

SOUTHWEST CAREER COLLEGE

**Volume 17
Printed January 2012**

**SOUTHWEST CAREER COLLEGE
1414 Geronimo
El Paso, TX 79925
Ph; (915) 778-4001
Fax: (915) 778-1575**

SOUTHWEST CAREER COLLEGE

Southwest Career College and its subsidiaries are owned by Quikstudy Learning Centers, Inc., a Texas Corporation. Mrs. Yolanda Arriola, Mr. Benjamin Arriola Sr. and Mr. Benjamin Arriola Jr., constitute Southwest Career College's Corporate Officers.

GOVERNING BOARD

Mrs. Yolanda Arriola
President, Quikstudy Learning Centers, Inc.
School President/ Chief Executive Officer/Owner/ Southwest Career College

Mr. Benjamin Arriola Jr.
Vice President, Quikstudy Learning Centers, Inc.
School Director/Owner/ Southwest Career College

Mr. Benjamin Arriola Sr.
Secretary, Quikstudy Learning College, Inc.

ALL INFORMATION CONTAINED IN THE THIS STUDENT CATALOG IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE

Yolanda Arriola
CEO

Benjamin Arriola Jr.
School Director

This catalog is current as of the time of printing. Southwest Career College reserves the right to make changes in course content, equipment, materials, organizations, policy and curriculum as circumstances dictate, subsequent to publication. The school expects its students to have knowledge of the information present in this catalog and in other official publications.

Southwest Career College is in compliance with the following: The Equal Opportunity Act, the Age Discrimination Act, and the Americans with Disabilities Act.

HISTORY of SOUTHWEST CAREER COLLEGE

Southwest Career College opened its doors to the public in June 1999. The primary goal of the institution was to provide quality education to individuals whom lacked a strong grasp of the English language and had not received their High School Diploma. Using a low student to teacher ratio and personalized individual educational plans, Southwest Career College was able to achieve a 96% successful rate it's first year in operation.

In November 2002, Southwest Career College added vocational career courses that would help the participants achieve their career goals. By working with the business community as partners, an extensive and complete curriculum was created in the fields of Office Technology, Administrative Assistant, and Medical Records and Health Information Specialist. Reacting to the demand from our business partners, Southwest Career College added a Medical Assistant program in May 2004, Diesel Technician in May 2005, and MRI Technologist in May 2008.. In April 2009, Southwest Career College received authorization from THECB to grant an Associate in Applied Science Degree in Diagnostic Medical Sonography, and changed it's name to Southwest Career College.

SOUTHWEST CAREER COLLEGE MISSION STATEMENT

The mission of Southwest Career College is to provide exceptional career and technical training through a commitment to educational excellence strengthened by quality instruction, a positive learning environment, and the integration of emerging technologies to enable students to achieve their potential, participate in new employment opportunities, and continue to be lifelong learners.

Listing of Approvals & Licensures

Approved and Regulated by the Texas Workforce Commission, Career Schools, Austin, Texas

SWCC is authorized by the Texas Higher Education Coordinating Board to offer Associate Degrees in Applied Science.

Accreditation Agency

SWCC is Institutionally Accredited by the Accrediting Bureau of Health Education Schools through December 2013

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

TABLE OF CONTENTS

Name, Address, Telephone Number.....	Cover Page
Date of Catalog Printing.....	Cover Page
Ownership and Statement of History.....	2
Names of the Officers.....	2
Mission Statement	3
Listing of Approvals & Licensures.....	3
Accreditation Agency.....	3
Academic Calendar.....	6
Listing of Key Staff and Faculty.....	6
Degrees Held	
Specialized Training	
Areas of Instruction	
School Policy on Admission and Enrollment.....	8
Description of Facilities.....	10
Enrollment Agreement	11
Satisfactory Academic Progress.....	15
Grading System.....	17
Cancellation Policy.....	18
Refund Policy.....	18
Student Services.....	21
Non-Discrimination Policy – Affirmative Action Statement	21
School Policy on Job Placement Assistance.....	21
Advanced Placement and Credit for Experiential Learning.....	21
Transfer of Credit.....	21
Right of Appeal.....	24
Academic Misconduct	24
School Policy on Fees, Tuition and/or Special Charges.....	25
School Policy on Attendance	26
School Policy on Resolution of Student Grievances/Complaints.....	27
Approved and Regulated Statement.....	94
True and Correct Statement.....	94

LISTING OF PROGRAMS

VOCATIONAL PROGRAMS

Medical Assistant/Laboratory Assistant.....28-32

Diesel Technician.....33-34

MRI Technologist35-38

Associate of Applied Science in Diagnostic Medical Sonographer.....39-47

Associate of Applied Science in Business Management and Accounting Systems48-53

Associate of Applied Science in Medical Coding and Billing Systems54-59

Associate of Applied Science in Health Administration60-65

Associate of Applied Science in Diesel Technology.....66-69

Associate of Applied Science in MRI Technologist.....70-79

Associate of Applied Science in Radiologic Sciences.....80-88

Associate of Applied Science in Automotive Technology.....89-93

Academic Calendar 2012

January 2, 2012	- First Day of Classes
April 6-8, 2012	- Spring Break
May 26-28, 2012	- Memorial Day
July 4-8, 2012	- Summer Break
September 1 – 3, 2012	- Fall Break
November 21 – 25, 2012	- Thanksgiving Break
December 19, 2012	- Last Day of Classes

STAFF AND FACULTY

Jeremy Burciaga

University of Texas El Paso
Biology

Miguel Viveros

Escuela Particular Normal Superior del Estado De Morelos
BA Education

Dr. Mario Villegas

Bobby Perez

University of Texas El Paso
BS Biology

Dr. Vidal Garcia

Autonoma de Mexico
Doctor of Medicine
Radiology

Daniel Lopez

El Paso Community College
Diesel Technician Certificate
Automotive Technician Certificate

Jorge Espinoza

Computer Career Centers
Medical Assistant Diploma

Vivian Olivares

University of Phoenix
BA Human Services

Wei Chong Chiu

Midwestern State University
BS in Radiologic Sciences

Jorge Garza

University of Texas El Paso
BS in Computer Science
Masters In Business Administration

Albert Martinez

Durham College
Medical Assistant Diploma

Dr. Jesus Cardenas

CA Health Science University
Doctor of Medicine

Aida Ramirez

University of Texas El Paso
BA Computer Info System
El Paso Community College
AAS Radiologic Technology

Dr. Reynaldo De Luna

Universidad Autonoma de Guadalajara
Doctor of Medicine

Erik Estrada

Instituto Tecnologico de Cd Juarez
BS Computer Systems Engineer

Daniel Segura

Florida Atlantic University
BS Biological Science/ Pre Health Profession

Javier M. Marquez

University of Texas at El Paso

Cesar Medina

Sierra Campus
Diesel Technology Certification

Ronald Brubaker

Computer Learning Center
Computer Systems & Programming Diploma

Julio Maguregui

Arizona Automotive Institute
Auto Diesel Associate Degree

Aldo Montes

University of Texas El Paso
BBA in Computer Information Systems

Michael Cano

University of Texas El Paso
BA in Marketing

Craig Pradarelli
Belize Medical College
Doctor of Medicine

Dr. Aurora Heredia
Universidad Autonoma CD Juarez
Doctor of Medicine

Xavier Hugo Excobedo
Instituto Tecnologico de Monterrey
BS Information Systems

Ruben Guerra
Career Centers of Texas
Medical Computer Diploma

Rafael Solano
University Autonoma Ciudad Juarez
Doctor of Medicine

Syhzumi Yamada
University of Texas El Paso
BA Economics, BA Finance

ASSOCIATE STAFF

Dulce Arriola
BA Accounting
Financial Aid Director

Javier Mendoza
BA Business Administration
Externship and Placement Coordinator

Aurelia Crusoe
Administrator

Jerry Martin, MBA
Admission Director

Carlos Rangel
Financial Aid Representative

Melissa Rosales
Financial Aid Representative

Tiffany Mckennon
Admissions Representative

Ruben Marquez
Admissions Representative

Ariadna Palomino
Accounting Clerk

Karla Gallardo
Externship and Placement

Jorge L. Pinon
Accounting Specialist

Marisol Gutierrez
Student Advisor

Jerry Martin
Admissions Director

Monica Sosa
Information Technology Specialist

Olga Castillo
Financial Aid Representative

Oscar Sosa
Administrative Assistant

Ben Arriola
BA Industrial Engineering
School Director

Laura Franco
BA Marketing
Admissions

Ben Arriola Sr.
Diesel Program Director

Melisa Rosales
Financial Aid

Carmen I. Mendoza
Job Developer

Christoper Arriola
Financial Aid Representative

Karla Gallardo
Job Developer

Diana Zamora
Administrative Assistant

Francisco Lopez
Diesel Instructor Assistant

Javier Mendoza
Externship and Placement Coordinator

Marcela A. Navarro
Laboratory Assistant

Marisol Salcido
Financial Aid Representative

Monica Ruelas
Accounting Clerk

Christian Lopez
IT Specialist

Yesenia Apodaca
Financial Aid Specialist

Rosa I. Sosa
Administrative Assistant

Triana Cepeda
Laboratory Coordinator

Trinidad Borjas
Administrative Assistant

Hilda Contreras
Admissions Representative

Alfonso Camarillo
Maintenance

OWNERSHIP

Yolanda Arriola
Universidad ITESO Guadalajara, Jal.
BA Marketing

APPLYING FOR ADMISSION

Education representatives conduct a personal interview with each applicant before any decision is made regarding enrollment. The representative and student will meet to discuss the school's programs and the student's career goals. The representative will assist the student in the completion of the application packet. The school director will review the application for indication of high school diploma, GED certificate, or a transcript from an accredited post-secondary educational institution for acceptance. If the applicant is not accepted for a desired program, an alternative program may be suggested. Any application rejected for admission will be notified within seven working days. Any fees paid by the student will be fully refunded.

Southwest Career College has established the following requirements and procedures for admissions:

- Visit School
- Complete interview with education representative
- Complete admissions packet
- Sign the enrollment agreement
- Sign a statement of general health
- Complete necessary school documentation

Admissions requirements:

1. A high school diploma or its equivalency is required for admission into the program;
2. Home schooled students must have a certificate by the state where the students resided during their home school.
3. Successful interview with an intake (admissions) counselor; and
4. Be at least 17 years of age (applicants under the age of 18 require written permission from a parent or legal guardian in order to enroll.)

MILITARY STUDENTS

We'll help you untangle the college web. Contact a pre-admission advisor to get information about how you, as a military/veteran student or dependent, can get started with your degree. We will provide you with an application for our military scholarship program. So if you qualify for any scholarship, we'll let you know.

- **Apply for you Veterans Educational Benefits**
If you haven't applied for your Veterans Educational Benefits, go to www.gibil.va.gov
- **Post-9/11 GI Bill Tuition benefits**
Under the new Post-9/11 GI bill, effective August 2009, eligible students can get their tuition covered up to the cost of tuition and fees, in addition to receiving housing and book stipends.
- **Reactivating GI Bill**
If you are coming back to SWCC or have already used your MGIB benefits at another college; you must reactivate your GI Bill by filling out an application for Change of Place of Training or Program (form 22-1995). Take the completed application to Services for Veteran Students.
- **Tuition Assistance Procedures**
Visit your local Education Service on Post for guidance to apply and use TA. GoArmyEd instructions to apply: www.goarmyed.com/loin.aspx
- **Dependents**

Several options are available for military dependents including transferring benefits to them, discuss MYCAA and other financial options with your advisor during your career counseling session. Apply: <http://www.military.com/education/content/money-for-school/military-spouse-career-advancement-accounts-financial-aid.html>

- **Vocational Rehabilitation**

Visit your local veteran’s service office for details.

Your advisor will schedule a financial aid appointment with you to determine what you are eligible and or qualified for. You will be required to apply for a pin number and file your FASFA with the financial aid office.

After you have completed your career counseling sessions, the Admissions Office will notify of available orientation dates. Orientation is mandatory for new students.

After you’ve applied for your Veterans Educational Benefits, turn in your application (letter of eligibility), DD214 and your certification from (VA 22-1999) so you can start receiving your education benefits to the Veteran’s Services or your admissions advisor before class starts.

SERVICEMEMBERS OPPORTUNITY COLLEGES (SOC)

Southwest Career College is a member of the Servicemembers Opportunity Colleges (SOC) Consortium of approximately 1,900 colleges and universities. SOC consortium members subscribe to principles and criteria to ensure that quality academic programs are available to servicemembers, including members of the National Guard and Coast Guard, their family members, reservists, and veterans of all Services. As a SOC Consortium member, this institution ensures military students share in appropriately accredited postsecondary educational opportunities available to our citizens. Flexibility of programs and procedures, particularly in admissions, counseling, credit transfer, course articulations, recognition of nontraditional learning experiences, scheduling, course format, and residency requirements are provided to enhance access of servicemembers and their family members to higher education programs.

Conviction for possession or sale of illegal drugs.

A Federal or state drug conviction can disqualify a student for FSA funds. The student self-certifies in applying for aid that he/she is eligible;

A conviction that was reversed, set aside, or removed from the student’s record does not count, nor does one received when the student was a juvenile, unless she/he was tried as an adult.

The Chart below illustrates the period of ineligibility for FSA funds, depending on whether the conviction was for sale or possession and whether the student had previous offenses. (A conviction for sale of drugs includes convictions for conspiring to sell drugs).

	Possession of illegal drugs	Sale of illegal drug
1 st offense	1 year from date of conviction	2 years from date of conviction
2 nd offense	2 years from date of conviction	Indefinite period
3+ offenses	Indefinite period	

If the student was convicted of both possessing and selling illegal drugs, and the periods of ineligibility are different, the student will be ineligible for the longer period.

