



# Altierus Career College – Catalog Addendum

## TAMPA

Addendum to the College Catalog – Volume VIII Version I

April 2022

The catalog addendum contains the academic calendar and any changes to policy or programming that are effective after the publication of the current catalog version identified above. In addition, this catalog addendum contains temporary changes related to the COVID-19 campus response. All information listed below is considered to be policy based on the effective 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
Amy VanAuken	Academic Dean
Duane Dillard	Director of Enrollment
Diedre Gates	Director of Career Services

### CAMPUS OPERATING HOURS

Administration:	School:
<u>Monday through Thursday</u> 8:00 am to 7:00 pm	<u>Monday through Thursday</u> 8:30 am to 10:15 pm
<u>Friday</u> 8:00 am to 5:00 pm	<u>Friday</u> 8:30 am to 6:00 pm
<u>Saturday</u> 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	\$15,822	Included in tuition	\$15,822
Electrical Construction Technician	36 weeks	54	\$15,822	Included in tuition	\$15,822
HVAC Technician	36 weeks	54	\$15,822	Included in tuition	\$15,822
Industrial Electrical Technician	36 Weeks	54	\$15,822	Included in tuition	\$15,822
Massage Therapy	36 weeks	48	\$13,200	Included in tuition	\$13,200
Medical Assistant	41 weeks	60	\$18,060	Included in tuition	\$18,060
Medical Billing and Coding	33 weeks	48	\$14,976	Included in tuition	\$14,976
Pharmacy Technician	33 weeks	48	\$14,976	Included in tuition	\$14,976
Refrigeration Technician	36 Weeks	54	\$15,822	Included in tuition	\$15,822
Associate of Science Program	Program Length	Quarter Credits	Tuition	Textbooks & Equipment	Total Cost (estimated)
Nursing, (RN)*	24 months	108	\$345/credit hour attempted	Included in tuition	Expected total \$37,260

\* This program is no longer enrolling new students

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 – 2025)

### DIPLOMA MODULAR PROGRAMS

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 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 2023		
Holiday/ Student Breaks**	Start Dates	End Dates
Christmas & New Year Holidays	12/24/2022	1/01/2023
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.

<b>Modular/Diploma Calendar Full Blended 2024</b>	
<b>Start Dates</b>	<b>End Dates*</b>
1/8/2024	2/4/2024
2/5/2024	3/3/2024
3/4/2024	3/31/2024
4/8/2024	5/5/2024
5/6/2024	6/2/2024
6/3/2024	6/30/2024
7/8/2024	8/4/2024
8/5/2024	9/1/2024
9/3/2024	9/29/2024
10/7/2024	11/3/2024
11/4/2024	12/1/2024
12/2/2024	1/5/2025

<b>Modular/Diploma Student Holiday/Breaks 2024</b>		
<b>Holiday/ Student Breaks**</b>	<b>Start Dates</b>	<b>End Dates</b>
Christmas & New Year Holidays	12/24/2023	1/01/2024
Martin Luther King Day	1/15/2024	1/15/2024
Presidents Day	2/19/2024	2/19/2024
Student Break	04/01/2024	04/7/2024
Memorial Day	5/27/2024	5/27/2024
Student Break	7/01/2024	7/07/2024
Labor Day	9/02/2024	9/02/2024
Student Break	9/30/2024	10/06/2024
Thanksgiving Holiday	11/28/2024	11/29/2024
Christmas & New Year Holidays	12/24/2024	1/01/2025

<b>Modular/Diploma Calendar Full Blended 2025</b>	
<b>Start Dates</b>	<b>End Dates*</b>
1/6/2025	2/2/2025
2/3/2025	3/2/2025
3/3/2025	3/30/2025
4/7/2025	5/4/2025
5/5/2024	6/1/2025
6/2/2025	6/29/2025
7/7/2025	8/3/2025
8/4/2025	8/31/2025
9/2/2025	9/28/2025
10/6/2025	11/2/2025
11/3/2025	11/30/2025
12/1/2025	1/4/2026

<b>Modular/Diploma Student Holiday/Breaks 2025</b>		
<b>Holiday/ Student Breaks**</b>	<b>Start Dates</b>	<b>End Dates</b>
Christmas & New Year Holidays	12/24/2024	1/01/2025
Martin Luther King Day	1/20/2025	1/20/2025
Presidents Day	2/17/2025	2/17/2025
Student Break	3/31/2025	04/06/2025
Memorial Day	5/26/2025	5/26/2025
Student Break	6/30/2025	7/06/2025
Labor Day	9/01/2025	9/01/2025
Student Break	9/29/2025	10/05/2025
Thanksgiving Holiday	11/27/2025	11/28/2025
Christmas & New Year Holidays	12/24/2025	1/04/2026

