



# Altierus Career College – Catalog Addendum

## NORCROSS

Addendum to the 2021 College Catalog – Version I Volume I (4/26/2021)

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

### CAMPUS ADMINISTRATION

| Norcross Campus |                             |
|-----------------|-----------------------------|
| Moses Delaney   | Campus Director             |
| Anie Bonilla    | Academic Dean               |
| Angela Browder  | Director of Enrollment      |
| Elena Panchana  | Director of Financial Aid   |
| Nikiti Harp     | Director of Career Services |

### CAMPUS OPERATING HOURS

| Administration:                                      | School:  |
|--|--|
| <u>Monday through Thursday</u><br>8:00 am to 7:00 pm | <u>Monday and Friday</u><br>8:00 am to 2:00 pm         |
| <u>Friday</u><br>8:00 am to 5:00 pm                  | <u>Tuesday through Thursday</u><br>6:00 am to 10:00 pm |
| <u>Saturday</u><br>9:00 am to 1:00 pm                |  |

## TUITION AND FEES

| Diploma Program              | Program Length | Quarter Credits | Tuition                     | Textbooks & Equipment | Total Cost (estimated)  |
|------------------------------|----------------|-----------------|-----------------------------|-----------------------|-------------------------|
| Dental Assistant             | 37 weeks       | 54              | \$15,594                    | Included in tuition   | \$15,594                |
| HVAC Technician              | 36 weeks       | 55              | \$15,594                    | Included in tuition   | \$15,594                |
| Medical Assistant            | 41 weeks       | 60              | \$17,750                    | Included in tuition   | \$17,750                |
| Medical Billing and Coding   | 33 weeks       | 48              | \$14,850                    | Included in tuition   | \$14,850                |
| Pharmacy Technician          | 33 weeks       | 48              | \$14,850                    | Included in tuition   | \$14,850                |
| Refrigeration Technician     | 36 Weeks       | 54              | \$15,594                    | Included in tuition   | \$15,594                |
| Associate of Science Program | Program Length | Quarter Credits | Tuition                     | Textbooks & Equipment | Total Cost (estimated)  |
| Surgical Technology          | 24 Months      | 98              | \$320/credit hour attempted | Included in tuition   | Expected total \$31,360 |

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

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

**The tuition table only applies to:**

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

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

- Same Program (Same / New Program Version): Will be charged tuition at the original tuition rate reflected on the original enrollment agreement less the amount charged on the prior period of enrollment (Charges plus or minus any tuition adjustments).
- Same Program (New Program Version of Different Credits / Length of Program): Will be charged tuition at the current catalog rate for the program of enrollment less the amount charged on the prior period of enrollment (Charges plus or minus any tuition adjustments).
- Different / New Program (Program Change): Will be charged tuition at the current catalog rate for the program of enrollment. A tuition credit will be determined for the student's prior period of enrollment.

## ACADEMIC CALENDARS (2021 – 2023)

### DIPLOMA MODULAR PROGRAMS

| <b>Modular/Diploma Calendar<br/>Full Blended<br/>2021</b> |            |
|---|------------|
| Start Dates   | End Dates* |
| 1/11/2021   | 2/07/2021  |
| 2/08/2021   | 3/07/2021  |
| 3/08/2021   | 4/04/2021  |
| 4/12/2021   | 5/09/2021  |
| 5/10/2021   | 6/06/2021  |
| 6/07/2021   | 7/03/2021  |
| 7/12/2021   | 8/08/2021  |
| 8/09/2021   | 9/05/2021  |
| 9/07/2021   | 10/03/2021 |
| 10/11/2021  | 11/07/2021 |
| 11/08/2021  | 12/05/2021 |
| 12/06/2021  | 1/09/2022  |