A student regains eligibility the day after the period of ineligibility ends or when he/she successfully completes a qualified drug rehabilitation program. Further drug convictions will make him/her ineligible again.

When a student regains eligibility during the award year the College may award Pell and Campus-based aid for the current payment period and Direct and FFEL loans for the period of enrollment.

Standards for a qualified drug rehabilitation program

A qualified drug rehabilitation program must include at least two unannounced drug tests and must satisfy at least one of the following requirements:

- Be qualified to receive funds directly or indirectly from a federal, state, or local government program.
- Be qualified to receive payment directly or indirectly from a federally or state-licensed insurance company
- Be administered or recognized by federal, state or local government agency or court.
- Be administered or recognized by a federally or state-licensed hospital, health clinic, or medical doctor.

DESCRIPTION OF FACILITIES

Southwest Career College currently has one main campus and one separate classroom space. Our main campus is located on 1414 Geronimo, El Paso Texas. Additional classroom space is located on 1420 Geronimo. The Administrative Assistant, Medical Records and Health Information Specialist, and the Medical Assistant careers are fully taught at this location. Each of the twenty classrooms can accommodate 20 students. Adequate space for office and administrative work is provided. Over seventy computer workstations are available for student use in five separate computer laboratories. These workstations are networked and have access to a high-speed (DSL) Internet connection. Two medical laboratories are available for student use, so they can gain experience in such areas as phlebotomy, the EKG machine, and blood analysis. Each classroom is furnished with an erasable ink board and bookshelves with multi-media resources available as needed. The lounge areas are furnished with tables, chairs, snack machines and a water cooler. The facility is centrally located and convenient to bus routes and support agencies.

The Diesel Technician program is located at 5700 Cleveland, El Paso Texas. The separate classroom space consists of five bays that allow the students to work on engines and vehicles. Currently, there are over twenty diesel engines and fifteen vehicles available for the students to work on. The campus has a capacity of one hundred students per shift. The AAS Degree in Diesel and Automotive Technology was approved in June 2011.

SOCIAL SECURITY NUMBER _____ Date of Birth (MM/DD/YYYY) _____
 Student's Name (Last Name, First Name Middle Initial) _____ Home Phone: _____
 Address _____ (City, State Zip Code) _____ Work Phone: _____
 M F _____ Email: _____
 Gender Citizenship (Alien #)
 COURSE: _____ DIPLOMA [] DEGREE []
 CLOCK HOURS: _____ QUARTER CREDIT HOURS: _____ MONTHS: _____ HOURS PER WEEK: _____ HOURS PER DAY: _____
 START DATE: _____ SCHEDULED COMPLETION DATE: _____ DAY CLASSES EVENING CLASSES
 DAYS: _____ HOURS: _____
 Times or days may vary depending on class scheduling

THE TOTAL AMOUNT FOR ALL FEES, CHARGES AND SERVICES THE STUDENT IS OBLIGATED TO PAY FOR THE PROGRAM IS:

ITEMIZATION		PAYMENT ALLOCATION	
(1) Tuition	\$ _____	(A) Cash Payment	_____ 0 _____
(2) Technology Fee	\$ _____	(B) Other	_____ 0 _____
(3) Books	\$ _____		
(4) Equipment	\$ _____		
(5) Tools	\$ _____		
(6) Other	_____		
TOTAL COST	\$ _____	TOTAL ALLOCATED	\$ _____ \$ 0 _____

Student Initials _____

*The payment in section (B) above are estimates based on information I have provided the school. If the information proves inaccurate or if the government changes the financial aid regulations, I realize that my financial aid may change (increase or decrease). I understand that if I qualify for Pell Grants, they will not cover the total cost of the program and I will need to seek student loans (Title IV and/or Private) to cover the total cost of the program. Student will not encounter interest charges from SWCC.

I will _____ or will not _____ receive transfer credits from previous education. Student Initials _____

The terms and conditions on the reverse side of this form are part of this agreement

I hereby affirm that the above information is true and accurate, I acknowledge having read and I understand the agreement of the reverse side and agree to abide by the rules and conditions set forth therein. I agree to pay the total cost indicate on this page subject to the refund policy outlined on the reverse side hereof. I further acknowledge I have been given a copy of this agreement and a copy of the school catalog for my personal records. This agreement is not valid unless accepted by an authorized school official. Any payment made will be refunded if the student is not accepted.

Signed _____ Student _____ Date _____
 Signed _____ Guardian (If Applicant Is Minor) _____ Date _____
 SWC Representative/ Title _____
 Signature _____ Date _____
 Accepted By: _____ Date _____

APPROVED AND REGULATED BY THE TEXAS WORKFORCE COMMISSION, CAREER SCHOOLS AND COLLEGES, AUSTIN, TEXAS

THE STUDENT AGREES:

- To comply fully with the College's policies on attendance, progress, conduct and all other school policies as contained in the School Catalog, Student Handbook, or any supplemental publications.
- That violation of school rules or policies constitutes grounds for student's dismissal from school.
- To cooperate fully with the staff of the school in bringing his/her training to a successful conclusion within the scheduled training period.

4. To pay at the offices of Southwest Career College or its agents, all payments on the due dates as indicated on page one of this agreement.
5. To buy textbooks, laboratory supplies, and other incidentals as may be required in any given course.
6. That should it be necessary for this account to be placed in the hands of an attorney for collection, the undersigned promises to pay such additional amounts as court cost and Attorney's fees as the court may adjudge reasonable.
7. To be liable for school property or other student's property lost or damage while in student's possession
8. To hold the school harmless for damage to clothing, rings, watches, and other such items, as well as personal injury that may be caused by laboratory equipment, chemicals, machines or test equipment
9. To refrain from removing from the School any supplies, textbooks or equipment or other properties of Southwest Career College without written permission from the School Director.
10. That staff or faculty personnel changes may occur periodically during the course of the student's enrollment.
11. If, during the course of training, the school determines that a student is not adapted for this field, the school reserves the right to terminate the student's training. Unused prepaid tuition will be refunded in accordance with the refund policy.
12. That Southwest Career College may periodically change, update or otherwise modify program curricula, textbooks, tools, or class schedules. The student will receive the benefit of any such curriculum updates or changes in his/her present course at no additional cost.
13. Students considering continuing their education at , or transferring to other institutions must not assume that credits earned at this school will be accepted by the receiving institution. An institution's accreditation does not guarantee that credits earned at that institution will be accepted for transfer by any other institution. Students must contact the registrar of the receiving institution to determine what credits, if any, that institution will accept.
14. Job placement assistance is an ongoing service available to all graduates in satisfactory standing. To protect the school's reputation as well as the employment opportunities of future graduates, a graduate is considered to be in unsatisfactory standing and forfeit their placement assistance privileges if they:
 - a. Have failed or refused to take a company physical relating to drug or other substance testing
 - b. Have defaulted on a student loan
 - c. Are not current in their financial obligations to the school
 - d. Have been discharged from a job for misconduct such as stealing, substance abuse, sexual harassment, etc...

SOUTHWEST CAREER COLLEGE AGREES:

1. To provide instruction in the course for which the student is enrolled as described in its brochure to the best of its ability.
2. Upon completion of the course for which the student is enrolled and fulfillment of the student's financial obligation to the school, to grant the appropriate diploma or certificate. To assist and guide the student graduate in obtaining satisfactory employment or obligate itself beyond reasonable assistance and guidance. This job placement assistance is available without additional charge.

CANCELLATION POLICY

A full refund (less registration fee) will be made to any student who cancels the enrollment agreement or contract within 72 hours (until midnight of the third day excluding Saturdays, Sundays and legal holidays) after the enrollment contract is signed and a tour of the facilities and equipment is made by the prospective student.

REFUND POLICY

1. Refunds will be totally consummated within 60 days after the effective date of termination.
2. Refund computations will be based on scheduled clock hours of class attendance through the last date of the scheduled class attendance.
3. Effective date of termination for refund purposes will be the earliest of the following:
 - a. The last day of attendance, if the student is terminated by the school;
 - b. The date of receipt of written notice from the student; or
 - c. Ten school days following the last date of attendance.
4. If tuition and fees are collected in advance of entrance, and if after expiration of the 72 hour cancellation privilege the student does not enter school, not more than \$100 shall be retained by the school.
5. If the student who enters a residence course of not more than 12 months in length terminates or withdraws after the expiration of the 72 hour cancellation privilege, the school may retain \$100 of the tuition and fees and the minimum refund if the remaining tuition and fees will be:
 - a. During the first week or one-tenth of the course, whichever is less, ninety percent of the remaining tuition and fees;
 - b. After the first week or one-tenth of the course, whichever is less, but within the first three weeks of the course, eighty percent of the remaining tuition and fees;
 - c. After the first three weeks of the course, but within the first quarter of the course, seventy five percent of the remaining tuition and fee;
 - d. During the second quarter of the course, fifty percent of the remaining tuition and fees;
 - e. During the third quarter of the course, ten percent of the remaining tuition and fees;
 - f. During the last quarter of the course, the student may be considered obligated for the full tuition and fees.
6. The student will not be required to purchase instructional supplies, books and tools until such time as these materials are required. Once these materials are purchased, no refund will be made
7. For residence courses more than 12 months in length, the refund shall be applied for each 12 month period paid, or part thereof, separately.
8. A full refund of all tuition and fees is due and refundable in each of the following cases;
 - a. An enrollee is not accepted by the school;

- b. If the course of instruction is discontinued by the school and this prevents the student from completing the course; or
 - c. If the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or representations by the owner or representatives of the school
 - d. An applicant decides within three days (72 hours) after visiting the school for the first time that they do not wish to begin the training.
9. In accordance with provisions of Title 30-United States Code, Chapter 36, Section 1776(c) (13), the following refund policy will be applicable only to students enrolled under the provision of the VETERANS BENEFIT ACT. A full refund will be made to any veteran student who cancels the enrollment agreement or contract within 72 hours (until midnight of the third day excluding Saturdays, Sundays and legal holidays) after the enrollment contract is signed by the prospective student. In the event the veteran student after the expiration of the 72 hour cancellation privilege, do not enter school, then \$10.00 only shall be retained. In the event the eligible person fails to enter the course or is discontinued at any time prior to completion, the amount charged to the eligible person for a portion of the course will not exceed the approximate pro-rata portion of the total charges for tuition, fees, and other charges that the length of the completed portion of the course bears to its total length.
10. A student's last day of attendance is defined as the last day the student participated in any academic activities.
10. The determined date of withdraw is defined as the day the school determines that the student is no longer in school.

REFUND POLICY FOR STUDENTS CALLED TO ACTIVE MILITARY SERVICE.

A student of the school or college who withdraws from the school or college as a result of the student being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled:

- (1) if tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal;
- (2) a grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or
- (3) the assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:
 - (A) Satisfactorily completed at least 90 percent of the required coursework for the program; and
 - (B) Demonstrated sufficient mastery of the program material to receive credit for completing the program.

GROUND AND PROCEDURES FOR CANCELLATION OR TERMINATION OF A PROGRAM BY THE INSTITUTION:

- 1. Students who fail to achieve overall satisfactory progress for the program at the end of one six week probationary period (students who miss in excess of 15% of scheduled classes during any phase will be placed on attendance probation for the following phase) will be subject to academic dismissal.
- 2. A student missing over 15% of scheduled classes during the probationary phase will be terminated from school. Additionally, a student is in jeopardy of being terminated when his/ her absences exceed 15% of the total cumulative hours in the program. Authorized leave of absence (LOA) will not be included in the attendance percentage of a phase.
- 3. A student who is absent in excess of ten (10) consecutive school days without approved leave of absence will be terminated.
- 4. A student who fails to meet financial obligations to the School as agreed upon
- 5. A student who exhibits conduct which is found to be detrimental to fellow students, staff or faculty, the School, and the public as addressed in the Student Conduct section of the School Catalog
- 6. A student who submits false or misleading information on admission, registration, or any other forms used as part of the enrollment process
- 7. Alters college records and / or is found cheating on a quiz, test, or exam.
- 8. A student who uses or is under the influence of alcoholic beverages or illegal drugs on or adjacent to college property or on affiliated job placement sites.
- 9. A student who vandalizes damages or destroys college, student, staff or faculty property.

JOB PLACEMENT ASSISTANCE: Job placement assistance is available for both graduates and currently enrolled students. Extensive job listings of local and out-of-town opportunities are available for students to review. Particular attention is given to matching students with prospective employers and positions that are compatible with their career goals, qualifications and experiences. The Career Development class provides information on job search skills, interviewing techniques, resume writing, and market demands. Individual counseling with placement staff is encouraged. Information concerning job placement assistance may be obtained by contacting the Director of Student Services. Southwest Career College does not guarantee job placement or a starting salary upon graduation, completion or withdrawal from the School.

WITHDRAWAL PROCESS: Students who wish to withdrawal from the course of study must complete the withdrawal process. The withdrawal process consists of:

- 1. Completing a withdrawal form
- 2. Conducting an interview with the School Director or President.
- 3. Verify refund status with the accounting department.

Students who do not complete this process will be automatically withdrawn from the institution after the tenth consecutive absence.

FTC Statement: Any holder of this consumer credit contract is subject to all claims and defenses which the debtor could assert against the seller of goods or services obtained pursuant hereto or with the proceeds hereof. Recovery hereunder by the debtor shall not exceed the amounts paid by the debtor hereunder.

NOTICE TO THE BUYER: You are entitled to a completely filled in copy of this agreement. THE TERMS AND CONDITIONS OF THE REVERSE SIDE OF THE FORM ARE A PART OF THIS AGREEMENT.