\* 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 - 2022				
<b>Winter Term Starts</b>		<b>January</b>	<b>10</b>	<b>2022</b>
Winter Term Add/Drop Deadline <i>6 Week I Courses</i>		January	16	2022
M.L. King Jr. Birthday Holiday		January	17	2022
Winter Term Add/Drop Deadline <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 <i>6 Week I courses</i>		April	17	2022
Spring Term Add/Drop Deadline <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 <i>6 Week I Courses</i>		July	17	2022
Summer Term Add/Drop Deadline <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 <i>6 Week I Courses</i>		October	16	2022
Fall Term Add/Drop Deadline <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

## CATALOG UPDATES

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

### **ACADEMIC AND DISTANCE EDUCATION ADVISING AND READINESS** – *Revision to information on Page 6 of the Catalog – Effective April 2022*

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

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

- **Academic Readiness Assessment performance:** Test scores at or above the thresholds listed below on the Academic Readiness Assessment (ARA).

Assessment	Minimum Score
Math	80%
Writing	80%
Reading	80%

If a prospective student cannot demonstrate academic readiness by performance on the ARA, one of the following alternative measures may be provided:

- **Recent high school academic performance:** A high school cumulative grade point average (GPA) of 2.6 or higher on a 4-point scale (80% or higher on a numeric scale). High school seniors who have not yet graduated may use cumulative GPA at the end of 7 high school semesters.
- **Prior postsecondary performance:** An English Composition or writing-intensive general education course with a grade of C or higher, taken from a nationally or regionally accredited postsecondary institution, which suggests readiness level for reading and writing, and College Algebra with the same criteria, which suggests readiness level for mathematics. Developmental courses (generally noted as remedial or pre-college on a transcript and not calculated into a college GPA) do not qualify. Prospective students that have graduated from a previous diploma or degree program at the current campus will not be required to submit additional academic readiness. Review and approval of previous college experience to be completed by the Academic Department
- **Recent standardized test scores:**  
For All Students: Test scores at or above the thresholds below on tests administered within 4 years of the date of admission:

Assessment Method	Composition	Math
SAT Scores (Completed before March 2016)	460	460
SAT Scores (Completed after March 2016)	Reading—25 Writing—27 Evidence—520	500
PSAT Scores (taken prior to December of 2014)	Reading—46 Writing—46 Total CR+W—92	46
PSAT Scores (taken after January of 2015)	Reading—46 Writing—46 Total CR+W—92	52
ACT Scores	Reading—18 Writing—22	22
MRT Scores	English – 70% Reading – 70%	70%
External Institution ACCUPLACER (1 <sup>st</sup> Generation)	Sentence Skills – 80 Reading – 76	Elementary Algebra - 74
ACCUPLACER (Next Generation)	Reading – 263 Writing – 263	Arithmetic – 263
Compass	Reading – 85 Writing – 74	Math – 50

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

**Academic Readiness Interventions – Revision to information on Pages 6-7 of the Catalog – Effective April 2022**

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

- Degree Students:
  - Students will be required to take ENC0100 - Reading & Writing Strategies as a co-requisite with ENC1101 - Composition I if
    - The student does not score higher than 80 on the writing section or reading section of the Academic Readiness Assessment. OR
    - The student does not provide documentation for meeting acceptable alternative measures for academic readiness as described in the catalog.
  - Students will be required to take MAT0100 – Quantitative Reasoning Strategies as co-requisite with MAT1023 - Quantitative Reasoning if
    - The student does not score higher than 80 on the math section of the Academic Readiness Assessment. OR
    - The student does not provide documentation for meeting acceptable alternative measures for academic readiness as described in the catalog.

For diploma students, students are required to take SLS 0110 - Foundations during their first module in school if the student scores below 80 on any section of the Academic Readiness Assessment or cannot provide documentation to demonstrate academic readiness through any alternative acceptable measure as described in the catalog. Foundations courses for the degree and diploma programs are zero-credit, pass/fail courses and are not included in the satisfactory academic progress calculations. There are no charges for taking these courses and they are designed to prepare students to succeed in their coursework at the School.

