	6.0
DAD1030	Dental Sciences, Oral and Maxillofacial Surgery, Pharmacology	40	40	0	80	6.0
DAD1040	Prosthodontics and Dental Materials	40	40	0	80	6.0
DAD1050	Anatomy, Endodontics and Orthodontics	40	40	0	80	6.0
DAD1060	Office Administration, Law & Ethics and Career Development	40	40	0	80	6.0
DAD1070	Dental Radiography	40	40	0	80	6.0
DAD1080	Dental Assistant Externship -OR-	0	0	200	200	6.0
DAD1090	Dental Assistant Practicum					
	Program Totals:	**320**	**320**	**200**	**840**	**54.0**

COURSE DESCRIPTIONS

IHC1000 – Introduction to the Healthcare Profession **6.0 Quarter Credit Hours**

This course is designed to provide an introduction to the healthcare profession for new students starting an allied health diploma program. Students will learn the basics of medical terminology, anatomy and physiology, infection control, HIPAA, OSHA and HIV/AIDS. Additional topics covered include professional codes of ethics, medical insurance and billing, keyboarding, computer applications, basic mathematical skill, and critical professionalism skills. Students will have the opportunity to learn program-specific topics throughout the course. CPR certificate is also included in the course. Prerequisite: None Lecture Hours: 40 Lab Hours: 40 Outside Hours: 20

DAD1010 - Preventive Dentistry, Nutrition, Periodontics and Pedodontics **6.0 Quarter Credit Hours**

This module covers the specialty area of periodontics with an emphasis in preventive dentistry and nutrition. Diet and nutrition will be discussed highlighting on how it is related to dental caries and periodontal disease with attention to patient education. Related areas of dental sealants and fluorides are presented. Coronal polish, fluoride application and pit and fissure sealant theory and procedures are taught and practiced. The specialty Pedodontics is also discussed. Related spelling and terminology are studied throughout the module.

Prerequisite: IHC1000 Lecture Hours: 40 Lab Hours: 40 Outside Hours: 20

DAD1020 - Restorative Dentistry **6.0 Quarter Credit Hours**

This module introduces students to chair-side assisting duties and techniques practiced in general dentistry with emphasis on four-handed dentistry during restorative procedures. Students practice required skills such as dental dam placement, placement, wedging and removal of Tofflemire retainers. Procedures to include placement of bases, liners, and bonding systems are also practiced. Related spelling and terminology are studied throughout the module.

Prerequisite: IHC1000 Lecture Hours: 40 Lab Hours: 40 Outside Hours: 20

DAD1030 - Dental Sciences, Oral and Maxillofacial Surgery, Pharmacology **6.0 Quarter Credit Hours**

In this module the area of the dental sciences, Oral and Maxillofacial Surgery as a specialty and dental pharmacology are studied. Dental sciences will have an emphasis in embryology and histology, oral pathology and basic microbiology. The sciences will focus on how they relate to dentistry and dental procedures. Theory and common clinical procedures of the specialty in Oral and Maxillofacial Surgery are presented and demonstrated on dental manikins. Pharmacology

will be discussed as related to anesthesia and pain management and other basic pharmacology in the dental setting. Related areas of the dental anesthetics and syringe assembly are presented. Related spelling and terminology are studied throughout the module.
Prerequisite: IHC1000 Lecture Hours: 40 Lab Hours: 40 Outside Hours: 20

DAD1040 - Prosthodontics and Dental Materials **6.0 Quarter Credit Hours**
This module covers the specialty area of prosthodontics in conjunction with dental materials. Prosthodontics will focus on fixed and removable prosthodontics including dental implants and latest advances in technology related to prosthodontics such as CAD/CAM. In conjunction, students will discuss and demonstrate the use and manipulation of various materials used in the dental setting such as dental cements, alginate impression materials, hydrocolloids, elastomerics, dental plasters and other impression materials used in prosthodontic fabrications. Students will gain hands on experience with many dental materials used chairside and in the dental lab. Related spelling and terminology is studied throughout the module.
Prerequisite: IHC1000 Lecture Hours: 40 Lab Hours: 40 Outside Hours: 20

DAD1050 – Anatomy, Endodontics and Orthodontics **6.0 Quarter Credit Hours**
In this module the body systems, head and neck anatomy, physiology and the dental specialties of Endodontics and Orthodontics are studied. The dental specialties of Endodontics and Orthodontics and their scope of practice and educational levels will be introduced. Theory and common clinical procedures of each specialty are presented and demonstrated on dental manikins. Related spelling and terminology is studied throughout the module.
Prerequisite: IHC1000 Lecture Hours: 40 Lab Hours: 40 Outside Hours: 20

DAD1060 - Office Administration, Law & Ethics and Career Development **6.0 Quarter Credit Hours**
In this module the student will learn the essential skills of understanding dental office etiquette such as delivering quality customer service, phone skills and effective communication with other dental professionals and patients. Patient records and The Health Insurance Portability and Accountability Act (HIPAA) of 1996 are discussed. Law and ethics related to the dental environment are explored. Students are also introduced to the various billing and financial methods in the dental office utilizing the Dentrix dental software system. Students will have the opportunity to become acquainted with accounts receivables and payables. Students will be oriented in treatment planning and communicating with the patient. Business operating systems and marketing are also discussed. Students will also prepare for a successful career in the dental field by understanding the role and duties of the professional dental assistant and complete a resume and cover letter. Writing skills are emphasized as well as mock job interviews. State required certifications are explored as well as national certification.
Prerequisite: IHC1000 Lecture Hours: 40 Lab Hours: 40 Outside Hours: 20

DAD1070 - Dental Radiography **6.0 Quarter Credit Hours**
This course is designed to introduce students to the basic anatomy of the head and teeth in order to be familiarized with the anatomical structures involved in taking successful radiographs. Radiation protection and the hazards of x-ray radiation are covered. Students will study and demonstrate the various methods and techniques in taking dental x-rays with a digital system and understand the process of automatic and manually processing x-rays. Theory and lab practice will meet state guidelines for a Radiation Health and Safety Certificate through the Dental Assisting National Board. Exposure techniques will take place in on-site equipped dental operatories with industry-approved facilities with monitoring devices. Radiographic techniques will be performed on a patient simulated manikin. After showing competence, students will be required to take diagnostically acceptable dental radiographs on (2) patients on-site where applicable or with a contracted facility.
Prerequisite: IHC1000 Lecture Hours: 40 Lab Hours: 40 Outside Hours: 20

DAD1080 – Dental Assistant Externship (200 Hours) **6.0 Quarter Credit Hours**
In this module, students complete 200 hours of unpaid, supervised, practical in-service at a dental office or clinic in which the student practices direct application of all clinical functions of dental assisting.
Prerequisite: IHC1000, DAD1020, DAD1030, DAD1040, DAD1050, DAD1060, DAD1070
Lecture Hours: 0 Lab Hours: 0 Outside Hours: 0 Other (Externship) Hours: 200.

DAD1090 – Dental Assistant Practicum (200 Hours) **6.0 Quarter Credit Hours**
In this module, students complete 200-hour practicum with simulation based practical work experience within a simulated dental office in which the student practices direct application of all clinical functions of dental assisting. The instructor for this module will evaluate students at 100- and 200-hour intervals. Completed evaluation forms are placed in the students' permanent records. Students must successfully complete this practicum in order to fulfill requirements for graduation. Prerequisite: IHC1000, DAD1020, DAD1030, DAD1040, DAD1050, DAD1060, DAD1070;
Lecture Hours: 0 Lab Hours: 0 Outside Hours: 0 Other (Practicum) Hours: 200.

Note: Students that cannot demonstrate academic readiness will be registered to take additional coursework. There is no additional charge any academic readiness coursework. Please refer to the **Academic Advising and Readiness** section of the catalog for more information.

ELECTRICAL CONSTRUCTION TECHNICIAN

Diploma Program
36 Weeks – 720 Hours – 54 Quarter Credit Hours
Modality: Full Blended

PROGRAM DESCRIPTION: The Electrical Construction Technician program is designed to prepare students for entry-level jobs installing or modifying electrical systems as part of a new construction or renovation of residential, commercial buildings, or similar projects. The program is designed for learners to acquire the specialized knowledge and skills required to successfully perform on the job including: complying with workplace safety requirements; applying electrical theory in the design, installation, and repair of circuits and devices; interpreting plans and drawings correctly; applying National Electrical Code standards to the installation of raceways, conductors, devices, and other utilization equipment; selecting appropriate materials for a given installation; and using tools and equipment properly to complete a given task.

OBJECTIVES: The ultimate objective of the Electrical Construction Technician program is to prepare graduates for entry-level employment with electrical contractors, or other businesses that require employees to have specialized training to install, maintain, and or repair electrical systems in buildings or related facilities. Some typical positions for graduates of this program include: Apprentice Electrician, Electrician Helper, Electrical Installer, Residential Electrician, Commercial Electrician, Facilities Maintenance Technician, Lighting Maintenance Technician and more..

PROGRAM OUTCOMES: The Electrical Construction Technician program provides the student with the theory and hands-on applications required to perform the following tasks:

- Calculate the correct expected values of voltage, current, resistance, impedance, and power in electrical circuits
- Measure electrical values safely using the appropriate test equipment
- Demonstrate OSHA safety compliance on the job site
- Determine the appropriate basic hand and power tools for a specific task
- Use the appropriate basic hand and power tools correctly on a job site
- Determine the minimum National Electrical Code compliance requirements for a specific electrical installation
- Interpret electrical drawings that show the size, quantity and locations of boxes, devices and fixtures accurately for a job
- Install a complete electrical system proficiently for a specific job
- Install basic control circuits correctly on a job

Course	Course Title	Lecture Hours	Lab Hours	Other Hours (Externship)	Total Contact Hours	Quarter Credit Hours
Introductory Prerequisite Course						
BST1000	Basic Construction Safety	55	25	0	80	6.0
Core Courses						
ECT1110	Electrical Theory	55	25	0	80	6.0
ECT1120	Electrical Craft Skills	55	25	0	80	6.0
ECT1130	Residential Wiring	55	25	0	80	6.0
ECT1140	Residential and Commercial Lighting	55	25	0	80	6.0
ECT1210	Electric Motors	55	25	0	80	6.0
ECT1220	Transformers and Power Distribution	55	25	0	80	6.0
ECT1230	Conductors and Overcurrent Protection	55	25	0	80	6.0
ECT1240	Advanced Control Systems	55	25	0	80	6.0
PROGRAM TOTALS		**495**	**225**	**0**	**720**	**54.0**

COURSE DESCRIPTIONS

BST 1000 – Basic Construction **6.0 Quarter Credit Hours**

This course introduces students to the construction field. The course of instruction will cover basic job safety concepts and regulatory requirements, basic math used in the construction trades, the use of common hand and power tools, and an introduction to blueprint reading. Out-of-class activities will be assigned and assessed as part of this module.

Prerequisites: None Lecture Hours: 55 Lab Hours: 25 Outside Hours: 20

ECT 1110 – Electrical Theory **6.0 Quarter Credit Hours**

Electricity makes the modern world possible by providing the power needed for lighting, air-conditioning, communications, and computers, yet how it works is a mystery to most. This course provides a basic understanding of how electrical energy is used to produce useful work, how it is measured and tested, and the calculations required for analyzing electrical circuits. Topics of study include direct-current (DC) and alternating-current (AC) systems, transformer operation, electrical test equipment, and fitting, conductors and cables.

Prerequisite: BST1000 Lecture Hours: 55 Lab Hours: 25 Outside Hours: 20

ECT 1120 – Electrical Craft Skills **6.0 Quarter Credit Hours**

Electricians use specialized skills to install and repair electrical systems in homes and businesses. This course is designed for students to learn the basic skills needed in the electrical craft that include reading and comprehending electrical drawings, wiring diagrams and schematics, procedures for installing electrical conduit, boxes, wiring, and determining minimum installation requirements of the National Electrical Code, hand bending and mechanical bending of various conduit sizes and materials.

Prerequisite: BST1000 Lecture Hours: 55 Lab Hours: 25 Outside Hours: 20

ECT 1130 – Residential Wiring **6.0 Quarter Credit Hours**

One of the more common jobs for an electrician is the installation or repair of the electrical system in a dwelling. This course familiarizes the student with the materials and methods used for installing a complete 120V electrical system for a typical residence. Students will learn and practice techniques for installing non-metallic sheathed cables, device boxes, receptacles, switches, lighting fixtures, circuit breaker panels, and service entrance equipment.

Prerequisite: BST1000 Lecture Hours: 55 Lab Hours: 25 Outside Hours: 20

ECT 1140 – Residential and Commercial Lighting **6.0 Quarter Credit Hours**

Electrical lighting is essential in residential, commercial and industrial settings. This course prepares students to understand the basic fundamentals of lighting, successfully install residential and commercial lighting, and properly identify commonly used materials in commercial and industrial facilities.

Prerequisites: BST1000 Lecture Hours: 55 Lab Hours: 25 Outside Hours: 20

ECT 1210 – Electrical Motors **6.0 Quarter Credit Hours**

One of the main uses for electricity is to make something move and this is what electric motors are used for. Motors are unique in that the amount of electrical current required to operate them changes with the load that is placed on the motor. This course explores the basic construction, operation, and maintenance of various direct-current (DC) motors, single-phase and three-phase alternating-current (AC) motors, and the minimum National Electrical Code requirements for circuits supplying motors. Students also learn to install basic control circuits to stop, start, and reverse motors.

Prerequisites: BST1000 Lecture Hours: 55 Lab Hours: 25 Outside Hours: 20

ECT 1220 – Transformers and Power Distribution **6.0 Quarter Credit Hours**

One of the more common jobs for an electrician is the installation or repair of the electrical system in a dwelling. This course familiarizes the student with the materials and methods used for installing a complete electrical system for a typical residence. Students will learn and practice techniques for installing non-metallic sheathed cables, device boxes, receptacles, switches, lighting fixtures, circuit breaker panels, and service entrance equipment. Out-of-class activities will be assigned and assessed as part of this module.

Prerequisites: ECT1110, ECT1120, ECT1130, ECT1140, ECT1210 Lecture Hours: 55 Lab Hours: 25 Outside Hours: 20

ECT 1230 – Conductors and Overcurrent Protection **6.0 Quarter Credit Hours**

A properly installed and maintained power distribution system is critical to the operation of commercial buildings and industrial facilities. This course familiarizes the student with the various types of electrical equipment used to distribute power within a building including service entrance equipment, switchgear, transformers, and backup power sources. Additional topics include the process for calculating electrical load and proper sizing and selection of conductors. Out-of-class activities will be assigned and assessed as part of this module.

Prerequisites: ECT1110, ECT1120, ECT1130, ECT1140, ECT1210 Lecture Hours: 55 Lab Hours: 25 Outside Hours: 20

ECT 1240 – Advanced Control Systems **6.0 Quarter Credit Hours**

World-changing advanced controls require a primary trades person responsible for installing and maintaining them. This course introduces the basic principles of control systems, advanced control systems, low-voltage cabling, and primary logic controllers.

Prerequisites: ECT1110, ECT1120, ECT1130, ECT1140, ECT1210 Lecture Hours: 55 Lab Hours: 25 Outside Hours: 20

Note: Students that cannot demonstrate academic readiness will be registered to take additional coursework. There is no additional charge any academic readiness coursework. Please refer to the **Academic Advising and Readiness** section for more information

HVAC TECHNICIAN

Diploma Program
36 Weeks – 720 Hours – 54 Quarter Credit Hours
Modality: Full Blended

PROGRAM DESCRIPTION: The HVAC Technician program is designed to prepare students for entry-level jobs installing, maintaining and repairing heating, ventilating, and air-conditioning (HVAC) equipment in residential and commercial buildings. The program is designed for learners to acquire the specialized knowledge and skills required to successfully perform on the job including: complying with workplace and environmental safety requirements; applying the basic principles of refrigeration and heat transfer to the installation and repair of heating and cooling systems; interpreting plans and drawings correctly; using proper techniques to install piping, ductwork, and equipment when completing a given task; using hand and power tools, test equipment, and refrigerant-handling equipment correctly when servicing HVAC equipment; and demonstrating professional behavior and clear communication skill at all times in the workplace.

OBJECTIVES: The ultimate objective of the HVAC Technician program is to prepare graduates for entry-level employment with mechanical contractors, air-conditioning service and installation companies or other businesses that require employees to have specialized training to install, maintain, and or repair HVAC equipment in residential and commercial buildings. Some typical positions for graduates of this program include: HVAC Installer, HVAC Technician, Facilities Maintenance Technician, Building Maintenance Technician, Building Engineer, and Assistant Building Engineer.

PROGRAM OUTCOMES: The HVAC Technician program provides the student with the theory and hands-on applications required to perform the following tasks:

- Demonstrate OSHA safety compliance on the job site
- Comply with all regulatory requirements regarding the handling of refrigerants and other hazardous materials in preparation for EPA Universal Certification
- Determine the appropriate basic hand and power tools for a specific task
- Conduct themselves professionally in a work situation through the consistent use of appropriate soft skills such as interpersonal communications, problem solving and time management
- Measure system-operating values (e.g. temperature, pressure, voltage, etc.) safely using the appropriate test equipment
- Manage HVAC/R equipment in an appropriate manner given a maintenance, installation or repair situation
- Demonstrate consistent professional communication within the workplace

Course	Course Title	Lecture Hours	Lab Hours	Other Hours (Externship)	Total Contact Hours	Quarter Credit Hours
Introductory Prerequisite Course						
BST1000	Basic Construction Safety	55	25	0	80	6.0
Core Courses						
ACR1111	HVAC/R Craft Skills	55	25	0	80	6.0
ACR1120	Basic Air Conditioning	55	25	0	80	6.0
ACR1130	Electricity for HVAC/R Technicians	55	25	0	80	6.0
ACR1140	HVAC/R System Service and Maintenance	55	25	0	80	6.0
ACR1211	Basic Heating Systems	55	25	0	80	6.0
ACR1221	Advanced HVAC Systems	55	25	0	80	6.0
ACR1230	Air Distribution	55	25	0	80	6.0
ACR1240	Energy Conservation Methods	55	25	0	80	6.0
PROGRAM TOTALS		**495**	**225**	**0**	**720**	**54.0**

COURSE DESCRIPTIONS

BST 1000 - Basic Construction **6.0 Quarter Credit Hours T**his course introduces students to the construction field. The course of instruction will cover basic job safety concepts and regulatory requirements, basic math used in the construction trades, the use of common hand and power tools, and an introduction to blueprint reading. Out-of-class activities will be assigned and assessed as part of this module.
Prerequisites: None Lecture Hours: 55 Lab Hours: 25 Outside Hours: 20

ACR 1111 – HVAC/R Craft Skills **6.0 Quarter Credit Hours**
Air-conditioning and Refrigeration technicians use specialized skills to install, repair, and maintain heating and cooling systems. This course provides the opportunity for students to learn the basic skills used in the craft for installing copper, plastic, and steel piping, reading HVAC drawings and schematics, and selecting the correct hardware and fasteners for an installation.
Prerequisite: BST1000 Lecture Hours: 55 Lab Hours: 25 Outside Hours: 20

ACR 1120 – Basic Air Conditioning **6.0 Quarter Credit Hours**
The basic principle behind air-conditioning is to move heat from inside a building to the outside leaving the interior space cooler. This course introduces the fundamental concepts and technology at the core of every air-conditioning system. Topics include a survey of the basic types of air-conditioning equipment, a thorough study of the heat transfer process, the refrigeration cycle, components of an air-conditioning system, and modern refrigerants. This course also includes the basics of the manifold gauge set and thermometry.
Prerequisite: BST1000 Lecture Hours: 55 Lab Hours: 25 Outside Hours: 20

ACR 1130 – Electricity for HVAC/R Technician **6.0 Quarter Credit Hours**
The machinery used to provide heating, cooling, and refrigeration uses electric motors to turn fans, blowers, and compressors and has complex electrical control systems. Many of the problems encountered by HVAC/R technicians involve electrical systems, so technicians must have a thorough knowledge of electricity to work on the equipment. This course covers basic electrical theory and calculations, using electrical meters, reading schematic diagrams, and basic controls used on HVAC/R systems.
Prerequisite: BST1000 Lecture Hours: 55 Lab Hours: 25 Outside Hours: 20

ACR 1140 - HVAC/R System service and Maintenance **6.0 Quarter Credit Hours**
Most HVAC/R Technicians not only install new systems but also maintain and repair existing ones. This course provides students the opportunity to learn the proper procedures for removing and installing refrigerant in cooling systems, finding leaks, and performing basic maintenance functions. Additional topics include a review of EPA608 certification requirements for handling refrigerant and techniques for ensuring excellent customer service.
Prerequisites: BST1000 Lecture Hours: 55 Lab Hours: 25 Outside Hours: 20

ACR 1211 – Basic Heating Systems **6.0 Quarter Credit Hours**
The installation and maintenance of heating systems requires special care because flame and combustible fuels are involved. This makes the potential for fire or explosion a real threat. This course reviews principles of heat transfer, combustion and the typical fuels and equipment used to heat homes and businesses. These include gas furnaces, electric heating, and heat pumps.
Prerequisites: BST1000 Lecture Hours: 55, Lab Hours: 25 Outside Hours: 20

ACR 1221 – Advanced HVAC Systems **6.0 Quarter Credit Hours**
There are more efficient ways to heat and cool homes and businesses other than just burning fossil fuels. This course explores some of them. This course covers the installation, operation and maintenance of heat pumps, and surveys alternative heating and cooling systems. These systems include solar heating, pellet stoves, evaporative coolers, spot cooling, and computer room units. This course also covers basic hydronic systems and indoor air quality and systems.
Prerequisites: ACR1111, ACR1120, ACR1130, ACR1140, ACR1211 Lecture Hours: 55 Lab Hours: 25 Outside Hours: 20

ACR 1230 – Air Distribution **6.0 Quarter Credit Hours**
The overall performance of an HVAC system is closely linked to the quality of the air distribution system used to move air to and from the A/C unit. This course prepares students for jobs installing and maintaining the ductwork and air-handling units in residential and commercial buildings. This course covers the installation requirements for various types of ductwork including basic techniques used to fabricate ductwork on the job. Additional course topics include commercial airside units; variable air volume (VAV and variable volume, variable temperature (VVT) systems; and maintaining air quality within buildings.
Prerequisites: ACR1111, ACR1120, ACR1130, ACR1140, ACR1211 Lecture Hours: 55 Lab Hours: 25 Outside Hours: 20

ACR 1240 Energy – Conservation Methods **6.0 Quarter Credit Hours**
This course reviews the various strategies used in the design of energy efficient heating and cooling systems that include calculating heating and cooling loads, laying out and sizing ductwork, and equipment selection.
Prerequisites: ACR1111, ACR1120, ACR1130, ACR1140, ACR1211 Lecture Hours: 55 Lab Hours: 25 Outside Hours: 20

Note: Students that cannot demonstrate academic readiness will be registered to take additional coursework. There is no additional charge any academic readiness coursework. Please refer to the **Academic Advising and Readiness** section for more information.