This enrollment agreement is binding when it has been signed by the student and accepted by an authorized official of Southwest Career College. This contract is the total and complete agreement between the parties and no other agreements, oral or written, are binding unless agreed to in writing by an official of Southwest Career College. Any provision contained in this agreement which is held by any competent court to be invalid is severable and does not affect the operation or legality of the remaining provisions. Should any provision of this agreement be in conflict with any local, state or federal law or regulation of the regulatory body having jurisdiction over Southwest Career College, then such law or regulation shall take precedence. Southwest Career College is Approved and Regulated by the Texas Workforce Commission, ABHES, Career Schools and Colleges, Austin, Texas.

STUDENT UNDERSTANDING: I understand that the catalog and its contents are a part of this enrollment and financing agreement and that information presented therein is binding on the School and me.

Student certifies that he/she received each of the following documents initiated below and was allowed sufficient time to read and understand them:

Student Initials

_____ Itemized Schedule of Program Fees

_____ Notice of Student's Rights

_____ Tour of School. Date _____

Student Signature **Date**

Published 12/27/2011
Effective 0/01/2012

SATISFACTORY ACADEMIC PROGRESS

Southwest Career College (SWCC) has established minimum standards of "satisfactory progress" for students enrolled. The standards for determining progress at SWCC are comprised of two separate measurements: grade point average, and measurable progress.

Federal and state regulations require all schools participating in state and federal financial aid programs to have a Standard of Satisfactory Academic Progress (SAP). The standard will be applied to all applicants and recipients of financial aid as a determination of eligibility. This standards are applicable to all students weather they are eligible for Title IV funding or not. This standard assesses academic progress for classes taken at the Southwest Career College.

Minimum academic and attendance expected of all SWCC students

Qualitative Requirement:

Basis for Calculation :

The cumulative grade point average (GPA) will be calculated at the end of each six-week. The calculation will be based on all quarter credit hour courses completed during the grading

Grade Explanation Numeric Grades

Grade Point and GPA standards

A	EXCELLENT	90-100	4
B	ABOVE AVERAGE	80-89	3
C	AVERAGE	70-79	2
D	BELOW AVERAGE	60-69	1
F	FAILING	BELOW 60	0
I	INCOMPLETE	NOT COMPLETED	NOT COMPUTED
W	WITHDRAWN	NOT COMPLETED	NOT COMPUTED
CR	CREDIT	NOT COMPLETED	NOT COMPUTED
T	TRANSFER CREDIT	NOT COMPLETED	NOT COMPUTED

Southwest Career College does not offer non-credit, remedial courses, or non-punitive grades through it's vocational programs.

Grade Point Average

Grade point average (GPA) is the quantitative measurement used for academic work. A student must maintain at least a 2.0 GPA (C average) to maintain eligibility for Title IV. Incomplete or Withdrawn grades will not be factored in when considering GPA. Students who choose to repeat a course will have the higher of the two course grades factored into their GPA. SWC does not enroll students in remedial courses or non-punitive courses. Students whose cumulative grade point average is below 2.00 after the second six week period are not considered making satisfactory progress. Student whom do not meet satisfactory progress will be placed on a 12 week academic probation. Students achieving a cumulative grade point average of 2.00 at the end of the probation period shall be returned to good standing. Students who fail to achieve overall satisfactory progress for the program at the end of one six week probationary period will be subject to academic dismissal. Students whose enrollment is terminated as an academic dismissal may not restart the program. The terms of the approved refund policy shall be applied.

Quantitative Requirement

Measurable Progress

Measurable progress is the student being on pace to complete the program of study in 150% of the allowable time based on the programs academic calendar. Measurable progress will be computed after the student has attempted 50% of the programs maximal allowable timeframe. Incomplete, Repeated, or Withdrawn grades will be factored in when considering measurable progress. All transfer hours must be counted towards the 150% eligibility in order to graduate within the maximum time frame. Students whom do not complete the program in the allowable time will be dropped from the program. Students will not be allowed to re-enroll after being dropped for lack of measurable progress. SWCC does not enroll students in remedial courses and non-punitive courses.

Example:

For the 36 week Medical Assistant program, a student will be evaluated after completing 24 weeks.

Losing and regaining eligibility

A student, who loses FSA eligibility because he/she is not meeting satisfactory academic progress standards, will only regain eligibility if:

1. The College can determine that he/she is meeting the standards again
2. They go through the process of appeal and successfully provide confirmation that satisfactory academic progress had been met.

Each case will be documented and kept in the student's permanent file. A student may be paid Pell and Campus-based funds for the payment period in which he/she resumes satisfactory academic progress. For Stafford and PLUS loans, he/she will regain eligibility for the entire payment period, upon meeting SAP standards.

Students can lose financial aid if they are not making Satisfactory Academic Progress

Students must be in good academic standing at SWCC in order to continue to receive Financial Aid. The U.S. Department of Education requires each institution to have a policy that ensures all students receiving financial aid maintain satisfactory progress toward completing their program of study. The student's academic record will be reviewed at the end of each phase of the program or at the end of every six weeks to make sure they have complied with the Financial Aid satisfactory academic progress standards. This review will be done by the lead educator and the student services coordinator. Once the review has been completed the financial aid advisor will receive an e mail report with the name of those students that did not meet SAP and or have been placed on probation. To be eligible for financial aid, the student must meet the College's standards of Satisfactory Academic Progress.

- ◆ If the student has made acceptable quantitative progress for the increment being measured, then review the student's qualitative progress
- ◆ If the student has made acceptable qualitative and quantitative progress for that particular increment, then review the 150 percent of the maximum allowable time frame criterion
- ◆ If the student has failed either quantitative or qualitative progress, then put the student on

probation

Financial Aid Probation If at the end of evaluation period, the student has less than the required minimums, the student will be placed on academic probation for the next evaluation period (Student may continue to receive financial aid assistance while on probation). During the first evaluation, the student is considered to be making satisfactory academic progress until next evaluation then if satisfactory academic progress is not achieved, **funds will not be disbursed.**

Course incompletes, repetitions and non credit remedial courses have no effect upon the schools' satisfactory progress standards.

Appeal Process

An appeal process is available to any student who has been determined to be ineligible to continue enrollment in the College and that may have had extenuating circumstances that prevented them from making satisfactory progress. If there are grounds for an appeal an appeal application will be submitted to the President of the Institution. Result will be made available and distributed within a week.

GRADING SYSTEM

To assist students in assessing progress in their course work, the following grading system will be used:

GRADING STRUCTURE

A	EXCELLENT	90-100	4
B	ABOVE AVERAGE	80-89	3
C	AVERAGE	70-79	2
D	BELOW AVERAGE	60-69	1
F	FAILING	BELOW 60	0
I	INCOMPLETE	NOT COMPLETED	NOT COMPUTED
W	WITHDRAWN	NOT COMPLETED	NOT COMPUTED
CR	CREDIT	NOT COMPLETED	NOT COMPUTED
T	TRANSFER CREDIT	NOT COMPLETED	NOT COMPUTED

DEFINITION OF GRADES

The "F" means the student has not satisfactorily met course requirements and must repeat the course. The "I" grade is assigned when a student has arranged an extension with an instructor to complete course requirements. For purposes of grade point and satisfactory progress, the "I" grade will not be computed. The student will have three weeks from the end of the grading period in which the "I" is awarded to complete course requirements as specified in the agreement with the instructor. If the requirements are met within three weeks, the "I" will be converted to a final grade and the grade point average recalculated. In the event the "I" is not converted to a final grade, a course grade of "F" will be recorded as a final grade.

REPEAT OF COURSE CALCULATIONS OF GRADE AVERAGE

If a student takes the same course more than once, the last grade received for the course will be recorded on the transcript; however, all grades received will remain on the student's transcript. In the case of the same or equivalent grades being earned in the multiple course enrollment, the last grade earned will be used to compute the cumulative grade point average. The cumulative grade average will be determined by adding the numeric values of all grade points earned and divided by the total number of credit hours.

PROGRESS EVALUATIONS

Grades will be distributed to students at the end of each instructional period by the instructor or placed in the student's academic file. Grades may be mailed to the address contained in the student's academic file, if requested in writing to the School Director.

DEFINITION OF SEMESTERS

Southwest Career College's academic quarter semester for certificate and diploma programs is defined as 6 weeks. A term (one grading period) is defined as six weeks.

BASIS FOR CALCULATION OF GRADE POINT AVERAGE

The cumulative grade point average (GPA) will be calculated at the end of the last six-week grading period and at students request.

CANCELLATION POLICY

A full refund (less registration fee) will be made to any student who cancels the enrollment agreement or contract within 72 hours (until midnight of the third day excluding Saturdays, Sundays and legal holidays) after the enrollment contract is signed and a tour of the facilities and equipment is made by the prospective student.

REFUND POLICY

11. Refund computations will be based on scheduled clock hours of class attendance through the last date of the scheduled class attendance.
12. Effective date of termination for refund purposes will be the earliest of the following:
 - a. The last day of attendance, if the student is terminated by the school;
 - b. The date of receipt of written notice from the student; or
 - c. Ten school days following the last date of attendance.
13. If tuition and fees are collected in advance of entrance, and if after expiration of the 72 hour cancellation privilege the student does not enter school, not more than \$100 shall be retained by the school.
14. If the student who enters a residence course of not more than 12 months in length terminates or withdraws after the expiration of the 72 hour cancellation privilege, the school may retain \$100 of the tuition and fees and the minimum refund if the remaining tuition and fees will be:
 - a. During the first week or one-tenth of the course, whichever is less, ninety percent of the remaining tuition and fees;
 - b. After the first week or one-tenth of the course, whichever is less, but within the first three weeks of the course, eighty percent of the remaining tuition and fees;
 - c. After the first three weeks of the course, but within the first quarter of the course, seventy five percent of the remaining tuition and fee;

- d. During the second quarter of the course, fifty percent of the remaining tuition and fees;
 - e. During the third quarter of the course, ten percent of the remaining tuition and fees;
 - f. During the last quarter of the course, the student may be considered obligated for the full tuition and fees.
15. The student will not be required to purchase instructional supplies, books and tools until such time as these materials are required. Once these materials are purchased, no refund will be made
 16. For residence courses more than 12 months in length, the refund shall be applied for each 12 month period paid, or part thereof, separately.
 17. A full refund of all tuition and fees is due and refundable in each of the following cases;
 - a. An enrollee is not accepted by the school;
 - b. If the course of instruction is discontinued by the school and this prevents the student from completing the course; or
 - c. If the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or representations by the owner or representatives of the school
 - d. An applicant decides within three days (72 hours) after visiting the school for the first time that they do not wish to begin the training.
 18. In accordance with provisions of Title 30-United States Code, Chapter 36, Section 1776(c) (13), the following refund policy will be applicable only to students enrolled under the provision of the VETERANS BENEFIT ACT. A full refund will be made to any veteran student who cancels the enrollment agreement or contract within 72 hours (until midnight of the third day excluding Saturdays, Sundays and legal holidays) after the enrollment contract is signed by the prospective student. In the event the veteran student after the expiration of the 72 hour cancellation privilege, do not enter school, then \$10.00 only shall be retained. In the event the eligible person fails to enter the course or is discontinued at any time prior to completion, the amount charged to the eligible person for a portion of the course will not exceed the approximate pro-rata portion of the total charges for tuition, fees, and other charges that the length of the completed portion of the course bears to its total length.
 19. A student's last day of attendance is defined as the last day the student participated in any academic activities.
 10. The determined date of withdraw is defined as the day the school determines that the student is no longer in school.

TUITION BREAKDOWN

Medical Assistant Program

Total Program Price:	\$ 14,940.00
Tuition:	\$ 13,490.00
Books:	\$ 1150.00
Technology Fee:	\$ 300.00

DIESEL TECHNICIAN

Total Program Price:	\$ 15,090.00
Tuition:	\$ 13,775.00
Tool Fee:	\$ 1000.00
Book Fee:	\$ 315.00

MRI Technician Program

Total Program Price:	\$ 18,500.00
Tuition:	\$ 17,350.00
Books:	\$ 1100.00
Application Fee:	\$ 50.00

**Associate of Applied Science Degree
Diagnostic Medical Sonographer**

Total Program Price:	\$ 24,204.00
Tuition:	\$ 21,824.00
Books:	\$ 1330.00

<i>Technology Fee:</i>	<i>\$ 250.00</i>
<i>Electronic Reader</i>	<i>\$ 800.00</i>

**Associate of Applied Science Degree
Business Management and Accounting Systems**

Total Program Price:	\$ 22,831.00
<i>Tuition:</i>	<i>\$ 19,370.00</i>
<i>Books:</i>	<i>\$ 1861.00</i>
<i>Technology Fee:</i>	<i>\$ 800.00</i>
Electronic Reader:	\$ 800.00

**Associate of Applied Science Degree
Medical Coding and Billing Systems**

Total Program Price:	\$ 22,831.00
<i>Tuition:</i>	<i>\$ 18,690.00</i>
<i>Books:</i>	<i>\$ 2541.00</i>
<i>Technology Fee:</i>	<i>\$ 800.00</i>
Electronic Reader:	\$ 800.00

**Associate of Applied Science Degree
Health Administration**

Total Program Price:	\$ 22,853.00
<i>Tuition:</i>	<i>\$ 18,690.00</i>
<i>Books:</i>	<i>\$ 2563.00</i>
<i>Technology Fee:</i>	<i>\$ 800.00</i>
Electronic Reader:	\$ 800.00

JOB PLACEMENT ASSISTANCE

Job placement assistance is available for both graduates and currently enrolled students. Extensive job listings of local and out-of-town opportunities are available for students to review. Particular attention is given to matching students with prospective employers and positions that are compatible with their career goals, qualifications and experiences. The Career Development class provides information on job search skills, interviewing techniques, resume writing, and market demands. Individual counseling with placement staff is encouraged. Information concerning job placement assistance may be obtained by contacting the Director of Student Services. Southwest Career College does not guarantee job placement or a starting salary upon graduation, completion or withdrawal from the School.