| <b>Modular - Full Blended<br/>Holiday/Student Breaks<br/>2021</b> |             |            |
|---|-------------|------------|
| Holiday/<br>Student Breaks**                                      | Start Dates | End Dates  |
| Martin Luther King Day  | 1/18/2021   | 1/18/2021  |
| Presidents Day  | 2/15/2021   | 2/15/2021  |
| Student Break   | 4/05/2021   | 4/11/2021  |
| Day of Remembrance  | 5/28/2021   | 5/28/2021  |
| Memorial Day  | 5/31/2021   | 5/31/2021  |
| Student Break   | 7/04/2021   | 7/11/2021  |
| Labor Day   | 9/06/2021   | 9/06/2021  |
| Student Break   | 10/04/2021  | 10/10/2021 |
| Thanksgiving Holiday  | 11/25/2021  | 11/26/2021 |
| Christmas & New Year<br>Holidays                                  | 12/24/2021  | 1/02/2022  |

| <b>Modular/Diploma Calendar<br/>Full Blended<br/>2022</b> |            |
|---|------------|
| Start Dates   | End Dates* |
| 1/10/2022   | 2/06/2022  |
| 2/07/2022   | 3/06/2022  |
| 3/07/2022   | 4/03/2022  |
| 4/11/2022   | 5/08/2022  |
| 5/09/2022   | 6/05/2022  |
| 6/06/2022   | 7/03/2022  |
| 7/11/2022   | 8/07/2022  |
| 8/08/2022   | 9/04/2022  |
| 9/06/2022   | 10/02/2022 |
| 10/10/2022  | 11/06/2022 |
| 11/07/2022  | 12/04/2022 |
| 12/05/2022  | 1/08/2023  |

| <b>Modular/Diploma<br/>Student Holiday/Breaks<br/>2022</b> |             |            |
|--|-------------|------------|
| Holiday/<br>Student Breaks**                               | Start Dates | End Dates  |
| Christmas & New Year<br>Holidays                           | 12/24/2021  | 1/02/2022  |
| Martin Luther King Day                                     | 1/17/2022   | 1/17/2022  |
| Presidents Day   | 2/21/2022   | 2/21/2022  |
| Student Break  | 4/04/2022   | 04/10/2022 |
| Memorial Day   | 5/30/2022   | 5/30/2022  |
| Student Break  | 7/04/2022   | 7/10/2022  |
| Labor Day  | 9/05/2022   | 9/05/2022  |
| Student Break  | 10/03/2022  | 10/09/2022 |
| Thanksgiving Holiday                                       | 11/24/2022  | 11/25/2022 |
| Christmas & New Year<br>Holidays                           | 12/24/2022  | 1/01/2023  |

| <b>Modular/Diploma Calendar<br/>Full Blended<br/>2022-2023</b> |                   |
|--|-------------------|
| <b>Start Dates</b>   | <b>End Dates*</b> |
| 1/09/2023  | 2/05/2023         |
| 2/06/2023  | 3/05/2023         |
| 3/06/2023  | 4/02/2023         |
| 4/10/2023  | 5/07/2023         |
| 5/08/2023  | 6/04/2023         |
| 6/05/2023  | 7/02/2023         |
| 7/10/2023  | 8/06/2023         |
| 8/07/2023  | 9/03/2023         |
| 9/05/2023  | 10/01/2023        |
| 10/09/2023   | 11/05/2023        |
| 11/06/2023   | 12/03/2023        |
| 12/04/2023   | 1/07/2024         |

| <b>Modular/Diploma<br/>Student Holiday/Breaks<br/>2022 – 2023</b> |                    |                  |
|---|--------------------|------------------|
| <b>Holiday/<br/>Student Breaks**</b>                              | <b>Start Dates</b> | <b>End Dates</b> |
| Martin Luther King Day  | 1/16/2023          | 1/16/2023        |
| Presidents Day  | 2/20/2023          | 2/20/2023        |
| Student Break   | 4/03/2023          | 04/09/2023       |
| Memorial Day  | 5/29/2023          | 5/29/2023        |
| Student Break   | 7/03/2023          | 7/09/2023        |
| Labor Day   | 9/04/2023          | 9/04/2023        |
| Student Break   | 10/02/2023         | 10/08/2023       |
| Thanksgiving Holiday  | 11/23/2023         | 11/24/2023       |
| Christmas & New Year<br>Holidays                                  | 12/24/2023         | 1/01/2024        |

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

\*\* Externship courses will be scheduled to exclude holiday breaks. Students working at externship sites may be asked to complete hours during these published breaks and will have attendance posted for any hours completed during any breaks.

