

Nevada Career Institute

2011-12 CATALOG

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Campus Address

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Nevada Career Institute

Welcome to Nevada Career Institute!

It is a pleasure to introduce you to Nevada Career Institute. The decision to continue your education here will be a rewarding experience. We offer curricula that address the occupational needs of the industry, utilize modern equipment, and employ a caring staff of professionals.

At Nevada Career Institute you will study only those career-related subjects necessary to complete your training in the shortest possible time. Our commitment to you continues throughout your training and beyond graduation with career placement assistance.

We at Nevada Career Institute wish you success as you pursue your career goals.

Joanne Q. Leming, Director

GENERAL INFORMATION

HISTORY OF NEVADA CAREER INSTITUTE

Two individuals with the desire to continue Dr. Byron Prout's work acquired Glendale College of Business in March 1974. The College established Nevada Career Institute, a branch campus in Las Vegas, Nevada in 1993, and later established Nevada Career Institute – West Campus in 2004. On October 1, 1999, Glendale Career College was acquired by Glendale Career Schools, Inc. a division of Landmark Education Services, Inc.

On April 15, 2008 Glendale Career Schools, Inc was acquired by North-West College. North-West College was founded in 1966 by a family who has been in the medical field since the early 50's and has dedicated its energies to training men and women of all ages for professional vocational careers. North-West College in West Covina opened its doors on October 10, 1966 to 43 students in two classes, and then added the Pomona campus in 1971. In 1980, the Pasadena Campus began serving the West San Gabriel Valley and in 1982 the Glendale Campus was added. In 2004 North-West College launched the Riverside Campus offering new programs not previously available. The wide range of locations provides access to many students wishing to attend this well established educational institution. To date, the College boasts more than 40,000 graduates, many of whom have used this career training to support themselves and their families for many years. Many have gone onto other careers using their program at North-West College as the first rung on the career ladder upward. The College is now training second and third generations of North-West College graduates.

Nevada Career Institute offers diploma programs in Massage Therapy, Medical Assistant, Medical Office Specialist, and Surgical Technology, Practical Nursing. Nevada Career Institute reflects the dramatic growth and diversity of the community it serves.

STATEMENT OF OWNERSHIP

Southwest College of Medical/Dental Assistants and Practical Nurses own and operate career schools with a focus on allied health. The company currently has locations in California and Nevada. The schools are nationally accredited.

Corporate Officers

Marsha Fuerst, Founder

Mitchell Fuerst, President

CAMPUS LOCATIONS

Glendale Career Schools, Inc.

NEVADA CAREER INSTITUTE (Branch Campus)	GLENDALE CAREER COLLEGE (Main Campus)
3231 North Decatur Boulevard, Suites 119 Las Vegas, NV 89130 (702) 893-3300 Joanne Q. Leming, Director	240 Brand Boulevard (Lower Level) Glendale, CA 91201 (818) 243-1131 Connie Bell, Director

MISSION STATEMENT

The mission of Nevada Career Institute is to provide students the opportunity to **Create a Better Life®** through education. Our commitment to this mission is reflected in our focus on providing career training opportunities through concentrated programs of study that prepare graduates for entry-level positions in high-growth fields.

North-West College and Nevada Career Institute's objective is to empower students to improve their lives by enhancing their professional skills in order to obtain better jobs.

Our career schools offer specialized programs designed to train adults to work as medical professionals upon graduation. The school's focus on specialized education allows students to develop the skills needed to succeed in today's demanding marketplace. Developing these skills has enabled our graduates to pursue careers in nursing, surgical technology, massage therapy, office administration, and other allied health fields.

ACCREDITATION AND APPROVALS

Accredited by: Accrediting Bureau of Health Education Schools (ABHES)

Accrediting Bureau of Health Education Schools (ABHES)
(Programmatic Accreditation for the Surgical Technology Program)

Commission on Accreditation for Allied Health Educational Programs
(CAAHEP) (Surgical Technology)

Licensed by: Commission on Postsecondary Education (CPE)

Eligible for: Federal Title IV Student Financial Aid Programs
U.S. Department of Education (USDOE)

Eligible to: Train Veterans and Eligible Persons for Educational Benefits

Train Workforce Investment Act (WIA) & Other Eligible Persons Such as Vocational Rehabilitation

Authorized: This school is authorized under Federal law to enroll nonimmigrant alien students

FACILITIES

Our campuses are located in office buildings which are well lighted, ventilated, and free from distracting noise. Entrances and exits are located so that the buildings can be cleared quickly and safely in an emergency. Campuses are conveniently located near restaurants, shopping areas and banks. Our facilities are accessible to those with physical disabilities and parking is available for the convenience of all students.

Classrooms are air conditioned and carpeted where appropriate, and up-to-date, specialized equipment and laboratory supplies are utilized throughout all programs of study.

Nevada Career Institute maintains a non-smoking policy throughout our facilities. The institution does not provide housing or transportation for students.

EQUIPMENT FOR EACH PROGRAM OF STUDY

Nevada Career Institute endeavors to keep its equipment as up to date as practical to meet appropriate industry standards. Our classrooms and skill laboratories are equipped to simulate a specific workplace environment as described below:

MASSAGE THERAPY

The Massage Therapy department consists of lecture and laboratory classrooms. The lecture classrooms have a variety of teaching aids such as anatomical charts and posters as well as skeletal and anatomical models. A variety of resources are available, including but not limited to texts, articles, and magazines.

The laboratory skills area contains massage tables, equipment, and supplies normally found in a massage therapist's place of business.

MEDICAL ASSISTING

The Medical Assisting department consists of lecture classrooms, a skills laboratory and a computer laboratory. A variety of educational resources such as medical charts, posters, skeletons and anatomical models are available in each classroom. Reference materials include texts, articles and journals.

The skills laboratory area contains specialized equipment commonly found in medical facilities. The computer laboratory contains PCs with limited internet access and software normally found in medical offices.

MEDICAL OFFICE SPECIALIST

The Medical Office Specialist department consists of lecture classrooms and a computer laboratory. The lecture classrooms have a variety of teaching aids, such as medical charts, posters, and coding and billing reference materials.

The computer laboratory contains PCs with limited internet access and software normally found in medical offices.

SURGICAL TECHNOLOGY- CENTRAL SERVICE INSTRUMENT TECHNICIAN

The Surgical Technology-Central Service Instrument Technician department consists of lecture and mock operating classrooms. Lecture classrooms contain medical charts and posters as well as skeletal and anatomical models. A variety of resources are available, including but not limited to texts, articles and periodicals, and journals.

The mock operating room (i.e. laboratory) is equipped with furniture and equipment similar to that found in a standard hospital operating room. A simulated central supply is also included as part of the mock resource.

PRACTICAL NURSING

The Practical Nursing department consists of lecture and skills lab classrooms. Lecture classrooms contain medical charts and posters as well as skeletal and anatomical models. A variety of resources are available, including but not limited to texts, articles and periodicals, and journals.

The skills lab is equipped with furniture and equipment similar to that found in a standard hospital room.

HOURS OF OPERATION

	Campus Hours
Admissions Hours	Mon. – Thurs. 9:00 AM – 8:45 PM Friday 9:00 AM – 5:00 PM
Academic Hours	Mon. – Thurs. 7:00 AM – 10:00 PM

ACADEMIC CALENDAR

Programs of study begin and end on varying schedules according to program length. The projected begin and end dates for each program are noted on the enrollment agreement. The Medical Assisting and Medical Office Specialist programs begin every four (4) weeks, the Surgical Technology program begins every 16 weeks, the Central Service Instrument Technician program begins based on course schedule, the Massage

Therapy program begins every six (6) weeks and the Practical Nursing program starts three times each year based on course schedule.

Nevada Career Institute will observe the following holidays during the calendar years 2011 AND 2012.

Holiday	2011	2012
New Year's Holiday	January 1 & 2	January 1
Martin Luther King Day	January 16	January 21
President's Day	February 20	February 18
Spring Holiday	April 6	March 29
Memorial Day	May 28	May 27
Independence Day	July 4	July 4
Labor Day	September 6	September 2
Veteran's Day	November 11	November 11
Thanksgiving	November 22-23	November 28-29
School Break	December 20-31	December 20 - 31
Holiday Schedule Subject to Change		

STATEMENT OF NONDISCRIMINATION

Nevada Career Institute is firmly committed to providing educational programs to otherwise eligible students regardless of race, creed, ethnicity, religion, national origin, sex, age, disability, or medical condition, except under special circumstances that would constitute either an occupational limitation or a limitation in participation in the program offered. The Institute may review mental or physical disability issues on a case-by-case basis. Depending on the case, such students may be referred to professional organizations for further assistance.

The Director is the coordinator of Title IX Education Amendments Act of 1972 which prohibits discrimination on the basis of sex in any educational program or activity receiving federal financial assistance. All inquiries or complaints should be directed to the Campus Director.

The Director will act equitably and promptly to resolve complaints within ten (10) business days in accordance with the Nevada Career Institute's appeals procedure.

Inquiries concerning the application and implementation of Title IX regulations also may be directed to:

**Office of Civil Rights
U.S. Department of Education
P.O. Box 14620
Washington, D.C. 20044-4620**

POLICY AND PROGRAM CHANGES/GENERAL RULES

Each student receives a school catalog. Students are responsible for the knowledge of all school regulations concerning student conduct, attendance, academic make-up work, termination, etc. published in this catalog or communicated by the administration via written notices. Students must be aware that criteria for admission and/or graduation may differ depending upon the individual program.

Administration reserves the right to make changes to the rules, policies, procedures, curricular content, instructional staff, etc. when deemed necessary. Such changes will supersede previous policies and will apply to all parties involved.

ADMISSIONS

ADMISSIONS REQUIREMENTS

Nevada Career Institute admits students without distinction or discrimination for race, age, sex, disability, color, creed, religion, sexual orientation, or national and ethnic origin. Each student is entitled to all rights, privileges, programs, and activities generally accorded or made available to students at the school. However, Nevada Career Institute reserves the right to refuse admission to any applicant who does not meet the school's established criteria for admission as outlined below.

Prospective students must meet the following requirements for admission to Nevada Career Institute:

- Complete an interview and tour of the school;
- Complete an application for admission;
- Pay the \$75 non-refundable application fee;
- Have earned a high school diploma or have earned the recognized equivalent of a high school diploma and provide documentation of same.
 - Note: Applicants to Medical Assisting, Medical Office Specialist and Massage Therapy programs may take the Ability to Benefit (ATB) exam in lieu of high school diploma or recognized equivalent.
 - Successfully passing the ATB is required and no additional assessments and/or entrance evaluations will be required for admissions purposes.
 - To be eligible for the ATB, applicants must be beyond the age of compulsory education (at least 18 years of age).
- Pass a standardized basic skills assessment designed to measure aptitude for successful completion of program of study.

The Surgical Technology, Central Service Instrument Technician and Practical Nursing programs have additional admission requirements prior to acceptance to these programs, including but not limited to criminal background checks and/or drug screening. Such requirements will be discussed by an admissions representative and/or other appropriate staff.

To be enrolled as a massage student in the State of Nevada, individuals must be at least 18 years of age.

INTERNATIONAL APPLICANTS

All instruction at Nevada Career Institute is provided in the English language. International applicants must demonstrate proficiency in English prior to being considered for admission. Nevada Career Institute does not provide English as a second language instruction.

ADMISSIONS PROCEDURES

Nevada Career Institute seeks students who are interested in practical career training and who are motivated to succeed in their chosen career fields. Admissions representatives are available to discuss programs of study and career opportunities. To be considered for admission to Nevada Career Institute, all applicants must:

- Complete an interview with a representative of the Admissions Department;
- Pass the school's entrance evaluation(s) as required for the program of interest;
 - High school graduates or holders of GED certificates will be required to take and pass the Scholastic Level Evaluation (SLE);
 - Non-high school grads must take and pass the Ability to Benefit (ATB) examination;
- Tour the campus;
- Receive a financial aid estimate;
- Submit an application for admission;
- Pay the \$75 application fee;
- Interview with a Financial Planning Department Representative prior to completing the enrollment process;
- Receive information about online access to the school catalog; and
- Complete all necessary paperwork for admission including completion of the enrollment agreement.