STUDENT SERVICES

In order to provide a complete education experience, SWCC provides a variety of student services. These services include daily tutoring, placement assistance, and academic guidance. SWCC has contracted with Student Resource Services to provide 24 hr supportive services for students. Student resource Services provides students with financial counseling, access to master-level counselors, and contacts for community-based agencies that can facilitate transportation, childcare, and other daily living needs.

NON-DISCRIMINATION POLICY – AFFIRMATIVE ACTION STATEMENT

The school requires that all admission and hiring practices be structured and applied equally without regard to factors that are non-job related. These factors include, but are not limited to race, sex, creed, color, religion, national origin, age, source of income, marital status, sexual preferences, and physical or mental disabilities when the individual is otherwise qualified; or status as disabled and Vietnam-era veterans. This policy commits Southwest Career College to provide equal admission and hiring opportunity to all phases or aspects of student or employee recruitment, including, but not limited to selection, placement, transfers, training and development, terminations and all conditions or privileges of admissions or hire.

Southwest Career College complies with Section 504 policies (non discrimination against handicapped persons) and does not discriminate against hiring or enrolling handicapped persons on the basis of the handicap.

Institution's Rules and Regulations

The institutions rules and regulations are published in the student handbook. Student handbooks are made available to student during the orientation process and by request.

EXPERIENTIAL CREDIT

Southwest Career College does not accept experiential credit for any program

ADVANCED PLACEMENT

Southwest Career College does not grant advanced placement.

TRANSFER OF CREDIT BETWEEN PROGRAMS WITHIN THE INSTITUTION

Students at Southwest Career College may transfer to different programs within the institution. Students must complete a Request for Program Change Form. The School Director and CEO must sign this form prior to approval. Credits will be evaluated by the School Director and applied towards the new program, if applicable. To be eligible for transfer credit, student must have successfully completed the class with a minimum grade of "B". Students will only be allowed to transfer into another program once during the course of enrollment. If a student has completed or withdrawn from Southwest Career College and wishes to enroll into a new program, the student will be treated as a new enrollment.

TRANSFER OF CREDIT FROM ANOTHER INSTITUTION

Students may transfer from other post-secondary public or private institutions recognized by the United States Department of Education (USDE) or Council for Higher Education Accreditation (CHEA). Admission and transfer of credit will be based on an evaluation of the academic transcript by the School Director. Credit for courses with a final grade of "B" or better from another accredited post-secondary institution will be accepted under the following conditions:

- Credit must have been awarded within (7) years.
- There is comparability in the nature, content and level of credit earned to the appropriate and applicable course and program offered by Southwest Career College.
- Transcripts must be received within six (6) weeks of enrollment date.

A transcript must be furnished from the educational institution previously attended prior to request for evaluation. A course competency examination may be required. Under certain special circumstances, students may request advanced placement by examination for certain classes. Contact the School Director for more information.

ARTICULATION CREDITS

Students who have completed selected classes in high school that have been approved and are agreed upon by both SWCC and the ISD for that school year, could be eligible for articulated credit. Please visit the admissions office for more details.

SCHOLARSHIPS

SWCC participates in several scholarship opportunities to assist students in achieving their educational goals. Scholarships include SWCC's High School Scholarship program, awards 2 \$1000.00 scholarships for every high school in El Paso County. Career College and Schools of Texas (CCST) scholarships offer 4 \$1000.00 scholarships to every high school in the State of Texas. Applications are coordinated with each high school's guidance counseling departments. SWCC's Military scholarship offers \$1,500.00 to eligible veterans and their dependents. MYCAA scholarships are also accepted at SWCC. Military eligible spouses must apply online each term. SKILLSUSA scholarships are offered to eligible students competing in Automotive & Diesel Technology programs. Scholarship amounts are 1st place 25% of current year tuition, 2nd place 20%, 3rd place 15%, 4th place 10% and 5th place 5%. Students must be in good standing to graduate high school in the year awarded. Scholarship recipients can ONLY use 1 scholarship per year and cannot combine any of the above

LIMITED TRANSFERIBILITY OF CREDIT TO OTHER INSTITUTIONS

SWCC does not guarantee transferability of credit to other post-secondary institutions and acknowledges that credit transferability is limited. Post-secondary institutions vary greatly in their practice of accepting transfer credit for courses completed at other postsecondary institutions. The acceptance of transfer credits is left at the discretion of the institution to which an individual transfers. Students who transfer may be required to repeat courses in which a grade of "D" or "F" was received. Students planning to transfer are urged to contact the school to which they intend to transfer and apply for transfer credit. Many of the courses offered by Southwest Career College have been developed to prepare students with skills appropriate to the employment market rather than for college transfer. Some institutions may accept such courses as elective credit, while other institutions may not accept the transfer credit.

DRUG-FREE SCHOOLS AND COMMUNITIES ACT - PUBLIC LAW 101-226

The Drug Free Schools and Communities Act Amendment of 1989 requires, as a condition of receiving funds or any form of financial assistance under any Federal Program, an institution of higher education to certify that it has adopted and implemented a program to prevent the unlawful possession, use or distribution of illicit drug and alcohol by students and employees. This program will be an ongoing prevention project that, at a minimum, will include the following: Distribution in writing to each employee and to each student who is taking one or more classes for any type of academic credit, regardless of the length of the student's program of study, to include:

1. Standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees on its property.

Southwest Career College will impose disciplinary action on students and employees up to and including expulsion or termination of education or employment and referral for prosecution for the violation of the standards of conduct. A disciplinary sanction may include the completion of an appropriate rehabilitation program.

SUMMARY: All employees and students must certify that, as a condition of enrollment, employment or receiving any financial aid, they will not engage in the unlawful manufacture, distribution, dispensing or the use of a controlled substance during the period covered by employment or the period where federal financial assistance is used for education.

RECORDS AND THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974

In compliance with the Family Educational Rights and Privacy Act of 1974 and the Buckley Amendment, Southwest Career College gives notice that the following types of directory information will be released to the general public and agencies without the written consent of the student:

- Student name
- Dates of attendance

- Major field of study and awards, degree received
- Most recent previous institution attended

Students currently enrolled may request that all or part of their directory information be withheld from the public by filing a written request with the School Director. Such a request will remain in effect during the enrollment period unless the student requests its removal in writing.

Students must authorize release of any additional information pertaining to student records, in writing, except as authorized under the law. Such exceptions include, but are not limited to, agencies duly conducting authorized audits of school records, compliance with a legally authorized court order, and cooperation with law enforcement officials in an official investigation. Students, parents of students considered “minors”, and guardians of “tax dependent” students have a right to inspect, review and request copies of and challenge the contents of their educational records, but are responsible for the cost of such requested copies.

The School Director is responsible for maintenance of students’ records. The staff will supply students with information related to their records and refer those students requiring additional assistance to appropriate school officials.

RECORD RETENTION AND MAINTENANCE

Admissions material submitted to the School should be original documents. Upon receipt by the admissions office, the documents submitted become property of the school. Originals, except for diplomas or foreign transcripts, will not be returned to the student. An admission file will be considered complete if the material required for enrollment has been received. In accordance with school policy, admissions applications and supporting documentation will be retained for a period of one year and then destroyed if the student has not started classes. In accordance with provisions of the Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, third party access to the records or copies of the documents therein, will not be permitted without the written consent of the student. Validation of the written consent will be required prior to release of information in the record. A reasonable period (not to exceed 45 calendar days) will be requested to review the record or receive copies thereof, and, upon presentation of acceptable identification to the School Director, be permitted supervised access of copies of the record. The student or third party will be responsible for upfront payment of copying costs at the \$.75 per page rate for copies requested.

STUDENT RESPONSIBILITY FOR REGISTRATION

Information regarding the conditions and criteria for student enrollment and registration is contained in this catalog and supplemented by information in the Student Handbook. It is the responsibility of each student to be knowledgeable in these policies, procedures, and requirements and to satisfy all conditions related to enrollment and registration.

NEW STUDENT ORIENTATION

New student orientation is an advisory service offered prior to the beginning of each class start date. The orientation session acquaints new students with school policies, procedures, and services. Class schedules are distributed and the registration process is thoroughly explained during these sessions. New students must attend an orientation session to ease the transition into the school environment.

STUDENT COURSE LOAD

The recommended load for a full-time diploma-seeking student is 25 hours per week. Students who wish to enroll for overload must submit in writing for a course(s) overload to the School Director. Only students with a 3.00 grade point average or higher will be approved for a course overload. The actual number of class hours required for completion of specific certificate program may vary. Students who must work while attending school and students who have experienced difficulty in school are advised to reduce their course load. Class hours are estimates in the competency-based courses and intended as a general guide to the amount of time necessary to complete course requirements.

RIGHT OF APPEAL

Special Grievance Policy

Procedures for initiating Grievance Complaints: This procedure has been established to provide a method to resolve student grievances at the lowest administrative level in a fair and expeditious manner. For the purpose of this procedure, grievances are limited to alleged violations of Southwest Career College policy or procedures by Southwest Career College or its employees, disputes with faculty and/or alleged unfair treatment. This method is usually used to appeal a grade the student feels was not justified. Under no condition should these policies be used when the student has allegedly violated the code of conduct. Any student who believes that he/she has been unjustly treated within the academic process may proceed as far as necessary in the steps detailed below.

- A. Appeal to the faculty member: The student is to submit a written appeal to the faculty member within 30 days after the start of the six week period following the six week period in which the alleged grievance occurred. The faculty member and the student are to discuss the problem. The faculty member will submit a written report outlining his or her decision to the student and director within ten working days of receipt of the student's written appeal.
- B. Appeals to the director: If a decision satisfactory to the student cannot be reached, the student may submit a written appeal to the director. This is to be done within ten working days after the receipt of the written decision by the assistant director the director may meet with the student, faculty member, or assistant director to review the merits of the appeal. The director will submit a written response outlining his or her decision to the student, faculty member, and assistant director within ten days of the last meeting.

Academic Misconduct

- A. **Academic Misconduct** - Any Student found guilty of academic misconduct shall be subject to disciplinary action. Academic misconduct includes, but is not limited to the following actions:
 1. Cheating or knowingly assisting another student in committing an act of cheating or other forms of academic dishonesty.
 2. Plagiarism, which includes, submitting examinations, themes, reports, drawings, laboratory notes, undocumented quotations, or other material as one's own work when such work has been prepared by another person or copied from another person.
 3. Unauthorized possession of examinations or other course related material.
 4. Unauthorized changing of grades on an examination, in an instructor's grade book, or a grade report.
- B. **Academic Discipline Process** – The faculty member or school director must inform the student of the alleged offense upon discovery, and after an investigation, will take one of the following actions:
 1. The allegation may be dismissed as unfounded
 2. The allegation may be dismissed for lack of clear evidence
 3. The student may admit guilt and a sanction will be imposed
 4. The school director will determine guilt based on clear and convincing evidence and a sanction will be imposed
- C. **Sanctions that may be Imposed**- If the student admits guilt to academic misconduct or is found guilty by the school director the following sanctions may be applied.
 1. The student may receive a failing grade for the assignment, report, or test and be put on six weeks of probation

2. The student may receive a failing grade for the course and be put on six weeks of probation
3. The student may be dropped from all the courses he or she is currently taking
4. The student may be permanently expelled from Southwest Career College

SCHOOL POLICY ON FEES, TUITION AND/OR SPECIAL CHARGES

Tuition Fees: Tuition fees vary according to program. A complete listing of classes and prices is included in this catalog. The fees are due upon enrollment in each program segment.

Book fee: Student is responsible for books.

Supplies: Student is responsible supplies, notebook(s) and pencils or pens

Total charges: Student is responsible for: books and supplies.

Payment plans and financial aid information is available through the financial aid office.

Students sponsored through the URGWDB will be charged the agreed upon cost of attendance.

Students will be charged \$350.00 for any 30 hour course they are required to repeat, \$700.00 for any 60 hour course they are required to repeat, and \$1500.00 for any 120 hour course they are required to repeat.

SWC does not provide instruction via distance learning.

SWC's facilities are ADA compliant.

Student's experiencing personal difficulties may seek assistance by the Director or the President in receiving referrals to professional agencies or organizations.

Student's experiencing academic difficulties may seek assistance from the Director or the President in seeking tutoring services.

School Policy on Calendars: Classes are from Monday through Friday excluding holidays.

Scheduled vacation period: No other than the holidays listed below.

SWC institutional rules and regulations are provided in the student handbook.

School Policy on Normal Hours of Operation:

School: 8:00 AM-9:00 PM Monday through Friday, Saturday by appointment

Office: 8:00 AM-9:00 PM Monday through Friday, Saturday by Appointment

Definitive Class Schedule

Mornings: 8:00-8:50, 9:00-9:50, 10:00-10:50, 11:00-11:50

Afternoons: 12:00-12:50, 1:00-1:50, 2:00-2:50, 3:00-3:50

Evenings: 5:00-5:50, 6:00-6:50, 7:00-7:50, 8:00-8:50

Withdrawal Process

Students who wish to withdrawal from the course of study must complete the withdrawal process. The withdrawal process consists of:

- Completing a withdrawal form
- Conducting an interview with the School Director or President
- Verify refund status with the accounting department

Students who do not complete this process will be automatically withdrawn from the institution after the tenth consecutive absence.

School Policy on Attendance:

General policy: All absences and tardies are record regardless of the reason. A full day of absence will be charged when a student does not attend any of the scheduled classes on that day. A partial day of absence will be charged for any period of absence during the day.

The school will evaluate each student's attendance at the end of each phase. In cases of excessive absenteeism or tardiness, the school may take disciplinary action prior to the end of a phase.

Holidays: School holidays, such as summer vacation and Christmas holidays, etc., shall not be considered as days of absences.