## DEGREE LINEAR PROGRAMS

| Linear - 2021  |       |                 |           |             |
|--|-------|-----------------|-----------|-------------|
| Classes Resume   |       | January         | 6         | 2021        |
| Fall Term Ends   |       | January         | 10        | 2021        |
| <b>Winter Term Starts</b>                                |       | <b>January</b>  | <b>11</b> | <b>2021</b> |
| Winter Term Add/Drop Deadline<br><i>6 Week I Courses</i> |       | January         | 17        | 2021        |
| Winter Term Add/Drop Deadline<br><i>12 week courses</i>  |       | January         | 25        | 2021        |
| M.L. King Jr. Birthday Holiday                           |       | January         | 18        | 2021        |
| Presidents' Day  |       | February        | 15        | 2021        |
| <b>Mini-Term Starts</b>                                  |       | <b>February</b> | <b>22</b> | <b>2021</b> |
| Mini Term Add/Drop Deadline                              |       | February        | 28        | 2021        |
| Winter Term Ends   |       | April           | 4         | 2021        |
| Spring Vacation  | From: | April           | 5         | 2021        |
|  | To:   | April           | 11        | 2021        |
| <b>Spring Term Starts</b>                                |       | <b>April</b>    | <b>12</b> | <b>2021</b> |
| Spring Term Add/Drop Deadline<br><i>6 Week I courses</i> |       | April           | 18        | 2021        |
| Spring Term Add/Drop Deadline<br><i>12 Week Courses</i>  |       | April           | 25        | 2021        |
| <b>Mini-Term Starts</b>                                  |       | <b>May</b>      | <b>24</b> | <b>2021</b> |
| Mini Term Add/Drop Deadline                              |       | May             | 30        | 2021        |
| Day of Remembrance                                       |       | May             | 28        | 2021        |
| Memorial Day Holiday                                     |       | May             | 31        | 2021        |
| Spring Term Ends   |       | July            | 3         | 2021        |
| Summer Vacation  | From: | July            | 4         | 2021        |
|  | To:   | July            | 11        | 2021        |
| <b>Summer Term Starts</b>                                |       | <b>July</b>     | <b>12</b> | <b>2021</b> |
| Summer Term Add/Drop Deadline<br><i>6 Week I Courses</i> |       | July            | 18        | 2021        |
| Summer Term Add/Drop Deadline<br><i>12 Week Courses</i>  |       | July            | 25        | 2021        |
| <b>Mini-Term Starts</b>                                  |       | <b>August</b>   | <b>23</b> | <b>2021</b> |
| Mini-Term Add/Drop Deadline                              |       | August          | 29        | 2021        |
| Labor Day Holiday  |       | September       | 6         | 2021        |
| Summer Term Ends   |       | October         | 3         | 2021        |
| Fall Break   | From: | October         | 4         | 2021        |
|  | To:   | October         | 10        | 2021        |
| <b>Fall Term Start</b>                                   |       | <b>October</b>  | <b>11</b> | <b>2021</b> |
| Fall Term Add/Drop Deadline<br><i>6 Week I Courses</i>   |       | October         | 17        | 2021        |
| Fall Term Add/Drop Deadline<br><i>12 Week Courses</i>    |       | October         | 24        | 2021        |
| <b>Mini-Term Starts</b>                                  |       | <b>November</b> | <b>22</b> | <b>2021</b> |
| Mini-Term Add/Drop Deadline                              |       | November        | 30        | 2021        |
| Thanksgiving Day Holiday                                 | From: | November        | 25        | 2021        |
|  | To:   | November        | 26        | 2021        |
| Winter Holiday   | From: | December        | 24        | 2021        |
|  | To:   | January         | 2         | 2022        |
| Classes Resume   |       | January         | 3         | 2022        |
| Fall Term Ends   |       | January         | 9         | 2022        |