During the admissions process, certain disclosures such as completion and placement rates of graduates are available upon request. In addition, the applicant's professional and educational goals will be discussed, as well as tuition and payment plans. Once the student is provided the access information for the school catalog, it is the responsibility of the student to familiarize himself/herself with all the school's policies and comply with the catalog. Nevada Career Institute, through appropriate action, reserves the right to change any provision or requirement at any time within the student's term of training. The provisions of this publication do, however, supersede any previously stated provisions either written or oral.

RE-ENTRY

To be considered for re-entry, former students must complete a re-entry request form through the director's office and write a letter describing how the conditions which caused the original withdrawal or termination have been resolved. Re-entry considerations are as follows:

- Students may only re-enter into their original program of study;

- Eligibility for re-entry status is open for 24 months after the original last day of attendance;
- Only one re-entry request consideration is allowed;
- If re-entry request exceeds 12 months from the last date of attendance, the applicant must pass the basic skills assessment (SLE) test; and
- Pay a non-refundable fee of \$75.

NOTICE CONCERNING TRANSFERABILITY OF UNITS OF CREDIT

Units of credit earned through programs of study at Nevada Career Institute, in most cases, will not transfer to any other postsecondary institution, college, or university. The units of credits and credential earned at our institution demonstrate proficiency in career training and do not serve as a basis for obtaining a higher level degree at another postsecondary institution, college, or university.

EVALUATION OF CREDIT

Students previously enrolled in any institution that is accredited by an agency approved by the U. S. Department of Education of CHEA may have the prior institution submit sealed academic records to Nevada Career Institute for review and possible transfer of credit upon deciding to enroll and prior to the actual start date in the program of their choice.

The process for acceptance of transfer credit is as follows:

Upon review, Nevada Career Institute may accept the transfer credit provided those courses are part of the Institute's approved curriculum for that program of study. The Institute will review transcripts and only accept a "B" grade or better. Students who wish to transfer credits must also submit a catalog or the respective course syllabi from the transferring institution to Nevada Career Institute for verification purposes; and/or

Nevada Career Institute will administer a comprehensive exam for each course that measures and affirms the student's previous education and training experience.

A score of 80% or better is required for each such exam in order to receive credit for that particular course. It may be necessary to administer a series of examinations both in theory and hands-on in order to validate the granting of credit for experiential learning, previous education, and work experience. If a satisfactory result is achieved, the student's training period may be reduced proportionately not to exceed 30% of the length of the program for which the student has applied. Students who are granted such credit may have their tuition reduced on a pro rata basis.*

Students must also understand that the financial aid award will be based upon the number of credits necessary to complete the program. Satisfactory academic progress will be evaluated based upon those courses only.

The student may appeal transfer of credit decisions by a written request within 10 days of the receipt of the decision made by Nevada Career Institute. The written request must contain compelling evidence to reverse the decision of Nevada Career Institute. Nevada Career Institute has the final decision in all appeals.

***The reduction will only apply towards credit/tuition of programs that are one academic year in length. For programs that are longer than one academic year, credit will only apply to the length/tuition of the first academic year.**

POLICY FOR VETERAN'S ADMINISTRATION (VA) STUDENTS

Nevada Career Institute maintains a written record of all previous education and training of the veteran or eligible individual which clearly indicates that appropriate credit has been given for previous education and training. The training period will be shortened proportionately, and the individual and the Department of Veteran's Affairs will be so notified. The record will be cumulative for all enrollment periods.

ABILITY TO BENEFIT (ATB) POLICY

Effective July 1, 1991, the Higher Education Technical Amendments of 1991 amended the Higher Education Act of 1965 to require postsecondary students who do not have a high school diploma, or its equivalent, to pass an independently administered examination that has been approved by the Secretary of Education before receiving Title IV Federal financial aid. Such examinations are intended to establish that students have the ability to benefit from postsecondary school training programs. This testing has become known as the "Ability-to-Benefit" or ATB testing. Strict compliance with ATB regulations is mandatory in qualifying students for Title IV Federal financial aid.

Prospective students must meet with the Campus Director/Designee for a pre-enrollment advising session. During this meeting Campus Director/Designee will make a preliminary assessment of advising and/or remediation needs and the prospective student's ability to develop marketable skills.

The Institution uses the Wonderlic Basic Skills Test (WBST) Forms VS-1 or VS-2 and QS-1 or QS-2 to fulfill the requirements of the U.S. Department of Education for the ATB program. The quantitative test measures practical mathematical applications, while the test of verbal skills measures reading comprehension, word knowledge, grammar, and sentence construction.

Note: This testing is only available for the Medical Assisting, Medical Office Specialist and Massage Therapy program applicants who are 18 years of age or older.

FINANCIAL AID

FINANCIAL AID PROGRAMS

The following financial aid programs are available to students at Nevada Career Institute, subject to individual qualifications and eligibility.

PELL	Federal Pell Grant
PLUS	Federal Parent Loan for Undergraduate Students (FFEL)
FSEOG	Federal Supplemental Educational Opportunity Grant
STAFFORD	Federal Subsidized Stafford Loan Program (FFEL)
	Federal Unsubsidized Stafford Loan Program (FFEL)

The following programs are also available to eligible participants:

VA	Veterans Administration
RIC	Retail Installment Contract
WIA	Workforce Investment Act
REHAB	Department of Rehabilitation Benefits

TUITION POLICY

Tuition is disclosed and agreed upon at the time of enrollment. All terms and obligations are reflected in the enrollment agreement. Tuition is due and payable on the first day of class unless other arrangements have been made with the Financial Planning Department. Students are liable for all unpaid program costs and fees related to their enrollment whether or not they are eligible for student financial aid. Payments must be made consistently and on time, otherwise, late payment penalties may be assessed. It is the student's responsibility to repay the full amount of any loans, plus interest, which were obtained for the course of instruction, less the amount of any refund, if applicable. Failure to meet the terms of a promissory note will result in default. Defaulting on a student loan will have serious consequences.

Tuition increases July 1st of each year. Students enrolled prior to the increase and who start classes on or after July 1 will be subject to the revised rates and will be required to sign a subsequent enrollment agreement reflecting the increase.

PAYMENT PLANS

Students who do not qualify for total financial aid assistance sufficient to cover the amount of tuition and fees may qualify for institutional or other personal loans.

Scheduled tuition payments are billed monthly and mailed directly to students. Nevada Career Institute coordinates arrangements for delinquent payments. Failure to meet financial obligations while enrolled may result in interruption of classes.

COLLECTION OF DELINQUENT TUITION AND/OR OTHER FEES OWED

Students "In" School

Payment of tuition, as listed on the Retail Installment Contract (RIC), is due and payable on the first day of every month, whether or not an invoice has been received. Payments not made within five (5) business days of the scheduled due date may be subject to a late charge. If no payment is received ninety (90) days after payment is due, the student may be removed from class and not be allowed to attend school until all payments are current. The student may subsequently be withdrawn.

Students "Out of" School

Payment is due on the first day of every month as listed in the student's Retail Installment Contract (RIC), regardless of whether an invoice has been received. Payments not made within five (5) business days of the scheduled due date may be subject to a late charge. Failure to make payments as stated in the RIC may result in the account being turned over to a collection agency.

The Institute will discontinue services to current, withdrawn, or graduated students who have overdue account balances and will make every effort to collect monies owed.

Nevada Career Institute will not provide progress reports, attendance reports, or transcripts for the portion of that program for which the student has not made payments. Nevada Career Institute will not provide job placement assistance, subsequent enrollment, or any other student services until the student's account balance is current. Financial aid transcripts will be provided upon request, regardless of a student's account balance history. Nevada Career Institute reserves the right to withhold a graduate student's diploma until that student's account balance is current as per the terms of the agreement signed by the student.

FINANCIAL AID STUDENT RIGHTS

Students have the right to know:

- Types of Financial Aid available at Nevada Career Institute;
- The basis for eligibility and the process of fulfilling these needs;
- What Financial Aid has been awarded and the conditions to which they are agreeing;

- The refund policies of the school, including the Return of Title IV.

This information is available in the Financial Planning Department and contained within this catalog.

REFUND POLICIES

Cancellation

The student has the right to cancel the enrollment agreement for his/her program of instruction until midnight of the fifth (5th) business day after the first day of class. Cancellation will occur when the student gives written notice of cancellation to the school at the address specified in the notice of cancellation. The Institution will refund any consideration paid by the student less the \$75.00 application fee. Refunds will be made in 15 calendar days as required by the State of Nevada.

Withdrawal

For purposes of processing student withdrawals and calculating refunds or balances owed to the school, Nevada Career Institute uses the student's last day of attendance in school in the refund calculations described herein.

If a student withdraws from the course of instruction after the period allowed for cancellation of the enrollment agreement, Nevada Career Institute will remit a refund, less the \$75.00 application fee, within 30 days following the student's withdrawal. The student is obligated to pay only for the educational services rendered.

Refunds will be made in 15 calendar days as required by the State of Nevada.

If a student withdraws prior to completing the program he or she is enrolled in, a pro rata refund will be made for the unused portion of the tuition up to the 75th percentile of the program. The Institution will retain 100% of tuition and fees for any student who has completed more than 75% of the scheduled hours. The calculation is based on the length of the completed portion of the program relative to its total length.

Sample Refund Calculation:

The following sample refund calculation is for a student who withdraws after 216 clock hours have elapsed in a program of study that costs \$11,180.00.

*Tuition: \$11,105.00

Application Fee: \$75.00

Elapsed Hours: 216 hrs.

Total Program Length: 720 hrs.

Elapsed Hours ÷ Total Program Length: $216 \div 720 = 30\%$

Total Nevada Career Institute may retain: $\$11,105 \times 30\% = \$3332 + \$75 = \3407

*NOTE: Example may not reflect actual tuition costs.

Withdrawal and Return of Title IV

Effective for all withdrawals or terminations from the institution on or after October 7, 2000, the Institution complies with federal regulations of Return of Title IV in the determination of Title IV that must be returned on behalf of a student. The Institution complies with state or institutional refund policies in determining the amount of unearned tuition. In addition to federal student financial assistance, a student's financial aid package is likely to include other non-federal funding which also may be required to be refunded when a student withdraws or is terminated.

The Institution must return the lesser of:

- The amount of Student Financial Aid Program funds that the student does not earn; or
- The amount of institutional costs that the student incurred for the payment period or period of enrollment multiplied by the percentage of funds that was not earned.

The student (or parent, if a Federal PLUS loan) must return or repay, as appropriate:

- Any Student Financial Aid loan funds in accordance with the terms of the loan; and
- The remaining, unearned Student Financial Aid Program grants (not to exceed 50% of the grant) as an overpayment of the grant.

Examples of the Return to Title IV calculation are available upon request from the Financial Planning Department.

If the student withdraws or is terminated from a program of study, the student may personally be responsible for paying the earned institutional charges that are not covered by any Federal Aid.

The student may officially withdraw from the institution by submitting a written request for withdrawal or completing the institutional forms provided by the Registrar's office.

RETURN OF TITLE IV FUNDS

All institutions participating in the Student Financial Aid (SFA) Programs are required to use a statutory schedule to determine the amount of funds a student has earned when he or she ceases attendance based on the period the student was in attendance.

The Higher Education Amendments of 1998, in general, require that if a recipient of Student Financial Aid Program assistance withdraws from the Institution during a payment period or a period of enrollment in which the recipient began attendance, the Institution must calculate the amount of SFA Program assistance the student did not earn and those funds must be returned. Up through the 60% point in each payment period or period of enrollment, a pro rata schedule is used to determine how much

funds the student has earned at the time of withdrawal. After the 60% point in the payment period or period of enrollment, a student has earned a 100% of the SFA Program funds.

The percentage of the payment period or period of enrollment completed is the total number of calendar days in the payment period or period of enrollment for which the assistance is awarded divided into the number of calendar days completed in that period as of the day the student withdrew.*

$$\frac{\text{Number of Calendar Days Completed}}{\text{Number of Calendar Days in the Payment Period}}$$

*NOTE: Scheduled breaks of at least five (5) consecutive days are excluded from the total number of calendar days in a payment period or period of enrollment (numerator) and the number of calendar days completed in that period (denominator). Days in which a student was on an approved leave of absence are also not included in the calendar days for the payment period or period of enrollment.

STUDENT INFORMATION AND SERVICES

ORIENTATION

Students are required to attend a scheduled new student orientation session, where they will be introduced to key staff. During the orientation, policies and procedures pertaining to the Institution and specific program areas as well as program content will be reviewed.