Make-up work: At it's discretion, the school may allow a student, who for reasons acceptable to the school, is experiencing non-repetitive, extreme attendance problems, to make up essential coursework previously missed due to absenteeism. It is the student's responsibility to contact his/her instructor to arrange for any make-up work.. No more than 5% of the total program clock hours can be made up. In the vent that the student misses a significant amount of hours in a course, the instructor may determine that is in the best interest of the student to repeat the course.

Leaves of absences: Leaves of absence, including military leaves, shall be reasonable in duration, not to exceed 180 calendar days in any twelve (12) month period, and shall be for specific and acceptable purposes. All requests for a leave of absence must be accompanied by acceptable documentation. The school attendance records will clearly show leave of absence granted. A written request for a leave of absence using the school's form, properly signed and dated by both the student and an authorized school official, must be placed in the individuals student file.

A student having a documented and approved leave of absence will be allowed additional training to complete the requirements for the graduation. Additional training will be at no cost to the student. The student is not required to use this additional training if he/she has completed all requirements for graduation by the originally scheduled date.

School Policy on Requirements for Graduation: Southwest Career College has also established the following requirements and procedures for graduation:

- Successfully complete all required course work.
- Obtain an overall Grade Point Average of at least 2.0
- Complete externship hours (if applicable)
- Achieve competencies required per program
- Complete interview with administration
(optional) Interview with job placement coordinator

School Policy on Factors That Adversely Impact a Student's Ability To Benefit: SWC advises students that criminal records, identified disabilities, health limitations, and other circumstances may adversely impact a student's ability to benefit from the educational program. Please consult with an institutional representative for more information.

Campus Security coordination with State and Local enforcement agencies:

Security on campus is handled by the administration. The personnel of this department are empowered to enforce Southwest Career College's regulations, to investigate incidents and to apprehend those who violate these regulations or commit crimes on campus. Criminal violators who are apprehended will be turned over to the Central Regional Command, 915-577-5000 for arrest processing. When necessary, Southwest Career College will press charges against the criminal violators.

Campus Community – Emergency Response:

The administration has set up an e-mail group that will reach all current students, faculty and administration to inform them of any emergency on campus. In addition a message will be sent to students, faculty and administration. On specified days, this system will be checked each year. The evacuation plan is the same as the fire evacuation plan which is posted throughout the building. All personnel will be advised of this plan each year.

Policies and Sanctions related to copyright infringement:

Southwest Career College prohibits copyright infringement. The school will take disciplinary action against any student who distributes unauthorized copyrighted materials including peer-to-peer file sharing and the prohibited use of

the institution's information technology system for those activities. Any student involved in such an act will be reported to the proper authorities and charges will be pressed.

School Policy on Resolution of Student Grievance/Complaints: Students will have access to the Director to express grievance or complaints. Grievances then go to the advisory council. Unresolved grievance must be directed to:

Texas Workforce Commission,
Proprietary School Section
101 East 15th Street
Austin, Texas 78778-0001

Southwest Career College

Program Listings

2011 – 2012

Quarter Credit Hour Definitions

10 Lecture Hours	=	1 Quarter Credit Hour
20 Laboratory Hours	=	1 Quarter Credit Hour
30 Externship Hours	=	1 Quarter Credit Hour

VOCATIONAL PROGRAMS
Medical Assistant Program

The Medical Assistant Program is designed to assist students in gaining the necessary skills to be competent in data processing operations, records management, medical billing, medical coding, and certain non-invasive clinical procedures necessary to work in today's medical environment as a medical assistant. Program graduates will develop the knowledge and skills in the areas of medical administrative duties (recording vital signs, medical histories, arranging for hospital admission and laboratory services, purchasing supplies, billing, and bookkeeping), certain clinical duties such as preparation of laboratory specimens, disposing of contaminated specimens, sterilizing medical instruments, preparing patients for examination; delivering patient instruction, authorizing drug refills as directed, telephoning prescriptions to the pharmacy. Additionally, successful graduates will be proficient in customer services skills, business correspondence, and computer skills. Program graduates will be eligible to become a medical assistant, medical coding specialist, or a medical assistant in a doctor's office or dental office; or a public or private health care facility; or in a clinical laboratory.

Admissions requirements:

1. A high school diploma or its equivalency is required for admission into the program;
2. Successful interview with an intake (admissions) counselor

Program Length: 910 CH (Clock Hours)
36 Weeks

Total Program Price:	\$ 14,940.00	Total Lecture Hours:	360 Hours
Tuition:	\$ 13,490.00	Total Lab Hours:	360 Hours
Books:	\$ 1,150.00	Total Externship Hours:	190 Hours
Technology Fee:	\$ 300.00	Total Program Hours:	910 Hours
		Total Length of Time:	36 Weeks
		Total Credit Hours:	60 Credit Hours

Definition of Academic Year: An academic year will consist of 30 instruction weeks and 36 quarter credit hours.

Full Time Status: Student's enrollment status will be considered full time if they are enrolled in at least 8.0 credit hours in a six week period.

Program Delivery: Residential

The program content is offered through lecture, laboratory, and externship experience.

Outside Preparation Policy

SWCC policy states that all instructors within the certificate programs must assign a minimum amount of outside preparation hours in the form of homework, research, and group projects. The minimum amount of outside preparation is notated in each course syllabi. Instructors are encouraged to assign additional outside preparation activities / project hours as they see necessary.

AP 101 ANATOMY AND PHYSIOLOGY I

This course provides the framework for knowledge of anatomy and physiology basics from the cellular to the organism level. Students will learn the terminology related to the chemical, cellular, and tissue level of organization of the body through the skeletal and muscular systems with specific applications to health office occupations.

Clock hours of lab: 10

Clock hours of classroom lecture: 20

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: N/A

Total Clock Hours: 30

Tuition: \$460

Length of time in wks (1 hrs per day, 5 days per wk): 6

wks

Lecture 2.0

Lab 0.5

Ext

TOTAL = 2.5 Qtr Hr

AP 102 ANATOMY AND PHYSIOLOGY II

This course provides the intermediate framework for expanded knowledge of anatomy and physiology from cellular to the organism level. Students will learn the terminology related to the human chemical, cellular, and tissue level of organization of the body through the skeletal and muscular systems with specific applications to health office occupations.

Clock hours of lab: 10

Clock hours of classroom lecture: 20

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: Anatomy and Physiology I

Total Clock Hours: 30

Tuition: \$460

Length of time in wks (1 hrs per day, 5 days per wk): 6

wks

Lecture 2.0

Lab 0.5

Ext

TOTAL = 2.5 Qtr Hr

AP 103 CLINICAL ANATOMY III

This course provides systemic and functional review of human gross anatomy and systematic anatomy in order for students to expand the knowledge acquired in the Anatomy & Physiology I and II courses. Students will learn the major gross—anatomical and systematic anatomy structures and functions / interactions of the different (organ) systems as well as the related terminology. The course will also introduce students to basic diagnostic images of gross-anatomical and systematic anatomy structures.

Clock hours of lab: 20

Clock hours of classroom lecture: 10

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: Anatomy and Physiology II

Total Clock Hours: 30

Tuition: \$460

Length of time in wks (1 hrs per day, 5 days per wk): 6

wks

Lecture 1.0

Lab 1.0

Ext

TOTAL = 2.0 Qtr Hr

CI 101 COMMUNICATION /INTERPERSONAL SKILLS

The student will learn effective and practical techniques for enhancing communication skills at the workplace. Provided to enhance student performance and contribution in the workplace, this course emphasizes achieving goals, increasing productivity, and improved performance in communicating with others.

Clock hours of lab: 15

Clock hours of classroom lecture: 15

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: N/A

Total Clock Hours: 30

Tuition: \$460

Length of time in wks (1 hrs per day, 5 days per wk): 6

wks

Lecture 1.5

Lab 0.5

Ext

TOTAL = 2.0 Qtr Hr

CL 101 CLINICAL

The student will learn intermediate and advanced procedures for infection control, how to prepare, examine, and treat areas, take patient history and measurements, assist the doctor, and conduct laboratory procedures.

Pre-Requisite: Anatomy & Physiology I & II, Medical Terminology I & II

Clock hours of lab: 20

Clock hours of classroom lecture: 40

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Total Clock Hours: 60

Tuition: \$920

Length of time (2 hrs per day, 5 days per wk): 6 wks

Lecture 4.0

Lab 1.0

Ext

TOTAL = 5.0 Qtr Hr

EP 101 EXAM PREPARATION FOR MA

This course will provide an exam preparation and subject review to help guide and prepare students for national certification tests. Students will review topics that are the foundation that standardized exams test on. The course will provide students the knowledge needed to understand the structure and the purpose of questions that are typically used on standardized exams. The course will also provide information and test-taking techniques that will enable students to better prepare and manage standardized exams.

Pre-Requisite: Clinicals

Clock hours of lab: 10

Clock hours of classroom lecture: 20

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Total Clock Hours: 30

Tuition: \$460

Length of time (1 hrs per day, 5 days per wk): 6 wks

Lecture 2.0

Lab 0.5

Ext

TOTAL = 2.5 Qtr Hr

EX -MA 101 EXTERNSHIP

This class is a hands-on externship in which the student spends 190 hours in a medical office environment utilizing the skills learned in the classroom and lab setting. This course fine tunes the skills learned and reinforces the role and functions of the Medical Assistant. The externship will be an unpaid, supervised experience at a health care or doctor's office setting.

Clock hours of externship: 190

Clock hours of classroom lecture: 00

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: Passing completion of all courses will be required prior to placement in externship position.

Total Clock Hours: 190

Tuition: \$2450

Length of time in wks (6 hrs per day, 5 days per wk) 5.2

wks

Lecture 0.0

Lab 0.0

Ext 6.0

TOTAL = 6.0 Qtr H

HP 101 HUMAN PATHOPYSIOLOGY

This course will provide an introduction to human diseases, techniques used to diagnose disease, treatments and interventions. Students will cover the major diseases of the organ systems, and understand the effects that diseases have on human anatomy and physiology. Students will also learn the clinical importance of understanding human diseases.

Clock hours of lab: 10

Clock hours of classroom lecture: 20

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: NA

Total Clock Hours: 30

Tuition: \$460

Length of time in wks (1 hrs per day, 5 days per wk): 6 wks

Lecture 2.0

Lab 0.5

Ext

TOTAL = 2.5 Qtr Hr

JC 101 JOB PREPARATION/ CAREER DEVELOPMENT

This course prepares the student for an entry level job by reviewing competencies related to completing job

applications, preparing a resume, role playing successful interviewing techniques, and creating a career path for that better job.

Clock hours of lab: 10

Clock hours of classroom lecture: 20

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: NA

Total Clock Hours: 30

Tuition: \$460

Length of time in wks (1 hrs per day, 5 days per wk): 6 wks

Lecture 2.0

Lab 0.5

Ext

TOTAL = 2.5 Qtr Hr

LP 101 LABORATORY PROCEDURES

The student will learn proper procedures and methods for maintaining a proper laboratory environment by deploying the newest lab procedures established by CLIA and OSHA. The student will learn the appropriate use of equipment, math and statistics, and record keeping procedures in the laboratory.

Clock hours of lab: 30

Clock hours of classroom lecture: 30

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: Clinical Skills

Total Clock Hours: 60

Tuition: \$920

Length of time (2 hrs per day, 5 days per wk): 6 wks

Lecture 3.0

Lab 1.5

Ext

TOTAL = 4.5 Qtr Hr

ME 101 MEDICAL LAW AND ETHICS

The student will learn the application of legal principles, policies, regulations and standards for the control and use of information as it applies to various areas of employment. Students will learn the proper release of information, ethical codes, confidentiality, humanistic healthcare, legal terminology, legal judgments, documents, and litigation terms. In class, students will apply this knowledge through discussion of ethical dilemmas, conferencing, and analysis of legal situations.

Clock hours of lab: 10

Clock hours of classroom lecture: 20

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: N/A

Total Clock Hours: 30

Tuition: \$460

Length of time in wks (1 hrs per day, 5 days per wk): 6

wks

Lecture

TOTAL = 2.5 Hr

MI 101 MEDICAL INSURANCE FORMS I

This course covers a wide range of medical insurance topics, including types of health insurance, types of

coverage, claims processing, abstracting from medical records, and current issues in medical insurance.

Clock hours of lab: 30

Clock hours of classroom lecture: 30

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: Anatomy & Physiology I

Total Clock Hours: 60

Tuition: \$920

Length of time in wks (2 hrs per day, 5 days per wk): 6 wks

Lecture	3.0
Lab	1.5
Ext	

TOTAL = 4.5 Qtr Hr

MS 101 MATH SKILLS I

Students will learn elementary arithmetic skills, mathematical operations, and their applications including operations with whole numbers, whole number and decimal fractions, ratio and proportion, percent, and calculator fundamentals.

Clock hours of lab: 10

Clock hours of classroom lecture: 20

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: N/A

Total Clock Hours: 30

Tuition: \$460

Length of time in wks (1 hrs per day, 5 days per wk): 6 wks

Lecture	2.0
Lab	0.5
Ext	

TOTAL = 2.5 Qtr Hr

MT 101 MEDICAL TERMINOLOGY I

The student will learn basic medical terminology Greek and Latin derivations, prefixes, suffixes, root words, and combining forms. It provides practice in building and defining medical terms, and emphasizes correct spelling and pronunciation of medical words.

Clock hours of lab: 15

Clock hours of classroom lecture: 15

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: N/A

Total Clock Hours: 30

Tuition: \$460

Length of time in wks (1 hrs per day, 5 days per wk): 6 wks

Lecture	1.5
Lab	0.5
Ext	

TOTAL = 2.0 Qtr Hr

MT 102 MEDICAL TERMINOLOGY II

This course is a continuation of MT 101 and the student will learn in-depth medical terminology information

including Greek and Latin derivations, prefixes, suffixes, root words, and combining forms. Students will learn building and defining medical terms, with correct spelling and pronunciation of medical words. Additionally students will learn to interpret terminology related to body structure, disease, diagnosis, and treatment. Students will also learn standard medical abbreviations.