| Linear - 2022  |       |                 |           |             |
|--|-------|-----------------|-----------|-------------|
| <b>Winter Term Starts</b>                                |       | <b>January</b>  | <b>10</b> | <b>2022</b> |
| Winter Term Add/Drop Deadline<br><i>6 Week I Courses</i> |       | January         | 16        | 2022        |
| M.L. King Jr. Birthday Holiday                           |       | January         | 17        | 2022        |
| Winter Term Add/Drop Deadline<br><i>12 week courses</i>  |       | January         | 24        | 2022        |
| Presidents' Day  |       | February        | 21        | 2022        |
| <b>Mini-Term Starts</b>                                  |       | <b>February</b> | <b>22</b> | <b>2022</b> |
| Mini Term Add/Drop Deadline                              |       | February        | 28        | 2022        |
| Winter Term Ends   |       | April           | 3         | 2022        |
| Spring Vacation  | From: | April           | 4         | 2022        |
|  | To:   | April           | 10        | 2022        |
| <b>Spring Term Starts</b>                                |       | <b>April</b>    | <b>11</b> | <b>2022</b> |
| Spring Term Add/Drop Deadline<br><i>6 Week I courses</i> |       | April           | 17        | 2022        |
| Spring Term Add/Drop Deadline<br><i>12 Week Courses</i>  |       | April           | 24        | 2022        |
| <b>Mini-Term Starts</b>                                  |       | <b>May</b>      | <b>23</b> | <b>2022</b> |
| Mini Term Add/Drop Deadline                              |       | May             | 29        | 2022        |
| Memorial Day Holiday                                     |       | May             | 30        | 2022        |
| Spring Term Ends   |       | July            | 3         | 2022        |
| Independence Day Holiday                                 |       | July            | 4         | 2022        |
| Summer Vacation  | From: | July            | 5         | 2022        |
|  | To:   | July            | 10        | 2022        |
| <b>Summer Term Starts</b>                                |       | <b>July</b>     | <b>11</b> | <b>2022</b> |
| Summer Term Add/Drop Deadline<br><i>6 Week I Courses</i> |       | July            | 17        | 2022        |
| Summer Term Add/Drop Deadline<br><i>12 Week Courses</i>  |       | July            | 24        | 2022        |
| <b>Mini-Term Starts</b>                                  |       | <b>August</b>   | <b>22</b> | <b>2022</b> |
| Mini-Term Add/Drop Deadline                              |       | August          | 28        | 2022        |
| Labor Day Holiday  |       | September       | 5         | 2022        |
| Summer Term Ends   |       | October         | 2         | 2022        |
| Fall Break   | From: | October         | 3         | 2022        |
|  | To:   | October         | 9         | 2022        |
| <b>Fall Term Start</b>                                   |       | <b>October</b>  | <b>10</b> | <b>2022</b> |
| Fall Term Add/Drop Deadline<br><i>6 Week I Courses</i>   |       | October         | 16        | 2022        |
| Fall Term Add/Drop Deadline<br><i>12 Week Courses</i>    |       | October         | 23        | 2022        |
| <b>Mini-Term Starts</b>                                  |       | <b>November</b> | <b>21</b> | <b>2022</b> |
| Thanksgiving Day Holiday                                 | From: | November        | 24        | 2022        |
|  | To:   | November        | 25        | 2022        |
| Mini-Term Add/Drop Deadline                              |       | November        | 29        | 2022        |
| Winter Holiday   | From: | December        | 24        | 2022        |
|  | To:   | January         | 1         | 2023        |