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

SLS 0110 – Foundations

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

Lecture Hours: 20. Course Length: 4 weeks

MAT0100 – Quantitative Reasoning Strategies

The course will introduce students to the foundational skills needed to become numerically literate and use numbers to communicate in their everyday lives. Emphasis will be placed on understanding math terminology, including formulas, equations, proportions, financial literacy, visual displays of mathematics, and basic statistical concepts. This course is designed to support students in MAT1023. Lecture Hours: 40; Course Length: 6 weeks; Co-Requisite: MAT 1023.

ENC 0100 – Reading & Writing Strategies

This course introduces students to critical reading and thinking concepts to prepare them to be successful in college level courses and their everyday lives. Emphasis will be placed on the development of written communication skills, which include developing a paragraph and an essay, defining the stages of the writing process, and understanding rhetorical strategies. This course is designed to support students in ENC 1101.

Lecture Hours: 40; Course Length: 6 weeks; Co-Requisite: ENC 1101.

**Online Readiness – Revision to information on Page 7 of the Catalog – Correction to minimum score**

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

## PROGRAM UPDATES

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

### **DENTAL ASSISTANT** – Revision to information on Pages 44-46 of the Catalog – Effective March 2022

*Diploma Program*

37 Weeks – 840 Hours - 54 Quarter Credit Hours

Modality: Blended

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

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

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

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

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

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



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

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

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

Course Code	Course Title	Lecture Hours	Lab Hours	Other Hours (Externship)	Total Contact Hours	Quarter Credit Hours
<b>Prerequisite Course</b>						
IHC1000	Introduction to the Healthcare Profession	40	40	0	80	6.0
<b>Core Courses</b>						
DAD1010	Preventive Dentistry, Nutrition, Periodontics and Pedodontics	40	40	0	80	6.0
DAD1020	Restorative Dentistry	40	40	0	80	6.0
DAD1030	Dental Sciences, Oral and Maxillofacial Surgery, Pharmacology	40	40	0	80	6.0
DAD1040	Prosthodontics and Dental Materials	40	40	0	80	6.0
DAD1050	Anatomy, Endodontics and Orthodontics	40	40	0	80	6.0
DAD1060	Office Administration, Law & Ethics and Career Development	40	40	0	80	6.0
DAD1070	Dental Radiography	40	40	0	80	6.0
DAD1080	Dental Assistant Externship	0	0	200	200	6.0
<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></p> <p>This course is designed to provide an introduction to the healthcare profession for new students starting an allied health diploma program. Students will learn the basics of medical terminology, anatomy and physiology, infection control, HIPAA, OSHA and HIV/AIDS. Additional topics covered include professional codes of ethics, medical insurance and billing, keyboarding, computer applications, basic mathematical skill, and critical professionalism skills. Students will have the opportunity to learn program-specific topics throughout the course. CPR certificate is also included in the course. Prerequisite: None</p>	<p><b>6.0 Quarter Credit Hours</b></p> <p>Lecture Hours: 40 Lab Hours: 40 Outside Hours: 20</p>
<p><b>DAD1010 - Preventive Dentistry, Nutrition, Periodontics and Pedodontics</b></p> <p>This module covers the specialty area of periodontics with an emphasis in preventive dentistry and nutrition. Diet and nutrition will be discussed highlighting on how it is related to dental caries and periodontal disease with attention to patient education. Related areas of dental sealants and fluorides are presented. Coronal polish, fluoride application and pit and fissure sealant theory and procedures are taught and practiced. The specialty Pedodontics is also discussed. Related spelling and terminology are studied throughout the module. Prerequisite: IHC1000</p>	<p><b>6.0 Quarter Credit Hours</b></p> <p>Lecture Hours: 40 Lab Hours: 40 Outside Hours: 20</p>
<p><b>DAD1020 - Restorative Dentistry</b></p> <p>This module introduces students to chair-side assisting duties and techniques practiced in general dentistry with emphasis on four-handed dentistry during restorative procedures. Students practice required skills such as dental dam placement, placement, wedging and removal of Tofflemire retainers. Procedures to include placement of bases, liners, and bonding systems are also practiced. Related spelling and terminology are studied throughout the module. Prerequisite: IHC1000</p>	<p><b>6.0 Quarter Credit Hours</b></p> <p>Lecture Hours: 40 Lab Hours: 40 Outside Hours: 20</p>
<p><b>DAD1030 - Dental Sciences, Oral and Maxillofacial Surgery, Pharmacology</b></p> <p>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</p>	<p><b>6.0 Quarter Credit Hours</b></p>