INDUSTRIAL ELECTRICAL TECHNICIAN

Diploma Program
36 Weeks – 720 Hours – 54 Quarter Credit Hours
Modality: Full Blended

PROGRAM DESCRIPTION: The Industrial Electrical Technician program is designed to prepare students for entry-level jobs installing, maintaining, or modifying electrical systems in industrial applications. The program is designed for learners to acquire the specialized knowledge and skills required to successfully perform on the job including: complying with workplace safety requirements; applying electrical theory in the design, installation, and repair of circuits and devices; interpreting plans and drawings correctly; applying National Electrical Code standards to the installation of raceways, conductors, devices, and other utilization equipment; selecting appropriate materials for a given installation; and using tools and equipment properly to complete a given task.

OBJECTIVES: The ultimate objective of the Industrial Electrical Technician program is to prepare graduates for entry-level employment with electrical contractors, manufacturers, municipal utilities or other businesses that require employees to have specialized training to install, maintain, and/or repair electrical systems in industrial settings or similar facilities. Some typical positions for graduates of this program include: Apprentice Electrician, Electrician Helper, Electrical Installer, Industrial Maintenance Electrician, Instrument Installer, and Facilities Maintenance Technician

PROGRAM OUTCOMES: The Industrial Electrical Technician program provides the student with the theory and hands-on applications required to perform the following tasks:

- Calculate the correct expected values of voltage, current, resistance, impedance, and power in electrical circuits
- Measure electrical values safely using the appropriate test equipment
- Demonstrate OSHA safety compliance on the job site
- Determine the appropriate basic hand and power tools for a specific task
- Use the appropriate basic hand and power tools correctly on a job site
- Determine the minimum National Electrical Code compliance requirements for a specific electrical installation
- Interpret electrical drawings that show the size, quantity and locations of boxes, devices and fixtures accurately for a job
- Install a complete electrical system proficiently for a specific job
- Install basic control circuits correctly on a job
- Demonstrate consistent professional communication within the workplace

Course	Course Title	Lecture Hours	Lab Hours	Other Hours (Externship)	Total Contact Hours	Quarter Credit Hours
Introductory Prerequisite Course						
BST1000	Basic Construction Safety	55	25	0	80	6.0
Core Courses						
ECT1110	Electrical Theory	55	25	0	80	6.0
ECT1120	Electrical Craft Skills	55	25	0	80	6.0
ECT1130	Residential Wiring	55	25	0	80	6.0
ECT1140	Residential and Commercial Lighting	55	25	0	80	6.0
ECT1210	Electric Motors	55	25	0	80	6.0
IET 1220	Industrial Control Systems	55	25	0	80	6.0
IET 1230	Basic PLC Operations and Maintenance	55	25	0	80	6.0
IET 1240	Process Control and Automated Systems	55	25	0	80	6.0
PROGRAM TOTALS		**495**	**225**	**0**	**720**	**54.0**

COURSE DESCRIPTIONS

BST 1000 - Basic Construction **6.0 Quarter Credit Hours**

This course introduces students to the construction field. The course of instruction will cover basic job safety concepts and regulatory requirements, basic math used in the construction trades, the use of common hand and power tools, and an introduction to blueprint reading. Out-of-class activities will be assigned and assessed as part of this module.

Prerequisites: None Lecture Hours: 55 Lab Hours: 25 Outside Hours: 20

ECT 1110 – Electrical Theory **6.0 Quarter Credit Hours**

Electricity makes the modern world possible by providing the power needed for lighting, air-conditioning, communications, and computers, yet how it works is a mystery to most. This course provides a basic understanding of how electrical energy is used to produce useful work, how it is measured and tested, and the calculations required for analyzing electrical circuits. Topics of study include direct-current (DC) and alternating-current (AC) systems, transformer operation, electrical test equipment, and fitting, conductors and cables.

Prerequisite: BST1000 Lecture Hours: 55 Lab Hours: 25 Outside Hours: 20

ECT 1120 – Electrical Craft Skills **6.0 Quarter Credit Hours**

Electricians use specialized skills to install and repair electrical systems in homes and businesses. This course is designed for students to learn the basic skills needed in the electrical craft that include reading and comprehending electrical drawings, wiring diagrams and schematics, procedures for installing electrical conduit, boxes, wiring, and determining minimum installation requirements of the National Electrical Code, hand bending and mechanical bending of various conduit sizes and materials.

Prerequisite: BST1000 Lecture Hours: 55 Lab Hours: 25 Outside Hours: 20

ECT 1130 - Residential Wiring **6.0 Quarter Credit Hours**

One of the more common jobs for an electrician is the installation or repair of the electrical system in a dwelling. This course familiarizes the student with the materials and methods used for installing a complete 120V electrical system for a typical residence. Students will learn and practice techniques for installing non-metallic sheathed cables, device boxes, receptacles, switches, lighting fixtures, circuit breaker panels, and service entrance equipment.

Prerequisite: BST1000 Lecture Hours: 55 Lab Hours: 25 Outside Hours: 20

ECT 1140 – Residential and Commercial Lighting **6.0 Quarter Credit Hours**

Electrical lighting is essential in residential, commercial and industrial settings. This course prepares students to understand the basic fundamentals of lighting, successfully install residential and commercial lighting, and properly identify commonly used materials in commercial and industrial facilities.

Prerequisites: BST1000 Lecture Hours: 55 Lab Hours: 25 Outside Hours: 20

ECT 1210 - Electrical Motors **6.0 Quarter Credit Hours**

One of the main uses for electricity is to make something move and this is what electric motors are used for. Motors are unique in that the amount of electrical current required to operate them changes with the load that is placed on the motor. This course explores the basic construction, operation, and maintenance of various direct-current (DC) motors, single-phase and three-phase alternating-current (AC) motors, and the minimum National Electrical Code requirements for circuits supplying motors. Students also learn to install basic control circuits to stop, start, and reverse motors.

Prerequisites: BST1000 Lecture Hours: 55 Lab Hours: 25 Outside Hours: 20

IET 1220 – Industrial Control Systems **6.0 Quarter Credit Hours**

Industrial electricians install and maintain the wide array of sensors, switches, and components needed to keep machines and process equipment running properly. This course is designed to familiarize students with the operation and maintenance of industrial control devices including hydraulic, pneumatic, and motor-operated valves. Students learn to interpret electrical and instrumentation diagrams for troubleshooting circuits.

Prerequisites: ECT1110, ECT1120, ECT1130, ECT1140, ECT1210 Lecture Hours: 55 Lab Hours: 25 Outside Hours: 20

IET 1230 – Basic PLCs Operations and Maintenance **6.0 Quarter Credit Hours**

State-of-the-art production equipment is electronically controlled through highly-specialized computers called programmable logic controllers (PLC). Industrial electricians routinely install, maintain, and troubleshoot PLC circuits and must be familiar with their operation. This course provides students with the opportunity to install basic PLC hardware, input-output wiring, writing basic control programs, and uploading programs to test on a PLC. Additional topics include requirements for industrial network wiring and distributed control systems.

Prerequisites: ECT1110, ECT1120, ECT1130, ECT1140, ECT1210 Lecture Hours: 55 Lab Hours: 25 Outside Hours: 20

IET 1240 - Process Control and Automated Systems **6.0 Quarter Credit Hours**

Modern industrial facilities require accurate data from electronic sensors and associated equipment to maintain safe and efficient operation. This course introduces basic concepts related to process control and measurement related to temperature, flow, and pressure. Students learn basic techniques to install sensors and control devices, cables and wiring, and proper wire terminations. Additional topics include proportional, integral, and derivative (PID) control loops, and loop tuning.

Prerequisites: ECT1110, ECT1120, ECT1130, ECT1140, ECT1210 Lecture Hours: 55 Lab Hours: 25 Outside Hours: 20

Note: Students that cannot demonstrate academic readiness will be registered to take additional coursework. There is no additional charge any academic readiness coursework. Please refer to the **Academic Advising and Readiness** section for more information.

.MASSAGE THERAPY

Diploma Program
36 Weeks – 750 Clock Hours, 48 Quarter Credit Hours
Modality: Some Blended

The Massage Therapy program is designed to provide the student with the necessary tools required to successfully enter the massage industry. Whether it is a day spa, physician's office, health club, or resort, graduates of this program will have acquired all the tools needed to thrive in this exciting new career.

PROGRAM DESCRIPTION: This 750-hour program consists of one pre-requisite course, ten self-contained units of learning called modules which includes a 60-hour clinic. The student must complete all modules before they graduate. Each student must successfully complete the pre-requisite course before moving on to any one of the remaining modules in the program. Topics included in this program are anatomy and physiology, introduction to principles and practices of massage therapy, massage fundamentals, massage and bodywork, pathology, business, ethics, success skills, and health and wellness. Students will enter into a Capstone course during their last three modules. The Capstone course will consist of board review, preparation for the examination and mastering various modalities the student had been introduced to in all previous modules.

OBJECTIVES: Upon the successful completion of this program, graduates will have received the education necessary to attain a career in one of the most engaging and exciting fields today. The graduate may work in an entry-level position as a Massage Therapist in a variety of health care facilities, including, but not limited to, a massage clinic, hospital, chiropractic office, nursing home, health club, spa, resort, or in private practice. Massage Therapists may be employed in urban, suburban, and rural areas.

PROGRAM OUTCOMES: The Massage Therapy program provides the student with the theory and hands-on applications required to perform the following tasks:

- Incorporate the business and professional skills needed by massage therapists to attain employment in the massage industry.
- Integrate knowledge of the origin, insertion, and action of muscles to effectively palpate and treat during massage therapy sessions.
- Evaluate the history, laws, and regulations governing the massage therapy industry to be successfully licensed as a massage therapist.
- Demonstrate fundamental massage techniques for a variety of modalities using proper equipment and technique to successfully meet the client's needs.
- Examine the categories, clients, and future potential of the spa industry to be successful in the spa industry.
- Explain the anatomy, physiology, and kinesiology of the body systems related to massage therapy to be a successful licensed massage therapist.
- Assess pathologies of the body systems and their indications and contraindications to successfully meet the client's needs.
- Conduct a complete client history and assessment using proper protocols to maintain ongoing documentation of client files.
- Analyze the considerations for clients of special populations to provide appropriate massage therapy treatment.
- Complete the MBLEx credentialing exam.

Program Notes: All applicants for the Massage Therapy program will be required to undergo a background check. Students who committed any crime, regardless of the severity or duration since the crime was committed, should contact the Florida Board of Massage to discuss any possible licensing issues that may arise upon completion of the program. It is the student's responsibility to ensure they are Florida licensure-eligible regardless of criminal background check results obtained by the school.

The Florida Massage Therapy Board requires all Massage Therapy graduates to pass the following examination along with the successful completion of a Florida State Board of Massage approved education program prior to submission of an initial application for licensure in the state of Florida: Massage and Bodywork Licensing Examination (MBLEx) by the Federation of State Massage Therapy Boards (FSMTB). Graduate must first receive certification from MBLEx to obtain a massage therapy credential from the Florida state board.

Course Code	Course Title	Lecture Hours	Lab Hours	Other Hours (Clinic)	Total Contact Hours	Quarter Credit Hours
MTD1000	Introduction to Massage Therapy	40	40	0	80	6.0
MTD1110	Health and Wellness	36	40	0	76	5.0
MTD1120	Non-Traditional Therapies	36	40	0	76	5.0
MTD1130	Swedish Massage, Pre-Natal, Post-Natal and Infant & Elder/Geriatric Massage	36	40	0	76	5.0
MTD1140	Clinical and Sports Massage	36	40	0	76	5.0
MTD1250	Business & Ethics	36	40	0	76	5.0
MTD1260	Deep Tissue, Myofascial Release & Pin and Stretch	36	40	0	76	5.0
MTD1270	Neuromuscular/Trigger Point Therapy & Muscle Energy Techniques	36	40	0	76	5.0
MTD1280	Massage Therapy Capstone	38	40	0	78	5.0
MTD1290	Massage Therapy Clinic	0	0	60	60	2.0
	Program Totals:	**330**	**360**	**60**	**750**	**48.0**

* Massage Therapy clinic hours are to be scheduled throughout the last three modules of training. Courses comply with the requirements of the Florida Board of Massage Therapy.

COURSE DESCRIPTIONS

MTD1000 – Introduction to Massage Therapy **6.0 Quarter Credit Hours**

This course is designed to introduce the massage therapy profession for new students starting an allied health diploma program. Students will learn the basics of medical terminology, anatomy and physiology, infection control, HIPAA, OSHA and HIV/AIDS. Additional topics covered include professional codes of ethics, basics of the muscular and skeletal systems, computer applications, and professional skills. CPR certificate is also included in the course.

Prerequisite: None Lecture Hours: 40 Clinical Lab Hours: 40 Outside Hours: 20

MTD1110 – Health and Wellness **5.0 Quarter Credit Hours**

This course is designed to provide the student with an overall understanding of the skills involved in working in spa services and in working with specific strategies to enhance good health and wellness. For specific anatomy, physiology, and kinesiology covered in this module please refer to the anatomy and physiology outline on the syllabus. Out-of-class activities will be assigned and assessed as part of this module.

Prerequisite: MTD1000 Lecture Hours: 36 Lab Hours: 40 Outside Hours: 20

MTD1120 – Non-Traditional Therapies **5.0 Quarter Credit Hours**

This course is designed to provide the student with the theory and hands-on skills involved in introducing fundamental energy-based modalities. The student will also gain an understanding of Eastern theory and practice as used within different styles of non-traditional bodywork. For specific anatomy, physiology, and kinesiology covered in this module please refer to the anatomy and physiology outline on the syllabus. Out-of-class activities will be assigned and assessed as part of this module.

Prerequisite: MTD1000 Lecture Hours: 36 Lab Hours: 40 Outside Hours: 20

MTD1130 – Swedish Massage, Pre Natal, Post-Natal and Infant, & Elder/Geriatric Massage **5.0 Quarter Credit Hours**

This course is designed to provide the student with the theory and hands-on skills involved in practicing Swedish massage. Also covered in this module is pre-natal, post-natal, infant, and elder/geriatric massage. For specific anatomy, physiology, and kinesiology covered in this module please refer to the anatomy and physiology outline on the syllabus. Out-of-class activities will be assigned and assessed as part of this module.

Prerequisite: MTD1000 Lecture Hours: 36 Lab Hours: 40 Outside Hours: 20

MTD1140 – Clinical and Sports Massage **5.0 Quarter Credit Hours**

This course is designed to provide the student with the understanding and knowledge of clinical and sports massage techniques and the assessment skills necessary for these modalities. The student will also learn the assessment skills, charting/documentation, clinical applications. Students will use advanced assessment skills to identify muscular holding patterns and develop treatment plans. For specific anatomy, physiology, and kinesiology covered in this module please refer to the anatomy and physiology outline on the syllabus. Out-of-class activities will be assigned and assessed as part of this module.

Prerequisite: MTD1000 Lecture Hours: 36 Lab Hours: 40 Outside Hours: 20

MTD1250 – Business & Ethics **5.0 Quarter Credit Hours**

This course is designed to provide students with an understanding of the job opportunities in the massage industry, while building core computer and business skills. This course also covers select topics in anatomy, physiology, and kinesiology. Professionalism, ethical practice, and the law as it relates to massage and communication are discussed. Clinical practice in Swedish massage, chair massage, and integrated techniques continue to build the massage therapists practical skills. Out-of-class activities will be assigned and assessed as part of this module. Prerequisite: MTD1000, MTD1110, MTD1120, MTD1130, MTD1140;

Lecture Hours: 36 Lab Hours: 40 Outside Hours: 20

MTD1260 – Deep Tissue, Myofascial Release & Pin and Stretch **5.0 Quarter Credit Hours**

This course is designed to provide students with an understanding of myofascial, deep tissue and pin and stretch techniques. These techniques will be incorporated into a Swedish massage to better address individual client needs. Students will begin to use basic assessment skills to identify muscular holding patterns. The indications and contraindications of these techniques will be discussed as will specific sights of caution for deep tissue. For specific anatomy, physiology, and kinesiology covered in this module please refer to the anatomy and physiology outline on the syllabus. Out-of-class activities will be assigned and assessed as part of this module.
Prerequisite: MTD1000, MTD1110, MTD1120, MTD1130, MTD1140;

Lecture Hours: 36 Lab Hours: 40 Outside Hours: 20

MTD1270 – Neuromuscular/Trigger Point Therapy & Muscle Energy Techniques 5.0 Quarter Credit Hours

This course is designed to provide the student with understanding and knowledge of neuromuscular therapy (NMT)/trigger point therapy and muscle energy techniques (MET) along with the assessment skills necessary for these modalities. For specific anatomy, physiology, and kinesiology covered in this module please refer to the anatomy and physiology outline on the syllabus. Out-of-class activities will be assigned and assessed as part of this module. Prerequisite: MTD1000, MTD1110, MTD1120, MTD1130, MTD1140;

Lecture Hours: 36 Lab Hours: 40 Outside Hours: 20

MTD1280 – Massage Therapy Capstone 5.0 Quarter Credit Hours This course is designed to provide the student with necessary preparation to pass the board examination. Students will master examination resources such as practice exams and hands-on clinical mastery of a wide array modalities and applications previously introduced in all modules. Out-of-class activities will be assigned and assessed as part of this module.