TEXTBOOKS AND MATERIALS

Textbooks are issued to students at the beginning of each module. Allied health students are also issued scrubs at the beginning of the program, which are to be used throughout the duration of the training. In the event of damage, loss, or theft, students are responsible for the cost of replacement. Students are also responsible for providing their own supply of paper, pens, pencils, etc. as needed.

CODE OF CONDUCT

Nevada Career Institute is a professional environment. It is expected that students will conduct themselves in a professional manner consistent with the standards of the Institution and the general workplace. Nevada Career Institute does not tolerate unprofessional behavior or the use of profane language towards fellow students or staff. Any student whose actions interfere with the right of others to gain an education or generally cause disruption will be disciplined, up to and including termination from the Institution. Nevada Career Institute has a zero tolerance policy with regards to any acts of abuse, violence, harassment or retaliatory behavior. Those purposefully and willfully involved in such criminal acts are subject to immediate termination from enrollment. Students who are dismissed for conduct violations may not be eligible for re-admission.

All students are expected to adhere to the general rules pertaining to personal appearance and standards of conduct in addition to compliance with specific dress codes as required by each academic department. In the event there is a question as to what is appropriate regarding dress code, conduct, appearance, and behavior, the program director or other staff will clarify the policy and make the final determination. Should the student find this unsatisfactory, the appeals procedure as stated in the catalog will be followed.

Inappropriate conduct includes, but is not limited to:

- Academic dishonesty;
- Interfering with the right of others to an education;
- Being disruptive and disrespectful to fellow students, faculty, and staff;
- Malicious and intentional actions deemed unacceptable by the Institution or general workplace standards;

- Theft;
- Violation of drug and alcohol policies;
- Violation of current Institution rules, policies and procedures;
- Disparagement of fellow students, staff or faculty;
- Violation of safety and security rules on campus or any affiliated or sponsoring entity; and
- Improper use of the internet.

GROUNDINGS FOR DISCIPLINARY ACTION

Grounds for disciplinary action include, but are not limited to:

- Unsatisfactory academic performance;
- Unsatisfactory attendance;
- Violation of Code of Conduct; and
- Non-compliance with policies and regulations.

DISCIPLINARY PROCEDURES AND TERMINATION

All disciplinary matters will be reviewed by the Campus Director/designee. Students will be notified in writing of any actions within ten business (10) days of the initial review. The review may result in one of the following actions:

- The dismissal of the charge;
- Suspension;
- Termination; or
- Other appropriate action.

APPEALS POLICY

Should a disciplinary action such as suspension or termination be taken, the student will be notified in writing via certified mail. The student may appeal the decision within ten (10) business days of notification. All appeals must be submitted in writing, and students must be able to provide documentation in support of the appeal. Appeals will be reviewed within ten (10) business days by the Campus Director. The decision of the Campus Director is final.

APPEALS PROCEDURES

Many issues or concerns can be resolved by discussing the situation with an appropriate staff member. Students seeking to resolve problems or complaints should follow the steps below when seeking a resolution:

- Contact the appropriate instructor or staff member;
- If the issue remains unresolved, contact the Program Director or Campus Director; and
- If the concern is still yet unresolved, the appeal must be submitted to the Campus Director in writing. The Director will consider all information presented and attempt to resolve the situation in the best interest of the student and school. The complaint or grievance, along with any necessary supporting documentation, must be presented in writing to the Director at the address listed below. A written response will be provided within ten (10) business days.

**Nevada Career Institute
Director
3231 North Decatur Blvd
Suite 119
Las Vegas, NV 89130**

If the complaint or grievance remains unresolved, students may contact the Director of Education at the address listed below. The Director of Education will endeavor to reach a resolution acceptable to both the student and the school administration.

**Director of Education
North-West College
2121 West Garvey Avenue North
West Covina, California 91790**

In the event that no satisfactory resolution can be found between the parties, then all materials may be sent to:

**Commission on Post Secondary Education (CPE)
3663 East Sunset Road
Suite 202
Las Vegas, NV 89120
(702) 486-7330**

or

**Accrediting Bureau of Health Education Schools (ABHES)
7777 Leesburg Pike, Suite 314 N
Falls Church, VA 22043
(703) 917-9503**

INTERNET ACCESS POLICY

All internet usage is restricted to school use only. Access to or dissemination of sexually explicit graphics or otherwise offensive or discriminatory material and downloading software from the internet is strictly prohibited. Anyone found in violation of this policy may be subject to termination.

CAMPUS SECURITY

It is Nevada Career Institute's intent to provide a safe educational environment for both students and staff. Students should immediately report campus crimes or emergencies to a school employee. The school employee will take appropriate action to promptly and accurately report the crime to the institution's administrative staff. The administrative staff will report such incidents to the proper authorities.

Nevada Career Institute complies with the Campus Crime Statistics internet-reporting requirements set forth by the U.S. Department of Education. Campus Crime Statistics may be viewed at <http://www.nces.ed.gov/ipeds/cool>.

DRUG AND ALCOHOL ABUSE AWARENESS AND PREVENTION

Pursuant to the Drug-Free Schools and Communities Act (Public Law 101-226) and Nevada Career Institute policy, the possession, use, distribution, or solicitation for distribution of illegal drugs and alcohol by students and employees is prohibited. Anyone needing help with a drug or alcohol problem is encouraged to call the National Institute on Drug Abuse Hotline at 1-800-662-HELP for information and referral to treatment centers in the local community.

Students who are found in violation of this policy will be subject to disciplinary actions up to and including termination. In addition, if an individual is convicted of certain drug-related federal or state offenses, the court may suspend his/her eligibility for federal benefits, including federal student financial aid. If an individual receiving federal student financial aid is convicted three or more times for drug distribution, he or she may become permanently ineligible to receive Title IV Financial Aid funds.

STUDENT RECORDS AND TRANSCRIPTS

Nevada Career Institute secures, retains, and disposes student records information in accordance with local, state, and federal regulations.

The Family Educational Rights and Privacy Act (FERPA) protect the privacy of student educational records. Nevada Career Institute will not permit access to or release of information to any individual or agency without the consent of the student, except to the following parties or under the following conditions as permitted by law:

- School officials with legitimate educational interest;

- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the Institution;
- Accrediting organizations; and
- To comply with a judicial order or lawfully issued subpoena.

CAREER SERVICES

Career Service assistance is available to all graduates whose accounts are in good standing and who have successfully completed a diploma program at Nevada Career Institute. Every effort is made to help graduates secure a position suitable to their individual interests and abilities in their chosen field. Career Services provides instruction in resume writing, interviewing techniques, personal appearance, and marketing newly acquired skills.

Nevada Career Institute makes no guarantees concerning job placement as an inducement to enroll, nor does the Institution promise or guarantee employment to any currently enrolled student or graduate.

Nevada Career Institute maintains a list of employers who have previously hired our graduates. In addition, the institution will make every effort to provide employment leads to all graduates. It is expected that graduates utilizing this service will fully cooperate with the Career Services Department in their job search, and will demonstrate a good faith effort to secure a position in their field of study. It is also expected that all graduates will provide the Career Services Department with information pertaining to their employment.

STUDENT GUIDANCE SERVICES

Guidance services are available on a continuing basis to all Nevada Career Institute students. Our goal is to assist all students in attaining their desired educational objectives. The faculty and staff welcome the opportunity to assist students in resolving problems that become obstructions to the educational process. Students requiring further professional assistance will be provided information about agencies that they may contact.

ACADEMIC ADVISING

Academic advising is available throughout the student's enrollment at the school. Individual advisement sessions are scheduled by appointment and outside of regular class time. In addition, faculty members are available throughout each module to meet with students as needed.

WITHDRAWAL FROM SCHOOL

All withdrawals should be done formally with the campus director/designee and financial planning representative. Any pending academic and financial planning matters should be resolved prior to leaving the school. Students who are contemplating withdrawing from a module should consider the following if re-entry is a future consideration:

- The student may have to wait for the appropriate module to be offered;
- The entire module from which the student withdrew may need to be repeated prior to receiving a final grade; and
- Financial aid and/or tuition costs may be affected.

ACADEMIC INFORMATION

ATTENDANCE

Students must attend classes according to their established schedules. Frequent absences and/or tardiness are cause for disciplinary action such as probation or termination.

SEVEN (7) DAY RULE

Students with seven (7) consecutive school days of absence will be withdrawn.

85% MINIMUM ATTENDANCE RULE

Students are expected to attend all scheduled classes. Students whose attendance falls below 85% will be placed on attendance probation and will be notified by letter of the specific terms and conditions for continuation in the program. Students who are placed on attendance probation are given thirty (30) days to raise their attendance to meet the required percentage. If the student's attendance is still below the minimum required at the end of the thirty-day period, the student will be terminated.

The student may appeal to the Campus Director or designee for an extended probationary period if mitigating circumstances are presented in a documented form. The extended probationary period may not exceed 30 days. If a student is terminated due to unsatisfactory attendance, he/she may appeal to the Campus Director for re-entry.

*Please refer to the program handbook for specific information regarding the attendance policy for the Practical Nursing.

TARDINESS/EARLY DEPARTURE

Tardiness is a disruption of a good learning environment. In order to obtain the maximum benefit of their instructional program, students are expected to be in class on time and to remain the entire instructional period. Frequent tardiness and/or early departure will be cause for disciplinary action up to and including attendance probation. A tardy or early departure will be recorded as time out of class and deducted from the total scheduled instructional time. Deduction of time out of class will be rounded up to the nearest quarter-hour increment.

EXTERNSHIP/CLINICAL EXPERIENCE

Some programs require participation in an externship/clinical setting. The externship/clinical experience provide students an opportunity to apply classroom knowledge and skills to real life on-the-job situations. Students must complete 100% of all scheduled externship/clinical hours.

It is extremely important that students take their externship experience seriously. Students who are terminated from their externship site will be evaluated by Nevada Career Institute and a determination will be made regarding the possibility of setting up a second externship with an alternative site. If Nevada Career Institute believes that a second externship opportunity is not warranted given the seriousness of circumstances surrounding the termination from the student's initial site, then the student will be terminated from the Institution. Students who are terminated from a second externship site opportunity will be subject to termination. In cases where the Campus Director determines the student was wrongfully terminated by an externship site or there were unique circumstances surrounding his/her dismissal, additional externship opportunities may be provided.

ACADEMIC MAKE-UP POLICY

There is no make up given for missed quizzes. Those participation points are forfeited by the absent student.

Students are allowed one make-up exam per course or module. This exam may be used as the unscheduled make-up exam or to improve a failing grade.*

Scheduled make-up exams are given before the absence or immediately upon return to class. Scheduled make-ups must be approved by the instructor before the absence. No point deductions are taken from a scheduled make-up exam.

Unscheduled make-up exams are given immediately upon return to class. The maximum grade that a student can earn is a 70 (i.e., 85 = 70, 72 = 70, 65 = 65).

If additional absences occur on exam day, a "0" grade will be recorded for that student.

* Surgical Technology and Practical Nursing students should refer to their program handbook regarding make-up exams.

LEAVE OF ABSENCE

Students must submit in writing a request for a leave of absence. The request must be signed, dated and include the reason for which the student is requesting the leave. Leaves of absence must be pre-approved unless unforeseen circumstance prevents the student from obtaining pre-approval. A leave of absence will be approved only if:

- The reason for the request is justified.
- There is reasonable expectation that the student will return to school.
- The initial leave of absence does not exceed 60 days.
- The cumulative number of days may not exceed more than 180 days per 12 month period.

- Prior arrangements have been made for the student to be able to continue the academic coursework upon return from the leave of absence.

Under extenuating circumstances, a student may be granted more than one leave of absence as required by law (e.g. FMLA, military deployment orders, etc.). Additional request(s) must have the appropriate documentation.

The number of days in a leave of absence is counted beginning with the first day of the student's initial leave of absence. Failure to return to school on the scheduled return date will result in immediate withdrawal from the Institution per the withdrawal policy. Withdrawal affects government loan repayment terms, including the grace period, and any other education loans that may be held by the borrower.

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS (SAP)

SAP applies to all students, not just those receiving financial aid. SAP requires that students be evaluated at specific periods of time during their enrollment using qualitative and quantitative standards. SAP is calculated using the cumulative grade point average (qualitative assessment) and timely completion of required credits for completion of each student's program of study (quantitative assessment). Transfer credit, non-credit, remedial or non-punitive (pass/fail) grades do not have any effect on this calculation. Students who graduate and return to enroll in a new program area will be treated as a new student for the purpose of calculating SAP.