Clock hours of lab: 15

Clock hours of classroom lecture: 15

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: Medical Terminology I

Total Clock Hours: 30

Tuition: \$460

Length of time in wks (1 hrs per day, 5 days per wk): 6 wks

Lecture	1.5
Lab	0.5
Ext	

TOTAL = 2.0 Qtr Hr

PB 101 PATIENT BILLING I

This course is designed to broaden coding knowledge and enhance skills by addressing specific coding issues within a particular area. Modules include claim form instruction, billing and collection practices, and reimbursement guidelines, including the audit and appeals process.

Clock hours of lab: 15

Clock hours of classroom lecture: 15

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: NA

Total Clock Hours: 30

Tuition: \$460

Length of time in wks (1 hrs per day, 5 days per wk): 6 wks

Lecture	1.5
Lab	0.5
Ext	

TOTAL = 2.0 Qtr Hr

PH 101 PHARMACOLOGY I

This course will introduce the learner to drug terminology, units of measurement, legalities, drug references and their uses, medication orders, and the interactions, side effects, sources, and forms of common drugs.

Clock hours of lab: 20

Clock hours of classroom lecture: 10

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: Math Skills I

Total Clock Hours: 30

Tuition: \$460

Length of time in wks (1 hrs per day, 5 days per wk): 6 wks

Lecture	1.0
Lab	1.0
Ext	

TOTAL = 2.0 Qtr Hr

PS 101 PSYCHOLOGY OF SUCCESS

Based on the Psychology of Success series by Brian Tracy, this course provides skills and strategies for creating a pattern of success. Developed to enhance a students' ability to identify career options based on self knowledge and self esteem., in this course the student will learn a framework for focusing on employment and identifying a career path for lifelong success.

Clock hours of lab: 10

Clock hours of classroom lecture: 20

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: No Pre-Requisite

Total Clock Hours: 30

Tuition: \$460

Length of time in wks (1 hrs per day, 5 days per wk): 6 wks

Lecture	2.0
Lab	0.5
Ext	

TOTAL = 2.5 Qtr Hr

SS 101 SPREAD SHEETS I

Participants will learn the spreadsheet program: Excel for Microsoft Office. Topics covered include basic skills in creating and formatting a worksheet and chart. Students will also learn to open an existing workbook, enter data, modify a cell, navigate within a worksheet, select objects, insert, delete, create formulas, functions and ranges.

Clock hours of lab: 20

Clock hours of classroom lecture: 10

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: No Pre-Requisite

Total Clock Hours: 30

Tuition: \$460

Length of time in wks (1 hrs per day, 5 days per wk): 6 wks

Lecture	1.0
Lab	1.0
Ext	

TOTAL = 2.0 Qtr Hr

SS 102 SPREAD SHEETS II

Participants continue working with Microsoft Excel to develop proficiency in freezing and unfreezing panes, creating and manipulating charts, using Auto Filter to locate and manage data, advanced filter operations, drawing objects and inserting pictures.

Clock hours of lab: 20

Clock hours of classroom lecture: 10

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: Spread Sheet I

Total Clock Hours: 30

Tuition: \$460

Length of time in wks (1 hrs per day, 5 days per wk): 6 wks

Lecture	1.0
Lab	1.0
Ext	

TOTAL = 2.0 Qtr Hr

WP 101 WORD PROCESSING I

Word Processing I provides instruction in the operation of word processing software using a microcomputer system. Content includes creating, saving, retrieving, editing, formatting, enhancing, printing, and merging a variety of documents.

Clock hours of lab: 20

Clock hours of classroom lecture: 10

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: NA

Total Clock Hours: 30

Tuition: \$460

Length of time in wks (1 hrs per day, 5 days per wk): 6 wks

Lecture	1.0
Lab	1.0
Ext	

TOTAL = 2.0 Qtr Hr

WP 102 WORD PROCESSING II

In Word Processing II, students will learn the advanced word processing functions of Microsoft Word such as macros, sorting, tables, and columns. A simulation will give additional practice in the advanced features of the software.

Clock hours of lab: 20

Clock hours of classroom lecture: 10

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: Word Processing I

Total Clock Hours: 30

Tuition: \$460

Length of time in wks (1 hrs per day, 5 days per wk): 6 wks

Lecture	1.0
Lab	1.0
Ext	

TOTAL = 2.0 Qtr Hr

DIESEL TECHNICIAN

PROGRAM DESCRIPTION

The Diesel Technician Program is designed to assist students in gaining the necessary skills and abilities to work in a diesel mechanical environment. Students will learn the basic preventative maintenance procedures for small, medium, and large diesel engines. Students will gain experience working with diesel engine cars, pickups, tractors, generators, and tractor trailers. Students will learn proper procedures for preventative maintenance and basic troubleshooting. Students will gain experience working with the cooling system, fuel system, electrical system, and emissions control system. Students who complete this program will be eligible to work at various diesel mechanic shops.

Admissions requirements:

1. A high school diploma or its equivalency is required for admission into the program;
2. Successful interview with an intake (admissions) counselor

Definition of Academic Year: An academic year will consist of 30 instruction weeks and 36 quarter credit hours.

Full Time Status: Student's enrollment status will be considered full time if they are enrolled in at least 8.0 credit hours in a six week period.

The program content is offered through lecture, laboratory, and externship experience.

Program Delivery: Residential

Program Length: 700 (Clock Hours)

	30 Weeks		
	39.5 Credit Hours		
Total Program Price:	\$ 15,090.00	Total Lecture Hours:	140 Hours
Tuition:	\$ 13,775.00	Total Lab Hours:	370 Hours
Tool Fee:	\$ 1000.00	Total Externship Hours:	190 Hours
Book Fee:	\$ 315.00	Total Program Hours:	700 Hours
		Total Length of Time:	30 Weeks
		Total Credit Hours:	39.5 Credits

Outside Preparation Policy

SWCC policy states that all instructors within the certificate programs must assign a minimum amount of outside preparation hours in the form of homework, research, and group projects. The minimum amount of outside preparation is notated in each course syllabi. Instructors are encouraged to assign additional outside preparation activities / project hours as they see necessary.

DC 101 Diesel Combustion Theory

This course will provide students the theory and practice of the fundamentals skills needed for the operation of the diesel engine. Students will learn to identify and use basic tools, learn shop safety rules/regulations, and execute an organized disassembly and reassembly of the diesel engine. Students will be introduced to several different diesel engines including the Detroit series, Cummins, Caterpillar and Ford.

Clock hours of lab: 90

Clock hours of classroom lecture: 30

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

No Pre-Requisite

Total Clock Hours: 120

Tuition: \$2720.00

Length of time in wks (4 hrs per day, 5 days per wk):
6 wks

Lecture

3.0

Lab 4.5
Ext

TOTAL = 7.5 Qtr Hr

DP 101 Diesel Preventative Maintenance

This course will provide students the theory and operation regarding hydraulic, air and disc brake systems found on today's heavy-duty vehicles. Students will learn to identify, provide preventative maintenance inspections, and repair components regarding the brake systems. Students will also have the opportunity to execute an organized disassembly and reassembly of the air systems and its sub components. Students will be familiarized with the basics skills of cutting and welding using a gas torch and a mig welder.

Clock hours of lab: 90

Clock hours of classroom lecture: 30

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: Diesel System Analysis I

Total Clock Hours: 120

Tuition: \$2720.00

Length of time in wks (4 hrs per day, 5 days per wk):

6 wks
Lecture 3.0
Lab 4.5
Ext

TOTAL = 7.5 Qtr Hr

DS 101 Diesel System Analysis

Students will learn the theory and operation regarding external components of the diesel engine such as the fuel systems, cooling systems, intake systems, starting systems, and exhaust systems. Students will be introduced to diagnostic equipment and will troubleshoot desired areas. Students will also carry out the disassembly and reassembly of external component systems and will be introduced to preventative maintenance inspection (PMI).

Clock hours of lab: 90

Clock hours of classroom lecture: 30

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: Diesel Combustion Theory

Total Clock Hours: 120

Tuition: \$2720.00

Length of time in wks (4 hrs per day, 5 days per wk):

6 wks
Lecture 3.0
Lab 4.5
Ext

TOTAL = 7.5 Qtr Hr

DT 101 Diesel Troubleshooting

This course will provide students the theory and practice of the fundamentals skills needed to diagnose the electrical systems in today's heavy-duty trucks. Students will be prepared to execute a systematize process in diagnosing electrical/electronic problems

associated with heavy-duty trucks. Students will also learn how to read, build and diagnose a wiring diagram.

Clock hours of lab: 90

Clock hours of classroom lecture: 30

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: Diesel Preventative Maintenance

Total Clock Hours: 120

Tuition: \$2720.00

Length of time in wks (4 hrs per day, 5 days per wk):

6 wks
Lecture 3.0
Lab 4.5
Ext

TOTAL = 7.5 Qtr Hr

EX-D 101 Externship

The student will learn how to apply the skills acquired in the course work for Diesel Technician in a hands-on work environment. The student spends 190 hours in a diesel technician environment utilizing the skills learned in the classroom and lab setting. This course fine tunes the skills learned and reinforces the role and functions of diesel technician. The externship will be an unpaid, supervised experience in a typical diesel technician environment.

Clock hours of lab: 0

Clock hours of classroom lecture: 0

Clock hours of Externship: 190

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: Successful completion of program content to this point.

Total Clock Hours: 190

Tuition: \$2450.00

Length of time in wks (6.5 hrs per day, 5 days per wk): 6 wks

Lecture 0.0
Lab 0.0
Ext 5.0

TOTAL = 7.0 Qtr Hr

JC 101 Job Prep/ Career Development

Student will learn how to complete job applications, prepare a resume, successful interviewing techniques, and how to create a career path for that better job.

Clock hours of lab: 10

Clock hours of classroom lecture: 20

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: NA

Total Clock Hours: 30

Tuition: \$445.

Length of time in wks (1 hrs per day, 5 days per wk):

6 wks
Lecture 2.0
Lab 0.5
Ext

TOTAL = 2.5 Qtr Hr

MRI Technician Program

MRI technologist is a healthcare professional who uses specialized MRI equipment to create images of structures inside the human body, they must be able to interact with people who range from healthy to critically ill. MRI Technologists will be supervised by board certified radiologists. This course is designed to prepare the student to perform clinical MRI examinations of the human body with special consideration to image production, quality control, signal to noise ratio and basic pulse sequences. Graduates will be able to obtain employment in orthopedic clinics, diagnostic imaging clinics, and hospitals.

Admissions requirements:

1. A high school diploma or its equivalency is required for admission into the program;
2. Successfully completed a vocational career in an allied health field.
3. Successful interview with an intake (admissions) counselor, medical director, school director; and
4. Be at least 17 years of age (applicants under the age of 18 require written permission from a parent or legal guardian in order to enroll.)

Program Delivery: Residential

Program Length: 1510 CH (Clock Hours)
50 Weeks

Total Program Price: \$ 18,500.00
Tuition: \$ 17,350.00
Books: \$ 1,100.00
Application Fee: \$ 50.00

Total Lecture Hours: 300 Hours
Total Lab Hours: 210 Hours
Total Externship Hours: 1000 Hours
Total Program Hours: 1510 Hours
Total Length of Time: 50 Weeks
Total Credit Hours: 73 Hours

AA 101 Advance Anatomy for MRI Technologist I (Cross Sectional Anatomy)

Upon completion of this course the student will be able to recognize all relevant anatomical structures in all multi-planar directions and oblique from actual MRI and CT cross section images. Both normal and pathological images are utilized. The course includes MRI case studies; MRI positioning; MRI terminology; cranial anatomy and anatomical structures of neck, and spine; presentation and application of MRI, and; biologic effects of MRI

Clock hours of lab: 10

Clock hours of classroom lecture: 20

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: Anatomy & Physiology I

Total Clock Hours: 30

Tuition: \$ 594.00

Length of time in wks (1 hrs per day, 5 days per wk):

6 wks

Lecture 2.0

Lab 0.5

Ext

TOTAL = 2.5 Qtr Hr

This course is a continuation of Advance Anatomy for MRI I. Emphasis is placed on students recognizing the anatomic structuring of the abdomen, pelvis, and extremities in cross section. The course utilizes actual MRI and CT images and includes MRI case studies; MRI positioning; MRI terminology; comparison of normal anatomy with pathology, and; biologic effects of MRI

Clock hours of lab: 10

Clock hours of classroom lecture: 20

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: AA 101

Total Clock Hours: 30

Tuition: \$ 594.00

Length of time in wks (1 hrs per day, 5 days per wk):

6 wks

Lecture 2.0

Lab 0.5

Ext

TOTAL = 2.5 Qtr Hr

2.0

0.5

0.0

AM 101 Advanced MRI Procedures I

Upon completion of this course the student will have fundamental knowledge on MRI principles of

AA 102 Advance Anatomy for MRI Technologist II (Cross Sectional Anatomy)

resonance and relaxation of hydrogen protons after RF excitation; spin echo, gradient echo, and inversion recovery pulse sequences; interactions between pulse sequence parameters and their effects on image contrast, signal-to-noise ratio, and scan time; explanations of basic pulse sequence diagrams, and; spatial localization of the MR signal.

Clock hours of lab: 10

Clock hours of classroom lecture: 20

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: Basic MRI Procedures I

Total Clock Hours: 30

Tuition: \$ 594.00

Length of time in wks (1 hrs per day, 5 days per wk):

6 wks

Lecture 2.0

Lab 0.5

Ext

TOTAL = 2.5 Qtr Hr

AP 101 ANATOMY AND PHYSIOLOGY I

This course provides the framework for knowledge of anatomy and physiology basics from the cellular to the organism level. Students will learn the terminology related to the chemical, cellular, and tissue level of organization of the body through the skeletal and muscular systems with specific applications to health office occupations.