Prerequisite: MTD1000, MTD1110, MTD1120, MTD1130, MTD1140, MTD1250, MTD1260, MTD1270;

Lecture Hours: 38 Lab Hours: 40 Outside Hours: 20

MTD1290 – Massage Therapy Clinic **2.0 Quarter Credit Hours**

This course is designed to provide the student with a realistic hands-on view and experience of working in the field by participating in a real massage therapy clinic or 'mock' clinic environment. The clinic provides the students an opportunity to enhance skills learned and practiced from instruction. This course is a continuation of supervised clinical practice integrating the principles of Swedish massage, chair massage and adjunctive therapeutic modalities. Students are afforded the opportunity to practice their massage and evaluation skills on a diverse group of subjects.
Prerequisite: MTD1000, MTD1110, MTD1120, MTD1130, MTD1140;

Lecture Hours: 0 Lab Hours: 0 Other (Clinic) Hours: 60

Note: Students that cannot demonstrate academic readiness will be registered to take additional coursework. There is no additional charge any academic readiness coursework. Please refer to the **Academic Advising and Readiness** section for more information.

MEDICAL ASSISTANT

Diploma Program
41 Weeks – 920 Hours - 60 Quarter Credit Hours
Modality: Full Blended

PROGRAM DESCRIPTION: The Medical Assistant Program (diploma) is designed to prepare students for entry-level positions as medical assistants in a variety of health care settings. Students study the structure and function of the major body systems in conjunction with medical terminology, diagnostic and therapeutic procedures, computer skills, administrative processes, bookkeeping and accounting practices, and the processing of medical insurance forms and claims.

OBJECTIVE: The goal of the Medical Assistant diploma program is to prepare competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains required and necessary to prepare them for entry level positions.

PROGRAM OUTCOMES: The Medical Assistant program provides the student with the theory and hands-on applications required to perform the following tasks:

- Prepare patients for examinations
- Schedule appointments
- Update patient medical records
- Perform basic laboratory tests
- Code and fill out insurance forms

Program Notes: Graduates of this Medical Assistant program are immediately eligible to sit for the RMA Exam (Registered Medical Assistant), NCMA Exam (National Certified Medical Assistant) and CCMA Exam (Certified Clinical Medical Assistant) exams. The progarm is not programmatically accredited by ABHES (Accrediting Bureau of Health Education Schools) or CAAHEP/MAERB (Commission on Accreditation of Allied Health Education Programs/Medical Assisting Education Review Board) but due to a pilot program offered by the American Association of Medical Assistants (AAMA), graduates from this program may be eligible to to sit for the CMA (Certified Medical Assistant) Exam after submitting appropriate documentation.

Course Code	Course Title	Lecture Hours	Lab Hours	Other Hours (Externship)	Total Contact Hours	Quarter Credit Hours
Prerequisite Course						
IHC1000	Introduction to the Healthcare Profession	40	40	0	80	6.0
Core Courses						
MAD1010	Dermatology and Immunology	40	40	0	80	6.0
MAD1020	Orthopedics and Emergency Medicine	40	40	0	80	6.0
MAD1030	Family Practice	40	40	0	80	6.0
MAD1040	Cardiology	40	40	0	80	6.0
MAD1050	Urology and Gastroenterology	40	40	0	80	6.0
MAD1060	Obstetrics and Gynecology	40	40	0	80	6.0
MAD1070	Neurology and Psychology	40	40	0	80	6.0
MAD1080	Pediatrics	40	40	0	80	6.0
MAD1090	Medical Assistant Externship -OR -	0	0	200	200	6.0
MAD1095	Medical Assistant Practicum	0	0	200	200	6.0
	Program Totals:	**360**	**360**	**200**	**920**	**60.0**

COURSE DESCRIPTIONS

IHC1000 - Introduction to the Healthcare Profession **6.0 Quarter Credit Hours**
This course is designed to provide an introduction to the healthcare profession for new students starting an allied health diploma program. Students will learn the basics of medical terminology, anatomy and physiology, infection control, HIPAA, OSHA and HIV/AIDS. Additional topics covered include professional codes of ethics, medical

insurance and billing, keyboarding, computer applications, basic mathematical skills, and critical professionalism skills. Students will have the opportunity to learn program-specific topics throughout the course. CPR Certification is also included in the course. Out-of-class activities will be assigned and assessed as part of this course.
Prerequisite: None Lecture Hours: 40 Lab Hours: 40 Outside Hours: 20

MAD1010- Dermatology and Immunology **6.0 Quarter Credit Hours**
This course is designed to provide the student with the theory and hands-on skills involved in working in a dermatology and immunology medical office setting. Students will learn the medical terminology, anatomy and physiology related to the integumentary and lymphatic systems. Students will learn about common diseases and disorders that might be seen with these specialties as well as common medications that might be prescribed. Students will perform administrative skills such as financial management and bookkeeping procedures. Students will perform clinical procedures such as venipuncture, administration of medication, measuring vital signs, and collection of specimens for CLIA-waived testing. Students will learn about professional attire in a medical office setting and what to wear to an interview. Out-of-class activities will be assigned and assessed as part of this course.
Prerequisite: IHC1000 Lecture Hours: 40 Lab Hours: 40 Outside Hours: 20

MAD1020- Orthopedics and Emergency Medicine **6.0 Quarter Credit Hours**
This course is designed to provide the student with the theory and hands-on skills involved in working in an orthopedic or emergency medical office setting. Students will learn the medical terminology, anatomy, and physiology related to the musculoskeletal systems. Students will learn about common diseases and disorders that might be seen with these specialties as well as common medications that might be prescribed. Students will perform administrative procedures such as creating professional correspondence and utilizing computer applications. Students will perform clinical procedures such as venipuncture, administration of medication, measuring vital signs, and collection of specimens for CLIA-waived testing. Students will learn the importance of medical and surgical asepsis and the procedures for disinfecting and sterilizing medical office equipment. Students will understand how to assist with minor surgical procedures, the infection cycle, and wound care. The student will learn about office safety procedures and participate in a mock environmental exposure event. Students will learn the importance and the requirements of gaining a medical assistant credential. Out-of-class activities will be assigned and assessed as part of this course.
Prerequisite: IHC1000 Lecture Hours: 40 Lab Hours: 40 Outside Hours: 20

MAD1030 – Family Practice **6.0 Quarter Credit Hours**
This course is designed to provide the student with the theory and hands-on skills involved in working in a family practice office setting. Students will learn the medical terminology, anatomy, and physiology related to the endocrine system. Students will learn about common diseases and disorders that might be seen in a family practice medical office as well as common medications that might be prescribed. Students will perform administrative skills such as identifying community resources for patients' healthcare needs. Students will perform clinical skills such as venipuncture, administration of medication, measuring vital signs, capillary puncture, and collection of specimens for CLIA-waived testing. Students will learn to assist providers with patient examinations, how to conduct quality assurance measures in a medical office, and disease management, Students will learn the parts of a prescription, appropriate abbreviations for prescription writing, and compliance with legal aspects associated with prescriptions. Students will be introduced to the current outlook for medical assisting and will be able to compare and contrast allied health professionals. Out-of-class activities will be assigned and assessed as part of this course
Prerequisite: IHC1000 Lecture Hours: 40 Lab Hours: 40 Outside Hours: 20

MAD1040 – Cardiology **6.0 Quarter Credit Hours**
This course is designed to provide the student with the theory and hands-on skills involved in working in a cardiology or pulmonology office setting. Students will learn the medical terminology, anatomy, and physiology related to the cardiovascular and respiratory systems. Students will learn about common diseases and disorders that might be seen in a cardiology office setting as well as common medication that might be prescribed. Students will perform administrative skills such as telephone techniques, electronic correspondence, and diagnostic and procedural coding. Students will perform clinical skills such as venipuncture, administration of medication, measuring vital signs, recording a 12-lead electrocardiogram, pulmonary function testing, and pulse oximetry. Students will learn what continued education is and how it is acquired. Out-of-class activities will be assigned and assessed as part of this course. Prerequisite: IHC1000 Lecture Hours: 40 Lab Hours: 40 Outside Hours: 20

MAD1050 - Urology and Gastroenterology **6.0 Quarter Credit Hours**
This course is designed to provide the student with the theory and hands-on skills involved in working in a urology or gastroenterology office setting. Students will learn the medical terminology, anatomy, and physiology related to the urinary, male reproductive, and digestive systems. Students will learn about common diseases and disorders associated with these specialties as well as common medication that might be prescribed. Students will perform administrative skills such as records management, utilizing an electronic medical record and processing mail. Students will perform clinical skills such as venipuncture, administration of medication, measuring vital signs, urinalysis, and assisting with gastroenterology procedures. Students will be introduced to interviewing techniques. Out-of-class activities will be assigned and assessed as part of this course.
Prerequisite: IHC1000 Lecture Hours: 40 Lab Hours: 40 Outside Hours: 20

MAD1060 – Obstetrics and Gynecology **6.0 Quarter Credit Hours**

This course is designed to provide the student with the theory and hands-on skills involved in working in an obstetrics and gynecology office setting. Students will learn the medical terminology, anatomy, and physiology related to the female reproductive system. Students will learn about common diseases and disorders associated with this specialty as well as common medication that might be prescribed. Students will perform administrative skills such as scheduling appointments, insurance and billing procedures and processing documents. Students will perform clinical skills such as venipuncture, administration of medication, measuring vital signs, and how to assist with prenatal and gynecologic examination. Students will learn how to create a professional resume and a cover letter. Out-of-class activities will be assigned and assessed as part of this course.

Prerequisite: IHC1000 Lecture Hours: 40 Lab Hours: 40 Outside Hours: 20

MAD1070- Neurology and Psychology **6.0 Quarter Credit Hours**

This course is designed to provide the student with the theory and hands-on skills involved in working in a neurology office setting. Students will learn the medical terminology, anatomy, and physiology related to the nervous system. Students will learn about common diseases and disorders associated with these specialties as well as common medication that might be prescribed. It also focuses on basic principles of psychology, cultural awareness, communication skills, and coping mechanisms. Students will explore medical law and ethics as it relates to a health care setting. Students will perform administrative skills such as medical practice marketing and providing excellent customer service. Students will perform clinical skills such as venipuncture, administration of medication, assisting with neurological procedures, and measuring vital signs. Students will learn job searching strategies. Out-of-class activities will be assigned and assessed as part of this course.

Prerequisite: IHC1000 Lecture Hours: 40 Lab Hours: 40 Outside Hours: 20

MAD1080-Pediatrics **6.0 Quarter Credit Hours**

This course is designed to provide the student with the theory and hands-on skills involved in working in a pediatric office setting. Students will learn the medical terminology, anatomy, and physiology related to the sensory organs. Students will perform administrative skills such as supervision of a medical office, inventory management, and human resource procedures. Students will perform clinical skills such as venipuncture, administration of medication, measuring vital signs in infants and children, creating and analyzing growth charts, assisting with pediatric examinations, administration of vaccinations, eye and ear assessments, and dosage calculations. Students will learn about time management and effective teamwork. Out-of-class activities will be assigned and assessed as part of this course.

Prerequisite: IHC1000 Lecture Hours: 40 Lab Hours: 40 Outside Hours: 20

MATD1090 - Medical Assistant Externship **6.0 Quarter Credit Hours**

Upon successful completion of all modules, medical assisting students participate in a 200-hour externship at an approved facility. The externship provides the student an opportunity to apply principles and practices learned in the program and utilize entry-level medical assisting skills in working with patients. Medical Assisting Diploma Program externs work under the direct supervision of qualified personnel at the participating externship sites, and under general supervision of the school staff. Supervisory personnel at the site evaluate externs at 100- and 200-hour intervals. Completed evaluation forms are placed in the students' permanent records. Students must successfully complete all hours in their externship experience in order to fulfill requirements for graduation.

Prerequisite: IHC1000, MAD1010, MAD1020, MAD1030, MAD1040, MAD1050, MAD1060, MAD1070, MAD1080

Lecture Hours: 0 Lab Hours: 0 Other (Externship) Hours: 200

MAD1095 - Medical Assistant Practicum **6.0 Quarter Credit Hours**

Upon successful completion of the last four core medical assisting modules, medical assisting students participate in a 200-hour practicum within a simulated facility. The practicum provides the student an opportunity to apply principles and practices learned in the program and utilize entry-level medical assisting skills in working with patients and providers in a simulated clinical setting. Medical Assisting Diploma Program practicum students work under the direct supervision of the school staff. Students must successfully complete all hours in their practicum experience in order to fulfill requirements for graduation.

Prerequisite: IHC1000, MAD1010, MAD1020, MAD1030, MAD1040, MAD1050, MAD1060, MAD1070, MAD1080

Lecture Hours: 0 Lab Hours: 0 Other (Practicum) Hours: 200

Note: Students that cannot demonstrate academic readiness will be registered to take additional coursework. There is no additional charge any academic readiness coursework. Please refer to the **Academic Advising and Readiness** section for more information.

MEDICAL BILLING AND CODING

Diploma Program
33 Weeks – 760 Clock Hours, 48 Quarter Credit Hours
Modality: Full Blended

PROGRAM DESCRIPTION: Medical Billing and Coding professionals perform a variety of administrative functions as they pertain to the anatomy and physiology of the human body. These include functions associated with organizing, analyzing, and technically evaluating health insurance claim forms. These professionals will also perform duties in diagnostic and procedural coding and are eligible for CPC certification through AAPC.

The Medical Billing and Coding Program is a 760-clock hour/48.0-credit unit course of study, consisting of seven individual learning units, called modules. Students are required to complete all modules. Students must first complete the Module IMB1000 and then continue in any sequence for the remaining six modules. If students do not complete any portion of one of these modules, the entire module must be repeated. Upon successful completion of all modules, students participate in an externship or practicum. This consists of 200 required clock hours of hands-on experience working either in a tutorial classroom setting called a practicum or in an outside facility in the field of medical insurance billing and coding.

OBJECTIVES: The objective of the Medical Billing and Coding program is to provide the student with the appropriate didactic theory and hands-on skills necessary to prepare them for entry-level positions as medical insurance billers and coders in today's health care offices, clinics, and facilities. Students will study diagnostic and procedural terminology as it relates to the accurate completion of medical insurance claims. Utilizing a format of medical specialties, relevant terms will also be introduced and studied.

PROGRAM OUTCOMES: The Medical Billing and Coding program provides the student with the theory and hands-on applications required to perform the following tasks within the medical billing and coding environment:

- Identify the components of a given body system.
- Correctly use medical terminology of a given body system.
- Utilize proper ICD-10-CM/CPT/HCPCS coding.
- Determine the correct application of health insurance forms/documents.
- Demonstrate proficiency of medical office technology.

Course Code	Course Title	Lecture Hours	Lab Hours	Other Hours (Externship)	Total Contact Hours	Quarter Credit Hours
IMB1000	Introduction to the Healthcare Profession	40	40	0	80	6.0
MBC1010	Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Cardiovascular and Lymphatic Systems	40	40	0	80	6.0
MBC1020	Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Genitourinary System	40	40	0	80	6.0
MBC1030	Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Integumentary and Endocrine Systems, and Pathology	40	40	0	80	6.0
MBC1040	Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Musculoskeletal System	40	40	0	80	6.0
MBC1050	Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Respiratory and Gastrointestinal Systems	40	40	0	80	6.0
MBC1060	Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Sensory and Nervous Systems, and Psychology	40	40	0	80	6.0
MBC1070	Medical Billing and Coding Externship -OR-	0	0	200	200	6.0
MBC1080	Medical Billing and Coding Practicum					
	Program Totals	**280**	**280**	**200**	**760**	**48.0**

COURSE DESCRIPTIONS

IMB1000 – Introduction to Medical Billing and Coding **6.0 Quarter Credit Hours**
This course is designed to provide an introduction to the healthcare profession for new students starting in the medical billing and coding program. Students will learn the basics of medical terminology, anatomy and physiology, HIPAA, and billing and coding. Additional topics covered include professional codes of ethics, medical insurance, computer applications, and professional skills.
Prerequisite: None Lecture Hours: 40 Lab Hours: 40 Outside Hours: 20

MBC1010 – Cardiovascular and Lymphatic Systems **6.0 Quarter Credit Hours**
Throughout this course, students will identify the components of the Cardiovascular and Lymphatic Systems. Focus will also be placed on the correct usage of medical terminology related to these systems. Students will also utilize the proper ICD-10-CM/CPT/HCPCS coding, work through the insurance process, and become proficient using medical office technology in this module.
Prerequisite: IMB1000 Lecture Hours: 40 Lab Hours: 40 Outside Hours: 20

MBC1020 – Genitourinary System **6.0 Quarter Credit Hours**
Throughout this course, students will identify the components of the genitourinary system. A focus will also be placed on the correct usage of medical terminology related to this system. Students will also utilize the proper ICD-10CM/CPT/HCPCS coding, work through the insurance process, and become proficient using medical office technology in this module.
Prerequisite: IMB1000 Lecture Hours: 40 Lab Hours: 40 Outside Hours: 20

MBC1030 – Integumentary and Endocrine Systems, and Pathology **6.0 Quarter Credit Hours**
Throughout this course, students will identify the components of the integumentary and endocrine systems. A focus will also be placed on the correct usage of medical terminology related to these systems. Students will also utilize the proper ICD-10-CM/CPT/HCPCS coding, work through the insurance process, and become proficient using medical office technology in this module.
Prerequisite: IMB1000 Lecture Hours: 40 Lab Hours: 40 Outside Hours: 20

MBC1040 – Musculoskeletal System **6.0 Quarter Credit Hours**
Throughout this course, students will identify the components of the musculoskeletal system. A focus will also be placed on the correct usage of medical terminology related to this system. Students will also utilize the proper ICD10-CM/CPT/HCPCS coding, work through the insurance process, and become proficient using medical office technology in this module. Prerequisite: IMB1000 Lecture Hours: 40 Lab Hours: 40 Outside Hours: 20

MBC1050 – Respiratory and Gastrointestinal Systems **6.0 Quarter Credit Hours**
Throughout this course, students will identify the components of the Respiratory and Gastrointestinal Systems. A focus will also be placed on the correct usage of medical terminology related to these systems. Students will also utilize the proper ICD-10-CM/CPT/HCPCS coding, work through the insurance process, and become proficient using medical office technology in this module.
Prerequisite: IMB1000 Lecture Hours: 40 Lab Hours: 40 Outside Hours: 20

MBC1060 – Sensory and Nervous Systems, and Psychology **6.0 Quarter Credit Hours**
Throughout this course, students will identify the components of the Sensory and Nervous Systems, and Psychology. A focus will also be placed on the correct usage of medical terminology related to these systems. Students will also utilize the proper ICD-10-CM/CPT/HCPCS coding, work through the insurance process, and become proficient using medical office technology in this module.
Prerequisite: IMB1000 Lecture Hours: 40 Lab Hours: 40 Outside Hours: 20

MBC1070 – Medical Billing and Coding Externship **6.0 Quarter Credit Hours**
Upon successful completion of IMB1000, MBC1010, MBC1020, MBC1030, MBC1040, MBC1050, and MBC1060, medical insurance billing/coding students will participate in this 200-hour externship. Serving in an externship at an approved facility gives externs an opportunity to work with the principles and practices learned in the classroom. Externs work under the direct supervision of qualified personnel in participating institutions and under general supervision of the school staff. Students are expected to work a full-time (40 hours per week) schedule if possible. Supervisory personnel will evaluate externs at 100- and 200-hour intervals. Completed evaluation forms are placed in the students' permanent records. Students must successfully complete their externship training in order to fulfill requirements for graduation. Prerequisites: MBC1010, MBC1020, MBC1030, MBC1040, MBC1050, and MBC1060;
Lecture Hours: 0 Lab Hours: 0 Other Hours (Externship): 200

MBC1080 – Medical Billing and Coding Practicum **6.0 Quarter Credit Hours**

Upon successful completion of IMB1000, MBC1010, MBC1020, MBC1030, MBC1040, MBC1050, and MBC1060, medical insurance billing/coding students will participate in this 200-hour Practicum. This practicum gives students an opportunity to work with the principles and practices learned in the classroom and apply them to a virtual, medical office environment. Students work under the direct supervision of their instructor during this module. The instructor for this module will evaluate students at 100- and 200-hour intervals. Completed evaluation forms are placed in the students' permanent records. Students must successfully complete this practicum in order to fulfill requirements for graduation. Prerequisites: MBC1010, MBC1020, MBC1030, MBC1040, MBC1050, and MBC1060;

Lecture Hours: 0 Lab Hours: 0 Other Hours (Practicum): 200

Note: Students that cannot demonstrate academic readiness will be registered to take additional coursework. There is no additional charge any academic readiness coursework. Please refer to the **Academic Advising and Readiness** section for more information.