At each evaluation point, the Institution will assess the qualitative and quantitative progress of the student. Students must demonstrate progress in the program at each of the evaluation points noted in the Academic Progress Chart.

Satisfactory Academic Progress Chart

What is measured	Cumulative Grade Point Average (GPA) and credits earned measured against credits attempted
Minimum Requirements	2.0 cumulative GPA and 67% of credits earned measured against credits attempted
Evaluation Points	25%, 50%, and 75% of the *enrollment period

At the time of these assessments, the Institution will determine whether a student has successfully completed the required minimum percentage of work. Students must be able to complete their program within the maximum program length (MPL), which is 1.5 times the length of the published credit hours. Students are required to earn a minimum of 67% of the credit hours attempted and maintain a GPA of 2.0 at each evaluation point in order to maintain SAP.

*NOTE: The term “enrollment period” referred to in the Satisfactory Academic Progress chart is defined as the normal program length.

SAP PROBATION

Students not meeting SAP standards are placed on academic probation. Students will receive a written probation letter indicating their probationary status. Once students are placed on probation, they have until the next SAP evaluation point to raise their cumulative GPA and credits earned to the minimum standards or they will be terminated from school. At the next SAP evaluation point, if students successfully raise their cumulative GPA and credits earned to the minimum standards, they will be removed from probation and considered to be making satisfactory academic progress.

Students on SAP probation will not be eligible for financial aid disbursements until they have achieved a minimum of 2.0 cumulative GPA and reached the required number of credits for that disbursement period. Students who have been placed on written probation and fail to meet SAP requirements at the next evaluation point will be terminated.

UNSATISFACTORY PROGRESS

Unsatisfactory progress may result in additional tuition charges assessed to the student. If certain modules/courses need to be repeated or the student does not complete his or her program on time, the Institution may charge the student for additional, out-of-pocket educational expenses. Students may only repeat the same module/course once, and must be able to complete the program within the MPL, which is 1.5 times the length of the published credit hours.

APPEAL PROCEDURE FOR NOT MEETING SATISFACTORY ACADEMIC PROGRESS (SAP)

Students found not to be meeting the school standards for SAP will be notified in writing by the Campus Director.

If a student believes that his or her situation deserves special consideration due to extenuating circumstances, a written appeal may be made to the Campus Director within five (5) business days of notification. At this time, the Campus Director will discuss the requirements of the SAP policy and conditions for extenuating circumstances. Extenuating circumstances are significant occurrences beyond the control of the student, such as prolonged illness, family crisis, jury duty, or military obligation.

Upon reviewing the appeal, the Campus Director may grant the student an extension of the probationary period for up to one term/module.

Students who have been dismissed may request reinstatement after 90 days have elapsed. They shall submit a written petition requesting readmission to the institution in compliance with Institution procedures. The request must include the circumstances that caused the student to fail to meet SAP, and what has changed that will allow the student to meet the SAP standards including any supporting documentation, i.e. transcripts, grade reports, etc. Re-admission may be granted, denied, or postponed

subject to fulfillment of conditions prescribed by the institution. Students must file a petition to return prior to the desired return date. Please see "Re-Entry" for additional information.

INDIVIDUALIZED EDUCATION PLAN

An Individualized Education Plan (IEP) is developed for students to assist them with achieving and maintaining Satisfactory Academic Progress. An IEP may be developed for a student who has an approved mitigating circumstance which has negatively impacted his/her academic performance. No more than one IEP may be developed throughout a student's program of study.

GRADING CRITERIA

COURSE AUDIT

A student or a graduate who is attending a module or course for no credit must receive prior approval from the Campus Director or Program Director before being scheduled for audit. The student is expected to participate in course discussions, projects, but will not be required to take examinations. Audited courses do not apply toward credit and do not count as part of a student's full or part-time schedule for purposes of financial aid. Students may be charged tuition at the prevailing tuition rate. An audit (AU) will be recorded on the student's transcript, but will not be considered as an attempted credit, and will not be included in the calculation of GPA.

INCOMPLETE

Incomplete (I) is an interim grade given to a student who is not able to complete a module or course for reasons that are beyond his or her control. In most cases, students who receive an Incomplete (I) are also on a leave of absence from the school. An Incomplete (I) will be recorded on the student's transcript, but will not be considered as an attempted credit, and will not be included in the calculation of GPA.

COURSE WITHDRAWAL

A student who is either terminated by the Institution or voluntarily withdraws will receive a WD. The status of Withdrawal (WD) will be recorded on the student's transcript as an attempted credit, but will not be included in the calculation of GPA.

COURSE REPEAT

Students who fail a course must repeat that course. The failing grade and the course repeat grade will be recorded on the student's transcript and will be included in calculation of GPA. All credit hours attempted will be counted toward maximum program length.

COURSE RETAKE

At the recommendation of an instructor and with permission from the Campus Director, a student may be scheduled to retake a module or course for review purposes. Students will be expected to complete all assignments, tests, and examinations but will not receive credit or a grade for their work. Course Retake does not count toward satisfactory progress and tuition may be waived. A course retake (RT) will be recorded on the student's transcript but will not be included in calculation of GPA.

CURRICULUM CHANGE

Students who desire to change their curriculum must meet with the Campus Director or designee for approval and complete a new enrollment agreement. When a student changes his/her program of study, the school cannot guarantee the date of graduation due to scheduling. The school will calculate any relevant transfer courses from the previous curriculum, count them toward completion, and calculate the revised MPL.

UNITS OF CREDIT

A credit hour is defined by the number of hours per week in class, the number of hours per week in a laboratory, or the number of hours per week devoted to externship.

CREDIT/CLOCK HOUR CONVERSIONS

For all programs of study, the following conversion formula for lecture, lab, and externship/clinical hours is applied for accreditation and state oversight agencies (rounded down where appropriate):

15 Lecture Clock Hours	=	1 Semester Credit Hour
30 Lab Clock Hours	=	1 Semester Credit Hour
45 Externship Hours	=	1 Semester Credit Hour

A Clock Hour (60 minutes) is defined as a 50-minute class period with a 10-minute break.

GRADING SCALE

Unless otherwise noted, the general grading scale used to determine satisfactory progress is as follows:

Numeric Grade	Letter Grade	GPA Quality Points
90+	A	4.0
80-89	B	3.0
70-79	C	2.0
69 and below	F	0.0
	I	Incomplete
	WD	Withdrawal/Drop
	AU	Audit, Refresher
	RT	Re-take

Successful completion of each module requires a minimum cumulative passing grade of 70%. Also, a student must achieve a minimum cumulative score on unit exams/tests of 70% or better in order to earn a passing grade in a module.

The grading scale used to determine satisfactory progress in the Practical Nursing program is as follows:

Numeric Grade	Letter Grade	GPA Quality Points
90-100	A	4.0
80-89	B	3.0
79 and below	F	2.0
	I	Incomplete
	WD	Withdrawal/Drop
	AU	Audit, Refresher
	RT	Re-take

MAXIMUM STUDENTS IN CLASSROOM AND LAB

Classes do not generally exceed a ratio of one (1) instructor to thirty (30) students for lecture classes and one (1) instructor to twenty (20) students for laboratory classes. Some classroom ratios may vary to meet program requirements.

CLASS CANCELLATIONS

Administration reserves the right to cancel any class if the number of students falls below the minimum accepted. Class cancellations may occur during the first five

scheduled class days, in which case Nevada Career Institute will refund all monies due, if applicable.

GRADUATION REQUIREMENTS

Graduation for all programs of study is accomplished by completing all program requirements, maintaining Satisfactory Academic Progress (SAP) and arranging for payment of all financial obligations. Specific requirements for students include:

- A minimum cumulative Grade Point Average (GPA) of 2.0;
- Must have earned a minimum of 67% of total program credits attempted;
- A cumulative attendance percentage of 85% unless otherwise specified in the program student handbook;
- Completion of all scheduled externship/clinical hours;
- Satisfactory completion of all module requirements within program of study;
- Massage Therapy students will sit for the national certification examination prior to graduating.

Students who meet the requirements stipulated above will receive a diploma in their field of study. Students must verify satisfactory completion of all program criteria for graduation with the Campus Director, Financial Planning, and Career Services staff.

CERTIFICATION REQUIREMENTS

Included in the tuition for students enrolled in the massage therapy and surgical technology program is the cost of the certification examination for students who meet the requirements. Costs for any additional certification tests are the responsibility of the student.

NATIONAL CERTIFICATION BOARD FOR THERAPEUTIC MASSAGE & BODYWORK (NCBTMB)

NCBTMB Certification	Certification Acronym	Academic Program
National Certification Board for Therapeutic Massage and Bodywork	CMT	Massage Therapy
Web Address: www.ncbtmb.com		

Massage Therapy students are required to sit for the NESL.

NCBTMB is a professional organization that evaluates applicants for the NESL examination*.

**NATIONAL BOARD OF SURGICAL TECHNOLOGY AND SURGICAL ASSISTING
(NBSTSA)**

Surgical Technician Certification	Certification Acronym	Academic Program
Certified Surgical Technologist	CST	Surgical Technologist
Web Address: www.nbstsa.org		

Surgical Technology students are required to sit for the CST examination.

The NBSTSA is a professional organization that evaluates applicants for surgical technology certification*.

***APPLICANTS WITH PAST CRIMINAL HISTORY WILL BE EVALUATED ON A CASE-BY-CASE BASIS, AND ELIGIBILITY FOR CERTIFICATION RESTS SOLELY WITH THE TWO ORGANIZATIONS LISTED ABOVE.**

NEVADA STATE BOARD OF NURSING

Nursing Certification	Certification Credential	Academic Program
NCLEX-PN	LPN	Practical Nursing
Web Address: www.ncsbn.org		

Nursing graduates are required to sit for the National Council Licensure Examination (NCLEX-PN). Licensure examinations are administered by the State Board of Nursing*.

INTERNATIONAL ASSOCIATION OF HEALTHCARE CENTRAL SERVICE MATERIEL MANAGEMENT (IAHCMM)

Central Service Instrument Technician Certification	Certification Credential	Academic Program
International Association of Healthcare Central Service Materiel Management	CRCST	Central Service (Instrument) Technician
Web Address: http://iahcsmm.org		

***APPLICANTS WITH PAST CRIMINAL HISTORY WILL BE EVALUATED ON A CASE-BY-CASE BASIS, AND ELIGIBILITY FOR CERTIFICATION RESTS SOLELY WITH THE ORGANIZATIONS LISTED ABOVE.**

ADVISORY BOARDS

Nevada Career Institute utilizes the expertise of advisory boards for each program. Board members are industry representatives who share unique knowledge and skills that compliment and enhance Nevada Career Institute programs of study. Advisory boards meet annually.

PROGRAMS OF STUDY

MASSAGE THERAPY PROGRAM CURRICULUM

D.O.T. Code 334.374-010

C.I.P Code 51.3501

Objective

This program is designed to prepare the graduate for employment as a massage therapist. Graduates will be able to give therapeutic massage and bodywork treatments. The techniques are based in anatomy and physiology and, due to the extensive training; graduates will be able to perform massage therapy safely and with the most beneficial results. A graduate of this program will have met the required amount of training necessary to sit for the NESL or National Certification Examination for Therapeutic Massage and Bodywork.

Length of program: Day Classes 36 Weeks

Course Number	Course Title	Credit Hours	Clock Hours
MT101A	Anatomy, Physiology, Kinesiology and Fundamentals of Massage	4.50	80
MT101B	Anatomy, Physiology, Kinesiology and Fundamentals of Massage	4.50	80
MT101C	Anatomy, Physiology, Kinesiology and Fundamentals of Massage	4.50	80
MT101D	Anatomy, Physiology, Kinesiology and Fundamentals of Massage	4.00	80
MT101E	Anatomy, Physiology, Kinesiology Review and Specialty Massage Techniques	4.00	80
MT201A	Advanced and Specialty Massage Techniques	3.50	80
MT201B	Advanced and Specialty Massage Techniques	3.00	80
MT201C	Advanced and Specialty Massage Techniques	4.00	80
MT301	National Review Preparation and Clinic Management	2.00	80
	TOTAL	34.00	720

Nevada Career Institute requires all Massage Therapy graduates to sit for the NESL examination offered by the National Certification Board for Therapeutic Massage and Bodywork (NCBTMB) prior to graduation. The exam fee is included in tuition. Students are not required to pass the exam, only to take the exam. According to the NCBTMB website (www.ncbtmb.com), as of January 2004, national certification is a prerequisite for employment in most states. Additionally, in many of the states that do not regulate massage and bodywork locally imposed ordinances may require verification of national certification.