| Linear - 2023  |       |                 |           |             |
|--|-------|-----------------|-----------|-------------|
| Classes Resume   |       | January         | 2         | 2022        |
| Fall Term Ends   |       | January         | 8         | 2023        |
|  |       |                 |           |             |
| <b>Winter Term Starts</b>                                |       | <b>January</b>  | <b>9</b>  | <b>2023</b> |
| Winter Term Add/Drop Deadline<br><i>6 Week I Courses</i> |       | January         | 15        | 2023        |
| M.L. King Jr. Birthday Holiday                           |       | January         | 16        | 2023        |
| Winter Term Add/Drop Deadline<br><i>12 week courses</i>  |       | January         | 23        | 2023        |
| Presidents' Day  |       | February        | 20        | 2023        |
| <b>Mini-Term Starts</b>                                  |       | <b>February</b> | <b>21</b> | <b>2023</b> |
| Mini Term Add/Drop Deadline                              |       | February        | 27        | 2023        |
| Winter Term Ends   |       | April           | 2         | 2023        |
| Spring Vacation  | From: | April           | 3         | 2023        |
|  | To:   | April           | 9         | 2023        |
|  |       |                 |           |             |
| <b>Spring Term Starts</b>                                |       | <b>April</b>    | <b>10</b> | <b>2023</b> |
| Spring Term Add/Drop Deadline<br><i>6 Week I courses</i> |       | April           | 16        | 2023        |
| Spring Term Add/Drop Deadline<br><i>12 Week Courses</i>  |       | April           | 23        | 2023        |
| <b>Mini-Term Starts</b>                                  |       | <b>May</b>      | <b>22</b> | <b>2023</b> |
| Mini Term Add/Drop Deadline                              |       | May             | 28        | 2023        |
| Memorial Day Holiday                                     |       | May             | 29        | 2023        |
| Spring Term Ends   |       | July            | 2         | 2023        |
| Summer Vacation  | From: | July            | 3         | 2023        |
|  | To:   | July            | 9         | 2023        |
|  |       |                 |           |             |
|  |       |                 |           |             |
| <b>Summer Term Starts</b>                                |       | <b>July</b>     | <b>10</b> | <b>2023</b> |
| Summer Term Add/Drop Deadline<br><i>6 Week I Courses</i> |       | July            | 16        | 2023        |
| Summer Term Add/Drop Deadline<br><i>12 Week Courses</i>  |       | July            | 23        | 2023        |
| <b>Mini-Term Starts</b>                                  |       | <b>August</b>   | <b>21</b> | <b>2023</b> |
| Mini-Term Add/Drop Deadline                              |       | August          | 27        | 2023        |
| Labor Day Holiday  |       | September       | 4         | 2023        |
| Summer Term Ends   |       | October         | 1         | 2023        |
| Fall Break   | From: | October         | 2         | 2023        |
|  | To:   | October         | 8         | 2023        |
|  |       |                 |           |             |
| <b>Fall Term Start</b>                                   |       | <b>October</b>  | <b>9</b>  | <b>2023</b> |
| Fall Term Add/Drop Deadline<br><i>6 Week I Courses</i>   |       | October         | 15        | 2023        |
| Fall Term Add/Drop Deadline<br><i>12 Week Courses</i>    |       | October         | 22        | 2023        |
| <b>Mini-Term Starts</b>                                  |       | <b>November</b> | <b>20</b> | <b>2023</b> |
| Thanksgiving Day Holiday                                 | From: | November        | 23        | 2023        |
|  | To:   | November        | 24        | 2023        |
| Mini-Term Add/Drop Deadline                              |       | November        | 28        | 2023        |
| Winter Holiday   | From: | December        | 24        | 2023        |
|  | To:   | January         | 1         | 2024        |
| Classes Resume   |       | January         | 2         | 2024        |
| Fall Term Ends   |       | January         | 7         | 2024        |

# CATALOG UPDATES

## ADMISSIONS INFORMATION

### **SURGICAL TECHNOLOGY PROGRAM – Correction to information on Page 4**

- Applicants must achieve a passing score on each area of the HESI test to be considered for entrance into the Associate of Science Surgical Technology Degree Program. Minimum passing scores are defined in the Academic Readiness section of the catalog.

## ACADEMIC POLICIES

### **Submission of Transcripts for Evaluation and Schedule Adjustments**

*Addition to Transfer of Credit information on Pages 8-9 – Effective for students enrolling after April 12, 2021*

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

## ADMINISTRATIVE POLICIES

### **STUDENT GRIEVANCE PROCEDURE – Update to information on Page 39 – Effective April 2021**

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

If a student feels that the School has not adequately addressed a complaint or concern, the student may also consider contacting the Accrediting Commission of Career Schools and Colleges. Complaints considered by the Commission must be in written form, with permission from the complainant(s) for the Commission to forward a copy of the complaint to the school for a response. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

Accrediting Commission of Career Schools and Colleges  
2101 Wilson Boulevard, Suite 302  
Arlington, Virginia 22201  
(703) 247-4212  
[www.accsc.org](http://www.accsc.org)

A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting the Campus Director or online at [www.accsc.org](http://www.accsc.org).