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

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

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

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

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

## COURSE DESCRIPTIONS

<p><b>IHC1000 - Introduction to the Healthcare Profession</b></p> <p>This course is designed to provide an introduction to the healthcare profession for new students starting an allied health diploma program. Students will learn the basics of medical terminology, anatomy and physiology, infection control, HIPAA, OSHA and HIV/AIDS. Additional topics covered include professional codes of ethics, medical insurance and billing, keyboarding, computer applications, basic mathematical skills, and critical professionalism skills. Students will have the opportunity to learn program-specific topics throughout the course. CPR Certification is also included in the course. Out-of-class activities will be assigned and assessed as part of this course.</p> <p>Prerequisite: None</p>	<p><b>6.0 Quarter Credit Hours</b></p> <p>Lecture Hours: 40 Lab Hours: 40 Outside Hours: 20</p>
<p><b>MAD1010- Dermatology and Immunology</b></p> <p>This course is designed to provide the student with the theory and hands-on skills involved in working in a dermatology and immunology medical office setting. Students will learn the medical terminology, anatomy and physiology related to the integumentary and lymphatic systems. Students will learn about common diseases and disorders that might be seen with these specialties as well as common medications that might be prescribed. Students will perform administrative skills such as financial management and bookkeeping procedures. Students will perform clinical procedures such as venipuncture, administration of medication, measuring vital signs, and collection of specimens for CLIA-waived testing. Students will learn about professional attire in a medical office setting and what to wear to an interview. Out-of-class activities will be assigned and assessed as part of this course.</p> <p>Prerequisite: IHC1000</p>	<p><b>6.0 Quarter Credit Hours</b></p> <p>Lecture Hours: 40 Lab Hours: 40 Outside Hours: 20</p>

<b>MAD1020- Orthopedics and Emergency Medicine</b>	<b>6.0 Quarter Credit Hours</b>
<p>This course is designed to provide the student with the theory and hands-on skills involved in working in an orthopedic or emergency medical office setting. Students will learn the medical terminology, anatomy, and physiology related to the musculoskeletal systems. Students will learn about common diseases and disorders that might be seen with these specialties as well as common medications that might be prescribed. Students will perform administrative procedures such as creating professional correspondence and utilizing computer applications. Students will perform clinical procedures such as venipuncture, administration of medication, measuring vital signs, and collection of specimens for CLIA-waived testing. Students will learn the importance of medical and surgical asepsis and the procedures for disinfecting and sterilizing medical office equipment. Students will understand how to assist with minor surgical procedures, the infection cycle, and wound care. The student will learn about office safety procedures and participate in a mock environmental exposure event. Students will learn the importance and the requirements of gaining a medical assistant credential. Out-of-class activities will be assigned and assessed as part of this course.</p>	
Prerequisite: IHC1000	Lecture Hours: 40 Lab Hours: 40 Outside Hours: 20
<b>MAD1030 – Family Practice</b>	<b>6.0 Quarter Credit Hours</b>
<p>This course is designed to provide the student with the theory and hands-on skills involved in working in a family practice office setting. Students will learn the medical terminology, anatomy, and physiology related to the endocrine system. Students will learn about common diseases and disorders that might be seen in a family practice medical office as well as common medications that might be prescribed. Students will perform administrative skills such as identifying community resources for patients' healthcare needs. Students will perform clinical skills such as venipuncture, administration of medication, measuring vital signs, capillary puncture, and collection of specimens for CLIA-waived testing. Students will learn to assist providers with patient examinations, how to conduct quality assurance measures in a medical office, and disease management. Students will learn the parts of a prescription, appropriate abbreviations for prescription writing, and compliance with legal aspects associated with prescriptions. Students will be introduced to the current outlook for medical assisting and will be able to compare and contrast allied health professionals. Out-of-class activities will be assigned and assessed as part of this course</p>	
Prerequisite: IHC1000	Lecture Hours: 40 Lab Hours: 40 Outside Hours: 20
<b>MAD1040 – Cardiology</b>	<b>6.0 Quarter Credit Hours</b>
<p>This course is designed to provide the student with the theory and hands-on skills involved in working in a cardiology or pulmonology office setting. Students will learn the medical terminology, anatomy, and physiology related to the cardiovascular and respiratory systems. Students will learn about common diseases and disorders that might be seen in a cardiology office setting as well as common medication that might be prescribed. Students will perform administrative skills such as telephone techniques, electronic correspondence, and diagnostic and procedural coding. Students will perform clinical skills such as venipuncture, administration of medication, measuring vital signs, recording a 12-lead electrocardiogram, pulmonary function testing, and pulse oximetry. Students will learn what continued education is and how it is acquired. Out-of-class activities will be assigned and assessed as part of this course. Prerequisite: IHC1000</p>	
Prerequisite: IHC1000	Lecture Hours: 40 Lab Hours: 40 Outside Hours: 20
<b>MAD1050 - Urology and Gastroenterology</b>	<b>6.0 Quarter Credit Hours</b>
<p>This course is designed to provide the student with the theory and hands-on skills involved in working in a urology or gastroenterology office setting. Students will learn the medical terminology, anatomy, and physiology related to the urinary, male reproductive, and digestive systems. Students will learn about common diseases and disorders associated with these specialties as well as common medication that might be prescribed. Students will perform administrative skills such as records management, utilizing an electronic medical record and processing mail. Students will perform clinical skills such as venipuncture, administration of medication, measuring vital signs, urinalysis, and assisting with gastroenterology procedures. Students will be introduced to interviewing techniques. Out-of-class activities will be assigned and assessed as part of this course.</p>	
Prerequisite: IHC1000	Lecture Hours: 40 Lab Hours: 40 Outside Hours: 20
<b>MAD1060 – Obstetrics and Gynecology</b>	<b>6.0 Quarter Credit Hours</b>
<p>This course is designed to provide the student with the theory and hands-on skills involved in working in an obstetrics and gynecology office setting. Students will learn the medical terminology, anatomy, and physiology related to the female reproductive system. Students will learn about common diseases and disorders associated with this specialty as well as common medication that might be prescribed. Students will perform administrative skills such as scheduling appointments, insurance and billing procedures and processing documents. Students will perform clinical skills such as venipuncture, administration of medication, measuring vital signs, and how to assist with prenatal and gynecologic examination. Students will learn how to create a professional resume and a cover letter. Out-of-class activities will be assigned and assessed as part of this course.</p>	
Prerequisite: IHC1000	Lecture Hours: 40 Lab Hours: 40 Outside Hours: 20
<b>MAD1070 – Neurology and Psychology</b>	<b>6.0 Quarter Credit Hours</b>
<p>This course is designed to provide the student with the theory and hands-on skills involved in working in a neurology office setting. Students will learn the medical terminology, anatomy, and physiology related to the nervous system. Students will learn about common diseases and disorders associated with these specialties as well as common medication that might be prescribed. It also focuses on basic principles of psychology, cultural awareness, communication skills, and coping mechanisms. Students will explore medical law and ethics as it relates to a health</p>	

