Altierus Career College – Catalog Addendum

TAMPA

Addendum to the 2021 College Catalog – Version I Volume I (4/9/2021)

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

Tampa Administration	
Tim Dengler	Campus Director
Branka Anicic	Director of Financial Aid
Kelly Washington	Academic Dean
Louis Rivera	Director of Career Services
David Ritchie	Director of Enrollment

CAMPUS OPERATING HOURS

Administration:	School:
Monday through Thursday 8:00 am to 7:00 pm Friday 8:00 am to 5:00 pm Saturday 9:00 am to 1:00 pm	Monday through Thursday 8:30 am to 10:15 pm Friday 8:30 am to 6:00 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
Electrical Construction Technician	36 weeks	58	$15,594	Included in tuition	$15,594
HVAC Technician	36 weeks	55	$15,594	Included in tuition	$15,594
Industrial Electrical Technician	36 Weeks	59	$15,594	Included in tuition	$15,594
Massage Therapy	36 weeks	48	$12,975	Included in tuition	$12,975
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)**
Nursing, (RN)	24 months	108	$320/credit hour attempted	Included in tuition	Expected total $34,560

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

Modular/Diploma Calendar Full Blended 2021	
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

Modular - Full Blended Holiday/Student Breaks 2021		
Holiday/ 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
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 Holidays	12/24/2021	1/02/2022

Modular/Diploma Calendar Full Blended 2022	
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

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

Modular/Diploma Calendar Full Blended 2022-2023	
Start Dates	**End Dates***
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

Modular/Diploma Student Holiday/Breaks 2022 – 2023		
Holiday/ Student Breaks**	**Start Dates**	**End Dates**
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 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 LINIEAR PROGRAMS

Linear - 2021				
Classes Resume		January	6	2021
Fall Term Ends		January	10	2021
Winter Term Starts		**January**	**11**	**2021**
Winter Term Add/Drop Deadline *6 Week I Courses*		January	17	2021
Winter Term Add/Drop Deadline *12 week courses*		January	25	2021
M.L. King Jr. Birthday Holiday		January	18	2021
Presidents' Day		February	15	2021
Mini-Term Starts		**February**	**22**	**2021**
Mini Term Add/Drop Deadline		February	28	2021
Winter Term Ends		April	4	2021
Spring Vacation	From:	April	5	2021
	To:	April	11	2021
Spring Term Starts		**April**	**12**	**2021**
Spring Term Add/Drop Deadline *6 Week I courses*		April	18	2021
Spring Term Add/Drop Deadline *12 Week Courses*		April	25	2021
Mini-Term Starts		**May**	**24**	**2021**
Mini Term Add/Drop Deadline		May	30	2021
Memorial Day Holiday		May	31	2021
Spring Term Ends		July	3	2021
Summer Vacation	From:	July	4	2021
	To:	July	11	2021
Summer Term Starts		**July**	**12**	**2021**
Summer Term Add/Drop Deadline *6 Week I Courses*		July	18	2021
Summer Term Add/Drop Deadline *12 Week Courses*		July	25	2021
Mini-Term Starts		**August**	**23**	**2021**
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
Fall Term Start		**October**	**11**	**2021**
Fall Term Add/Drop Deadline *6 Week I Courses*		October	17	2021
Fall Term Add/Drop Deadline *12 Week Courses*		October	24	2021
Mini-Term Starts		**November**	**22**	**2021**
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				
Winter Term Starts		**January**	**10**	**2022**
Winter Term Add/Drop Deadline *6 Week I Courses*		January	16	2022
M.L. King Jr. Birthday Holiday		January	17	2022
Winter Term Add/Drop Deadline *12 week courses*		January	24	2022
Presidents' Day		February	21	2022
Mini-Term Starts		**February**	**22**	**2022**
Mini Term Add/Drop Deadline		February	28	2022
Winter Term Ends		April	3	2022
Spring Vacation	From:	April	4	2022
	To:	April	10	2022
Spring Term Starts		**April**	**11**	**2022**
Spring Term Add/Drop Deadline *6 Week I courses*		April	17	2022
Spring Term Add/Drop Deadline *12 Week Courses*		April	24	2022
Mini-Term Starts		**May**	**23**	**2022**
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
Summer Term Starts		**July**	**11**	**2022**
Summer Term Add/Drop Deadline *6 Week I Courses*		July	17	2022
Summer Term Add/Drop Deadline *12 Week Courses*		July	24	2022
Mini-Term Starts		**August**	**22**	**2022**
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
Fall Term Start		**October**	**10**	**2022**
Fall Term Add/Drop Deadline *6 Week I Courses*		October	16	2022
Fall Term Add/Drop Deadline *12 Week Courses*		October	23	2022
Mini-Term Starts		**November**	**21**	**2022**
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
Winter Term Starts		**January**	**9**	**2023**
Winter Term Add/Drop Deadline *6 Week I Courses*		January	15	2023
M.L. King Jr. Birthday Holiday		January	16	2023
Winter Term Add/Drop Deadline *12 week courses*		January	23	2023
Presidents' Day		February	20	2023
Mini-Term Starts		**February**	**21**	**2023**
Mini Term Add/Drop Deadline		February	27	2023
Winter Term Ends		April	2	2023
Spring Vacation	From:	April	3	2023
	To:	April	9	2023
Spring Term Starts		**April**	**10**	**2023**
Spring Term Add/Drop Deadline *6 Week I courses*		April	16	2023
Spring Term Add/Drop Deadline *12 Week Courses*		April	23	2023
Mini-Term Starts		**May**	**22**	**2023**
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
Summer Term Starts		**July**	**10**	**2023**
Summer Term Add/Drop Deadline *6 Week I Courses*		July	16	2023
Summer Term Add/Drop Deadline *12 Week Courses*		July	23	2023
Mini-Term Starts		**August**	**21**	**2023**
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
Fall Term Start		**October**	**9**	**2023**
Fall Term Add/Drop Deadline *6 Week I Courses*		October	15	2023
Fall Term Add/Drop Deadline *12 Week Courses*		October	22	2023
Mini-Term Starts		**November**	**20**	**2023**
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