Students may also contact and file a complaint with the Georgia Nonpublic Postsecondary Education Commission at the following mailing address:

Georgia Nonpublic Postsecondary Education Commission  
2082 East Exchange Place, Suite 220  
Tucker, Georgia 30084-5305  
Phone: (770) 414-3300  
<https://gnpec.georgia.gov/student-resources/student-complaints>

Students enrolled in distance education programs at the institution that have exhausted all grievance resolution attempts with the institution may also file a grievance with the Georgia State Authorization Reciprocity Agreement (SARA) office. Information on the procedure and applicable form can be accessed electronically at the following location: <https://gnpec.georgia.gov/student-resources/student-complaints>

## PROGRAM UPDATES

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



### DENTAL ASSISTANT

*Diploma Program*

37 Weeks – 840 Hours – 54 Quarter Credit Hours

Modality: Full Blended

*Replaces Pages 45-47 - Effective for students starting after April 12, 2021*

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

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

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

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

Completion of the Dental Assistant Program, including the classroom training and externship or practicum, is acknowledged by the awarding of a diploma.

Upon successful completion of this program, the graduate will be able to:

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



### Dental Assistant Program – Program-Specific Admissions Requirements

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

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

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

### COURSE DESCRIPTIONS

|   |
|---|
| <p><b>IHC1000 – Introduction to the Healthcare Profession</b> <b>6.0 Quarter Credit Hours</b><br/>           This course is designed to provide an introduction to the healthcare profession for new students starting an allied health program. Students will learn the basics of medical terminology, anatomy and physiology, infection control, HIPAA, OSHA and HIV/AIDS. Additional topics covered include professional codes of ethics, medical insurance and billing, keyboarding, computer applications, basic mathematical skill, and critical professionalism skill are also taught. Students will have the opportunity to learn program-specific topics throughout the course. CPR certificate is also included in the course. Prerequisite: None Lecture Hours: 40 Lab Hours: 40 Outside Hours: 20</p> |
| <p><b>DAD1010 - Preventive Dentistry, Nutrition, Periodontics and Pedodontics</b> <b>6.0 Quarter Credit Hours</b><br/>           This module covers the specialty area of periodontics with an emphasis in preventive dentistry and nutrition. Diet and nutrition will be discussed highlighting on how it is related to dental caries and periodontal disease with attention to patient education. Related areas of dental sealants and fluorides are presented. Coronal polish, fluoride application and pit and fissure sealant theory and procedures are taught and practiced. The specialty Pedodontics is also discussed. Related spelling and terminology is studied throughout the module. Prerequisite: IHC1000. Lecture Hours: 40 Lab Hours: 40 Outside Hours: 20</p>                                   |
| <p><b>DAD1020 - Restorative Dentistry</b> <b>6.0 Quarter Credit Hours</b><br/>           This module introduces students to chair-side assisting duties and techniques practiced in general dentistry with emphasis on four-handed dentistry during restorative procedures. Students practice required skills such as dental dam placement, placement, wedging and removal of Tofflemire retainers. Procedures to include placement of bases, liners, and bonding systems are also practiced. Related spelling and terminology is studied throughout the module. Prerequisite: IHC1000. Lecture Hours: 40 Lab Hours: 40 Outside Hours: 20</p>   |
| <p><b>DAD1030 - Dental Sciences, Oral and Maxillofacial Surgery, Pharmacology</b> <b>6.0 Quarter Credit Hours</b><br/>           In this module the area of the dental sciences, Oral and Maxillofacial Surgery as a specialty and dental pharmacology are studied. Dental sciences will have an emphasis in embryology and histology, oral pathology and basic microbiology. The sciences will focus on how they relate to dentistry and dental procedures. Theory and common clinical procedures of the specialty in Oral and Maxillofacial Surgery are presented and demonstrated on dental manikins. Pharmacology will be discussed as related to anesthesia and pain management and other basic</p>  |

pharmacology in the dental setting. Related areas of the dental anesthetics and syringe assembly are presented. Related spelling and terminology is studied throughout the module.  
Prerequisite: IHC1000. Lecture Hours: 40 Lab Hours: 40 Outside Hours: 20