PHARMACY TECHNICIAN

Diploma Program
33 Weeks – 760 Hours, 48 Quarter Credit Hours
Modality: Full Blended

The Pharmacy Technician Diploma program provides both technical and practical training which will enable the technician, upon certification, licensure or registration, to function as a competent entry-level pharmacy technician to the licensed pharmacist. The program provides the student with the basic knowledge of and practice in pharmacy calculations, drug distribution systems, and preparation of sterile dosage forms. Computer skills necessary in pharmacy practice will be utilized and both pharmaceutical and medical terminology and disease states, are also covered. The program emphasizes theory, as well as hands-on practice, followed by an externship which prepares the student for the actual work setting. Upon completion of this program, the graduate will be eligible to take the national pharmacy technician certification exam offered by the Pharmacy Technician Certification Board (PTCB) or the ExCPT exam offered by the National Healthcare Association (NHA).

PROGRAM DESCRIPTION: Pharmacy services have expanded and grown at an accelerated rate. Pharmacy technicians play a major role in pharmacy operations and in the overall healthcare work force. As pharmacy services continue to grow, with new services being offered, new drugs entering the market, and as comprehensive drug information becomes a necessity, the need for highly-trained pharmacy technicians increases. Pharmacy technicians are now performing many traditional pharmacy functions, once performed by pharmacists. Today's pharmacy technician has assumed a position that supports and enhances the progressive direction taken by pharmacy. The technician has also become the key person in assuring the smooth uninterrupted functioning of traditional pharmacy services.

OBJECTIVES: Pharmacy is a dynamic field requiring an ongoing learning process. Graduates from this training program will become active participants in this growing field by exhibiting competence through knowledge and skills learned through the School.

PROGRAM OUTCOMES: The Pharmacy Technician program provides the student with the theory and hands-on applications required to perform the following tasks:

- Apply appropriate pharmaceutical and medical terminology, abbreviations, and symbols used in prescribing, dispensing and documenting medication
- Classify the different trade and generic names, dosages, routes of administration and dosage forms of medications
- Demonstrate the drug procurement process, inventory control procedures, batch and stock prepacking, and medication orders and safety protocols for managing repacking of all medications
- Perform correct aseptic technique when compounding sterile products including: parenteral admixtures, total parenteral nutrition, and other biologicals for use in the hospital setting
- Demonstrate effective patient care, quality and safety knowledge and skills as a pharmacy technician
- Apply appropriate protocol, including those required for administrative aspects of pharmacy technology and basic pharmacy applications, pharmaceutical calculations, pharmacy operations and pharmacology
- Perform pharmaceutical calculations, including conversions, pediatric dosages, parenteral and IV dosages, admixtures, and compounding dosages
- Describe various practice settings, qualifications, state specific requirements and professional organizations available as a pharmacy technician
- Investigate various aspects of the pharmacy technician certification

Florida Pharmacy Technician Disclosure

This disclosure includes important information for students enrolling in the Altierus Pharmacy Technician program. Pharmacy technicians are required to be registered with and be certified by the Florida Board of Pharmacy prior to obtaining employment as a pharmacy technician in the state of Florida. This disclosure provides information on registration requirements. Please review this information and be sure that you understand it. If you have any questions, please contact Altierus or the Florida Board of Pharmacy for additional information. If you plan to seek employment in a state other than Florida, please contact that state's board of pharmacy, or equivalent agency, for any relevant licensure or registration requirements. The Pharmacy Technician program at Altierus meets requirements as a recognized course of training by the Florida State Board of Pharmacy. In addition to state-mandated minimum requirements, Altierus Pharmacy Technician curriculum includes a variety of additional skills focused subjects, as well as coursework in Pharmacology.

Pharmacy Technicians must be registered with the Florida Board of Pharmacy. To gain registration, a pharmacy

technician must complete a training program approved by the Board of Pharmacy.

The board shall register each applicant who is at least 17 years of age, has completed a pharmacy technician training program approved by the Board of Pharmacy, completed the application form, and has remitted a registration fee set by the board at $105. The fee is composed of the following: a non-refundable application processing fee of $50; initial registration fee of $50 and unlicensed activity fee of $5.00. Checks are to be made payable to the "Department of Health" and applications will be reviewed within 30 days.

As a condition of biennial registration renewal, a registered pharmacy technician shall submit a $55 renewal fee and complete 20 hours of continuing education courses approved by the board or the Accreditation Council for Pharmacy Education, of which 4 hours must be via live presentation and 2 hours must be related to the prevention of medication errors and pharmacy law. Additionally, for the first renewal of registration a registered pharmacy technician must complete 1 hour of continuing education on the topic of HIV/AIDS.

Applications must be completed online through the Florida Board of Pharmacy website: http://www.doh.state.fl.us/mqa/pharmacy.

Course	Course Title	Lecture Hours	Lab Hours	Other Hours (Externship)	Total Contact Hours	Quarter Credit Hours
IHC1000	Introduction to the Healthcare Profession	40	40	0	80	6.0
PTD1010	History and Ethics of Pharmacy	40	40	0	80	6.0
PTD1020	Pharmacology	40	40	0	80	6.0
PTD1030	Pharmacy Law and Administration for Pharmacy Technicians	40	40	0	80	6.0
PTD1040	Pharmacy Operations in the Retail and Hospital Setting	40	40	0	80	6.0
PTD1050	Medical Calculations and Non-Sterile Compounding	40	40	0	80	6.0
PTD1060	Medical Calculations and Sterile Processing	40	40	0	80	6.0
PTD1070	Pharmacy Technician Externship	0	0	200	200	6.0
Program Totals:		**280**	**280**	**200**	**760**	**48.0**

COURSE DESCRIPTIONS

IHC1000 - Introduction to the Healthcare Profession **6.0 Quarter Credit Hours**

This course is designed to provide an introduction to the healthcare profession for new students starting an allied health diploma program. Students will learn the basics of medical terminology, anatomy and physiology, infection control, HIPAA, OSHA and HIV/AIDS. Additional topics covered include professional codes of ethics, medical insurance and billing, keyboarding, computer applications, basic mathematical skill, and critical professionalism skill are also taught. Students will have the opportunity to learn program-specific topics throughout the course. CPR Certification is also included in the course (for some schools, First Aid certificates are also included). Out-of-class activities will be assigned and assessed as part of this module.

Prerequisites: None Lecture Hours: 40 Lab Hours: 40 Outside Hours: 20

PTD1010 – History and Ethics of Pharmacy **6.0 Quarter Credit Hours**

Included in this module is an overview and historical development of pharmacy. Subjects covered include a history and changing roles of pharmacists and pharmacy technicians. This module covers the Law and Ethics of Pharmacy, which includes the Food and Drug Act, the 1970 Comprehensive Drug Abuse Prevention and Control Act, and other modern-day drug legislation. The module will also cover best practices for high quality customer service, teamwork, and overall professionalism.

Hands-on skills in the laboratory practice setting are performed. Out-of-class activities will be assigned and assessed as part of this module. Prerequisites: IHC1000 Lecture Hours: 40 Lab Hours: 40 Outside Hours: 20

PTD1020 - Pharmacology **6.0 Quarter Credit Hours**

This module is designed to provide students with an overall understanding of anatomy and physiology as it relates to disease medication and treatment for:

- Endocrine and lymphatic systems
- Nervous system
- Respiratory, cardiovascular, and circulatory systems
- Integumentary system
- Neurological conditions, mental disorders, and muscle relaxants
- G.I. and musculoskeletal systems
- Urinary and reproductive systems
- Oncology
- HIV/AIDS
- Disorders of the eyes and ears

Hands-on skills in the laboratory practice setting are performed. Out-of-class activities will be assigned and assessed as part of this module.

Prerequisites: IHC1000 Lecture Hours: 40 Clinical Lab Hours: 40 Outside Hours: 20

PTD1030 – Pharmacy Law and Administration for Pharmacy Technicians **6.0 Quarter Credit Hours**

This module is designed to educate students on medication safety, billing of medications, national organizations, and pharmacy laws, regulations, and standards. This module will discuss topics such as strategies for preventing medication errors, development and approval of new drugs, monitoring patient wellness information, inventory control, compensation and payment methods for pharmacy services, and the federal, state, and local requirements for pharmacies. Students will have the opportunity to develop their own mock drug and explore the process that it would have gone through to receive approval. Students will also explore the reporting methods, screenings, and safety measures in place to protect patients from medication errors and adverse events.

Hands-on skills in the laboratory practice setting are performed. Out-of-class activities will be assigned and assessed as part of this module.

Prerequisites: IHC1000 Lecture Hours: 40 Clinical Lab Hours: 40 Outside Hours: 20

PTD1040 –Pharmacy Operations in the Retail and Hospital Settings **6.0 Quarter Credit Hours**

This module is designed to provide the student with an overall understanding of the administrative aspects and hands-on applications involved in working in a pharmacy. These topics include description of medication administration, safety, emerging therapies, and quality assurance. Also included are review of policy and procedure manuals, materials management of pharmaceuticals, the pharmacy formulary system, computer applications in drug use control, and receiving and processing medication orders. Also covered in this module are drug distribution systems utilized in the pharmacy to include pharmacy stocking and billing, inventory, and purchasing. Hands-on skills in the laboratory practice setting are performed. Out-of-class activities will be assigned and assessed as part of this module.

Prerequisites: IHC1000 Lecture Hours: 40 Clinical Lab Hours: 40 Outside Hours: 20

PTD1050 –Medical Calculations and Non-Sterile Compounding **6.0 Quarter Credit Hours**

Thi**s** module is designed to provide the student with an overall understanding of medical calculations and non-sterile compounding. Conversions and calculations used by pharmacy technicians will be discussed along with drug dosages in units and working with compounds and admixtures. Repackaging and compounding of hazardous and chemotherapeutic products using material safety data sheets (MSDS) will be discussed and performed. Calculations and dimensional analysis of drug dosages will also be covered. Hands-on skills in the laboratory practice setting are performed. Out-of-class activities will be assigned and assessed as part of this module.

Prerequisites: IHC1000 Lecture Hours: 40 Clinical Lab Hours: 40 Outside Hours: 20

PTD1060 –Medical Calculations and Sterile Processing **6.0 Quarter Credit Hours**

This module is designed to provide the student with an overall understanding of medical calculations and sterile compounding. Conversions and calculations used by pharmacy technicians will be discussed along with drug dosages in units and working with compounds, admixtures, and parenteral and IV medications. This module covers infection control, mitigation of medication errors and quality assurance practices in the pharmacy setting. Students will examine intravenous flow rates of large volume and small volume IV and infusion of IV piggybacks. Repackaging and compounding of hazardous and chemotherapeutic products using material safety data sheets (MSDS) will be discussed and performed. Critical care flow rates and automated medication dispensing systems are discussed and calculated .Hands-on skills in the laboratory practice setting are performed. Out-of-class activities will be assigned and assessed as part of this module.

Prerequisites: IHC1000 Lecture Hours: 40 Clinical Lab Hours: 40 Outside Hours: 20

PTD1070 – Pharmacy Technician Externship **6.0 Quarter Credit Hours**

This 200-hour module is designed to provide the student with supervised, practical hands-on and observational experiences in the working pharmacy. Students will be expected to gain experiences in either a hospital pharmacy or a community (retail) pharmacy. Students will gain exposure to "on-the-job" experiences and training in the pharmacy setting and practice of skills, gaining experiences in all aspects of drug preparation, and distribution utilized by participating sites. Prerequisite: IHC1000, PTD1010, PD1020, PTD1030, PTD1040, PTD1050, PTD1060. Other (Externship) Hours: 200

Note: Students that cannot demonstrate academic readiness will be registered to take additional coursework. There is no additional charge any academic readiness coursework. Please refer to the **Academic Advising and Readiness** section for more information.

REFRIGERATION TECHNICIAN

Diploma Program
36 Weeks - 720 Clock Hours, 54 Quarter Credit Hours
Modality: Full Blended

PROGRAM DESCRIPTION: The Refrigeration Technician program is designed to prepare students for entry-level jobs installing, maintaining and repairing heating, ventilating, air-conditioning, and refrigeration (HVAC/R) equipment in commercial and industrial settings. The program is designed for learners to acquire the specialized knowledge and skills required to successfully perform on the job including: complying with workplace and environmental safety requirements; applying the basic principles of refrigeration and heat transfer to the installation and repair of heating and cooling systems; interpreting plans and drawings correctly; using proper techniques to install piping, ductwork, and equipment when completing a given task; using hand and power tools, test equipment, and refrigerant-handling equipment correctly when servicing HVAC/R equipment; and demonstrating professional behavior and clear communication skill at all times in the workplace.

OBJECTIVES: The ultimate objective of the Refrigeration Technician program is to prepare graduates for entry-level employment with mechanical contractors, refrigeration service and installation companies or other businesses that require employees to have specialized training to install, maintain, and or repair commercial refrigeration equipment. Some typical positions for graduates of this program include: Refrigeration Support Technician, Refrigeration Mechanic, Refrigeration Mechanic Apprentice, Facilities Maintenance Technician, Building Maintenance Technician, Building Engineer, and Assistant Building Engineer.

PROGRAM OUTCOMES: The Refrigeration Technician program provides the student with the theory and hands-on applications required to perform the following tasks:

- Demonstrate OSHA safety compliance on the job site
- Comply with all regulatory requirements regarding the handling of refrigerants and other hazardous materials in preparation for EPA Universal Certification.
- Determine the appropriate basic hand and power tools for a specific task.
- Conduct themselves professionally in a work situation through the consistent use of appropriate soft skills such as interpersonal communications, problem solving and time management.
- Measure system-operating values (e.g. temperature, pressure, voltage, etc.) safely using the appropriate test equipment.
- Manage HVAC/R equipment in an appropriate manner given a maintenance, installation or repair situation.
- Demonstrate consistent professional communication within the workplace

Course	Course Title	Lecture Hours	Lab Hours	Other Hours (Externship)	Total Contact Hours	Quarter Credit Hours
Introductory Prerequisite Course						
BST1000	Basic Construction Safety	55	25	0	80	6.0
Core Courses						
ACR1111	HVAC/R Craft Skills	55	25	0	80	6.0
ACR1120	Basic Air Conditioning	55	25	0	80	6.0
ACR1130	Electricity for HVAC/R Technicians	55	25	0	80	6.0
ACR1140	HVAC/R System Service and Maintenance	55	25	0	80	6.0
ACR1211	Basic Heating Systems	55	25	0	80	6.0
RFT1220	Commercial Hydronic Systems	55	25	0	80	6.0
RFT1230	Refrigeration Systems	55	25	0	80	6.0
RFT1240	Defrost Fundamentals and Control Troubleshooting	55	25	0	80	6.0
PROGRAM TOTALS		**495**	**225**	**0**	**720**	**54.0**

Note: Students that cannot demonstrate academic readiness will be registered to take additional coursework. There is no additional charge any academic readiness coursework. Please refer to the **Academic Advising and Readiness** section for more information.

COURSE DESCRIPTIONS

BST 1000 Basic Construction **6.0 Quarter Credit Hours**

This course introduces students to the construction field. The course of instruction will cover basic job safety concepts and regulatory requirements, basic math used in the construction trades, the use of common hand and power tools, and an introduction to blueprint reading. Out-of-class activities will be assigned and assessed as part of this module.

Prerequisites: None Lecture Hours: 55 Lab Hours: 25 Outside Hours: 20

ACR 1111 HVAC/R Craft Skills **6.0 Quarter Credit Hours**

Air-conditioning and Refrigeration technicians use specialized skills to install, repair, and maintain heating and cooling systems. This course provides the opportunity for students to learn the basic skills used in the craft for installing copper, plastic, and steel piping, reading HVAC drawings and schematics, and selecting the correct hardware and fasteners for an installation.

Prerequisite: BST1000 Lecture Hours: 55 Lab Hours: 25 Outside Hours: 20

ACR 1120 Basic Air Conditioning **6.0 Quarter Credit Hours**

The basic principle behind air-conditioning is to move heat from inside a building to the outside leaving the interior space cooler. This course introduces the fundamental concepts and technology at the core of every air-conditioning system. Topics include a survey of the basic types of air-conditioning equipment, a thorough study of the heat transfer process, the refrigeration cycle, components of an air-conditioning system, and modern refrigerants. This course also includes the basics of the manifold gauge set and thermometry.

Prerequisite: BST1000 Lecture Hours: 55 Lab Hours: 25 Outside Hours: 20

ACR 1130 Electricity for HVAC/R Technician **6.0 Quarter Credit Hours**

The machinery used to provide heating, cooling, and refrigeration uses electric motors to turn fans, blowers, and compressors and has complex electrical control systems. Many of the problems encountered by HVAC/R technicians involve electrical systems, so technicians must have a thorough knowledge of electricity to work on the equipment. This course covers basic electrical theory and calculations, using electrical meters, reading schematic diagrams, and basic controls used on HVAC/R systems.

Prerequisite: BST1000 Lecture Hours: 55 Lab Hours: 25 Outside Hours: 20

ACR 1140 HVAC/R System Service and Maintenance **6.0 Quarter Credit Hours**

Most HVAC/R Technicians not only install new systems but also maintain and repair existing ones. This course provides students the opportunity to learn the proper procedures for removing and installing refrigerant in cooling systems, finding leaks, and performing basic maintenance functions. Additional topics include a review of EPA608 certification requirements for handling refrigerant and techniques for ensuring excellent customer service.

Prerequisites: BST1000 Lecture Hours: 55 Lab Hours: 25 Outside Hours: 20

ACR 1211 Basic Heating Systems **6.0 Quarter Credit Hours**

The installation and maintenance of heating systems requires special care because flame and combustible fuels are involved. This makes the potential for fire or explosion a real threat. This course reviews principles of heat transfer, combustion and the typical fuels and equipment used to heat homes and businesses. These include gas furnaces, electric heating, and heat pumps.

Prerequisites: BST1000 Lecture Hours: 55, Lab Hours: 25 Outside Hours: 20

RFT 1220 Commercial Hydronic Systems **6.0 Quarter Credit Hours**

Water, in both its liquid and gaseous states, is frequently used as a medium of heat exchange especially for large-scale heating and cooling systems. Examples of these types of hydronic systems include chilled water, hot water, and steam systems. This course covers the basic principles of hydronic technology including the physical properties of water and steam; a survey of equipment used in chilled water systems and boilers; basic controls for hydronic systems; water and steam piping arrangements; system maintenance; and procedures for system start-up and shut-down.

Prerequisites: ACR1111, ACR1120, ACR1130, ACR1140, ACR1211 Lecture Hours: 55 Lab Hours: 25 Outside Hours: 20

RFT 1230 Refrigeration Systems **6.0 Quarter Credit Hours**

Refrigeration equipment is widely used in commercial and retail applications for preserving food quality before consumption in restaurants and other similar establishments; displays cases in grocery and retail food stores; and ice machines. This course covers the basic concepts related to refrigeration in commercial and retail applications including medium and low-temperature systems; commercial refrigeration equipment installation and maintenance; ice machine troubleshooting and maintenance; ammonia refrigeration system components; defrosting equipment and methods; and related control systems.

Prerequisites: ACR1111, ACR1120, ACR1130, ACR1140, ACR1211 Lecture Hours: 55 Lab Hours: 25 Outside Hours: 20

RFT 1240 Defrost Fundamentals and Controls Troubleshooting **6.0 Quarter Credit Hours**

Refrigeration systems rely on a variety of control devices to maintain proper operation and improve system efficiency. This course covers fundamentals of the defrost cycle, the selection, operation, and maintenance of the typical control components and accessories used in commercial refrigeration systems. Subject matter includes digital control systems, electrical switching devices, relays, and contactors; mechanical accessories such as filters, driers, and separators; compressor motors and protective devices; and strategies and techniques for identifying and correcting faults within the refrigeration system.