care setting. Students will perform administrative skills such as medical practice marketing and providing excellent customer service. Students will perform clinical skills such as venipuncture, administration of medication, assisting with neurological procedures, and measuring vital signs. Students will learn job searching strategies. Out-of-class activities will be assigned and assessed as part of this course.

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

**MAD1080 – Pediatrics** **6.0 Quarter Credit Hours**

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

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

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

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

Prerequisite: MAD1010, MAD1020, MAD1030, MAD1040, MAD1050, MAD1060, MAD1070, MAD1080  
Lecture Hours: 0 Lab Hours: 0 Other (Externship) Hours: 200

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

.....  
**MEDICAL BILLING & CODING** – *Revision to information on Pages 53-55 of the Catalog – Effective March 2022*

*Diploma Program*

33 Weeks – 760 Hours - 48 Quarter Credit Hours

Modality: Blended

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

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

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

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

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

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

## COURSE DESCRIPTIONS

<p><b>IMB1000 – Introduction to Medical Billing and Coding</b> <span style="float: right;"><b>6.0 Quarter Credit Hours</b></span></p> <p>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.</p> <p>Prerequisite: None <span style="float: right;">Lecture Hours: 40 Lab Hours: 40 Outside Hours: 20</span></p>
<p><b>MBC1010 – Cardiovascular and Lymphatic Systems</b> <span style="float: right;"><b>6.0 Quarter Credit Hours</b></span></p> <p>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.</p> <p>Prerequisite: IMB1000 <span style="float: right;">Lecture Hours: 40 Lab Hours: 40 Outside Hours: 20</span></p>
<p><b>MBC1020 – Genitourinary System</b> <span style="float: right;"><b>6.0 Quarter Credit Hours</b></span></p> <p>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.</p> <p>Prerequisite: IMB1000 <span style="float: right;">Lecture Hours: 40 Lab Hours: 40 Outside Hours: 20</span></p>
<p><b>MBC1030 – Integumentary and Endocrine Systems, and Pathology</b> <span style="float: right;"><b>6.0 Quarter Credit Hours</b></span></p> <p>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.</p> <p>Prerequisite: IMB1000 <span style="float: right;">Lecture Hours: 40 Lab Hours: 40 Outside Hours: 20</span></p>

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

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