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

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

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

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

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

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

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



## MEDICAL BILLING AND CODING

*Diploma Program*

33 Weeks – 760 Clock Hours, 48 Quarter Credit Hours

Modality: Full Blended

*Replaces Pages 53-55 - Effective for students starting after April 12, 2021*

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

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

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

### Program Outcomes

- Within a medical billing and coding environment, identify the components of a given body system.
- Within a medical billing and coding environment, correctly use medical terminology of a given body system.
- Within a medical billing and coding environment, utilize proper ICD-10-CM/CPT/HCPCS coding.
- Within a medical billing and coding environment, determine correct application of health insurance forms/documents.
- Within a medical billing and coding environment, demonstrate proficiency of medical office technology.

| Course                | Course Title                                       | Lecture Hours | Lab Hours  | Other Hours | Total Contact Hours | Quarter Credit Hours |
|-----------------------|--|---------------|------------|-------------|---------------------|----------------------|
| IMB1000               | Introduction to Medical Billing and Coding         | 40            | 40         | 0           | 80                  | 6.0                  |
| MBC1010               | Cardiovascular and Lymphatic Systems               | 40            | 40         | 0           | 80                  | 6.0                  |
| MBC1020               | Genitourinary System                               | 40            | 40         | 0           | 80                  | 6.0                  |
| MBC1030               | Integumentary and Endocrine Systems, and Pathology | 40            | 40         | 0           | 80                  | 6.0                  |
| MBC1040               | Musculoskeletal System                             | 40            | 40         | 0           | 80                  | 6.0                  |
| MBC1050               | Respiratory and Gastrointestinal Systems           | 40            | 40         | 0           | 80                  | 6.0                  |
| MBC1060               | Sensory and Nervous Systems, and Psychology        | 40            | 40         | 0           | 80                  | 6.0                  |
| MBC1070               | Medical Billing and Coding Externship<br>-OR-      | 0             | 0          | 200         | 200                 | 6.0                  |
| MBC1080               | Medical Billing and Coding Practicum               | 0             | 0          | 200         | 200                 | 6.0                  |
| <b>Program Totals</b> |  | <b>280</b>    | <b>280</b> | <b>200</b>  | <b>760</b>          | <b>48.0</b>          |

### COURSE DESCRIPTIONS

#### **IMB1000 – Introduction to Medical Billing and Coding**

**6.0 Quarter Credit Hours**

This course is designed to provide an introduction to the healthcare profession for new students starting in the medical billing and coding program. Students will learn the basics of medical terminology, anatomy and physiology, HIPAA, and billing and coding. Additional topics covered include professional codes of ethics, medical insurance, computer applications, and professional skills.