Prerequisites: ACR1111, ACR1120, ACR1130, ACR1140, ACR1211 Lecture Hours: 55 Lab Hours: 25 Outside Hours: 20

QUARTER-BASED PROGRAMS

NURSING*
Associate of Science Degree
24 Months – 108 Quarter Credit Hours
Modality: Some Blended

This program is no longer enrolling new students

The Associate of Science degree program in Nursing at Altierus Career College will prepare the nursing student for entry-level roles of the registered nurse in the ever-evolving health care field. The program includes a focus on theories, concepts, and principles of nursing. It also delves into the important area of leading and managing as well as pertinent legal issues faced by nursing leaders and managers. A graduate of this nursing program will be prepared to assume the entry-level role of health provider in a global society. He or she will be able to deliver culturally proficient care while meeting the physical, spiritual and psychosocial needs of clients.

At the completion of this program, the nursing student will be prepared to take the NCLEX-RN exam for registered nurse licensure. Once licensed, the individual may use the title of Registered Nurse and practice in entry-level staff positions in various health care agencies.

This is an eight-quarter program that includes both general education and nursing courses and leads to an associate degree. Students in the program typically have no formal academic nursing background. In this program students gain proficiency through both class (theory) and clinical experiences in a variety of settings.

Altierus Career College is committed providing nursing students with an excellent educational experience. A verity of educational platforms will be used to attain this. The Assessment Technologies Institute®, LLC (ATI) learning system is one of the major resources that will be utilized in the nursing program. Nursing students are required to engage in ATI activities and examinations throughout their coursework. The ATI program provides for learning, support, testing, remediation, and NCLEX success.

The program is a 24-month, 108 quarter-credit program.

The Nursing Associate of Science Degree Program prepares graduates to:

- Collaborate with members of the health care team to promote safe, quality care to individuals, communities, and populations.
- Integrate evidence-based concepts of nursing, sciences, arts, and humanities while providing patient centered care in a variety of health care environments to diverse patient populations across the lifespan.
- Exhibit responsibility, accountability, and ethical conduct as it relates to professional development and the impact on nursing practice.
- Incorporate nursing leadership skills within healthcare organizations to improve the quality of health for diverse populations.
- Apply critical thinking and clinical reasoning when managing care for patients, families, communities, and populations across a variety of health care settings.
- Integrate information management systems and patient care technology to communicate, manage patient care, and support decision making.

Prior to clinical coursework, the following need to be completed:

- Pass a fingerprinting by the State of Florida and a federal criminal background check
- Drug Screen: 10-panel test wtihPhysical exam by a licensed practitioner
- Proof of the current immunizations or health screenings as identified in the Admissions information
- Current CPR-BLS card
- Provide a copy of Health Insurance card or signed waiver

Note – some clinical sites may require travel over 50 miles

PROGRAM OUTLINE

Course	Course Title	Lecture Hours	Lab Hours	Other Hours (Clinical)	Total Contact Hours	Quarter Credit Hours
Major Core						
NUR 1030	Fundamentals of Nursing	30	20	0	50	4.0
NUR 1030L	Fundamentals of Nursing Clinical	0	20	30	50	2.0
NUR 1031	Nursing Care of Adult Client I	40	0	0	40	4.0
NUR 1031L	Nursing Care of Adult Client I Clinical	0	20	90	110	4.0
NUR 1050	Pharmacology of Nursing I	20	0	0	20	2.0
NUR 1051	Pharmacology of Nursing II	20	0	0	20	2.0
NUR 2032	Nursing Care of Adult Client II	40	0	0	40	4.0
NUR 2032L	Nursing Care of Adult Client II Clinical	0	20	90	110	4.0
NUR 2233	Mental Health Nursing	40	0	0	40	4.0
NUR 2233L	Mental Health Nursing Clinical	0	0	90	90	3.0
NUR 2234	Contemporary Nursing in Community Settings	30	0	0	30	3.0
NUR 2234L	Contemporary Nursing in Community Settings Clinical	0	0	60	60	2.0
NUR 2235	Maternal Child Nursing	40	0	0	40	4.0
NUR 2235L	Maternal Child Nursing Clinical	0	20	90	110	4.0
NUR 2236	Nursing Care of Children and Adolescents	30	0	0	30	3.0
NUR 2236L	Nursing Care of Children and Adolescents Clinical	0	20	90	110	4.0
NUR 2238	Nursing Leadership and Management	30	0	0	30	3.0
NUR 2238L	Nursing Leadership and Management Clinical	0	0	60	60	2.0
NUR 2239	NCLEX Review	30	0	0	30	3.0
SLS 1115	Strategies for Nursing Success	30	0	0	30	3.0
General Education Core						
BSC 1085	Anatomy & Physiology I	40	0	0	40	4.0
BSC 1086	Anatomy & Physiology II	40	0	0	40	4.0
BSC 2085L	Anatomy & Physiology I Laboratory	0	40	0	40	2.0
BSC 2086L	Anatomy & Physiology II Lab	0	40	0	40	2.0
ENC 1101	Composition I	40	0	0	40	4.0
ENC 1102	Composition II	40	0	0	40	4.0
HSC 1529	Diseases of the Human Body	40	0	0	40	4.0
HUN 1001	Nutrition	20	0	0	20	2.0
MAT 1023	Quantitative Reasoning	40	0	0	40	4.0
MCB 1000L	Microbiology Laboratory	0	40	0	40	2.0
MCB 2000	Microbiology and Infection Control	40	0	0	40	4.0
PSY 2012	General Psychology	40	0	0	40	4.0
SYG 2001	Principles of Sociology	40	0	0	40	4.0
	Program Totals:	**760**	**240**	**600**	**1600**	**108**

Note: New degree students that are unable to demonstrate prior academic readiness will be registered in MAT0100 – Quantitative Reasoning Strategies and ENC0100 – Reading & Writing Strategies as co-requsite courses. Please refer to the **Academic Advising and Readiness** section for more information

COURSE DESCRIPTIONS

BSC1085 - Anatomy & Physiology I **4.0 Quarter Credit Hours**
This course is a scientific study of the structure of the human body and its parts including relationships and functions of the integumentary, skeletal, muscular, nervous system, special senses and the endocrine systems.
Prerequisites: None Lecture Hours: 40 Lab Hours: 0 Outside Hours: 20.0

BSC2085L - Anatomy & Physiology I Laboratory **2.0 Quarter Credit Hours**
This course is a scientific study that provides an understanding of the basic concepts and principles of anatomy and physiology through a laboratory experience. It integrates the structure and function of the human body and its parts as related to cells, tissues, skeletal, muscular, nervous systems, sense organs, and stress.
Prerequisites: None Lecture Hours: 0 Lab Hours: 40 Outside Hours: 20

BSC1086 – Anatomy and Physiology II **4.0 Quarter Credit Hours**
This course is a study of the structure of the human body and its parts including relationships and functions of the cardiovascular, lymphatic, respiratory, digestive, urinary and reproductive systems.
Prerequisites: None Lecture Hours: 40 Lab Hours: 0 Outside Hours: 20

BSC2086L – Anatomy and Physiology II Laboratory **2.0 Quarter Credit Hours**
This course is a continuation of BSC2085L, which provides a scientific study and understanding of the basic concepts and principles of anatomy and physiology through lecture and laboratory experience. It integrates the structure and function of the human body and its parts as related to blood, nutrition, acid-base balance, fluids and electrolytes, genetics and growth and development. The endocrine, cardiovascular, lymphatic, immune, respiratory, urinary, and reproductive systems will also be studied.
Prerequisites: None Lecture Hours: 0 Lab Hours: 40 Outside Hours: 20

ENC1101 - Composition I **4.0 Quarter Credit Hours**
This course provides instruction and practice in expository writing and emphasizes grammatical and mechanical accuracy and proper essay form. Emphasis is placed on clarity, logical organization, unity, and coherence of central ideas and supporting material. Prerequisites: None Lecture Hours: 40 Lab Hours: 0 Outside Hours: 20

ENC1102 - Composition II **4.0 Quarter Credit Hours**
This course builds on the foundation of the written communication skills developed in Composition I. It further develops the students' skills in composing essays and other written communication, including the documented research paper. Prerequisites: ENC 1101 Lecture Hours: 40 Lab Hours: 0 Outside Hours: 20

HSC1529 - Diseases of the Human Body **4.0 Quarter Credit Hours**
This course provides a study of the human body's diseases and disorders, including signs, symptoms, etiology, diagnosis, and treatment.
Prerequisites: BSC 1085, BSC 1086 Lecture Hours: 40 Lab Hours: 0 Outside Hours: 20

HUN1001 Nutrition **2.0 Quarter Credit Hours**
This course is a study of basic nutrition including a discussion of vitamins and minerals necessary to maintain good health, cultural and religious differences that affect nutrition and an analysis of medical diets utilized in the treatment of disease and the maintenance of good health.
Prerequisites: None Lecture Hours: 20 Lab Hours: 0 Outside Hours: 20

MAT1023 – Quantitative Reasoning **4.0 Quarter Credit Hours**
This course will introduce students to the skills needed to think critically, make informed decisions, provide reason from evidence, and become numerically literate to understand how numbers are used to communicate in their everyday lives. Emphasis is placed on open-ended exercises that involve reading, writing, calculating, synthesizing, and clearly explaining results using quantitative information.
Prerequisites: None Lecture Hours: 40 Lab Hours: 0 Outside Hours: 20

MCB1000L - Microbiology Laboratory **2.0 Quarter Credit Hours**
This course provides the fundamental concepts of microbiology and its relationship to the fields of medicine, industry and agriculture through a lab experience. This includes the study of viruses, bacterial pathogens and fungi.
Prerequisite: None; Co-requisite: MCB 2000; Lecture Hours: 0 Lab Hours: 40 Outside Hours: 20

MCB2000 - Microbiology and Infection Control **4.0 Quarter Credit Hours**
This course is designed to provide the student with an overall understanding of basic microbiology, infection control, disease processes and the body's defenses against them, and wound healing, as well as the terminology associated with each of these areas of concentration.
Prerequisites: None; Co-requisite: MCB1000L Lecture Hours: 40 Lab Hours: 0 Outside Hours: 20

PSY2012 – General Psychology **4.0 Quarter Credits Hours**

This course covers the fundamental theories and principles of human psychology with an emphasis on applying the concepts to life and work in order to promote effective critical thinking and learning, understanding of emotions and motivations, positive social and workplace interactions, and the importance of the roles played by the unconscious and subconscious minds. Beginning with the historical foundations of psychology, students will study the groundwork for more contemporary perspectives. Study of the brain and its developmental stages, cognitive, motivational, and emotional functions, as well as disorders and their treatment provide a holistic investigation of the human mind as we know it. Prerequisites: None. Lecture Hours: 40 Lab Hours: 0 Outside Hours: 20

SYG2001 - Principles of Sociology **4.0 Quarter Credit Hours**

A study of cultural heritage, of the cultural influence of human nature and personality, and of social interaction. Prerequisites: None. Lecture Hours: 40 Lab Hours: 0 Outside Hours: 20

SLS1115 - Strategies for Nursing Success **3.0 Quarter Credit Hours**

This course is designed to prepare students for transitions in their nursing education and life. The course includes introduction to the College and its resources, study skills, test-taking skills, critical thinking, medical terminology, abbreviations, math review, communication, written and personal resource management skills. Students will be actively involved in learning and integrating practical applications to promote success.
Prerequisites: None Lecture Hours: 30 Lab Hours: 0 Outside Hours: 20

NUR1030 - Fundamentals of Nursing **4.0 Quarter Credit Hours**

In this course, the student is introduced to the art and science of nursing, the philosophy and framework of the Altierus Career College nursing program, and the core components of Associate Degree Nursing, with a focus on professionalism, assessment and communication. Characteristics of the individual, which include human development, common health problems, human needs and cultural diversity and considerations, are introduced. The nursing process is presented as a tool to assist students to utilize critical thinking in formulating nursing decisions. In the Nursing Skills Lab, students will learn safe application of nursing skills in preparation for clinical experiences and students will practice basic nursing adult client care in simulated scenarios. This course provides the basic platform of knowledge, skills, and caring upon which subsequent nursing courses are built. Students also learn about legal implications of nursing practice, safety, and the definition and reporting of sentinel events. Prerequisites: BSC 1085, BSC 2085L, BSC 1086, BSC 2086L, MCB 2000, MCB1000L Co-requisite: NUR 1030L,
Lecture Hours: 30 Lab Hours: 20 Outside Hours: 34

NUR1030L - Fundamentals of Nursing Clinical **2.0 Quarter Credit Hours**

This course is a beginning application of the theory and concepts learned in Fundamentals I. Emphasis is placed on the application of the nursing process to provide and manage care as a member of the discipline of nursing. Procedures related to basic human needs are taught, demonstrated and practice in nursing skills laboratory and in area health care facilities. Upon completion, students should be able to demonstrate beginning competence in caring for individuals with common alterations of health. Prerequisites: BSC 1085, BSC 2085L, BSC 1086, BSC 2086L, MCB 2000, MCB 1000L Co-requisite: NUR 1030,
Lecture Hours: 0 Lab Hours: 20 Clinical Hours: 30 Outside Hours: 22

NUR1031 – Nursing Care of the Adult Clients I **4.0 Quarter Credit Hours**

This course addresses the standards of practice for adult/geriatric clients requiring less complex nursing care and focuses on the use of the nursing process in assisting clients to adapt to their ever-changing health needs. Prerequisites: NUR1030, NUR1030L, NUR1050, Co-requisites: NUR1031L
Lecture Hours: 40 Lab Hours: 0 Outside Hours: 30

NUR1031L – Nursing Care of the Adult Clients I Clinical **4.0 Quarter Credit Hours**

The clinical portion of the Nursing Care of the Adult Client I course integrates application of the theory learned to use in a variety of settings when caring for the adult/geriatric client with consultation and availability of multiple health care resources. Prerequisites: NUR1030, NUR1030L, NUR1050. Co-requisites: NUR1031,
Lecture Hours: 0 Lab Hours: 20 Clinical Hours: 90 Outside Hours: 10

NUR1050 – Pharmacology of Nursing I **2.0 Quarter Credit Hours**

This course is designed to provide nursing students with the pharmacology basics in understanding medications as it applies to nursing process, pharmacological principles, lifespan and cultural factors. The student will then gain knowledge in how drugs affect the cardiovascular, renal, gastrointestinal, dermatologic, ophthalmic and optic systems and how to utilize the nursing process to provide safe drug administration.
Prerequisites: None. Co-requisites: None. Lecture Hours: 20 Lab Hours: 0 Outside Hours: 28

NUR1051 – Pharmacology of Nursing II **2.0 Quarter Credit Hours**
This course builds on Pharmacology I. The nursing student continues to build knowledge of biological factors influencing drug actions, predictable effects of drugs on the physiological problems of the central and autonomic nervous systems, endocrine system, respiratory system, anti-infective and anti-inflammatory, and immune and biologic modifiers and chemotherapeutic drugs. The student learns modifiers of predictable effects, commonalities and variations between the actions of drugs employed for comparable therapeutic effect, adverse effects of drugs that can and commonly do occur, and application of nursing process in drug therapy.
Prerequisites: NUR 1050, Co-requisites: None. Lecture Hours: 20 Lab Hours: 0 Outside Hours: 31

NUR 2032 - Nursing Care of the Adult Clients II **4.0 Quarter Credit Hours**
This course builds on the course content of NUR 1031 and focuses on the nursing care of adults/geriatric clients with altered health states. The nursing process is used as a continuing theme to integrate classroom theory with more complex clinical nursing care. Prerequisites: NUR1031, NUR1031L, NUR1051. Co-requisites: NUR2032L
Lecture Hours: 40 Lab Hours: 0 Outside Hours: 23

NUR 2032L - Nursing Care of the Adult Clients II Clinical **4.0 Quarter Credit Hours**
This clinical course integrates theory and concepts from NUR 2032 Nursing Care of the Adult II in caring for the adult/geriatric client in a variety of clinical environments. Targeted assessments, procedures and associated skills are practiced in the skills lab prior to application with clients in clinical settings. Prerequisites: NUR1031, NUR1031L, NUR1051; Co-requisites: NUR2032 Lecture Hours: 0 Lab Hours: 20 Clinical Hours: 90 Outside Hours: 28

NUR2233 - Mental Health Nursing **4.0 Quarter Credit Hours**
This course is a study of the dynamic relationship between adjustment mechanisms, stress, and their effect on the personality with a focus on the role of the nursing in mental health and illness throughout the life span. Prerequisites: NUR2032, NUR2032L; Co-requisites: NUR2233L, Lecture Hours: 40 Lab Hours: 0 Outside Hours: 26

NUR2233L - Mental Health Nursing Clinical **3.0 Quarter Credit Hours**
This clinical course integrates theory and concepts taught in NUR2233 Mental Health Nursing in caring for clients with a variety of psychiatric diagnoses, in a variety of clinical environments where clients with mental health issues are served. The focus is on the role of the nurse utilizing the nursing process to serve clients with mental health issues across the lifespan Prerequisites: NUR2032, NUR2032L; Co-requisites: NUR2233,
Lecture Hours: 0 Lab Hours: 0 Clinical Hours: 90 Outside Hours: 9

NUR2234 - Contemporary Nursing in Community Settings **3.0 Quarter Credit Hours**
This course focuses on the nursing role in the community. Emphasis is on concepts and theories related to Community Health Nursing. Special consideration is given to the community as a client with emphasis on health promotion and disease prevention. Prerequisites: NUR2233, NUR2233L Co-requisites: NUR 2234L
Lecture Hours: 30 Lab Hours: 0 Outside Hours: 22

NUR2234L - Contemporary Nursing in Community Settings Clinical **2.0 Quarter Credit Hours**
This clinical portion of the course integrates the theory in various community settings. The focus on nursing care for clients in alternative settings within the community and throughout the lifespan. Prerequisites: NUR2233, NUR2233L. Co-requisites: NUR2234 Lecture Hours: 0 Lab Hours: 0 Clinical Hours: 60 Outside Hours: 15

NUR 2235 - Maternal Child Nursing **4.0 Quarter Credit Hours**
This course is designed to present the concepts of health and illness from conception through adolescence. The nursing process, growth and development, and the family are integrated. Prerequisites: NUR 2234, NUR 2234L. Co-requisite: NUR2235L Lecture Hours: 40 Lab Hours: 0 Outside Hours: 27.5

NUR2235L - Maternal Child Nursing Clinical **4.0 Quarter Credit Hours**
The clinical portion of the course integrates the theory in providing care with obstetric and pediatric clients in acute care agencies, community health agencies, schools, and in simulated experiences in the nursing computer and skills lab. Prerequisites: NUR 2234, NUR 2234L. Co-requisite: NUR2235.
Lecture Hours: 0 Lab Hours: 20 Clinical Hours 90 Outside Hours: 24

NUR2236- Nursing Care of Children and Adolescents **3.0 Quarter Credit Hours**
This course will explore the nursing care of children. The course builds on the content of the previous nursing courses to further refine the concepts of nursing practice to the care of pediatrics. Application of knowledge and skills occur in the lab and clinical setting. Prerequisites: NUR2235, NUR2235L Co-requisites: NUR 2236L,
Lecture Hours: 30 Lab Hours: 0 Outside Hours: 22

NUR2236L - Nursing Care of Children and Adolescents Clinical **4.0 Quarter Credit Hours**

This clinical course integrates theory and concepts from NUR 2236 by focusing on providing care of pediatrics. Targeted assessments, procedures and associated skills are practiced in the skills lab prior to application with clients in clinical settings. Prerequisite: NUR2235, NUR2235L. Co-requisite: NUR2236,

Lecture Hours: 0 Lab Hours: 20 Clinical Hours: 90 Outside Hours: 18

NUR2238 - Nursing Leadership & Management **3.0 Quarter Credit Hours**

This course is designed to develop beginning leadership skills for the associate degree nursing students that are necessary to manage clients and health care workers. Prerequisite: NUR2236, NUR2236L.
Co-requisite: NUR 2238L; Lecture Hours: 30 Lab Hours: 0 Clinical Hours: Outside Hours: 24

NUR2238L - Nursing Leadership & Management Clinical **2.0 Quarter Credit Hours**

The clinical portion of the course integrates the theoretical aspects of nursing leadership and management in a variety of settings. Prerequisites: NUR2236, NUR2236L. Co-requisites: NUR 2238,

Lecture Hours: 0 Lab Hours: 0 Clinical Hours: 60 Outside Hours: 7

NUR 2239 - NCLEX Review **3.0 Quarter Credit Hours**

This course is designed to guide students in the preparation for the NCLEX. Test-taking strategies will be discussed and implemented with an in-depth review of application level questions that require critical thinking skills. A review will be provided of the Nursing knowledge, skill, and abilities necessary to provide quality patient care. Prerequisites: All program courses through Quarter 7. Co-requisites: None

Lecture Hours: 30 Lab Hours: 0 Outside Hours:0

STATEMENT OF OWNERSHIP

This campus is operated by ECMC Education, Inc., a Delaware nonprofit corporation. ECMC Education's sole member is ECMC Group, Inc., a Delaware nonprofit corporation. Corporate offices for ECMC Education and ECMC Group are located at:

111 Washington Avenue South
Minneapolis, MN 55401

ECMC Group	
Directors	**Officers**
Jeremy Wheaton	Jeremy Wheaton, President and CEO
Jennifer Anderson	Martin Scanlon, Chief Financial Officer and Treasurer
Julia Gouw	Dan Fisher, General Counsel and Corporate Secretary
Diana Ingram	
Derek Langhauser	
James V. McKeon, Chair	
Jack O'Connell	
James Runcie	
Maurice M. Salter	
K. Paul Singh	
ECMC Education	
Directors	**Officers**
Jeremy Wheaton	Josh Slayton, President
Jennifer Anderson	Martin Scanlon, Chief Financial Officer and Treasurer
Julia Gouw	Dan Fisher, General Counsel and Corporate Secretary
Diana Ingram	
Derek Langhauser	
James V. McKeon, Chair	
Jack O'Connell	
James Runcie	
Maurice M. Salter	
K. Paul Singh, Chair	

ECMC EDUCATION

The following schools are part of ECMC Education:
Altierus Career College • Houston (Bissonnet), TX • Norcross, GA • Tampa, FL

CATALOG SUPPLEMENTAL INFORMATION

The following items are located on either the website (identified) or in a supplemental addendum:

- Hours of Operation: The hours of operation for the campus are included in the Catalog Addendum
- Academic Calendar: Academic calendars for current and future years are included in the Catalog Addendum.
- Tuition & Fees: Current tuition and fees (with effective date) are included in the Catalog Addendum
- Scholarships & Grants: A list of available scholarships, inclusive of eligibility requirements, is available on the campus website at https://www.altierus.edu/campus/tampa
- Current Faculty: A list of current faculty can be accessed on the campus website at https://www.altierus.edu/campus/tampa/faculty. The faculty listing can be found under Important Consumer Information and Disclosures.
- Campus Administration: A list of current management staff is included in the Catalog Addendum
- Updates: Any changes to policies, programs, or information made after the publication of the catalog will be included in the Catalog Addendum and identified by effective date.