Career Opportunities

A graduate of the Massage Therapy Program may be an entrepreneur in his/her own business; employed as a massage therapist in a hospital, chiropractic office, public or private health club/resort, or commercial or private industry; or employed in the educational field as an instructor.

COURSE DESCRIPTIONS

MT101A – MT101 D

Anatomy, Physiology, Kinesiology and Fundamental Massage

Prerequisites: None

Total clock hours: 320 Total credit hours: 17.50

These modules use the systems approach to provide a basic overview of the organization and the introduction to the different systems of the human body. Students will learn word structures related to medical terminology, fundamental information regarding the structures and functions identified with the regions of the body, movements of the body, the axial skeleton and the muscles. The subject matter in these modules includes instruction in muscle origin, insertion, action, and nerve innervations and provides students with the foundation of information and skill needed to determine where and when massage is most beneficial.

The student will be prepared to recognize and identify certain medical conditions and pathologies, with instructional emphasis placed on ascertaining the appropriateness of massage therapy in these cases. These modules provide instruction in the anatomical and histological changes associated with disease and injury for the musculoskeletal system.

They also introduce the student to the fundamentals of massage as a therapeutic practice, emphasizing the various Swedish massage strokes and their proper applications. The use of basic human anatomy and physiology for specific therapeutic bodywork is also included. The modules feature safety and hygienic practice, body mechanics, and basic Swedish techniques including a course in CPR. Benefits of massage are highlighted and touch awareness is emphasized.

The student is introduced to the Student Success program and the topics of transitioning, goal setting, positive affirmations and Time Management.

MT101E – MT201C

Anatomy & Physiology Review Specialty Massage Techniques

Total clock hours: 320 Total credit hours: 14.50

These modules expand the scope of the students' knowledge in advanced and specialty massage techniques. The specific components taught will provide an overview of the massage industry providing direction for the students to be able to expand their knowledge independently. In these modules, students will study deep tissue massage, trigger point therapy, aromatherapy and hydrotherapy. Students will participate in a clinic experience in order to expand their knowledge of clinic operations and management techniques.

The modules will also cover topics associated with the ethical considerations of the massage profession. General information regarding national and state certification and/or licensing requirements will be provided and their importance will be discussed as it pertains to the desired outcomes of the program. A brief review of the history of massage will also be included.

MT301 National Review Preparation and Clinic Management

Prerequisites: MT 101A – MT 201C

Total clock hours: 80 Total credit hours: 2.00

This module prepares the student to take the national exam through review and testing. The student will put into practice the skills required to operate their own business by being responsible for the day to day operations of the student clinic. Duties will include managing the appointment book, answering the telephones, greeting clients. Students will manage the clinic facility doing tasks such as laundry, restocking supplies and cleaning. Clinic duties including client information intake, basic massage and client debriefing all associated with the massage appointment.

MEDICAL ASSISTANT PROGRAM CURRICULUM

D.O.T. Code 079.362-010

C.I.P. Code 51.0801

Objective

The Medical Assistant Program will offer students the opportunity to obtain the knowledge, skills, and techniques needed to function in the medical office or outpatient clinic. The student will receive cognitive laboratory and clinical instruction in administrative and clinical office procedures, medical laboratory tests and procedures, human anatomy, medical terminology, patient psychology, medical ethics, medical law, and pharmacology.

Length of program: Day Classes 32 Weeks; Evening Classes 39 Weeks

Course Number	Course Title	Credit Hours	Clock Hours
AHA101	Medical History and Fundamentals	3.50	80
AHA102	Medical Office Administration	3.50	80
MA103	Anatomy & Physiology – A	3.50	80
MA104	Anatomy & Physiology – B	3.50	80
MA105	Anatomy & Physiology – C	3.50	80
MA106	Medical Assisting Skills	3.50	80
MA107	Medical Career Skills and Response Training	3.50	80
MA108	Externship	3.50	160
	TOTAL	28.00	720

Career Opportunities

A graduate of the Medical Assistant Program may be employed by a physician, hospital, or outpatient facility. Employment opportunities can be found in the front office environment such as billing and coding, word processing, and other medical administrative procedures. Opportunities in the back office environment may include laboratory procedures such as phlebotomy and other laboratory testing, preparing patients for examination, conducting diagnostic tests, and assisting with minor surgeries.

MODULE DESCRIPTIONS

AHA 101 Medical History and Fundamentals

Prerequisite: None

Total clock hours: 80 Total credit hours: 3.50

This module provides an overview of the roles and responsibilities of the medical paraprofessional and an introduction to medical specialties and subspecialties. This module introduces the student to the structures and functions of the human body. Topics include the history of medicine, the health care team and office environment, interpersonal communications, medical law and ethics, basic keyboarding and computer skills, and medical terminology.

AHA 102 Medical Office Administration

Prerequisite: None

Total clock hours: 80 Total credit hours: 3.50

This module will introduce students to the basic procedures of the daily management of a medical office. Activities and simulation exercises related to practice management are provided throughout the module. Topics covered include telephone techniques, appointment scheduling, word processing projects to include resumes and cover letters, insurance claims processing, constructing and managing patient records, medical office management software, and basic keyboarding.

MA 103 Anatomy & Physiology – A

Prerequisites: AHA 101 & 102

Total clock hours: 80 Total credit hours: 3.50

This module will focus on the respiratory and circulatory systems. Students will learn a variety of patient-care skills such as venipuncture, ECG testing, and specialty exams. Students will also study and practice examination room instruments and proper set-up. Students will practice skills introduced in this module through laboratory exercises.

MA 104 Anatomy & Physiology – B

Prerequisites: AHA 101 & 102

Total clock hours: 80 Total credit hours: 3.50

This module will focus on the lymphatic, immune, digestive, urinary and nervous systems. Students will learn related laboratory skills such as urinalysis and microscope use. Students will practice skills introduced in this module through laboratory exercises.

MA 105 Anatomy & Physiology – C

Prerequisites: AHA 101 & 102

Total clock hours: 80 Total credit hours: 3.50

This module introduces the student to the male and female reproductive systems, and the endocrine, integumentary, sensory, and muscular and skeletal systems. Students will practice skills introduced in this module through laboratory exercises.

MA 106 Medical Assisting Skills

Prerequisites: AHA 101 & 102

Total clock hours: 80 Total credit hours: 3.50

This module introduces students to basic pharmacology and dosage calculation. Students will assist with medication administration, injections, and minor surgical procedures. The introduction of related practical skills such as surgical instruments and tray sets, medical asepsis, and sterile gloving are included in the module. Students will also be introduced to radiography and diagnostic imaging techniques and other specialty diagnostic testing often used by doctors in the diagnosis of certain conditions. Students will practice skills introduced in this module through laboratory exercises.

MA 107 Medical Career Skills and Response Training

Prerequisites: AHA 101 & 102

Total Clock Hours: 80 Total credit hours: 3.50

This module introduces the students to office emergencies and first aid techniques. Basic Life Support training for the health care provider provides students with the opportunity to become CPR certified. Students will also update resumes created in AHA 102 and practice interview techniques. Students will practice skills introduced in this module through laboratory exercises.

MA 108 Externship

Prerequisites: AHA 101 & 102, MA 103 – 107

Total Clock Hours: 160 Total credit hours: 3.50

Upon successful completion of classroom training, medical assisting students will participate in a supervised 160-hour externship experience in medical settings. This module is a requirement for graduation.

MEDICAL OFFICE SPECIALIST PROGRAM CURRICULUM

D.O.T. Code 214.482-010

C.I.P. Code 51.0707

Objective

The Medical Office Specialist program prepares graduates for entry-level employment as a medical office billing specialist by providing training in the knowledge, skills, and techniques needed to function in the medical front office, hospital, or medical clinic. Students will learn to set up patient records, computerized practice management, and other functions essential to the medical office environment. Students will also learn the basics of medical coding using CPT and ICD-9-CM codes, and preparation and processing of various insurance claims.

Length of program: Day Classes 32 Weeks; Evening Classes 39 Weeks

Course Number	Course Title	Credit Hours	Clock Hours
AHA101	Medical History and Fundamentals	3.50	80
AHA102	Medical Office Administration	3.50	80
MOS103	Medical Terminology: Anatomy & Physiology	3.50	80
MOS104	Medical Health Insurance	3.50	80
MOS105	ICD-9-CM, HCPCS, & Evaluation Management	3.50	80
MOS106	CPT Coding	3.50	80
MOS107	Medical Career Fundamentals	3.50	80
MOS108	Externship	3.50	160
	TOTAL	28.0	720

Career Opportunities

A graduate of the Medical Office Specialist program may be employed as a medical administrative assistant, billing specialist, billing secretary, medical fee clerk, medical record administrator, or a medical record technician. Employment may be found in a variety of places, including corporate offices, medical offices, school administration offices, insurance offices, hospital billing offices, and private employment.

MODULE DESCRIPTIONS

AHA101 Medical History and Fundamentals

Prerequisite: None

Total clock hours: 80 Total credit hours: 3.50

This module provides an overview of the roles and responsibilities of the medical paraprofessional and an introduction to medical specialties and subspecialties. This module introduces the student to the structures and functions of the human body. Topics include the history of medicine, the health care team and office environment, interpersonal communications, medical law and ethics, basic keyboarding and computer skills, and medical terminology.

AHA102 Medical Office Administration

Prerequisite: None

Total clock hours: 80 Total credit hours: 3.50

This module will introduce students to the basic procedures of the daily management of a medical office. Activities and simulation exercises related to practice management are provided throughout the module. Topics covered include telephone techniques, appointment scheduling, word processing projects to include resumes and cover letters, insurance claims processing, constructing and managing patient records, medical office management software, and basic keyboarding.

MOS103 Medical Terminology: Anatomy & Physiology

Prerequisites: AHA101 & 102

Total clock hours: 80 Total credit hours: 3.50

This module provides instruction in medical terminology with emphasis on word structure including word roots, suffixes, and prefixes. The module covers word meaning and pronunciation in addition to common medical abbreviations. Students will be introduced to basic anatomy and physiology, critical to the understanding of medical coding. A study of common disorders and basic diagnostic procedures related to the body systems will be presented.

MOS104 Medical Health Insurance

Prerequisites: AHA101 & 102

Total clock hours: 80 Total credit hours: 3.50

This module provides instruction in all aspects of insurance billing, including but not limited to completing, submitting, tracing, and appealing claims. Guidelines for submitting claims to Medicare, Medicaid, TriCare, CHAMPVA, Worker's Compensation, and disability programs are covered. Students are also introduced to HIPAA compliance issues as they relate to patient privacy.

MOS105 ICD-9-CM, HCPCS, & Evaluation Management

Prerequisites: AHA101 & 102

Total clock hours: 80 Total credit hours: 3.50

This module provides detailed instruction in the history, characteristics, and purpose of the coding and classification systems used in the medical claims industry. Students receive an in depth review of CPT, ICD-9-CM, and HCPCS medical coding systems, using the industry standard codebooks and source documents.

MOS106 CPT Coding

Prerequisites: AHA101 & 102

Total clock hours: 80 Total credit hours: 3.50

This module provides detailed instruction in the characteristics of the procedural coding and classification system used in the medical claims industry. Students will learn the principles of procedural coding using the Current Procedural Terminology (CPT) medical coding system and manual. Students will also be exposed to various source documents ranging from simple to complex.

MOS107 Medical Career Fundamentals

Prerequisites: AHA101 & 102

Total clock hours: 80 Total credit hours: 3.50

This module introduces students to the various roles and responsibilities of the insurance billing specialist. Instruction is provided in office and insurance claim processing procedures, including completing, transmitting, tracing, and appealing claims. Medical records documentation practices and computerized practice management software and techniques are taught. This module also introduces students to office emergencies and first aid techniques. Basic Life Support training for the health care provider provides students with the opportunity to become CPR certified.