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

|  |                                 |
|--|---------------------------------|
| <b>MBC1010 – Cardiovascular and Lymphatic Systems</b>  | <b>6.0 Quarter Credit Hours</b> |
| Throughout this course, students will identify the components of the Cardiovascular and Lymphatic Systems. Focus will also be placed on the correct usage of medical terminology related to these systems. Students will also utilize the proper ICD-10-CM/CPT/HCPCS coding, work through the insurance process, and become proficient using medical office technology in this module.   |                                 |
| Prerequisite: IMB1000; Lecture Hours: 40 Lab Hours: 40 Outside Hours: 20   |                                 |
| <b>MBC1020 – Genitourinary System</b>  | <b>6.0 Quarter Credit Hours</b> |
| Throughout this course, students will identify the components of the genitourinary system. A focus will also be placed on the correct usage of medical terminology related to this system. Students will also utilize the proper ICD-10CM/CPT/HCPCS coding, work through the insurance process, and become proficient using medical office technology in this module.  |                                 |
| Prerequisite: IMB1000; Lecture Hours: 40 Lab Hours: 40 Outside Hours: 20   |                                 |
| <b>MBC1030 – Integumentary and Endocrine Systems, and Pathology</b>  | <b>6.0 Quarter Credit Hours</b> |
| Throughout this course, students will identify the components of the integumentary and endocrine systems. A focus will also be placed on the correct usage of medical terminology related to these systems. Students will also utilize the proper ICD-10-CM/CPT/HCPCS coding, work through the insurance process, and become proficient using medical office technology in this module.  |                                 |
| Prerequisite: IMB1000; Lecture Hours: 40 Lab Hours: 40 Outside Hours: 20   |                                 |
| <b>MBC1040 – Musculoskeletal System</b>  | <b>6.0 Quarter Credit Hours</b> |
| Throughout this course, students will identify the components of the musculoskeletal system. A focus will also be placed on the correct usage of medical terminology related to this system. Students will also utilize the proper ICD10-CM/CPT/HCPCS coding, work through the insurance process, and become proficient using medical office technology in this module.  |                                 |
| Prerequisite: IMB1000; Lecture Hours: 40 Lab Hours: 40 Outside Hours: 20   |                                 |
| <b>MBC1050 – Respiratory and Gastrointestinal Systems</b>  | <b>6.0 Quarter Credit Hours</b> |
| Throughout this course, students will identify the components of the Respiratory and Gastrointestinal Systems. A focus will also be placed on the correct usage of medical terminology related to these systems. Students will also utilize the proper ICD-10-CM/CPT/HCPCS coding, work through the insurance process, and become proficient using medical office technology in this module.   |                                 |
| Prerequisite: IMB1000; Lecture Hours: 40 Lab Hours: 40 Outside Hours: 20   |                                 |
| <b>MBC1060 – Sensory and Nervous Systems, and Psychology</b>   | <b>6.0 Quarter Credit Hours</b> |
| Throughout this course, students will identify the components of the Sensory and Nervous Systems, and Psychology. A focus will also be placed on the correct usage of medical terminology related to these systems. Students will also utilize the proper ICD-10-CM/CPT/HCPCS coding, work through the insurance process, and become proficient using medical office technology in this module.  |                                 |
| Prerequisite: IMB1000; Lecture Hours: 40 Lab Hours: 40 Outside Hours: 20   |                                 |
| <b>MBC1070 – Medical Billing and Coding Externship</b>   | <b>6.0 Quarter Credit Hours</b> |
| Upon successful completion of Modules HCIN, MIBCL, MIBGU, MIBIE, MIBMS, MIBRG, and MIBSN, medical Upon successful completion of IMB1000, MBC1010, MBC1020, MBC1030, MBC1040, MBC1050, and MBC1060, medical insurance billing/coding students will participate in this 200-hour externship. Serving in an externship at an approved facility gives externs an opportunity to work with the principles and practices learned in the classroom. Externs work under the direct supervision of qualified personnel in participating institutions and under general supervision of the school staff. Students are expected to work a full-time (40 hours per week) schedule if possible. Supervisory personnel will evaluate externs at 100- and 200-hour intervals. Completed evaluation forms are placed in the students' permanent records. Students must successfully complete their externship training in order to fulfill requirements for graduation. Prerequisites: MBC1010, MBC1020, MBC1030, MBC1040, MBC1050, and MBC1060; Lecture Hours: 0 Lab Hours: 0 Other Hours (Externship): 200 |                                 |
| <b>MBC1080 – Medical Billing and Coding Practicum</b>  | <b>6.0 Quarter Credit Hours</b> |
| Upon successful completion of IMB1000, MBC1010, MBC1020, MBC1030, MBC1040, MBC1050, and MBC1060, medical insurance billing/coding students will participate in this 200-hour Practicum. This practicum gives students an opportunity to work with the principles and practices learned in the classroom and apply them to a virtual, medical office environment. Students work under the direct supervision of their instructor during this module. The instructor for this module will evaluate students at 100- and 200-hour intervals. Completed evaluation forms are placed in the students' permanent records. Students must successfully complete this practicum in order to fulfill requirements for graduation. Prerequisites: MBC1010, MBC1020, MBC1030, MBC1040, MBC1050, and MBC1060; Lecture Hours: 0 Lab Hours: 0 Other Hours (Practicum): 200  |                                 |

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