Altierus Career College – Catalog Addendum

TAMPA

Addendum to the College Catalog – Volume VIII Version I

October 2022

The catalog addendum contains the academic calendar and any changes to policy or programming that are effective after the publication of the current catalog version identified above. In addition, this catalog addendum contains temporary changes related to the COVID-19 campus response. All information listed below is considered to be policy based on the effective/change date that corresponds with the item and will be deemed to remain in effect unless removed from the addendum or accompanied by an end date.

As of April 2022, Altierus Career College is no longer accepting applications or enrolling new students. Classes and programs will continue for current students and the campus will continue to provide support resources and career services through graduation and for a period of time thereafter.

Due to the campus teach-out, the 2022 College Catalog – Volume VIII Version I will remain valid and in effect through the teach out of the campus in 2023 unless a new version is published before that date.

CAMPUS ADMINISTRATION

Tampa Administration	
Tim Dengler	Campus Director
Amy VanAuken	Academic Dean
Deidre Gates	Director of Career Services

CAMPUS OPERATING HOURS

Administration:	Financial Aid:
Monday 9:00 am to 5:00 pm Tuesday through Thursday 9:00 am to 7:00 pm *Academic Dean 9-6pm* Friday 9:00 am to 3:00 pm	Remote Support Monday through Friday 9:00 to 5:00 pm Ph: 1-877- 548-0010 altierusfinanicalaid@altierus.edu

TUITION AND FEES*

Diploma Program	Program Length	Quarter Credits	Tuition	Textbooks & Equipment	Total Cost (estimated)
Dental Assistant	37 weeks	54	$15,822	Included in tuition	$15,822
Electrical Construction Technician	36 weeks	54	$15,822	Included in tuition	$15,822
HVAC Technician	36 weeks	54	$15,822	Included in tuition	$15,822
Industrial Electrical Technician	36 Weeks	54	$15,822	Included in tuition	$15,822
Massage Therapy	36 weeks	48	$13,200	Included in tuition	$13,200
Medical Assistant	41 weeks	60	$18,060	Included in tuition	$18,060
Medical Billing and Coding	33 weeks	48	$14,976	Included in tuition	$14,976
Pharmacy Technician	33 weeks	48	$14,976	Included in tuition	$14,976
Refrigeration Technician	36 Weeks	54	$15,822	Included in tuition	$15,822
Associate of Science Program	**Program Length**	**Quarter Credits**	**Tuition**	**Textbooks & Equipment**	**Total Cost (estimated)**
Nursing, (RN)	24 months	108	$345/credit hour attempted	Included in tuition	Expected total $37,260

** The campus stopped enrolling new students in April 2022. As of July 2022, the Nursing (RN) program has been taught out.*

Textbooks are included in the undergraduate tuition and are provided as eBook or hard copy at the School's discretion. When electronic books are issued, hard copies may be purchased at an additional cost.

Book Costs and Opt-Out Policy - The School has an arrangement with a third-party textbook provider that enables the School to make required books available to students below competitive market rates. These book costs are included in tuition, and the School provides these books to students, without additional charges, by the seventh day of the financial aid payment period. Opting out of the included books and automatic delivery of required print/electronic books and materials, is not recommended. However, students wishing to opt-out of receiving their books from the School may obtain an Opt-Out and Waiver of Supplied Books Request form by requesting one from a Financial Aid planner or student services advisor, and complete and return the form to the Financial Aid planner at least 10 days before the beginning of the term. Students who register late and wish to opt-out may receive books automatically delivered, and must return such automatically delivered books in new, unused condition. As there is no additional charge for books, opting out of receiving books from the School will not result in any change to tuition.

The tuition table only applies to:

1. New enrolling students. A new student is defined as a student who has never attended a Zenith Education Group school or has graduated and enrolled in a new program; or
2. Re-entering students who have withdrawn and are re-entering greater than 180 days from their withdrawal date (The withdrawn time period is calculated from the student's withdrawal date to the new module or term start date.); or
3. Re-entering degree students who are re-entering within 180 days

For re-entering diploma students who have withdrawn and are re-entering within 180 days, the following tuition charges apply:

- Same Program (Same / New Program Version): Will be charged tuition at the original tuition rate reflected on the original enrollment agreement less the amount charged on the prior period of enrollment (Charges plus or minus any tuition adjustments).

- Same Program (New Program Version of Different Credits / Length of Program): Will be charged tuition at the current catalog rate for the program of enrollment less the amount charged on the prior period of enrollment (Charges plus or minus any tuition adjustments).

- Different / New Program (Program Change): Will be charged tuition at the current catalog rate for the program of enrollment. A tuition credit will be determined for the student's prior period of enrollment.

ACADEMIC CALENDARS (2022 – 2023)

DIPLOMA MODULAR PROGRAMS

Modular/Diploma Calendar 2022-2023	
Module Start Dates	**End Dates***
1/10/2022	2/06/2022
2/07/2022	3/06/2022
3/07/2022	4/03/2022
4/11/2022	5/08/2022
5/09/2022	6/05/2022
6/06/2022	7/03/2022
7/11/2022	8/07/2022
8/08/2022	9/04/2022
9/06/2022	10/09/2022***
10/10/2022	11/06/2022
11/07/2022	12/04/2022
12/05/2022	1/08/2023
1/09/2023	2/05/2023
2/06/2023	3/05/2023
3/06/2023	4/02/2023

Modular/Diploma Student Holiday/Breaks – 2022 - 2023		
Holiday/ Student Breaks**	**Start Dates**	**End Dates**
Christmas & New Year Holidays	12/24/2021	1/02/2022
Martin Luther King Day	1/17/2022	1/17/2022
Presidents Day	2/21/2022	2/21/2022
Student Break	4/04/2022	04/10/2022
Memorial Day	5/30/2022	5/30/2022
Student Break	7/04/2022	7/10/2022
Labor Day	9/05/2022	9/05/2022
Veterans Day	11/11/2022	11/11/2022
Thanksgiving Holiday	11/23/2022	11/25/2022
Christmas & New Year Holidays	12/24/2022	1/02/2023
Martin Luther King Day	1/16/2023	1/16/2023
Presidents Day	2/20/2023	2/20/2023

* For programs that contain externships/practicums, the typical scheduled end date will be one week later as there is an additional scheduled week of instruction for those courses. This time is reflected in the approved program length for each applicable program. The scheduled end date will be adjusted for scheduled breaks.

** For published breaks not exceeding 5 calendar days, students will be able to access and complete online assignments through Canvas. Externship courses will be scheduled to exclude holiday breaks. Students working at externship sites may be asked to complete hours during these published breaks and will have attendance posted for any hours completed during any breaks.

*** Due to Hurricane Ian the module that was originally scheduled to end on 10/2/2022 has been extended to 10/9/2022 and the Student Break previously scheduled from 10/3/2022 – 10/9/2022 was removed. Though all online hours completed through any extended due dates will be consolidated and reflected in attendance posted 10/2/2022, all lab hours impacted by the hurricane were rescheduled during the week of 10/3/2022 and are reflected in present or absent attendance in the extended module date through 10/9/2022.

CATALOG UPDATES

Any updated School policies or information since the last publication date of the catalog will be included below.

ACADEMIC AND DISTANCE EDUCATION ADVISING AND READINESS

Online Readiness – *Revision to information on Page 7 of the Catalog – Correction to minimum score*
Prospective students are required to complete an Online Readiness Demonstration (ORD) and Online Readiness Assessment (ORA) and prior to enrollment. In the comprehensive process, individuals will demonstrate their ability to use course-related technology and will be assessed on their readiness to complete distance learning in their coursework. Any prospective student who scores below 25 points on the Online Readiness Assessment (ORA) will be required to meet with an advisor to discuss his/her scores and will be reassessed.

PROGRAM UPDATES

Any updated program information since the last publication date of the catalog, including updated program tables and additional course descriptions will be provided below.

As of April 2022, Altierus Career College is no longer accepting applications or enrolling new students. Classes and programs will continue for current students and the campus will continue to provide support resources and career services through graduation and for a period of time thereafter. As of July 2022, the AS – Nursing (RN) degree program has been taught out.

DENTAL ASSISTANT – *Revision to information on Pages 44-46 of the Catalog – Effective March 2022*
Diploma Program
37 Weeks – 840 Hours - 54 Quarter Credit Hours
Modality: Blended

Dental assistants have become indispensable to the dental care field, and dentists have become more reliant upon the dental assistant to perform a wide range of patient procedures. As the need for their services continues to grow, the role and responsibilities of the dental assistant also continue to expand.

PROGRAM DESCRIPTION: The goal of the Dental Assistant Program is to provide graduates with the skills and knowledge that will enable them to qualify for entry-level positions as dental assistants. Since they are trained in clinical and radiographic procedures, general dentists, dental office facilities specializing in pedodontics, orthodontics, endodontics and other specialties, dental schools, hospital dental departments, and correctional dental clinics, seek their services.

OBJECTIVES: The objective of the Dental Assisting program is to provide the student with the appropriate didactic theory and hands-on skills required and necessary to prepare them for entry-level positions as dental assistants in today's modern dental care offices, dental clinics, and facilities. Students will study diagnostic and procedural terminology as it relates to the accurate completion of dental examinations, procedures, and daily tasks.

The skills taught in this program will prepare students for the ever-changing field of dentistry. Students study preventive dentistry, nutrition, dental health, restorative dentistry, dental sciences, dental radiography, and dental specialties such as endodontics, periodontics, pedodontics, prosthodontics and oral surgery. Other areas of study are dental materials, dental pharmacology, law and ethics, front office procedures and software, and career development.

PROGRAM OUTCOMES: Completion of the Dental Assistant Program, including the classroom training and externship or practicum, is acknowledged by the awarding of a diploma. Upon successful completion of this program, the graduate will be able to:

- Explain and demonstrate proper infection control procedures in the dental setting with OSHA and HIPAA guidelines
- Demonstrate knowledge and competence in responding to office emergencies
- Gain CPR certification
- Take and record vital signs
- Explain the role of HIPAA in the operation of the dental office
- Understand and discuss the requirements and protocol for Blood-borne Pathogen and HIV and AIDS training
- Identify and explain the use of dental instruments
- Demonstrate aspirating techniques on a patient
- Demonstrate dental health and preventive measures such as diet and nutrition as well as dental fluorides and sealants
- Demonstrate chair-side assisting duties and techniques practiced in general dentistry with emphasis on four-handed dentistry during restorative procedures with dental manikins. Students will also demonstrate the use of Bases, liners and bonding systems
- Demonstrate the appropriate skills and techniques involved in taking impressions and constructing study and master casts
- Demonstrate proper isolation such as dental dam placement and removal on dental manikins;
- Articulate the dental sciences, anatomy and physiology as related to the head and neck as well as dental anatomy as well as the body systems
- Apply knowledge of various dental materials and dental technology such as CAD/CAM;
- Understand all dental specialties such as Endodontics, Oral and Maxillofacial Surgery, Pediatric Dentistry, Prosthodontics and Orthodontics
- Demonstrate knowledge of dental pharmacology and the proper assembly of the anesthetic syringe;

- Explain and demonstrate appropriate skills involved in processing exposed radiographs using the manual and automatic techniques, mounting a full-mouth survey of radiographs, identifying radiographic errors, and demonstrating how to correct those errors
- Students will prepare for their future as a dental assistant through various career development techniques such as resume building and interviewing skills
- Demonstrate the skills necessary to perform functions as an expanded duty dental assistant

Dental Assistant Program – Program-Specific Admissions Requirements

- Due to regulations regarding X-rays, applicants of the Dental Assistant program must be at least 17 years old.
- Applicants must complete a student disclosure form.

This 840-clock hour/54.0 credit hour program consists of eight (8) individual learning units, plus a hands-on clinical externship or practicum. Each of these "modules" stands alone as a unit of study and is not dependent upon previous training. If students do not complete any portion of a module, the entire module must be repeated. Students must start the program in IHC1000 – Introduction to the Healthcare Profession. After successful completion of IHC1000, students may enter the program at the beginning of any other module and continue through the sequence until all modules have been completed. Upon completion of the eight, (8), classroom modules, the students participate in a 200-clock-hour-externship.

Course Code	Course Title	Lecture Hours	Lab Hours	Other Hours (Externship)	Total Contact Hours	Quarter Credit Hours
Prerequisite Course						
IHC1000	Introduction to the Healthcare Profession	40	40	0	80	6.0
Core Courses						
DAD1010	Preventive Dentistry, Nutrition, Periodontics and Pedodontics	40	40	0	80	6.0
DAD1020	Restorative Dentistry	40	40	0	80	6.0
DAD1030	Dental Sciences, Oral and Maxillofacial Surgery, Pharmacology	40	40	0	80	6.0
DAD1040	Prosthodontics and Dental Materials	40	40	0	80	6.0
DAD1050	Anatomy, Endodontics and Orthodontics	40	40	0	80	6.0
DAD1060	Office Administration, Law & Ethics and Career Development	40	40	0	80	6.0
DAD1070	Dental Radiography	40	40	0	80	6.0
DAD1080	Dental Assistant Externship	0	0	200	200	6.0
	Program Totals:	**320**	**320**	**200**	**840**	**54.0**

COURSE DESCRIPTIONS

IHC1000 – Introduction to the Healthcare Profession **6.0 Quarter Credit Hours**

This course is designed to provide an introduction to the healthcare profession for new students starting an allied health diploma program. Students will learn the basics of medical terminology, anatomy and physiology, infection control, HIPAA, OSHA and HIV/AIDS. Additional topics covered include professional codes of ethics, medical insurance and billing, keyboarding, computer applications, basic mathematical skill, and critical professionalism skills. Students will have the opportunity to learn program-specific topics throughout the course. CPR certificate is also included in the course. Prerequisite: None Lecture Hours: 40 Lab Hours: 40 Outside Hours: 20

DAD1010 - Preventive Dentistry, Nutrition, Periodontics and Pedodontics **6.0 Quarter Credit Hours**

This module covers the specialty area of periodontics with an emphasis in preventive dentistry and nutrition. Diet and nutrition will be discussed highlighting on how it is related to dental caries and periodontal disease with attention to patient education. Related areas of dental sealants and fluorides are presented. Coronal polish, fluoride application and pit and fissure sealant theory and procedures are taught and practiced. The specialty Pedodontics is also discussed. Related spelling and terminology are studied throughout the module.

Prerequisite: IHC1000 Lecture Hours: 40 Lab Hours: 40 Outside Hours: 20

DAD1020 - Restorative Dentistry **6.0 Quarter Credit Hours**

This module introduces students to chair-side assisting duties and techniques practiced in general dentistry with emphasis on four-handed dentistry during restorative procedures. Students practice required skills such as dental dam placement, placement, wedging and removal of Tofflemire retainers. Procedures to include placement of bases, liners, and bonding systems are also practiced. Related spelling and terminology are studied throughout the module.
Prerequisite: IHC1000 Lecture Hours: 40 Lab Hours: 40 Outside Hours: 20

DAD1030 - Dental Sciences, Oral and Maxillofacial Surgery, Pharmacology 6.0 Quarter Credit Hours

In this module the area of the dental sciences, Oral and Maxillofacial Surgery as a specialty and dental pharmacology are studied. Dental sciences will have an emphasis in embryology and histology, oral pathology and basic microbiology. The sciences will focus on how they relate to dentistry and dental procedures. Theory and common clinical procedures of the specialty in Oral and Maxillofacial Surgery are presented and demonstrated on dental manikins. Pharmacology will be discussed as related to anesthesia and pain management and other basic pharmacology in the dental setting. Related areas of the dental anesthetics and syringe assembly are presented. Related spelling and terminology are studied throughout the module.
Prerequisite: IHC1000 Lecture Hours: 40 Lab Hours: 40 Outside Hours: 20

DAD1040 - Prosthodontics and Dental Materials 6.0 Quarter Credit Hours

This module covers the specialty area of prosthodontics in conjunction with dental materials. Prosthodontics will focus on fixed and removable prosthodontics including dental implants and latest advances in technology related to prosthodontics such as CAD/CAM. In conjunction, students will discuss and demonstrate the use and manipulation of various materials used in the dental setting such as dental cements, alginate impression materials, hydrocolloids, elastomerics, dental plasters and other impression materials used in prosthodontic fabrications. Students will gain hands on experience with many dental materials used chairside and in the dental lab. Related spelling and terminology is studied throughout the module.
Prerequisite: IHC1000 Lecture Hours: 40 Lab Hours: 40 Outside Hours: 20

DAD1050 – Anatomy, Endodontics and Orthodontics 6.0 Quarter Credit Hours

In this module the body systems, head and neck anatomy, physiology and the dental specialties of Endodontics and Orthodontics are studied. The dental specialties of Endodontics and Orthodontics and their scope of practice and educational levels will be introduced. Theory and common clinical procedures of each specialty are presented and demonstrated on dental manikins. Related spelling and terminology is studied throughout the module.
Prerequisite: IHC1000 Lecture Hours: 40 Lab Hours: 40 Outside Hours: 20

DAD1060 - Office Administration, Law & Ethics and Career Development 6.0 Quarter Credit Hours

In this module the student will learn the essential skills of understanding dental office etiquette such as delivering quality customer service, phone skills and effective communication with other dental professionals and patients. Patient records and The Health Insurance Portability and Accountability Act (HIPAA) of 1996 are discussed. Law and ethics related to the dental environment are explored. Students are also introduced to the various billing and financial methods in the dental office utilizing the Dentrix dental software system. Students will have the opportunity to become acquainted with accounts receivables and payables. Students will be oriented in treatment planning and communicating with the patient. Business operating systems and marketing are also discussed. Students will also prepare for a successful career in the dental field by understanding the role and duties of the professional dental assistant and complete a resume and cover letter. Writing skills are emphasized as well as mock job interviews. State required certifications are explored as well as national certification.
Prerequisite: IHC1000 Lecture Hours: 40 Lab Hours: 40 Outside Hours: 20

DAD1070 - Dental Radiography 6.0 Quarter Credit Hours

This course is designed to introduce students to the basic anatomy of the head and teeth in order to be familiarized with the anatomical structures involved in taking successful radiographs. Radiation protection and the hazards of x-ray radiation are covered. Students will study and demonstrate the various methods and techniques in taking dental x-rays with a digital system and understand the process of automatic and manually processing x-rays. Theory and lab practice will meet state guidelines for a Radiation Health and Safety Certificate through the Dental Assisting National Board. Exposure techniques will take place in on-site equipped dental operatories with industry-approved facilities with monitoring devices. Radiographic techniques will be performed on a patient simulated manikin. After showing competence, students will be required to take diagnostically acceptable dental radiographs on (2) patients on-site where applicable or with a contracted facility.
Prerequisite: IHC1000 Lecture Hours: 40 Lab Hours: 40 Outside Hours: 20

DAD1080 – Dental Assistant Externship (200 Hours) 6.0 Quarter Credit Hours

In this module, students complete 200 hours of supervised, practical in-service at a dental office or clinic in which the student practices direct application of all clinical functions of dental assisting.
Prerequisite: DAD1010, DAD1020, DAD1030, DAD1040, DAD1050, DAD1060, DAD1070
Lecture Hours: 0 Lab Hours: 0 Outside Hours: 0 Other (Externship) Hours: 200.