Clock hours of lab: 10

Clock hours of classroom lecture: 20

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

No Pre-Requisite

Total Clock Hours: 30

Tuition: \$ 594.00

Length of time in wks (1 hrs per day, 5 days per wk):

6 wks

Lecture 2.0

Lab 0.5

Ext

TOTAL = 2.5 Qtr Hr

AP 102 ANATOMY AND PHYSIOLOGY II

This course provides the intermediate framework for expanded knowledge of anatomy and physiology from cellular to the organism level. Students will learn the terminology related to the human chemical, cellular, and tissue level of organization of the body through the skeletal and muscular systems with specific applications to health office occupations.

Clock hours of lab: 10

Clock hours of classroom lecture: 20

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: Anatomy and Physiology I

Total Clock Hours: 30

Tuition: \$ 594.00

Length of time in wks (1 hrs per day, 5 days per wk):

6 wks

Lecture 2.0

Lab 0.5

Ext

TOTAL = 2.5 Qtr Hr

BM 101 Basic MRI Procedures I

Upon completion of this course the student will be able to understand MRI physics: fundamental properties of electricity, magnetism, and electromagnetism in relation to MRI imaging, including the atomic structure, especially the nucleus and its properties that are of specific interest to MRI; interaction between the atomic nucleus and the static magnetic, gradient magnetic, and radio frequency (RF) fields of an MRI imager, and; net magnetization, precession, and resonance. The course also presents information addressing the purpose and function of MRI system components for the safe and effective performance of MRI examinations, as well as the interactions of the electromagnetic fields with metal objects and with the human body.

Clock hours of lab: 10

Clock hours of classroom lecture: 20

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: AA 102

Total Clock Hours: 30

Tuition: \$ 594.00

Length of time in wks (1 hrs per day, 5 days per wk):

6 wks

Lecture 2.0

Lab 0.5

Ext

TOTAL = 2.5 Qtr Hr

CL 101 CLINICAL SKILLS

The student will learn intermediate and advanced procedures for infection control, how to prepare, examine, and treat areas, take patient history and measurements, assist the doctor, and conduct laboratory procedures.

Pre-Requisite: Anatomy & Physiology I & II, Medical Terminology I & II.

Clock hours of lab: 20

Clock hours of classroom lecture: 40

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Total Clock Hours: 60

Tuition: \$1188.00

Length of time (2 hrs per day, 5 days per wk): 6 wks

Lecture 4.0

Lab 1.0

Ext

TOTAL = 5.0 Qtr Hr

2.0

0.5

0.0

2.0

0.5

0.0

0.0

36

EX –MRI 101 EXTERNSHIP

This course provides the student with practical hands-on working experience in an MRI imaging facility, which enables the student to put into practice the learning and theory gained from the classroom.

Clock hours of externship: 1000

Clock hours of classroom lecture: 00

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: Completion of all courses will be required prior to placement in externship position.

Total Clock Hours: 1000

Tuition: \$7843.00

Length of time in wks (6 hrs per day, 5 days per wk)

32 wks

Lecture 0.0

Lab 0.0

Ext 33.0

TOTAL = 33.0 Qtr H

JC 101 JOB PREPARATION/ CAREER DEVELOPMENT

This course prepares the student for an entry level job by reviewing competencies related to completing job applications, preparing a resume, role playing successful interviewing techniques, and creating a career path for that better job.

Clock hours of lab: 10

Clock hours of classroom lecture: 20

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: N/A

Total Clock Hours: 30

Tuition: \$ 594.00

Length of time in wks (1 hrs per day, 5 days per wk):

6 wks

Lecture 2.0

Lab 0.5

Ext

TOTAL = 2.5 Qtr Hr

LP 101 LABORATORY PROCEDURES

The student will learn proper procedures and methods for maintaining a proper laboratory environment by deploying the newest lab procedures established by CLIA and OSHA. The student will learn the appropriate use of equipment, math and statistics, and record keeping procedures in the laboratory.

Clock hours of lab: 30

Clock hours of classroom lecture: 30

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: Clinical Skills I

Total Clock Hours: 60

Tuition: \$1070.00

Length of time (2 hrs per day, 5 days per wk): 6 wks

Lecture 3.0

Lab 1.5

Ext

TOTAL = 4.5 Qtr Hr

ME 101 MEDICAL LAW AND ETHICS

The student will learn the application of legal principles, policies, regulations and standards for the control and use of information as it applies to various areas of employment. Students will learn the proper release of information, ethical codes, confidentiality, humanistic healthcare, legal terminology, legal judgments, documents, and litigation terms. In class, students will apply this knowledge through discussion of ethical dilemmas, conferencing, and analysis of legal situations.

Clock hours of lab: 10

Clock hours of classroom lecture: 20

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

No Pre-Requisite

Total Clock Hours: 30

Tuition: \$ 594.00 0.0

Length of time in wks (1 hrs per day, 5 days per wk):

6 wks

Lecture 2.0

Lab 0.5

Ext

TOTAL = 2.5 Qtr Hr

MT 101 MEDICAL TERMINOLOGY I

The student will learn basic medical terminology Greek and Latin derivations, prefixes, suffixes, root words, and combining forms. It provides practice in building and defining medical terms, and emphasizes correct spelling and pronunciation of medical words.

Clock hours of lab: 15

Clock hours of classroom lecture: 15

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

No Pre-Requisite

Total Clock Hours: 30

Tuition: \$ 476.00 0.5

Length of time in wks (1 hrs per day, 5 days per wk):

6 wks

Lecture 1.5

Lab 0.5

Ext

TOTAL = 2.0 Qtr Hr

MT 102 MEDICAL TERMINOLOGY II

This course is a continuation of MT 101 and the student will learn in-depth medical terminology information including Greek and Latin derivations, prefixes, suffixes, root words, and combining forms. Students will learn building and defining medical terms, with correct spelling and pronunciation of medical words. Additionally students will learn to interpret terminology related to body structure, disease, diagnosis, and treatment. Students will also learn standard medical abbreviations.

Clock hours of lab: 15

Clock hours of classroom lecture: 15

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: Medical Terminology I

Total Clock Hours: 30**Tuition: \$ 476.00**

Length of time in wks (1 hrs per day, 5 days per wk):

6 wks

Lecture 1.5

Lab 0.5

Ext

*TOTAL = 2.0 Qtr Hr***PC 101 Patient Care for MRI Techs**

Upon completion of this course the student will be able to assure the safety of the patient, and make the patient comfortable throughout the examination. In this course, students learn how to provide basic patient care in the MRI environment. This course emphasizes is placed on general patient care skills care including proper body mechanics, lifting techniques, preparing patients for an MRI examination; patient assessment protocols; safety issues for MRI patients; and emergency procedures related to a MRI imagine facility. This course also includes Basic Life Support and First Aid Training

Clock hours of lab: 10**Clock hours of classroom lecture: 20***Clock hours of individual and small group tutoring: provided to student on an as-needed basis***Pre-Requisite: Anatomy & Physiology II****Total Clock Hours: 30****Tuition: \$ 594.00**

Length of time in wks (1 hrs per day, 5 days per wk):

6 wks

Lecture 2.0

Lab 0.5

Ext

*TOTAL = 2.5 Qtr Hr***PH 101 PHARMACOLOGY I**

The student will learn drug terminology, units of measurement, legalities, drug references and their uses, medication orders, drug interactions, side effects, drug and medical sources, and forms of common drugs.

Clock hours of lab: 20**Clock hours of classroom lecture: 10***Clock hours of individual and small group tutoring: provided to student on an as-needed basis***Pre-Requisite: Anatomy & Physiology I****Total Clock Hours: 30****Tuition: \$ 476.00**

Length of time in wks (1 hrs per day, 5 days per wk):

6 wks

Lecture 1.0

Lab 1.0

Ext 1.5

TOTAL = 2.0 Qtr Hr

0.5

0.0

PH 102 PHARMACOLOGY II

The student will learn drug laws, principles of pharmacology, drug handling procedures, physicians' orders, charting, routes of administration, dosage calculation, and drug actions related to specific body systems and disorders.

Clock hours of lab: 20**Clock hours of classroom lecture: 10***Clock hours of individual and small group tutoring: provided to student on an as-needed basis***Pre-Requisite: Pharmacology I****Total Clock Hours: 30****Tuition: \$ 476.00**

Length of time in wks (1 hrs per day, 5 days per wk):

6 wks

Lecture 1.0

Lab 1.0

Ext

TOTAL = 2.0 Qtr Hr

2.0

0.5

**DIAGNOSTIC MEDICAL SONOGRAPHY PROGRAM
(GENERAL CONCENTRATION OF STUDY)
ASSOCIATE OF APPLIED SCIENCE DEGREE PROGRAM**

Program Completion Time:
18 months / 72 weeks

PROGRAM GOALS:

The goal of the Diagnostic Medical Sonography Program (General Concentration) is the thorough preparation of the student, through quality didactic, laboratory, and clinical instruction, in the theoretical knowledge, tasks, and responsibilities required of an entry-level general sonographer.

PROGRAM PHILOSOPHY:

The Diagnostic Medical Sonography Program of Southwest Career College is committed to excellence in education demonstrated by providing a comprehensive entry-level education program to students through quality didactic and clinical instruction. The program supports the vision, values, and mission of Southwest Career College by striving to be the premier Diagnostic Medical Sonography training program in our community. In combination, the seven program components ensure the adequacy of a well-rounded program through classes in didactic theory, application and practice of skill sets in the laboratory environment, and integration of didactic theory and acquisition of performance objectives in the clinical setting.

Accreditation: JRCDS = Joint Review Committee on Education in Diagnostic Medical Sonography

JRCDS is an agency recognized by the United States Department of Education for accreditation of traditional and distance delivery educational programs in Medical Sonography.

- **They are the ones accrediting schools not the ARDMS, once a school is accredited by the JRCDS the school will be recognized by the ARDMS.**
- **ARDMS is an independent, not for profit organization that administers examinations and awards credentials in the field of Sonography.**
- **They are the organization that registers the technologist in the field of specialty, which allows their members to work throughout the United States.**

PROGRAM OBJECTIVES:

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

1. Obtain, review, and integrate pertinent patient history and supporting clinical data to facilitate optimum diagnostic results.
2. Perform appropriate ultrasound scanning procedures and record anatomic, pathologic, and/or physiologic data for interpretation by a physician.
3. Record, analyze, and process diagnostic data and other pertinent observations made during the procedure for presentation to the interpreting physician.
4. Exercise discretion and judgment in the performance of sonographic and/or other non-invasive diagnostic services.
5. Provide appropriate and compassionate patient care for patients undergoing ultrasound examination.
6. Demonstrate appropriate communication skills with patients and colleagues.
7. Act in a professional and ethical manner.
8. Provide patient education related to medical ultrasound and/or other non-invasive diagnostic ultrasound techniques, and promote principles of good health.

OCCUPATIONAL OBJECTIVES:

The successful graduate of the Diagnostic Medical Sonography at Southwest Career College will have the knowledge and skills to obtain entry-level employment as a Diagnostic Medical Sonographer in:

A Hospital or Medical Center

A Medical Clinic
 A Radiology Imaging Center
 A Physician's Office
 Mobile Ultrasound Service
 Free Lance Sonographer
 Traveling Sonographer
 Commercial Ultrasound: Applications Specialist and Sales
 Research Sonographer

Admissions requirements:

- **All potential students must receive a school catalog prior to signing an enrollment agreement**
- **Student must attend entrance orientation**
- **A high school diploma or its equivalency is required for admission into the program**
- **Successful interview with an intake (admissions) counselor**
- **Submit an AAS DMS Admissions Application**
- **Pay the Admissions Fee**
- **Be at least 17 years of age (applicants under the age of 18 require written permission from a parent or legal guardian in order to enroll.)**
- **Successful entrance exam**

General Criteria: Applicants for specialized admissions must satisfy minimum criteria in order to be eligible for consideration for ranking. The Following is required for all students wishing to enroll the program:

- Must be fully accepted by SWCC as an academic student
- Must have attended a Health Careers Orientation Session.
- Submit a Specialized Admissions Application for appropriate program.
- Pay the Specialized Admissions Fee
- Must have a High School Diploma. Submit official transcripts to the Admissions Office.
- **Graduate of a SWCC Allied Health Program**
- Minimum SWCC Cumulative GPA of 3.5, attendance rate of 90% **is required.**
- **Successful entrance exam**

Students must complete admissions requirements prior to enrollment in specialized courses. There is a scheduled ranking date for this program. It is ultimately the student's responsibility to submit all required documentation to allow for normal processing.

The program content is offered through lecture, laboratory, and externship experience.

Definition of Academic Year: An academic year will consist of 30 instruction weeks and 36 quarter credit hours.

Full Time Status: Student's enrollment status will be considered full time if they are enrolled in at least 8.0 credit hours in a six week period.

Total Program Price:	\$ 24,204.00	Total Lab Hours:	510 Hrs
Tuition:	\$ 21,824.00	Total Externship Hours:	900 Hrs
Books:	\$ 1,330.00	Total Lecture Hours:	1040 Hrs
Application Fee :	\$ 250.00	Total Program Hours:	2450 Hrs
Electronic Reader:	\$ 800.00	Total Length of Time:	72 Wks
		Total Credit Hours:	159 Credits

AAIP 101 Advanced Anatomy for Imaging Professionals

This course is a continuation his course is a continuation in the study of the structure and function

of the human body and the mechanisms for maintaining homeostasis within it. Includes the study of cells, tissues, integument, skeletal, muscular and nervous systems, endocrine system, cardiovascular, lymphatic, respiratory, digestive, urinary and reproductive systems, as well as the concepts of development, metabolism, fluid and electrolyte balance and acid-base balance are included.