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
	Program Totals:	**320**	**320**	**200**	**840**	**54.0**

COURSE DESCRIPTIONS

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

This course is designed to provide an introduction to the healthcare profession for new students starting an allied health 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

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

This module covers the specialty area of periodontics with an emphasis in preventive dentistry and nutrition. Diet and nutrition will be discussed highlighting on how it is related to dental caries and periodontal disease with attention to patient education. Related areas of dental sealants and fluorides are presented. Coronal polish, fluoride application and pit and fissure sealant theory and procedures are taught and practiced. The specialty Pedodontics is also discussed. Related spelling and terminology is studied throughout the module.
Prerequisite: IHC1000. Lecture Hours: 40 Lab Hours: 40 Outside Hours: 20

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

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

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

In this module the area of the dental sciences, Oral and Maxillofacial Surgery as a specialty and dental pharmacology

are studied. Dental sciences will have an emphasis in embryology and histology, oral pathology and basic microbiology. The sciences will focus on how they relate to dentistry and dental procedures. Theory and common clinical procedures of the specialty in Oral and Maxillofacial Surgery are presented and demonstrated on dental manikins. Pharmacology will be discussed as related to anesthesia and pain management and other basic pharmacology in the dental setting. Related areas of the dental anesthetics and syringe assembly are presented. Related spelling and terminology 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, elastomerics, dental plasters and other impression materials used in prosthodontic fabrications. Students will gain hands on experience with many dental materials used chairside and in the dental lab. Related spelling and terminology is studied throughout the module.
Prerequisite: IHC1000. Lecture Hours: 40 Lab Hours: 40 Outside Hours: 20

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

DAD1060 - Office Administration, Law & Ethics and Career Development **6.0 Quarter Credit Hours**
In this module the student will learn the essential skills of understanding dental office etiquette such as delivering quality customer service, phone skills and effective communication with other dental professionals and patients. Patient records and The Health Insurance Portability and Accountability Act 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.

MASSAGE THERAPY
Diploma Program
36 Weeks – 750 Clock Hours, 48 Quarter Credit Hours
Modality: Some Blended
Replaces Pages 55-57 - Effective for students starting after April 12, 2021

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

Program Description: This 750-hour program consists of one pre-requisite course, ten self-contained units of learning called modules which includes a 60-hour clinic. The student must complete all modules before they graduate. Each student must successfully complete the pre-requisite course before moving on to any one of the remaining modules in the program. Topics included in this program are anatomy and physiology, introduction to principles and practices of massage therapy, massage fundamentals, massage and bodywork, pathology, business, ethics, success skills, and health and wellness Students will take the Capstone course as their last module, which consists of board review, preparation for the examination and mastering various modalities the student has been introduced to in all previous modules. Upon the successful completion of this program, graduates will have received the education necessary to attain a career in one of the most engaging and exciting fields today. The graduate may work in an entry-level position as a Massage Therapy in a variety of health care facilities, including, but not limited to, a massage clinic, hospital, chiropractic office, nursing home, health club, spa, report, or in private practice. Massage Therapists may be employed in urban, suburban, and rural areas.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