Note: Students that cannot demonstrate academic readiness will be registered to take additional coursework. There is no additional charge any academic readiness coursework. Please refer to the **Academic Advising and Readiness** section of the catalog for more information.

ELECTRICAL CONSTRUCTION TECHNICIAN – *Revision to Information on Page 48 of the Catalog – Changed in November 2021*

Diploma Program

36 Weeks – 720 Hours – 54 Quarter Credit Hours

Modality: Blended

COURSE DESCRIPTIONS

BST 1000 – Basic Construction **6.0 Quarter Credit Hours**

This course introduces students to the construction field. The course of instruction will cover basic job safety concepts and regulatory requirements, basic math used in the construction trades, the use of common hand and power tools, and an introduction to blueprint reading. Out-of-class activities will be assigned and assessed as part of this module. Prerequisites: None Lecture Hours: 55 Lab Hours: 25 Outside Hours: 20

ECT 1110 – Electrical Theory **6.0 Quarter Credit Hours**

Electricity makes the modern world possible by providing the power needed for lighting, air-conditioning, communications, and computers, yet how it works is a mystery to most. This course provides a basic understanding of how electrical energy is used to produce useful work, how it is measured and tested, and the calculations required for analyzing electrical circuits. Topics of study include direct-current (DC) and alternating-current (AC) systems, transformer operation, electrical test equipment, and fitting, conductors and cables.

Prerequisite: BST1000 Lecture Hours: 55 Lab Hours: 25 Outside Hours: 20

ECT 1120 – Electrical Craft Skills **6.0 Quarter Credit Hours**

Electricians use specialized skills to install and repair electrical systems in homes and businesses. This course is designed for students to learn the basic skills needed in the electrical craft that include reading and comprehending electrical drawings, wiring diagrams and schematics, procedures for installing electrical conduit, boxes, wiring, and determining minimum installation requirements of the National Electrical Code, hand bending and mechanical bending of various conduit sizes and materials.

Prerequisite: BST1000 Lecture Hours: 55 Lab Hours: 25 Outside Hours: 20

ECT 1130 – Residential Wiring **6.0 Quarter Credit Hours**

One of the more common jobs for an electrician is the installation or repair of the electrical system in a dwelling. This course familiarizes the student with the materials and methods used for installing a complete 120V electrical system for a typical residence. Students will learn and practice techniques for installing non-metallic sheathed cables, device boxes, receptacles, switches, lighting fixtures, circuit breaker panels, and service entrance equipment.

Prerequisite: BST1000 Lecture Hours: 55 Lab Hours: 25 Outside Hours: 20

ECT 1140 – Residential and Commercial Lighting **6.0 Quarter Credit Hours**

Electrical lighting is essential in residential, commercial and industrial settings. This course prepares students to understand the basic fundamentals of lighting, successfully install residential and commercial lighting, and properly identify commonly used materials in commercial and industrial facilities.

Prerequisites: BST1000 Lecture Hours: 55 Lab Hours: 25 Outside Hours: 20

ECT 1210 – Electrical Motors **6.0 Quarter Credit Hours**

One of the main uses for electricity is to make something move and this is what electric motors are used for. Motors are unique in that the amount of electrical current required to operate them changes with the load that is placed on the motor. This course explores the basic construction, operation, and maintenance of various direct-current (DC) motors, single-phase and three-phase alternating-current (AC) motors, and the minimum National Electrical Code requirements for circuits supplying motors. Students also learn to install basic control circuits to stop, start, and reverse motors.

Prerequisites: BST1000 Lecture Hours: 55 Lab Hours: 25 Outside Hours: 20

ECT 1220 – Transformers and Power Distribution **6.0 Quarter Credit Hours**

One of the more common jobs for an electrician is the installation or repair of the electrical system in a dwelling. This course familiarizes the student with the materials and methods used for installing a complete electrical system for a typical residence. Students will learn and practice techniques for installing non-metallic sheathed cables, device boxes, receptacles, switches, lighting fixtures, circuit breaker panels, and service entrance equipment. Out-of-class activities will be assigned and assessed as part of this module.

Prerequisites: ECT1110, ECT1120, ECT1130, ECT1140 Lecture Hours: 55 Lab Hours: 25 Outside Hours: 20

ECT 1230 – Conductors and Overcurrent Protection **6.0 Quarter Credit Hours**

A properly installed and maintained power distribution system is critical to the operation of commercial buildings and industrial facilities. This course familiarizes the student with the various types of electrical equipment used to distribute power within a building including service entrance equipment, switchgear, transformers, and backup power sources. Additional topics include the process for calculating electrical load and proper sizing and selection of conductors. Out-of-class activities will be assigned and assessed as part of this module.

Prerequisites: ECT1110, ECT1120, ECT1130, ECT1140 Lecture Hours: 55 Lab Hours: 25 Outside Hours: 20

ECT 1240 – Advanced Control Systems **6.0 Quarter Credit Hours**

World-changing advanced controls require a primary trades person responsible for installing and maintaining them. This course introduces the basic principles of control systems, advanced control systems, low-voltage cabling, and primary logic controllers.
Prerequisites: ECT1110, ECT1120, ECT1130, ECT1140 Lecture Hours: 55 Lab Hours: 25 Outside Hours: 20

Note: Students that cannot demonstrate academic readiness will be registered to take additional coursework. There is no additional charge any academic readiness coursework. Please refer to the **Academic Advising and Readiness** section for more information.

HVAC TECHNICIAN – *Revision to Information on Page 50 of the Catalog – Changed in November 2021*
Diploma Program
36 Weeks – 720 Hours – 54 Quarter Credit Hours
Modality: Blended

COURSE DESCRIPTIONS

BST 1000 - Basic Construction **6.0 Quarter Credit Hours**
This course introduces students to the construction field. The course of instruction will cover basic job safety concepts and regulatory requirements, basic math used in the construction trades, the use of common hand and power tools, and an introduction to blueprint reading. Out-of-class activities will be assigned and assessed as part of this module. Prerequisites: None Lecture Hours: 55 Lab Hours: 25 Outside Hours: 20

ACR 1111 – HVAC/R Craft Skills **6.0 Quarter Credit Hours**
Air-conditioning and Refrigeration technicians use specialized skills to install, repair, and maintain heating and cooling systems. This course provides the opportunity for students to learn the basic skills used in the craft for installing copper, plastic, and steel piping, reading HVAC drawings and schematics, and selecting the correct hardware and fasteners for an installation.
Prerequisite: BST1000 Lecture Hours: 55 Lab Hours: 25 Outside Hours: 20

ACR 1120 – Basic Air Conditioning **6.0 Quarter Credit Hours**
The basic principle behind air-conditioning is to move heat from inside a building to the outside leaving the interior space cooler. This course introduces the fundamental concepts and technology at the core of every air-conditioning system. Topics include a survey of the basic types of air-conditioning equipment, a thorough study of the heat transfer process, the refrigeration cycle, components of an air-conditioning system, and modern refrigerants. This course also includes the basics of the manifold gauge set and thermometry.
Prerequisite: BST1000 Lecture Hours: 55 Lab Hours: 25 Outside Hours: 20

ACR 1130 – Electricity for HVAC/R Technician **6.0 Quarter Credit Hours**
The machinery used to provide heating, cooling, and refrigeration uses electric motors to turn fans, blowers, and compressors and has complex electrical control systems. Many of the problems encountered by HVAC/R technicians involve electrical systems, so technicians must have a thorough knowledge of electricity to work on the equipment. This course covers basic electrical theory and calculations, using electrical meters, reading schematic diagrams, and basic controls used on HVAC/R systems.
Prerequisite: BST1000 Lecture Hours: 55 Lab Hours: 25 Outside Hours: 20

ACR 1140 - HVAC/R System service and Maintenance **6.0 Quarter Credit Hours**
Most HVAC/R Technicians not only install new systems but also maintain and repair existing ones. This course provides students the opportunity to learn the proper procedures for removing and installing refrigerant in cooling systems, finding leaks, and performing basic maintenance functions. Additional topics include a review of EPA608 certification requirements for handling refrigerant and techniques for ensuring excellent customer service.
Prerequisites: BST1000 Lecture Hours: 55 Lab Hours: 25 Outside Hours: 20

ACR 1211 – Basic Heating Systems **6.0 Quarter Credit Hours**
The installation and maintenance of heating systems requires special care because flame and combustible fuels are involved. This makes the potential for fire or explosion a real threat. This course reviews principles of heat transfer, combustion and the typical fuels and equipment used to heat homes and businesses. These include gas furnaces, electric heating, and heat pumps.
Prerequisites: BST1000 Lecture Hours: 55, Lab Hours: 25 Outside Hours: 20

ACR 1221 – Advanced HVAC Systems **6.0 Quarter Credit Hours**
There are more efficient ways to heat and cool homes and businesses other than just burning fossil fuels. This course explores some of them. This course covers the installation, operation and maintenance of heat pumps, and surveys alternative heating and cooling systems. These systems include solar heating, pellet stoves, evaporative coolers, spot cooling, and computer room units. This course also covers basic hydronic systems and indoor air quality and systems.
Prerequisites: ACR1111, ACR1120, ACR1130, ACR1140 Lecture Hours: 55 Lab Hours: 25 Outside Hours: 20

ACR 1230 – Air Distribution **6.0 Quarter Credit Hours**

The overall performance of an HVAC system is closely linked to the quality of the air distribution system used to move air to and from the A/C unit. This course prepares students for jobs installing and maintaining the ductwork and air-handling units in residential and commercial buildings. This course covers the installation requirements for various types of ductwork including basic techniques used to fabricate ductwork on the job. Additional course topics include commercial airside units; variable air volume (VAV and variable volume, variable temperature (VVT) systems; and maintaining air quality within buildings.

Prerequisites: ACR1111, ACR1120, ACR1130, ACR1140 Lecture Hours: 55 Lab Hours: 25 Outside Hours: 20

ACR 1240 Energy – Conservation Methods **6.0 Quarter Credit Hours**

This course reviews the various strategies used in the design of energy efficient heating and cooling systems that include calculating heating and cooling loads, laying out and sizing ductwork, and equipment selection.

Prerequisites: ACR1111, ACR1120, ACR1130, ACR1140 Lecture Hours: 55 Lab Hours: 25 Outside Hours: 20

Note: Students that cannot demonstrate academic readiness will be registered to take additional coursework. There is no additional charge any academic readiness coursework. Please refer to the **Academic Advising and Readiness** section for more information.

INDUSTRIAL ELECTRICAL TECHNICIAN – *Revision to Information on Page 52 of the Catalog – Changed in November 2021*

Diploma Program – Modality Blended

36 Weeks – 720 Hours – 54 Quarter Credit Hours

COURSE DESCRIPTIONS

BST 1000 - Basic Construction **6.0 Quarter Credit Hours**

This course introduces students to the construction field. The course of instruction will cover basic job safety concepts and regulatory requirements, basic math used in the construction trades, the use of common hand and power tools, and an introduction to blueprint reading. Out-of-class activities will be assigned and assessed as part of this module. Prerequisites: None Lecture Hours: 55 Lab Hours: 25 Outside Hours: 20

ECT 1110 – Electrical Theory **6.0 Quarter Credit Hours**

Electricity makes the modern world possible by providing the power needed for lighting, air-conditioning, communications, and computers, yet how it works is a mystery to most. This course provides a basic understanding of how electrical energy is used to produce useful work, how it is measured and tested, and the calculations required for analyzing electrical circuits. Topics of study include direct-current (DC) and alternating-current (AC) systems, transformer operation, electrical test equipment, and fitting, conductors and cables.

Prerequisite: BST1000 Lecture Hours: 55 Lab Hours: 25 Outside Hours: 20

ECT 1120 – Electrical Craft Skills **6.0 Quarter Credit Hours**

Electricians use specialized skills to install and repair electrical systems in homes and businesses. This course is designed for students to learn the basic skills needed in the electrical craft that include reading and comprehending electrical drawings, wiring diagrams and schematics, procedures for installing electrical conduit, boxes, wiring, and determining minimum installation requirements of the National Electrical Code, hand bending and mechanical bending of various conduit sizes and materials.

Prerequisite: BST1000 Lecture Hours: 55 Lab Hours: 25 Outside Hours: 20

ECT 1130 - Residential Wiring **6.0 Quarter Credit Hours**

One of the more common jobs for an electrician is the installation or repair of the electrical system in a dwelling. This course familiarizes the student with the materials and methods used for installing a complete 120V electrical system for a typical residence. Students will learn and practice techniques for installing non-metallic sheathed cables, device boxes, receptacles, switches, lighting fixtures, circuit breaker panels, and service entrance equipment.

Prerequisite: BST1000 Lecture Hours: 55 Lab Hours: 25 Outside Hours: 20

ECT 1140 – Residential and Commercial Lighting **6.0 Quarter Credit Hours**

Electrical lighting is essential in residential, commercial and industrial settings. This course prepares students to understand the basic fundamentals of lighting, successfully install residential and commercial lighting, and properly identify commonly used materials in commercial and industrial facilities.

Prerequisites: BST1000 Lecture Hours: 55 Lab Hours: 25 Outside Hours: 20

ECT 1210 - Electrical Motors **6.0 Quarter Credit Hours**

One of the main uses for electricity is to make something move and this is what electric motors are used for. Motors are unique in that the amount of electrical current required to operate them changes with the load that is placed on the motor. This course explores the basic construction, operation, and maintenance of various direct-current (DC) motors, single-phase and three-phase alternating-current (AC) motors, and the minimum National Electrical Code requirements for circuits supplying motors. Students also learn to install basic control circuits to stop, start, and reverse motors.

Prerequisites: BST1000 Lecture Hours: 55 Lab Hours: 25 Outside Hours: 20

IET 1220 – Industrial Control Systems	**6.0 Quarter Credit Hours**
Industrial electricians install and maintain the wide array of sensors, switches, and components needed to keep machines and process equipment running properly. This course is designed to familiarize students with the operation and maintenance of industrial control devices including hydraulic, pneumatic, and motor-operated valves. Students learn to interpret electrical and instrumentation diagrams for troubleshooting circuits.	
Prerequisites: ECT1110, ECT1120, ECT1130, ECT1140	Lecture Hours: 55 Lab Hours: 25 Outside Hours: 20
IET 1230 – Basic PLCs Operations and Maintenance	**6.0 Quarter Credit Hours**
State-of-the-art production equipment is electronically controlled through highly specialized computers called programmable logic controllers (PLC). Industrial electricians routinely install, maintain, and troubleshoot PLC circuits and must be familiar with their operation. This course provides students with the opportunity to install basic PLC hardware, input-output wiring, writing basic control programs, and uploading programs to test on a PLC. Additional topic include requirements for industrial network wiring and distributed control systems.	
Prerequisites: ECT1110, ECT1120, ECT1130, ECT1140	Lecture Hours: 55 Lab Hours: 25 Outside Hours: 20
IET 1240 - Process Control and Automated Systems	**6.0 Quarter Credit Hours**
Modern industrial facilities require accurate data from electronic sensors and associated equipment to maintain safe and efficient operation. This course introduces basic concepts related to process control and measurement related to temperature, flow, and pressure. Students learn basic techniques to install sensors and control devices, cables and wiring, and proper wire terminations. Additional topics include proportional, integral, and derivative (PID) control loops, and loop tuning.	
Prerequisites: ECT1110, ECT1120, ECT1130, ECT1140	Lecture Hours: 55 Lab Hours: 25 Outside Hours: 20

Note: Students that cannot demonstrate academic readiness will be registered to take additional coursework. There is no additional charge any academic readiness coursework. Please refer to the **Academic Advising and Readiness** section for more information.

MEDICAL ASSISTANT – *Revision to information on Pages 50-52 of the Catalog – Effective March 2022*
Diploma Program
41 Weeks – 920 Hours - 60 Quarter Credit Hours
Modality: Blended

PROGRAM DESCRIPTION: The Medical Assistant Program (diploma) is designed to prepare students for entry-level positions as medical assistants in a variety of health care settings. Students study the structure and function of the major body systems in conjunction with medical terminology, diagnostic and therapeutic procedures, computer skills, administrative processes, bookkeeping and accounting practices, and the processing of medical insurance forms and claims.

OBJECTIVE: The goal of the Medical Assistant diploma program is to prepare competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains required and necessary to prepare them for entry level positions.

PROGRAM OUTCOMES: The Medical Assistant program provides the student with the theory and hands-on applications required to perform the following tasks:

- Prepare patients for examinations
- Schedule appointments
- Update patient medical records
- Perform basic laboratory tests
- Code and fill out insurance forms

Program Notes: Graduates of this Medical Assistant program are immediately eligible to sit for the RMA Exam (Registered Medical Assistant), NCMA Exam (National Certified Medical Assistant) and CCMA Exam (Certified Clinical Medical Assistant) exams. The progarm is not programmatically accredited by ABHES (Accrediting Bureau of Health Education Schools) or CAAHEP/MAERB (Commission on Accreditation of Allied Health Education Programs/Medical Assisting Education Review Board) but due to a pilot program offered by the American Association of Medical Assistants (AAMA), graduates from this program may be eligible to to sit for the CMA (Certified Medical Assistant) Exam after submitting appropriate documentation.

Course Code	Course Title	Lecture Hours	Lab Hours	Other Hours (Externship)	Total Contact Hours	Quarter Credit Hours
Prerequisite Course						

IHC1000	Introduction to the Healthcare Profession	40	40	0	80	6.0
Core Courses						
MAD1010	Dermatology and Immunology	40	40	0	80	6.0
MAD1020	Orthopedics and Emergency Medicine	40	40	0	80	6.0
MAD1030	Family Practice	40	40	0	80	6.0
MAD1040	Cardiology	40	40	0	80	6.0
MAD1050	Urology and Gastroenterology	40	40	0	80	6.0
MAD1060	Obstetrics and Gynecology	40	40	0	80	6.0
MAD1070	Neurology and Psychology	40	40	0	80	6.0
MAD1080	Pediatrics	40	40	0	80	6.0
MAD1090	Medical Assistant Externship	0	0	200	200	6.0
	Program Totals:	**360**	**360**	**200**	**920**	**60.0**

COURSE DESCRIPTIONS

IHC1000 - Introduction to the Healthcare Profession **6.0 Quarter Credit Hours**

This course is designed to provide an introduction to the healthcare profession for new students starting an allied health diploma program. Students will learn the basics of medical terminology, anatomy and physiology, infection control, HIPAA, OSHA and HIV/AIDS. Additional topics covered include professional codes of ethics, medical insurance and billing, keyboarding, computer applications, basic mathematical skills, and critical professionalism skills. Students will have the opportunity to learn program-specific topics throughout the course. CPR Certification is also included in the course. Out-of-class activities will be assigned and assessed as part of this course.