MOS108 Externship

Prerequisites: AHA101 & 102, MOS103 – 107

Total clock hours: 160 Total credit hours: 3.50

Upon successful completion of classroom training, medical office specialist students will participate in a supervised 160-hour externship experience in a medical setting. This module is a requirement for graduation.

SURGICAL TECHNOLOGY PROGRAM CURRICULUM

D.O.T. Code 079.374-022

C.I.P. Code 51.0909

Objective

The Surgical Technology program is designed to instruct in all areas of Surgical Technology, and to prepare competent, entry-level surgical technologists in the **cognitive** (knowledge), **psychomotor** (skills), and **affective** (behavior) learning domains. Upon completion, the graduate can effectively work with and under the supervision of surgeons or registered nurses and become an integral part of the team providing care to patients during the crucial periods of surgery. Much of the training is focused on the clinical aspect of the program where the students gain skills in helping to set up the operating room, prepare patients for surgery, scrub, gown and glove self and other team members, pass instruments and other sterile supplies to surgeons, help care for and dispose of specimens, and assist nurses in cleaning and stocking the operating room for the next operation. The curriculum reflects the latest development in biomedical science. A graduate of the Surgical Technology program may be employed as a member of an operating room team, which includes surgeons, anesthesiologists, and circulating nurses. In addition to hospital operating rooms, our graduates will be qualified to work in surgical centers, delivery rooms and medical clinics.

Total length of program: 68 weeks

Course Number	Course Name	Clock Hours	Credits
ST-101	Introduction to the Human Body	40	2.00
ST-102	Muscular/Skeletal Systems	40	2.00
ST-103	Circulatory & Respiratory Systems	40	2.00
ST-104	Neuro-Sensory/Endocrine Systems	40	2.00
ST-105	Gastro-Intestinal/Genitourinary/Reproductive Systems	40	2.00
ST-106	Microbiology/Immunology	30	2.00
ST-107	CPR	10	0
ST-201	The Surgical Environment	20	1.00
ST-202	Asepsis, Sterilization and Disinfection	20	1.00
ST-203	Basic Instrumentation, Drains, and Sutures	40	1.50
ST-204	Scrubbing, Gowning , and Gloving	20	0.50
ST-205	Preoperative Patient Care	20	0.50
ST-206	Sponges, Dressings, Packings, and OR Sanitation	20	0.50
ST-207	Creation and Maintenance of the Sterile Field	40	1.50
ST-208	Patients with Special Needs/Lab Practicals	40	1.50
ST-209	Computers and Employability Skills	10	0
ST-210	Factors Influencing Healing and Infections	10	0.50
ST-301	Pharmacology and Anesthesia	30	1.00
ST-302	General Surgical Procedures, and Surgeries of the Head	50	3.00

	and Neck		
ST-303	OB/GYN and Urogenital Procedures	20	1.00
ST-304	Orthopedic Procedures	20	1.00
ST-305	Cardiovascular, Thoracic and Peripheral Procedures	40	2.00
ST-306	Pediatric, Plastic Surgery and Maxillofacial Surgery	30	1.50
ST-307	ENT, Ophthalmology and Neurological Procedures	40	2.00
ST-308	Introduction to Mock Surgery	10	0
ST-401	Mock Surgery	180	6.00
ST-402	Clinical I	60	1.00
ST-501	Clinical II	240	5.00
ST-502	Clinical III	240	5.00
	TOTAL	1440	49.00

Career Opportunities

A graduate of the Surgical Technology program may be employed as a member of an operating room team, which includes surgeons, anesthesiologists, and circulating nurses. In addition to hospital operating rooms, our graduates will be qualified to work in surgical centers, delivery rooms, and medical clinics.

MODULE DESCRIPTIONS

ST-101 Introduction to the Human Body

Prerequisites: None

Total Clock Hours: 40 Total Credit Hours: 2.00

This module provides a general overview of the basic organizational structure of the body, including cells, tissues, glands, membranes, and integumentary system. Students will also spend time learning how to build medical terminology based on prefixes, suffixes, and root word parts. Concepts of chemistry and biochemistry that are relevant to the study of the human body are presented as well as the types of tissues that act together to perform specific functions. The characteristics of the integumentary system will be reviewed as well as the disorders and abnormalities associated with the skin. Related medical terminology will be taught.

ST-102 Muscular/Skeletal System

Prerequisites: ST-101

Total Clock Hours: 40 Total Credit Hours: 2.00

This module discusses the types of joints, classification, function and location of muscular tissues and related medical terminology. Students will be introduced to how bones form the framework of the body to help protect and support internal organs and how it functions along with the muscular system to produce movement at the joints. This module also discusses the three kinds of muscle tissues and their primary functions.

ST-103 Circulatory & Respiratory Systems

Prerequisites: ST-101 &102

Total Clock Hours: 40 Total Credit Hours: 2.00

In this module, students will be given an introduction to the circulatory and respiratory systems functions. Students will continue to study the associated medical terminology. Students will review the composition and functions of the blood and understand the fundamental importance of maintaining homeostasis. The physiology and pathophysiological concepts associated with the heart are introduced. The structure and functions of arteries, veins and capillaries will be reviewed along with the importance of how the lymphatic system supports the activities of the circulatory system.

ST-104 Neuro-Sensory & Endocrine Systems

Prerequisites: ST-101 – 103

Total Clock Hours: 40 Total Credit Hours: 2.00

This module is focused on the study of the relevant anatomy and physiology of the neurological and endocrine systems. Students will continue to study the associated medical terminology. The module provides instruction on the structure and function of the nervous system, including the divisions of the brain, general sensory receptors and the special sense organs, and how the nervous and endocrine systems work together to coordinate and control the body.

ST-105 Gastrointestinal, Genitourinary, and Reproductive Systems

Prerequisites: ST-101 – 104

Total Clock Hours: 40 Total Credit Hours: 2.00

In this module, students will study the relevant anatomy and physiology associated with these systems. Students will continue to study terminology associated with the digestive, urinary, and reproductive systems. Students will understand the mechanical and chemical activities that take place in the digestive tract, the importance of the genitourinary system in eliminating metabolic waste from the body and how it regulates the volume, composition, and pH of the body fluids, and the body's ability to reproduce.

ST-106 Microbiology and Immunology

Prerequisites: ST-101 – 105

Total Clock Hours: 30 Total Credit Hours: 2.00

In this module, students will study the causes and diagnosis of diseases, classifications of micro-organisms, characteristics of protozoa, fungi, bacteria, and viruses. This module introduces microbiology, beginning with the brief history of significant events and scientists who have contributed to the progress of microbiology techniques and the impact on human health and safety. This module also discusses how microbiology is studied, including how microbes are named and how the microscope is used in studying microbiology. An overview of the immune system and body defenses will prepare the student to understand the concepts of immunization, autoimmunity, and hypersensitivity reactions.

ST-107 CPR

Prerequisites: ST-101 – 106

Total Clock Hours: 10 Total Credit Hours: 0.00

In this module, students will learn basic life support (BLS) and cardiopulmonary resuscitation (CPR) according to guidelines set forth by the American Heart Association (AHA). Upon successful completion, a BLS CPR card will be issued.

ST-201 The Surgical Environment

Prerequisites: ST-101 – 107

Total Clock Hours: 20 Total Credit Hours: 1.00

Healthcare facilities, ancillary departments and the physical environment of the operating room (OR) will be covered during this module. An overview of Maslow's Hierarchy of basic patient needs will be presented. Students will be introduced to the standard and specialized equipment found in a typical OR environment, and will review their necessity to maintaining a safe and efficient operation when providing care for the surgical patient. Guidelines and standards will be examined to provide measures to promote a safe environment and students will continue discussion on the relationship between the principles of asepsis and the practice of sterile techniques.

The basic principles of electricity, laser, and endoscopic use and safety precautions will be discussed. Students will apply basic principles of physics as they relate to the complex computer systems and robotics found in the operating room.

ST-202 Asepsis, Sterilization, and Disinfection

Prerequisites: ST-101 – 201

Total Clock Hours: 20 Total Credit Hours: 1.00

This module discusses the relationship between asepsis and the practice of sterile technique. Students will learn different principles and procedures utilized in the proper cleaning, disinfection and sterilization of instruments, supplies, and equipment needed in the OR, which are conducive to the ability to follow the principles of asepsis and the practice of sterile technique. Aseptic technique is reinforced throughout this module.

ST-203 Basic Instrumentation, Drains, and Sutures

Prerequisites: ST-101- 202

Total Clock Hours: 40 Total Credit Hours: 1.50

This module will introduce basic instruments by type, function, and name. The proper care, handling, and assembly of instruments are stressed throughout this module. This module discusses the different types of catheters, drains, and tubes used during surgery and help the student differentiate between active and passive drainage. The use of catheters, drains and tubes in assisting with diagnosing, restoring function, promoting healing, and preventing complications are discussed. Suturing techniques, as they relate to wound care and closure, are presented to the student. Also introduced are the names, classifications and available gauges of suture materials. The relationship between aseptic technique, instrumentation, supplies, and quality of patient care is stressed throughout this module.

ST-204 Scrubbing, Gowning, and Gloving

Prerequisites: ST-101 – 203

Total Clock Hours: 20 Credit Hours: 0.50

The proper technique of performing the surgical scrub and donning sterile attire in preparation for entry into the sterile field is demonstrated, practiced, and mastered in this module. The students will learn the use of personal protective equipment (PPE), self-drying, -gowning, and -gloving, and assisting other sterile team members who are ready to enter the sterile field. Aseptic technique is reinforced throughout this module.

ST-205 Preoperative Patient Care

Prerequisites: ST-101 – 204

Total Clock Hours: 20 Total Credit Hours: 0.50

Procedures for preoperative patient routines, including surgical consent, preoperative education, patient possessions, and transfer and positioning, are discussed in this module. Emphasis is placed on the preoperative physiological and psychological care and safety of the patient. Students will discuss how patient care and safety directly correlates to the patient's hospital stay and overall health. Students will practice urinary catheterization, surgical positioning, skin preparation, and draping the surgical patient. Aseptic technique is reinforced throughout this module.

ST-206 Sponges, Dressings, Packings, and Operating Room Sanitation

Prerequisites: ST-101 – 205

Total Clock Hours: 20 Total Credit Hours: 0.50

This module covers some of the supplies that are used in surgery, how they are used, and how they relate to the instruments and equipment used for specific cases. Students will review their responsibility to anticipate the supplies needed for their various cases and how to review the surgeons' preference cards for special supplies needed. Students will also learn the overall maintenance and sanitation protocol required in the OR environment during turn-over between cases and as part of the daily, weekly, and monthly routines. Aseptic technique is reinforced throughout this module.

ST-207 Creation and Maintenance of the Sterile Field

Prerequisites: ST-101 - 206

Total Clock Hours: 40 Total Credit Hours: 1.50

In this module, students will discuss how the safety of the patient depends on strict adherences to the practice of sterile techniques by the surgical technologists. Students will review the principles of asepsis and their application for sterile technique. During laboratory skills, students will practice draping OR furniture, opening and adding sterile supplies and instruments, and dressing and organizing the Mayo stand and the back table. Students will also be required to demonstrate knowledge of duties in the pre-, intra-, and post-operative routines of patient care.

ST-208 Patients with Special Needs/Laboratory Practicals

Prerequisites: ST-101 – 207

Total Clock Hours: 40 Total Credit Hours: 1.50

In this module, students will review the unique physiological, psychosocial, and psychological challenges presented by surgical patients and will use critical thinking in prioritizing their needs. The categories of special populations reviewed in the module include pediatric, obese, diabetic, pregnant, immunocompromised, disabled, and geriatric. Students will review specific treatment modalities and how to assess and evaluate the plan of care for a special needs patient.

During this module, students will discuss the stages of death and dying and its effects on the surgical team. Effective/ineffective coping and defense mechanisms will be discussed as well. The issues of basic safety, ethical and moral dilemmas and legal responsibilities will be presented, and each student will be allowed an opportunity to discuss his or her thoughts and feelings on the subject. The history of surgery and medicine are reviewed as well as modern advances in surgical technology.

In this module, students will be evaluated on their laboratory skills acquired in ST-204, ST-205, and ST-207 and the ability to demonstrate these skills.

ST-209 Computers and Employability Skills

Prerequisites: ST-101 – 208

Total Clock Hours: 10 Total Credit Hours: 0.00

In this module, students will learn the basic concepts of computer science and its application in the operating room. Students will develop a plan of action to secure employment in the healthcare field.