MTD1130 – Swedish Massage, Pre Natal,

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

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

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

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

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

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

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

This course is designed to provide students with an understanding of the job opportunities in the massage industry, while building core computer and business skills. This course also covers select topics in anatomy, physiology, and kinesiology. Professionalism, ethical practice, and the law as it relates to massage and communication are discussed. Clinical practice in Swedish massage, chair massage, and integrated techniques continue to build the massage therapists practical skills. Out-of-class activities will be assigned and assessed as part of this module.
Prerequisite: MTD1000, MTD1110, MTD1120, MTD1130, MTD1140;
Lecture Hours: 36 Lab Hours: 40 Outside Hours: 20

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

This course is designed to provide students with an understanding of myofascial, deep tissue and pin and stretch techniques. These techniques will be incorporated into a Swedish massage to better address individual client needs. Students will begin to use basic assessment skills to identify muscular holding patterns. The indications and contraindications of these techniques will be discussed as will specific sights of caution for deep tissue. For specific anatomy, physiology, and kinesiology covered in this module please refer to the anatomy and physiology outline on the syllabus. Out-of-class activities will be assigned and assessed as part of this module.
Prerequisite: MTD1000, MTD1110, MTD1120, MTD1130, MTD1140;
Lecture Hours: 36 Lab Hours: 40 Outside Hours: 20

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

This course is designed to provide the student with understanding and knowledge of neuromuscular therapy (NMT)/trigger point therapy and muscle energy techniques (MET) along with the assessment skills necessary for these modalities. For specific anatomy, physiology, and kinesiology covered in this module please refer to the anatomy and physiology outline on the syllabus. Out-of-class activities will be assigned and assessed as part of this module. Prerequisite: MTD1000, MTD1110, MTD1120, MTD1130, MTD1140;
Lecture Hours: 36 Lab Hours: 40 Outside Hours: 20

MTD1280 – Massage Therapy Capstone **5.0 Quarter Credit Hours**

This course is designed to provide the student with necessary preparation to pass the board examination. Students will master examination resources such as practice exams and hands-on clinical mastery of a wide array modalities and applications previously introduced in all modules. Out-of-class activities will be assigned and assessed as part of this module. Prerequisite: MTD1000, MTD1110, MTD1120, MTD1130, MTD1140, MTD1250, MTD1260, MTD1270; Lecture Hours: 38 Lab Hours: 40 Outside Hours: 20

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

This course is designed to provide the student with a realistic hands-on view and experience of working in the field by participating in a real massage therapy clinic or 'mock' clinic environment. The clinic provides the students an opportunity to enhance skills learned and practiced from instruction. This course is a continuation of supervised clinical practice integrating the principles of Swedish massage, chair massage and adjunctive therapeutic modalities. Students are afforded the opportunity to practice their massage and evaluation skills on a diverse group of subjects.
Prerequisite: MTD1000, MTD1110, MTD1120, MTD1130, MTD1140;
Lecture Hours: 0 Lab Hours: 0 Other (Clinic) Hours: 60

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

MEDICAL BILLING AND CODING

Diploma Program
33 Weeks – 760 Clock Hours, 48 Quarter Credit Hours
Modality: Full Blended
Replaces Pages 61-63 - 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 -OR-	0	0	200	200	6.0
MBC1080	Medical Billing and Coding Practicum	0	0	200	200	6.0
	Program Totals	**280**	**280**	**200**	**760**	**48.0**

COURSE DESCRIPTIONS

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

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

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

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

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

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

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

MBC1070 – Medical Billing and Coding Externship **6.0 Quarter Credit Hours**
Upon successful completion of 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

MBC1080 – Medical Billing and Coding Practicum **6.0 Quarter Credit Hours**
Upon successful completion of IMB1000, MBC1010, MBC1020, MBC1030, MBC1040, MBC1050, and MBC1060, medical insurance billing/coding students will participate in this 200-hour Practicum. This practicum gives students an opportunity to work with the principles and practices learned in the classroom and apply them to a virtual, medical office environment. Students work under the direct supervision of their instructor during this module. The instructor for this module will evaluate students at 100- and 200-hour intervals. Completed evaluation forms are placed in the students' permanent records. Students must successfully complete this practicum in order to fulfill requirements for graduation. Prerequisites: MBC1010, MBC1020, MBC1030, MBC1040, MBC1050, and MBC1060;
Lecture Hours: 0 Lab Hours: 0 Other Hours (Practicum): 200

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