Prerequisite: None Lecture Hours: 40 Lab Hours: 40 Outside Hours: 20

MAD1010- Dermatology and Immunology **6.0 Quarter Credit Hours**

This course is designed to provide the student with the theory and hands-on skills involved in working in a dermatology and immunology medical office setting. Students will learn the medical terminology, anatomy and physiology related to the integumentary and lymphatic systems. Students will learn about common diseases and disorders that might be seen with these specialties as well as common medications that might be prescribed. Students will perform administrative skills such as financial management and bookkeeping procedures. Students will perform clinical procedures such as venipuncture, administration of medication, measuring vital signs, and collection of specimens for CLIA-waived testing. Students will learn about professional attire in a medical office setting and what to wear to an interview. Out-of-class activities will be assigned and assessed as part of this course.

Prerequisite: IHC1000 Lecture Hours: 40 Lab Hours: 40 Outside Hours: 20

MAD1020- Orthopedics and Emergency Medicine **6.0 Quarter Credit Hours**

This course is designed to provide the student with the theory and hands-on skills involved in working in an orthopedic or emergency medical office setting. Students will learn the medical terminology, anatomy, and physiology related to the musculoskeletal systems. Students will learn about common diseases and disorders that might be seen with these specialties as well as common medications that might be prescribed. Students will perform administrative procedures such as creating professional correspondence and utilizing computer applications. Students will perform clinical procedures such as venipuncture, administration of medication, measuring vital signs, and collection of specimens for CLIA-waived testing. Students will learn the importance of medical and surgical asepsis and the procedures for disinfecting and sterilizing medical office equipment. Students will understand how to assist with minor surgical procedures, the infection cycle, and wound care. The student will learn about office safety procedures and participate in a mock environmental exposure event. Students will learn the importance and the requirements of gaining a medical assistant credential. Out-of-class activities will be assigned and assessed as part of this course.

Prerequisite: IHC1000 Lecture Hours: 40 Lab Hours: 40 Outside Hours: 20

MAD1030 – Family Practice **6.0 Quarter Credit Hours**

This course is designed to provide the student with the theory and hands-on skills involved in working in a family practice office setting. Students will learn the medical terminology, anatomy, and physiology related to the endocrine system. Students will learn about common diseases and disorders that might be seen in a family practice medical office as well as common medications that might be prescribed. Students will perform administrative skills such as identifying community resources for patients' healthcare needs. Students will perform clinical skills such as venipuncture, administration of medication, measuring vital signs, capillary puncture, and collection of specimens for CLIA-waived testing. Students will learn to assist providers with patient examinations, how to conduct quality assurance measures in a medical office, and disease management, Students will learn the parts of a prescription, appropriate abbreviations for prescription writing, and compliance with legal aspects associated with prescriptions. Students will be introduced to the current outlook for medical assisting and will be able to compare and contrast allied health professionals. Out-of-class activities will be assigned and assessed as part of this course

Prerequisite: IHC1000 Lecture Hours: 40 Lab Hours: 40 Outside Hours: 20

MAD1040 – Cardiology **6.0 Quarter Credit Hours**

This course is designed to provide the student with the theory and hands-on skills involved in working in a cardiology or pulmonology office setting. Students will learn the medical terminology, anatomy, and physiology related to the cardiovascular and respiratory systems. Students will learn about common diseases and disorders that might be seen in a cardiology office setting as well as common medication that might be prescribed. Students will perform administrative skills such as telephone techniques, electronic correspondence, and diagnostic and procedural coding. Students will perform clinical skills such as venipuncture, administration of medication, measuring vital signs, recording a 12-lead electrocardiogram, pulmonary function testing, and pulse oximetry. Students will learn what continued education is and how it is acquired. Out-of-class activities will be assigned and assessed as part of this course. Prerequisite: IHC1000 Lecture Hours: 40 Lab Hours: 40 Outside Hours: 20

MAD1050 – Urology and Gastroenterology **6.0 Quarter Credit Hours**

This course is designed to provide the student with the theory and hands-on skills involved in working in a urology or gastroenterology office setting. Students will learn the medical terminology, anatomy, and physiology related to the urinary, male reproductive, and digestive systems. Students will learn about common diseases and disorders associated with these specialties as well as common medication that might be prescribed. Students will perform administrative skills such as records management, utilizing an electronic medical record and processing mail. Students will perform clinical skills such as venipuncture, administration of medication, measuring vital signs, urinalysis, and assisting with gastroenterology procedures. Students will be introduced to interviewing techniques. Out-of-class activities will be assigned and assessed as part of this course.

Prerequisite: IHC1000 Lecture Hours: 40 Lab Hours: 40 Outside Hours: 20

MAD1060 – Obstetrics and Gynecology **6.0 Quarter Credit Hours**

This course is designed to provide the student with the theory and hands-on skills involved in working in an obstetrics and gynecology office setting. Students will learn the medical terminology, anatomy, and physiology related to the female reproductive system. Students will learn about common diseases and disorders associated with this specialty as well as common medication that might be prescribed. Students will perform administrative skills such as scheduling appointments, insurance and billing procedures and processing documents. Students will perform clinical skills such as venipuncture, administration of medication, measuring vital signs, and how to assist with prenatal and gynecologic examination. Students will learn how to create a professional resume and a cover letter. Out-of-class activities will be assigned and assessed as part of this course.

Prerequisite: IHC1000 Lecture Hours: 40 Lab Hours: 40 Outside Hours: 20

MAD1070 – Neurology and Psychology **6.0 Quarter Credit Hours**

This course is designed to provide the student with the theory and hands-on skills involved in working in a neurology office setting. Students will learn the medical terminology, anatomy, and physiology related to the nervous system. Students will learn about common diseases and disorders associated with these specialties as well as common medication that might be prescribed. It also focuses on basic principles of psychology, cultural awareness, communication skills, and coping mechanisms. Students will explore medical law and ethics as it relates to a health care setting. Students will perform administrative skills such as medical practice marketing and providing excellent customer service. Students will perform clinical skills such as venipuncture, administration of medication, assisting with neurological procedures, and measuring vital signs. Students will learn job searching strategies. Out-of-class activities will be assigned and assessed as part of this course.

Prerequisite: IHC1000 Lecture Hours: 40 Lab Hours: 40 Outside Hours: 20

MAD1080 – Pediatrics **6.0 Quarter Credit Hours**

This course is designed to provide the student with the theory and hands-on skills involved in working in a pediatric office setting. Students will learn the medical terminology, anatomy, and physiology related to the sensory organs. Students will perform administrative skills such as supervision of a medical office, inventory management, and human resource procedures. Students will perform clinical skills such as venipuncture, administration of medication, measuring vital signs in infants and children, creating and analyzing growth charts, assisting with pediatric examinations, administration of vaccinations, eye and ear assessments, and dosage calculations. Students will learn about time management and effective teamwork. Out-of-class activities will be assigned and assessed as part of this course.

Prerequisite: IHC1000 Lecture Hours: 40 Lab Hours: 40 Outside Hours: 20

MATD1090 - Medical Assistant Externship **6.0 Quarter Credit Hours**

Upon successful completion of all modules, medical assisting students participate in a 200-hour externship at an approved facility. The externship provides the student an opportunity to apply principles and practices learned in the program and utilize entry-level medical assisting skills in working with patients. Medical Assisting Diploma Program externs work under the direct supervision of qualified personnel at the participating externship sites, and under general supervision of the school staff. Supervisory personnel at the site evaluate externs at 100- and 200-hour intervals. Completed evaluation forms are placed in the students' permanent records. Students must successfully complete all hours in their externship experience in order to fulfill requirements for graduation.

Prerequisite: MAD1010, MAD1020, MAD1030, MAD1040, MAD1050, MAD1060, MAD1070, MAD1080

Lecture Hours: 0 Lab Hours: 0 Other (Externship) Hours: 200

Note: Students that cannot demonstrate academic readiness will be registered to take additional coursework. There is no additional charge any academic readiness coursework. Please refer to the **Academic Advising and Readiness** section for more information.

MEDICAL BILLING & CODING – *Revision to information on Pages 53-55 of the Catalog – Effective March 2022*

Diploma Program
33 Weeks – 760 Hours - 48 Quarter Credit Hours
Modality: Blended

PROGRAM DESCRIPTION: Medical Billing and Coding professionals perform a variety of administrative functions as they pertain to the anatomy and physiology of the human body. These include functions associated with organizing, analyzing, and technically evaluating health insurance claim forms. These professionals will also perform duties in diagnostic and procedural coding and are eligible for CPC certification through AAPC.

The Medical Billing and Coding Program is a 760-clock hour/48.0-credit unit course of study, consisting of seven individual learning units, called modules. Students are required to complete all modules. Students must first complete the Module IMB1000 and then continue in any sequence for the remaining six modules. If students do not complete any portion of one of these modules, the entire module must be repeated. Upon successful completion of all modules, students participate in an externship. This consists of 200 required clock hours of hands-on experience in an outside facility in the field of medical insurance billing and coding.

OBJECTIVES: The objective of the Medical Billing and Coding program is to provide the student with the appropriate didactic theory and hands-on skills necessary to prepare them for entry-level positions as medical insurance billers and coders in today's health care offices, clinics, and facilities. Students will study diagnostic and procedural terminology as it relates to the accurate completion of medical insurance claims. Utilizing a format of medical specialties, relevant terms will also be introduced and studied.

PROGRAM OUTCOMES: The Medical Billing and Coding program provides the student with the theory and hands-on applications required to perform the following tasks within the medical billing and coding environment:

- Identify the components of a given body system.
- Correctly use medical terminology of a given body system.
- Utilize proper ICD-10-CM/CPT/HCPCS coding.
- Determine the correct application of health insurance forms/documents.
- Demonstrate proficiency of medical office technology.

Course Code	Course Title	Lecture Hours	Lab Hours	Other Hours (Externship)	Total Contact Hours	Quarter Credit Hours
IMB1000	Introduction to the Healthcare Profession	40	40	0	80	6.0
MBC1010	Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Cardiovascular and Lymphatic Systems	40	40	0	80	6.0
MBC1020	Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Genitourinary System	40	40	0	80	6.0
MBC1030	Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Integumentary and Endocrine Systems, and Pathology	40	40	0	80	6.0
MBC1040	Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Musculoskeletal System	40	40	0	80	6.0
MBC1050	Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Respiratory and Gastrointestinal Systems	40	40	0	80	6.0
MBC1060	Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Sensory and Nervous Systems, and Psychology	40	40	0	80	6.0
MBC1070	Medical Billing and Coding Externship	0	0	200	200	6.0
	Program Totals	**280**	**280**	**200**	**760**	**48.0**

COURSE DESCRIPTIONS

IMB1000 – Introduction to Medical Billing and Coding **6.0 Quarter Credit Hours**
This course is designed to provide an introduction to the healthcare profession for new students starting in the medical billing and coding program. Students will learn the basics of medical terminology, anatomy and physiology, HIPAA, and billing and coding. Additional topics covered include professional codes of ethics, medical insurance, computer applications, and professional skills.
Prerequisite: None Lecture Hours: 40 Lab Hours: 40 Outside Hours: 20

MBC1010 – Cardiovascular and Lymphatic Systems **6.0 Quarter Credit Hours**
Throughout this course, students will identify the components of the Cardiovascular and Lymphatic Systems. Focus will also be placed on the correct usage of medical terminology related to these systems. Students will also utilize the proper ICD-10-CM/CPT/HCPCS coding, work through the insurance process, and become proficient using medical office technology in this module.
Prerequisite: IMB1000 Lecture Hours: 40 Lab Hours: 40 Outside Hours: 20

MBC1020 – Genitourinary System **6.0 Quarter Credit Hours**
Throughout this course, students will identify the components of the genitourinary system. A focus will also be placed on the correct usage of medical terminology related to this system. Students will also utilize the proper ICD-10CM/CPT/HCPCS coding, work through the insurance process, and become proficient using medical office technology in this module.
Prerequisite: IMB1000 Lecture Hours: 40 Lab Hours: 40 Outside Hours: 20

MBC1030 – Integumentary and Endocrine Systems, and Pathology **6.0 Quarter Credit Hours**
Throughout this course, students will identify the components of the integumentary and endocrine systems. A focus will also be placed on the correct usage of medical terminology related to these systems. Students will also utilize the proper ICD-10-CM/CPT/HCPCS coding, work through the insurance process, and become proficient using medical office technology in this module.
Prerequisite: IMB1000 Lecture Hours: 40 Lab Hours: 40 Outside Hours: 20

MBC1040 – Musculoskeletal System **6.0 Quarter Credit Hours**
Throughout this course, students will identify the components of the musculoskeletal system. A focus will also be placed on the correct usage of medical terminology related to this system. Students will also utilize the proper ICD10-CM/CPT/HCPCS coding, work through the insurance process, and become proficient using medical office technology in this module. Prerequisite: IMB1000 Lecture Hours: 40 Lab Hours: 40 Outside Hours: 20

MBC1050 – Respiratory and Gastrointestinal Systems **6.0 Quarter Credit Hours**
Throughout this course, students will identify the components of the Respiratory and Gastrointestinal Systems. A focus will also be placed on the correct usage of medical terminology related to these systems. Students will also utilize the proper ICD-10-CM/CPT/HCPCS coding, work through the insurance process, and become proficient using medical office technology in this module.
Prerequisite: IMB1000 Lecture Hours: 40 Lab Hours: 40 Outside Hours: 20

MBC1060 – Sensory and Nervous Systems, and Psychology **6.0 Quarter Credit Hours**
Throughout this course, students will identify the components of the Sensory and Nervous Systems, and Psychology. A focus will also be placed on the correct usage of medical terminology related to these systems. Students will also utilize the proper ICD-10-CM/CPT/HCPCS coding, work through the insurance process, and become proficient using medical office technology in this module.
Prerequisite: IMB1000 Lecture Hours: 40 Lab Hours: 40 Outside Hours: 20

MBC1070 – Medical Billing and Coding Externship **6.0 Quarter Credit Hours**
Upon successful completion of IMB1000, MBC1010, MBC1020, MBC1030, MBC1040, MBC1050, and MBC1060, medical insurance billing/coding students will participate in this 200-hour externship. Serving in an externship at an approved facility gives externs an opportunity to work with the principles and practices learned in the classroom. Externs work under the direct supervision of qualified personnel in participating institutions and under general supervision of the school staff. Students are expected to work a full-time (40 hours per week) schedule if possible. Supervisory personnel will evaluate externs at 100- and 200-hour intervals. Completed evaluation forms are placed in the students' permanent records. Students must successfully complete their externship training in order to fulfill requirements for graduation. Prerequisites: MBC1010, MBC1020, MBC1030, MBC1040, MBC1050, and MBC1060;
Lecture Hours: 0 Lab Hours: 0 Other Hours (Externship): 200

Note: Students that cannot demonstrate academic readiness will be registered to take additional coursework. There is no additional charge any academic readiness coursework. Please refer to the **Academic Advising and Readiness** section for more information.

REFRIGERATION TECHNICIAN – *Revision to Information on Page 67 of the Catalog – Changed in November 2021*
Diploma Program
36 Weeks – 720 Hours – 54 Quarter Credit Hours
Modality: Blended

COURSE DESCRIPTIONS

BST 1000 Basic Construction **6.0 Quarter Credit Hours**
This course introduces students to the construction field. The course of instruction will cover basic job safety concepts and regulatory requirements, basic math used in the construction trades, the use of common hand and power tools, and an introduction to blueprint reading. Out-of-class activities will be assigned and assessed as part of this module. Prerequisites: None Lecture Hours: 55 Lab Hours: 25 Outside Hours: 20

ACR 1111 HVAC/R Craft Skills **6.0 Quarter Credit Hours**
Air-conditioning and Refrigeration technicians use specialized skills to install, repair, and maintain heating and cooling systems. This course provides the opportunity for students to learn the basic skills used in the craft for installing copper, plastic, and steel piping, reading HVAC drawings and schematics, and selecting the correct hardware and fasteners for an installation.
Prerequisite: BST1000 Lecture Hours: 55 Lab Hours: 25 Outside Hours: 20

ACR 1120 Basic Air Conditioning **6.0 Quarter Credit Hours**
The basic principle behind air-conditioning is to move heat from inside a building to the outside leaving the interior space cooler. This course introduces the fundamental concepts and technology at the core of every air-conditioning system. Topics include a survey of the basic types of air-conditioning equipment, a thorough study of the heat transfer process, the refrigeration cycle, components of an air-conditioning system, and modern refrigerants. This course also includes the basics of the manifold gauge set and thermometry.
Prerequisite: BST1000 Lecture Hours: 55 Lab Hours: 25 Outside Hours: 20

ACR 1130 Electricity for HVAC/R Technician **6.0 Quarter Credit Hours**
The machinery used to provide heating, cooling, and refrigeration uses electric motors to turn fans, blowers, and compressors and has complex electrical control systems. Many of the problems encountered by HVAC/R technicians involve electrical systems, so technicians must have a thorough knowledge of electricity to work on the equipment. This course covers basic electrical theory and calculations, using electrical meters, reading schematic diagrams, and basic controls used on HVAC/R systems.
Prerequisite: BST1000 Lecture Hours: 55 Lab Hours: 25 Outside Hours: 20

ACR 1140 HVAC/R System Service and Maintenance **6.0 Quarter Credit Hours**
Most HVAC/R Technicians not only install new systems but also maintain and repair existing ones. This course provides students the opportunity to learn the proper procedures for removing and installing refrigerant in cooling systems, finding leaks, and performing basic maintenance functions. Additional topics include a review of EPA608 certification requirements for handling refrigerant and techniques for ensuring excellent customer service.
Prerequisites: BST1000 Lecture Hours: 55 Lab Hours: 25 Outside Hours: 20

ACR 1211 Basic Heating Systems **6.0 Quarter Credit Hours**
The installation and maintenance of heating systems requires special care because flame and combustible fuels are involved. This makes the potential for fire or explosion a real threat. This course reviews principles of heat transfer, combustion and the typical fuels and equipment used to heat homes and businesses. These include gas furnaces, electric heating, and heat pumps.
Prerequisites: BST1000 Lecture Hours: 55, Lab Hours: 25 Outside Hours: 20

RFT 1220 Commercial Hydronic Systems **6.0 Quarter Credit Hours**
Water, in both its liquid and gaseous states, is frequently used as a medium of heat exchange especially for large-scale heating and cooling systems. Examples of these types of hydronic systems include chilled water, hot water, and steam systems. This course covers the basic principles of hydronic technology including the physical properties of water and steam; a survey of equipment used in chilled water systems and boilers; basic controls for hydronic systems; water and steam piping arrangements; system maintenance; and procedures for system start-up and shut-down.
Prerequisites: ACR1111, ACR1120, ACR1130, ACR1140 Lecture Hours: 55 Lab Hours: 25 Outside Hours: 20

RFT 1230 Refrigeration Systems **6.0 Quarter Credit Hours**
Refrigeration equipment is widely used in commercial and retail applications for preserving food quality before consumption in restaurants and other similar establishments; displays cases in grocery and retail food stores; and ice machines. This course covers the basic concepts related to refrigeration in commercial and retail applications including medium and low-temperature systems; commercial refrigeration equipment installation and maintenance; ice machine troubleshooting and maintenance; ammonia refrigeration system components; defrosting equipment and methods; and related control systems.
Prerequisites: ACR1111, ACR1120, ACR1130, ACR1140 Lecture Hours: 55 Lab Hours: 25 Outside Hours: 20

RFT 1240 Defrost Fundamentals and Controls Troubleshooting **6.0 Quarter Credit Hours**

Refrigeration systems rely on a variety of control devices to maintain proper operation and improve system efficiency. This course covers fundamentals of the defrost cycle, the selection, operation, and maintenance of the typical control components and accessories used in commercial refrigeration systems. Subject matter includes digital control systems, electrical switching devices, relays, and contactors; mechanical accessories such as filters, driers, and separators; compressor motors and protective devices; and strategies and techniques for identifying and correcting faults within the refrigeration system.
Prerequisites: ACR1111, ACR1120, ACR1130, ACR1140 Lecture Hours: 55 Lab Hours: 25 Outside Hours: 20

Note: Students that cannot demonstrate academic readiness will be registered to take additional coursework. There is no additional charge any academic readiness coursework. Please refer to the **Academic Advising and Readiness** section for more information.