ST-210 Factors Influencing Healing and Infection

Prerequisites: ST-101 - 209

Total Clock Hours: 10 Total Credit Hours: 0.50

In this module, students will be introduced to microbial control, aseptic methods and universal precautions and how these effect healing. This module also presents basic knowledge of wound healing, including types of wounds, wound classifications, and the types of wound healing. The process of a body healing from a wound and the elements that aid in a successful outcome will be presented.

ST-301 Pharmacology and Anesthesia

Prerequisites: ST-101 - 210

Total Clock Hours: 30 Total Credit Hours: 1.00

In this module, students will be introduced to basic knowledge of pharmacology, including medication types, sources, and classifications. Medications commonly used in surgery and proper handling techniques, including the specific roles of each surgical team member are discussed. The different types of anesthesia and the equipment and supplies needed for surgical procedures are presented.

ST-302 General Surgical Procedures and Surgeries of the Head and Neck

Prerequisites: ST-101 - 301

Total Clock Hours: 50 Total Credit Hours: 3.00

In this module, the student will be introduced to the organ systems in the body on which general surgery is performed. This module discusses the various procedures performed in general surgery on the different organ systems and an understanding regarding the pathology of each system or organ that prompts surgical intervention will also be presented. Students will concentrate on surgical procedures in specialties of the head and neck in this module and will study the anatomy, physiology, instruments and equipment, and pathology of the oral, facial, and cranial areas of the head and neck.

ST-303 OB/GYN and Urogenital Procedures

Prerequisites: ST-101 - 302

Total Clock Hours: 20 Total Credit Hours: 1.00

This module discusses the anatomy and physiology of the female reproductive system and the associated endocrinology in preparation for the study of obstetric and gynecological surgical procedures and the male urinary and reproductive systems. It provides an overview of the special instrumentation, equipment, and supplies used in obstetric, gynecologic and Urogenital surgery as well as the common drugs used. The module also provides an overview of how the operating room should be set up as well as the operative procedures and practical, technical, and postoperative considerations.

ST-304 Orthopedic Procedures

Prerequisites: ST-101 - 303

Total Clock Hours: 20 Total Credit Hours: 1.00

In this module, students will be given an introduction to orthopedic surgery and the musculoskeletal anatomy, physiology, and pathology as related to specific anomalies and injuries requiring surgical intervention. Preoperative, intraoperative, and postoperative patient care considerations are addressed. The OR environment with special consideration being given to the instruments, equipment, and supplies necessary to perform a variety of orthopedic procedures are discussed. Adjunct hospital specialties such as radiology, diagnostic imaging, and laboratory analysis that are utilized during orthopedic surgical procedures are presented.

ST-305 Cardiovascular, Thoracic and Peripheral Procedures

Prerequisites: ST-101 – 304

Total Clock Hours: 40 Credit Hours: 2.00

This module discusses the anatomy and physiology of the thorax, lungs, heart, and related structure, including the trachea and bronchial tree, the major vessels of the heart and blood vessels. An overview of common pathologies associated with the peripheral vascular, cardiovascular and thoracic systems will be discussed along with the diagnostic procedures used in understanding these pathologies. A review of the instrumentation, supplies, drugs, and the equipment commonly used in surgical procedures used to intervene in cardiothoracic and vascular pathologies is included.

ST-306 Pediatric and Plastic Surgery

Prerequisites: ST-101 – 305

Total Clock Hours: 30 Total Credit Hours: 1.50

In this module, students will study and become familiar with the specific conditions and needs of the pediatric patients. Anatomical and physiological differences between pediatric and adult patients will be discussed. The unique psychological needs of pediatric patients will be reviewed.

This module also discusses several common plastic and reconstructive surgical procedures and the surgical technologist's role in the operating room. The specific anatomy and the basic knowledge of the specialized instruments, equipment, and supplies required for each procedure will be reviewed. Reviews of the anatomy and physiology of the skin and underlying structures, the mouth, the nose, the hand, and the breast will be presented.

ST-307 ENT, Ophthalmology and Neurological Procedures

Prerequisites: ST-101 – 306

Total Clock Hours: 40 Total Credit Hours: 2.00

In this module, students will study the anatomy, physiology, pathology, and surgical treatments of the ear, nose, throat, and eyes. The interrelationships of these areas will be discussed. Specific surgical interventions, including specific equipment and instruments, the required supplies, the operative preparation and procedures regarding common pathologies affecting the eye, ear, nose, and throat areas will be presented.

This module also presents the foundation for understanding neurosurgery and prepares the student to assist in neurosurgical procedures. The anatomy involved in neurosurgery, including bones that support the nervous system, distinct features of the central nervous system and the peripheral nervous system, the blood supply, and the protective structures of the brain and spinal column are studied. This module reviews the pathological conditions that require neurosurgical intervention. The equipment, instruments, and preoperative preparation of the patient is covered.

ST-308 Introduction to Mock Surgery

Prerequisites: ST-101 - 307

Total Clock Hours: 10 Total Credit Hours: 0.00

In this module, students will be introduced to the mock operating room to begin preparing for the reality of the hospital OR environment. During laboratory time, the student will concentrate on perfecting surgical techniques by performing in a variety of mock surgical procedures.

ST-401 Mock Surgery

Prerequisites: ST-101 - 309

Total Clock Hours: 180 Total Credit Hours: 6.00

This module provides a laboratory environment in which students concentrate on developing laboratory skills and practical performances by participating in a variety of mock surgical procedures. Emphasis will be placed on learning and understanding the different roles in the operating room and how to build teamwork by providing mock

situations in which students will have the opportunity to assume sterile and non-sterile member roles.

ST-402 Clinical I

Prerequisites: ST-101 - 401

Total Clock Hours: 60 Total Credit Hours: 1.00

Students will begin receiving training in sterile processing, ancillary services, and operating room environments. The student may be expected to perform duties in both sterile processing and the operating room. Students may be allowed to participate in a variety of surgical procedures in different specialties at the discretion of the clinical instructor.

ST-501 Clinical II

Prerequisites: ST-101- 402

Total Clock Hours: 240 Total Credit Hours: 5.00

During this module, students will continue to participate in a variety of surgical procedures in different specialties in order to refine the knowledge and skills learned in their previous module work.

Students will be required to complete a case summary report of their most challenging procedure at the end of both their 5th and 10th weeks.

ST-502 Clinical III

Prerequisites: ST-101- 501

Total Clock Hours: 240 Total Credit Hours: 5.00

During this module, students will be expected to participate in a variety of surgical procedures in different specialties, with emphasis on developing entry-level experience and competency in five surgical areas: General, Orthopedic, OB/GYN, Genito-Urinary (GU), and Ear, Nose and Throat (ENT).

Students will be required to complete a case summary report of their most challenging procedure at the end of both their 5th and 10th weeks.

At the conclusion of STN-501 and STN-502, students will be required to have correctly completed and signed NCI documentation verifying completion of a minimum of 80 surgical procedures in the *First Scrub-Assist* or *First Scrub-Solo* roles, demonstrate proficiency in the operating room, and complete all academic requirements to assure eligibility to sit for the National Certified Surgical Technologist (CST) examination.

CENTRAL SERVICE INSTRUMENT TECHNICIAN

D.O.T. Code 381.687.010

C.I.P. Code 15.1012

Objective

The Central Service Instrument Technician (CSIT) program will prepare students to acquire the knowledge, skills, abilities and experience needed to function as a central service instrument technician. This program is designed to introduce the varied processes and procedures utilized in the central service department of a hospital. This program will prepare the student to function effectively in providing patient care and safety to the patient. Students will work on developing skills in instrumentation, chemical disinfection, sterilization, decontamination, quality assurance, and inventory control. Job-related skills will be acquired through a balance of program lecture, demonstration, discussion, and laboratory work in clinical site activities.

Length of program: 34 weeks

Course Number	Course Title	Lecture Hours	Lab Hours	Clinical Hours	Clock Hours	Semester Credit Hours
CSSOS	Seminar of Success	64	0	0	64	4.00
CS101	Medical Terminology	12	0	0	12	0.50
CS102	Anatomy & Physiology	28	0	0	28	1.50
CS103	Microbiology	20	0	0	20	1.00
CS104	Aseptic Technique	15	5	0	20	1.00
CS105	Sterilization & disinfection	70	30	0	100	5.50
CS106	Instrumentation	10	50	0	60	2.00
CS107	Distribution	30	10	0	40	2.00
CS108	Quality Assurance, Risk Management, CPR	30	10	0	40	2.00
CS109	Clinical Experience I	0	0	40	40	0.50
CS110	Clinical Experience II	0	0	360	360	8.00
	TOTAL	279	105	400	784	28.00

Upon successful completion of the program, the graduate will be eligible to take the CRCST certification exam through the IAHCMM organization. Students are encouraged to consult department staff for additional information on the test dates and/or other questions.

Career Opportunities

A graduate of the Central Service Instrument Technician Program may be employed as a Central Sterile Supply Technician, Sterile Processing Technician, Certified Registered Central Service Technician, Sterile Preparation Technician, Sterile Processing and Distribution Technician, Medical Supply Technician, Sterile Technician, Materiel Reprocessing Technician, and Surgical Equipment Technician-upon successfully passing the IAHCMM Certification exam. This person may be employed in the Central Processing department of a hospital or surgical centers.

COURSE DESCRIPTIONS

CSSOS – Seminar of Success

Prerequisites: None

Total clock hours: 64 Total credit hours: 4.00

Students will gain knowledge and orientation to success building course. Review of math including pharmacological calculations, language, vocabulary, writing and communication skills. Introduction to medical terminology, availability of community resources, outlining, summarizing, critical thinking and other life skills.

CSIT 101 - Medical Terminology

Prerequisites: SOS

Total clock hours: 12 Total credit hours: 0.50

Medical terminology is the professional language utilized in the field of medicine. It is the introductory course to all the allied health related programs. This course will provide the students with the basic skills to communicate in the medical language.

CS102 - Anatomy & Physiology

Prerequisites: SOS, CSIT 101

Total clock hours: 28 Total credit hours: 1.50

The Anatomy & Physiology course will be an introduction to the complicated world of the human body. Students will receive lectures on organization of the body, cell theory, tissues, glands, membranes and the integumentary, skeletal, and muscular systems. Students will receive lectures on blood, heart, blood vessels, lymphatic, nervous, sensory, endocrine, respiratory, urinary, digestive, and the reproductive systems.

CSIT 103 - Microbiology

Prerequisites: SOS

Total clock hours: 20 Total credit hours: 1.00

In this course, students will be introduced to the principles of microbiology and the study of microorganisms such as bacteria, viruses, protozoa and fungi, with emphasis on the nature and the characteristics of microbes and their transmission in the environment. In addition, the fundamentals of Standard (Universal) Precautions and OSHA regulations are stressed.

CS104 - Aseptic Technique

Prerequisites: SOS, CSIT 103

Total clock hours: 20 Total credit hours: 1.00

The principles of asepsis and infection control measures are stressed during this course in order to ensure a safe working environment. During this course, the fundamentals of Standard (Universal) Precautions and OSHA regulations continue to be addressed with emphasis on reducing the risk of transmitting infectious agents to patients.

CS105 Sterilization & Disinfection

Prerequisites: SOS, CSIT 103 & 104

Total clock hours: 100 Total credit hours: 5.50

This course will provide the student the opportunity to develop the skills needed to work in the central processing department of a hospital or a medical facility. Students will develop skills in decontamination and disinfection as well as high-and-low-temperature sterilization methods, materiel management, and wrapping and storage of supplies.

CSIT 106 - Instrumentation

Prerequisites: SOS

Total clock hours: 60 Total credit hours: 2.00

In this course, students will learn and be able to identify and name basic surgical instruments, their application and use as well as caring for and maintaining them.

CS107 - Distribution

Prerequisites: SOS

Total clock hours: 40 Total credit hours: 2.00

In this course, students will learn and be able to apply basic concepts in inventory control and distribution of surgical and medical supplies throughout a hospital or medical facility. Storage and space utilization skills will be emphasized as well as hospital requisitions and case cart distribution systems.

CS108 - Quality Assurance, Risk Management, CPR

Prerequisites: SOS

Total clock hours: 40 Total credit hours: 2.00

In this course, students will learn the Fundamentals of Basic Life Support and cardiopulmonary resuscitation (CPR) according to the guidelines of The American Heart Association (AHA). Students will progress in their area of Material Safety Data Sheets (MSDS), work simplification, special handling, record keeping, and the Six Sigma concepts in quality assurance. Students will also learn inventory management, human relations skills and professional development. Prior to clinical experience, students will receive Job Preparation training designed to assist the student in entering the workforce.

CS109 - Clinical Experience I

Prerequisites: SOS, 101-108

Total clock hours: 40 Total credit hours: 0.50

The first week of Clinical consists of introductory hands-on experience through the central service and sterile processing departments of a hospital or outpatient facility. The student will be expected to observe and perform the basic duties of a central service instrument technician under the supervision of a facility staff member, preceptor or clinical educator.

CS110 - Clinical Experience II

Prerequisites: SOS, 101-109

Total clock hours: 360 Total credit hours: 8.00

Clinical consists of a 9-week hands-on experience through the central service and sterile processing departments of a hospital or outpatient facility. The student will be expected to perform the duties of a central service instrument technician under the supervision of a facility staff member, preceptor or clinical educator.

PRACTICAL NURSING PROGRAM CURRICULUM

D.O.T. CODE: 079.374.014

C.I.P. 51.3901

Objectives

The Practical Nursing program provides students with the opportunity to develop the knowledge and skills necessary to function as a Practical nurse in a variety of settings. The student will receive classroom, laboratory, and clinical instruction in nursing areas of fundamentals, anatomy and physiology, pharmacology, medical surgical, mental health, maternity, pediatric, and leadership nursing.

After successful completion of the program, the student is required to take the NCLEX-PN examination for licensure as a Practical nurse. Graduates of the Practical nursing program may be employed as a licensed Practical nurse upon application to the State Board of Nursing and successfully passing the NCLEX-PN examination.

Length of program: 60 Weeks

Course Number	Course Title	Lecture Hours	Lab Hours	Clinical Hours	Clock Hours	Semester Credit Hours
PNSOS	Seminar for Success/ Introduction to Nursing	75	0	0	75	5.0
PNAP	Anatomy and Physiology	45	0	0	45	3.0
PNFN	Fundamentals Of Nursing	90	90	90	270	11.0
PNPH	Pharmacology	30	30	0	60	3.0
PNMSI	Medical Surgical Nursing I	150	0	135	285	13.0
PNMSII	Medical Surgical Nursing II	150	0	135	285	13.0
PNOB	Maternal & Neonatal Nursing	30	15	24	69	3.0
PNCH	Child Health (Pediatrics)	30	15	24	69	3.0
PNMH	Mental Health	30	15	24	69	3.0
PNLP	Leadership & Professional Development	30	0	45	75	3.0
	TOTAL	660	165	477	1302	60.0

Career Opportunities

A graduate of the Practical Nursing Program may be employed as a Licensed Practical Nurse upon successfully passing the NCLEX-VN exam. This person may serve patients and clients in many settings: hospitals, clinics, doctor's offices, extended-care facilities and other medical facilities.

COURSE DESCRIPTIONS

(Term 1)

PNS0S – Seminar for Success/Introduction to Nursing

Prerequisites: None

Total Clock Hours: 75 Total credit hours: 5.00

Students will gain knowledge and orientation to success building course. Review of math including pharmacological calculations, language, vocabulary, and writing and communication skills. Introduction to nutrition, growth and development, availability of community resources, outlining, summarizing, critical thinking and other life skills.

PNAP – Anatomy and Physiology

Prerequisites: SOS

Total clock hours: 45 Total credit hours: 3.00

Students will gain knowledge of basic anatomy and physiology of the human body. The structure and normal function of each of the body systems and the related pathology will be studied with correlation to each system as it is covered in the Medical/Surgical nursing courses.

PNFN – Fundamentals of Nursing

Prerequisites: SOS, PNAP

Total Clock Hours: 270 Total credit hours: 11.00

Students will gain knowledge of basic nursing skills, their principles, rationale, including communication skills, the nursing process, patient education, gerontological nursing and rehabilitative nursing. Legal and ethical aspects of nursing care are also covered. Basic nutrition using the food pyramid and food groups will be introduced. Students will also learn basic diets for different medical conditions, (cardiac, diabetic, etc.) that will also be covered in more detail as those disease processes are explored in Medical/Surgical nursing. This course looks at the patient as a whole being and emphasizes treating the person with respect to cultural and ethical differences. Maslow's theory is utilized as a basis for understanding human needs. Psychological adaptations to illness and various situations are discussed as well as care of the patient with a psychological diagnosis in the acute care facility. The growth and development of patients as part of the normal aging process is discussed. Starting from birth to death there are certain stages most people pass through and this is relevant to the nursing care plan for each patient.

PNPH – Pharmacology

Prerequisites: SOS, PNAP, PNFN

Total clock hours: 60 Total credit hours: 3.00

The basic preparation of medications for administration is covered. The classes and groups of medications, their actions and uses are discussed throughout the program. The student is expected to know the indications and contraindications of each medication before it is administered and to prepare and give medications safely and accurately.

(Term 2)

PNMS I – Medical Surgical Nursing I

Prerequisites: SOS, PNAP, PNFN, PNPB

Total clock hours: 285 Total credit hours: 13.00

This course covers medical and surgical treatment of the adult. It will cover the body systems of muscular-skeletal, integumentary, respiratory, immune, and gastrointestinal. Diseases and disorders, treatment, diets, and medications will be introduced for each system. Students will develop nursing care plans for assigned patients. In the clinical area, the student will provide direct hands-on care to patients, including the administration of medications. Ethical problems and behaviors are also part of the curriculum in this course.

(Term 3)

PNMS II – Medical Surgical Nursing II

Prerequisites: SOS, PNAP, PNFN, PNPB, PNMSI

Total clock hours: 285 Total credit hours: 13.00

Review of pharmacology, nutrition, and oncology, as well as anatomy and physiology, to include the cardio-vascular, endocrine, reproductive and renal/genitourinary systems. Diseases and disorders, treatment, diets, and medications will be introduced for each system. Comprehensive review of subjects related to pharmacology, nutrition, as well as anatomy and physiology discussed during Terms 1 and 2. Students will continue development of nursing care plans for assigned patients during the clinical portion of their course, and will also continue to provide direct hands-on care to patients, including the administration of medications.

(Term 4)

PNOB – Maternal Health (Obstetrics)

Prerequisites: SOS, PNAP, PNFN, PNPB, PNMSI, PNMSII

Total clock hours: 69 Total credit hours: 2.50

Areas covered will include prenatal, peri-natal, and neonatal and post partum care. Discussion of providing medically appropriate care during the unique experience of pregnancy, birth and the transition through postpartum recovery.

PNCH – Child Health (Pediatrics)

Prerequisites: SOS, PNAP, PNFN, PNPB, PNMSI, PNMSII, PNOB

Total clock hours: 69 Total credit hours: 2.50

Areas covered include a general introduction to the pediatric patient and progresses to specific needs including diseases and disorders related to each body system. The needs of the pediatric patient and how it differs from the adult patient, pediatric medication administration, and psychological needs of the child and the family will also be discussed.

PNMH – Mental Health

Prerequisites: SOS, PNAP, PNFN, PNPB, PNMSI, PNMSII, PNOB, PNCH

Total clock hours: 69 Total credit hours: 2.50

Overview of psychiatric-mental health nursing and mental health disorders. Dealing with the needs of victims of abuse, loss, grief, and death, substance abuse, personality, mood and anxiety disorders. Also provides a brief look at crisis intervention and suicide.

PNLDR – Leadership & Professional Development

Prerequisites: SOS, PNAP, PNFN, PNPH, PNMSI, PNMSII, PNOB, PNCH, PNMH

Total clock hours: 75 Total credit hours: 3.00

Overview of the nursing process and critical thinking skills used as a practical nurse. Nursing care of adult clients with common medical surgical health care needs in a variety of settings is emphasized. Concepts of Leadership and Supervision and principles of professional development will also be included.

Curriculum also includes CPR.

NEVADA CAREER INSTITUTE STAFF AND FACULTY INFORMATION

Staff			
Name	Title	Status	
Joanne Q Leming	Director	Full-Time	
Stephanie Parsons	Admissions	Full-Time	
Sandy Hayder	Admissions	Full-Time	
Robin Ricketson	Admissions	Part-Time	
Susie Gallegos	Financial Aid	Full-Time	
Karin Fee	Admissions Assistant	Part-Time	
Debra Blais	Career Services	Full-Time	
Dolores Balterria	Administrative Assistant	Part-Time	
Faculty			
Name	Title	Status	Degree/Education Institution
Debra Blais, LPN	Instructional Lead	Full-Time	LPN – Windham Regional Vocational-Technical School Medical Coding – Tech Skills
Paulette Hill	Medical Office Specialist	Part-Time	Medical Coding – Academy of Healing Arts
Vickie Howard, MA	Medical Assistant	Part-Time	MA – Nevada Career Institute
Pamala McConnell, MA	Medical Assistant	Part-Time	AOSMA – Anthem College
Michelle Viesselman, LMT	Massage Therapy	Part-Time	MT- Nevada School of Massage Therapy
Michelle DeVolder, CST	Surgical Technology	Part-Time	ST – Independence Missouri Public Schools
Marilyn Hilliard, CST	Surgical Technology Director	Part-Time	ST – Nevada Career Institute BS – University of Phoenix
Cerease Curry, ST	Surgical Technology	Part-Time	ST – Highland Park Community College
Cherie O’Neill, CST	Surgical Technology	Part-Time	ST – Nevada Career Institute
Tracy Earthman, CST	Surgical Technology	Part-Time	ST – Nevada Career Institute
Flora Veloso, MD	Surgical Technology	Full-Time	MD – University of Philippines
Roshanda Stevens	Surgical Technology	Part-Time	ST – Nevada Career Institute
Vicki Dominguez, MSN, MBA/HCM	Practical Nursing	Full-Time	RN – Westark Community College MSN – University of Phoenix
Teresita Bausel, MPH, RN	Practical Nursing	Part-Time	RN – University of Hawaii BSN – Hawaii Loa College MPH – University of Hawaii
Susan Garr, MSN	Practical Nursing	Part-Time	RN – University of Hawaii MSN – University of Hawaii
Flora Sayson, MSN	Practical Nursing	Part-Time	RN – Bicol University College of Nursing MSN – Long Island University
Rowena Garcia, MSN	Practical Nursing	Part-Time	RN – Touro University MSN – Touro University
Heather Butler	Practical Nursing	Part-Time	BSN- Grand Canyon University

Campus Leadership TEAM

Name	Title	Status	
Joanne Q Leming	Director	Full-Time	
Stephanie Parsons	Admissions	Full-Time	
Susie Gallegos	Financial Aid	Full-Time	
Debra Blais	Career Services	Full-Time	
Marilyn Hilliard, CST	Surgical Technology Director	Part-Time	
Vicki Dominguez, MSN, MBA/HCM	Director of Nursing Practical Nursing Program	Full-Time	

Corporate Leadership TEAM

Marsha Fuerst	Founder	Full-Time	
Mitchell Fuerst	President	Full-Time	
Jason Li	Chief Financial Officer	Full-Time	
Donna Guisado	Corporate Director of Education and Compliance	Full-Time	
Bernadette Scott	Corporate Director of Admissions	Full-Time	
Kymberly Odessky	Corporate Director of Financial Aid	Full-Time	
Shirley Powell	Corporate Director of Placement and Facilities	Full-Time	

Revision Date: December 9, 2011

TUITION AND FEES
Effective July 1, 2011

<u>Programs of Study (Acronym)</u>	<u>Tuition</u>	<u>Books/Supplies</u>	<u>Application Fee</u>	<u>Course Cost</u>
Massage Therapy (MT)	\$9,950	Included	\$75	\$10,025
Medical Assistant (MA)	\$11,900	Included	\$75	\$11,975
Medical Office Specialist (MOS)	\$11,900	Included	\$75	\$11,975
Surgical Technology (ST)	\$24,900	Included	\$75	\$ 24,975
Central Service Instrument Technician (CSIT)	\$13,400	Included	\$75	\$13,475
Practical Nursing (PN)	\$25,925	Included	\$75	\$26,000

To Whom It May Concern:
This Catalog is true and correct in content and policy.

Joanne Q. Leming, Director