Clock hours of lab: 20

Clock hours of classroom lecture: 40

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: NA

Total Clock Hours: 60

Tuition: \$712

Length of time in wks (1 hrs per day, 5 days per wk): 6 wks

Lecture	4.0
Lab	1.0
Ext	

TOTAL = 5.0 Qtr Hr

ALG101 Algebra

This course is designed to provide understanding of basic properties of real numbers and to use algebraic models to solve verbal problems with linear and quadratic equation, complex numbers, factoring and graphs. Emphasis is placed on manipulation of algebraic equations, problem solving and their correlation to general arithmetic.

Clock hours of lab: 10

Clock hours of classroom lecture: 30

Clock hours of Externship: 0

Pre-Requisite: AP 1

Total Clock Hours: 40

Tuition: \$420.00

Length of time (1 hrs per day, 5 days per wk): 6 wks

Lecture	3
Lab	0.5
Ext	0

TOTAL = 3.5 Qtr Hr

ALG102 Algebra II

The purpose of this course is to continue the study of advanced algebraic concepts including functions, polynomials, rational expressions, systems of functions and inequalities, and matrices.

Clock hours of lab: 0

Clock hours of classroom lecture: 30

Clock hours of Externship: 0

Pre-Requisite: ALG101

Total Clock Hours: 30

Tuition: \$420.00

Length of time (1 hrs per day, 5 days per wk): 6 wks

Lecture	3
Lab	0
Ext	0

TOTAL = 3.0 Qtr Hr

AP 101 ANATOMY AND PHYSIOLOGY I

This course provides the framework for knowledge of anatomy and physiology basics from the cellular to the

organism level. Terminology related to the chemical, cellular, tissue level of organization of the body through the skeletal and muscular systems is reviewed for application to health office occupations.

Clock hours of lab: 10

Clock hours of classroom lecture: 20

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: NA

Total Clock Hours: 30

Tuition: \$420

Length of time in wks (1 hrs per day, 5 days per wk): 6 wks

Lecture	2.0
Lab	0.5
Ext	

TOTAL = 2.5 Qtr Hr

AP 102 ANATOMY AND PHYSIOLOGY II

This course provides the intermediate framework for expanded knowledge of anatomy and physiology from cellular to the organism level. Students will learn the terminology related to the human chemical, cellular, and tissue level of organization of the body through the skeletal and muscular systems with specific applications to health office occupations.

Clock hours of lab: 10

Clock hours of classroom lecture: 20

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: Anatomy and Physiology I

Total Clock Hours: 30

Tuition: \$420

Length of time in wks (1 hrs per day, 5 days per wk): 6 wks

Lecture	2.0
Lab	0.5
Ext	

TOTAL = 2.5 Qtr Hr

Bio 101 Human Biology

This course is designed to provide the students with the foundation and knowledge in brief investigations of all major facets of living organisms including cell structure and function, major kingdoms of organisms, selected topics in human anatomy, physiology, genetics, reproduction, evolution, and biochemistry. In addition, ecological principles and conservation will be stressed throughout the course.

Clock hours of lab: 10

Clock hours of classroom lecture: 30

Clock hours of Externship: 0

Pre-Requisite: AP 1

Total Clock Hours: 40

Tuition: \$420.00

Length of time (1 hrs per day, 5 days per wk): 6 wks

Lecture	3
Lab	0.5
Ext	0

TOTAL = 3.5 Qtr Hr

Bio 102 Human Biology II

This course (Human Biology II, BIO 102) is a detailed study of body structure and function utilizing principles of chemistry, biochemistry as well as anatomy and physiology. It includes the following topics: cardiovascular system, lymphatic system, nonspecific defense and immunity, respiratory system, digestive system, urinary system, fluid/electrolyte and acid/base balance, and reproductive system

Clock hours of lab: 10

Clock hours of classroom lecture: 30

Clock hours of Externship: 0

Pre-Requisite: Bio 101

Total Clock Hours: 40

Tuition: \$420.00

Length of time (1 hrs per day, 5 days per wk): 6 wks

Lecture	3
Lab	0.5
Ext	0

TOTAL = 3.5 Qtr Hr

Bio 103 Microorganisms and Disease

This course (Microorganisms & Disease, BIO 103) covers principles of microbiology and the impact these organisms have on man and on the environment.

Topics include the various groups of microorganisms, their structure, physiology, genetics, microbial pathogenicity, infectious diseases, immunology, and selected practical applications. Upon completion, students should be able to demonstrate knowledge and skills including microscopy, aseptic technique, staining, culture methods, and identification of microorganisms.

Clock hours of lab: 0

Clock hours of classroom lecture: 30

Clock hours of Externship: 0

Pre-Requisite: Bio 102

Total Clock Hours: 30

Tuition: \$420.00

Length of time (1 hrs per day, 5 days per wk): 6 wks

Lecture	3
Lab	0
Ext	0

TOTAL = 3 Qtr Hr

CL 101 CLINICAL

The student will learn intermediate and advanced procedures for infection control, how to prepare, examine, and treat areas, take patient history and measurements, assist the doctor, and conduct laboratory procedures.

Pre-Requisite: Anatomy & Physiology I

Clock hours of lab: 20

Clock hours of classroom lecture: 40

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Total Clock Hours: 60

Tuition: \$712

Length of time (2 hrs per day, 5 days per wk): 6 wks

Lecture	4.0
Lab	1.0
Ext	

TOTAL = 5.0 Qtr Hr

DMS 201 Introduction To Ultrasound Imaging

Introduction to the nature of ultrasound and to the fundamental role and duties of the sonographer. Emphasis is placed on the origins and evolution of diagnostic medical sonography, development of the sonographer, the student sonographer, safety issues in sonography, basic medical techniques and patient care, communication skills, clinical assessments, medical and legal aspects in sonography, medical ethics and professionalism, employment opportunities for sonographers.

Clock hours of lab: 10

Clock hours of classroom lecture: 50

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: LP 101

Total Clock Hours: 60

Tuition: \$712

Length of time (2 hrs per day, 5 days per wk): 6 wks

Lecture	5.0
Lab	0.5
Ext	

TOTAL = 5.5 Qtr Hr

DMS 202 Intermediate Ultrasound Imaging

Introduction to the nature of ultrasound and to the fundamental role and duties of the sonographer. This course will emphasize the structure and function of: body planes and directions, and basic anatomy and physiology of body systems (with special emphasis on the liver), biliary tree, pancreas, renals, thyroid, parathyroid, male and female reproductive system, and the cardiovascular system, while enhancing protocol

Clock hours of lab: 10

Clock hours of classroom lecture: 50

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: DMS 201

Total Clock Hours: 60

Tuition: \$712.00

Length of time (2 hrs per day, 5 days per wk): 6 wks

Lecture	5.0
Lab	0.5
Ext	

TOTAL = 5.5 Qtr Hr

DMS 210 Abdominal and Small Parts Ultrasound Imaging

Interpretation of normal anatomy, sonographic and gross anatomy demonstrating scanning techniques and identifying normal sonographic protocols for abdomen and small parts. Interpretation of abnormal anatomy, identification and interpretation of pathological conditions affecting the abdominal organs and small parts. Includes role of differential diagnoses in ultrasound examinations.

Clock hours of lab: 10

Clock hours of classroom lecture: 50

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: DMS 201

Total Clock Hours: 60

Tuition: \$712

Length of time (2 hrs per day, 5 days per wk): 6 wks

Lecture 5.0

Lab 0.5

Ext

TOTAL = 5.5 Qtr Hr

DMS 212 Abdominal Ultrasound Imaging

Interpretation of abnormal anatomy, identification and interpretation of pathological conditions affecting the abdominal organs. Includes role of differential diagnoses in ultrasound examinations.

Clock hours of lab: 10

Clock hours of classroom lecture: 50

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: DMS 210

Total Clock Hours: 60

Tuition: \$712

Length of time (2 hrs per day, 5 days per wk): 6 wks

Lecture 5.0

Lab 0.5

Ext

TOTAL = 5.5 Qtr Hr

DMS 214 Small Part Ultrasound Imaging

Interpretation of abnormal anatomy, identification and interpretation of pathological conditions affecting the abdominal organs. Includes role of differential diagnoses in ultrasound examinations.

Clock hours of lab: 30

Clock hours of classroom lecture: 30

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: DMS 210

Total Clock Hours: 60

Tuition: \$712

Length of time (2 hrs per day, 5 days per wk): 6 wks

Lecture 3.0

Lab 1.5

Ext

TOTAL = 4.5 Qtr Hr

DMS 220 Obstetrics and Gynecology Ultrasound Imaging

This course will introduce the protocols, policies, and fundamentals involved with obstetrics and gynecology ultrasound studies. Course will introduce the skills needed to perform studies by recognizing and identifying fetal structures and the female reproductive anatomy, along with obstetrics and gynecology transducer recognition.

Clock hours of lab: 10

Clock hours of classroom lecture: 50

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: DMS 210

Total Clock Hours: 60

Tuition: \$712

Length of time (2 hrs per day, 5 days per wk): 6 wks

Lecture 5.0

Lab 0.5

Ext

TOTAL = 5.5 Qtr Hr

DMS 222 Obstetrics and Gynecology Ultrasound Imaging

This course is designed to provide the interpretation of normal anatomy, sonographic and gross anatomy demonstrating scanning techniques and identifying normal sonographic protocols for gynecologic and obstetric ultrasound examinations.

Clock hours of lab: 30

Clock hours of classroom lecture: 30

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: DMS 220

Total Clock Hours: 60

Tuition: \$712

Length of time (2 hrs per day, 5 days per wk): 6 wks

Lecture 3.0

Lab 1.5

Ext

TOTAL = 4.5 Qtr Hr

DMS 224 High Risk Obstetrics and Gynecology Ultrasound Imaging

This course will assist the student in the interpretation of abnormal anatomy and identification and interpretation of pathological conditions affecting the female pelvic organs, the neonate, and the developing fetus. This will be enforced by including role of differential diagnoses in ultrasound examinations in high risk situations.

Clock hours of lab: 30

Clock hours of classroom lecture: 30

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: DMS 220

Total Clock Hours: 60

Tuition: \$712

Length of time (2 hrs per day, 5 days per wk): 6 wks

Lecture 3.0

Lab 1.5

Ext

TOTAL = 4.5 Qtr Hr

DMS 230 Introduction to Vascular Ultrasound Imaging

The course is a detailed introduction to the basics of Vascular Ultrasound Imaging. The course will also include the policies and protocols involved with vascular scanning, and an overview of vascular instrumentation.

Clock hours of lab: 10

Clock hours of classroom lecture: 50

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: DMS 220

Total Clock Hours: 60

Tuition: \$712

Length of time (2 hrs per day, 5 days per wk): 6 wks

Lecture 5.0

Lab 0.5
Ext

TOTAL = 5.5 Qtr Hr

DMS 232 Vascular Ultrasound Imaging

The course will introduce students to vascular scanning and will provide a detailed overview of normal and pathological sonographic data dealing with: arterial and venous peripheral vascular, abdominal vasculature and extracranial carotid studies.

Clock hours of lab: 30

Clock hours of classroom lecture: 30

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: DMS 230

Total Clock Hours: 60

Tuition: \$712

Length of time (2 hrs per day, 5 days per wk): 6 wks

Lecture 3.0

Lab 1.5

Ext

TOTAL = 4.5 Qtr Hr

DMS 240 Physical Principles and Instrumentation of Ultrasound Imaging

The course will correlate the principles and concepts obtained in general physics and apply them to ultrasound fundamentals. The course will be an introduction to basic acoustic physical principles and the manner in which ultrasound waves react in human tissue.

Clock hours of lab: 10

Clock hours of classroom lecture: 50

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: DMS 230

Total Clock Hours: 60

Tuition: \$712

Length of time (2 hrs per day, 5 days per wk): 6 wks

Lecture 5.0

Lab 0.5

Ext

TOTAL = 5.5 Qtr Hr

DMS 242 Physical Principles & Instrumentation

This course will be an introduction to various types of instrumentation, equipment design and applications.

The student will understand and demonstrate the mechanics of ultrasound image production and display, various transducer designs and construction, quality assurance, bioeffects and safety, imaging artifacts and Doppler flow analysis.

Clock hours of lab: 30

Clock hours of classroom lecture: 30

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: DMS 240

Total Clock Hours: 60

Tuition: \$712

Length of time (2 hrs per day, 5 days per wk): 6 wks

Lecture 3.0

Lab 1.5
Ext

TOTAL = 4.5 Qtr Hr

DMS 244 Physical Principles & Instrumentation II

The course will apply all prior concepts to the practical setting. This will show emphasis on ultrasound transmission in soft tissues, attenuation of sound energy, parameters affecting sound transmission and reflection, and resolution of sound beams.

Clock hours of lab: 30

Clock hours of classroom lecture: 30

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: DMS 240

Total Clock Hours: 60

Tuition: \$712

Length of time (2 hrs per day, 5 days per wk): 6 wks

Lecture 3.0

Lab 1.5

Ext

TOTAL = 4.5 Qtr Hr

DMS 248 Ultrasound Registry Review

This course is designed to assist the student in taking the Sonography Principles and Instrumentation and Ultrasound Specialty Exam. The course will be utilized as a preparation and review for both exams.

Clock hours of lab: 10

Clock hours of classroom lecture: 20

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: DMS 240

Total Clock Hours: 30

Tuition: \$420

Length of time (1 hrs per day, 5 days per wk): 6 wks

Lecture 2.0

Lab 0.5

Ext

TOTAL = 2.5 Qtr Hr

DMS 250 Clinical Practicum I

The student will be assigned, and directly supervised in a diagnostic medical ultrasound imaging facility such as a hospital, clinic, or radiology imaging center.

The student will be introduced to the clinical setting and departmental organization. Under direct supervision by a clinical preceptor (supervising sonographer or physician), and the school's Clinical Externship Coordinator, the student will begin to acquire the hands-on skills necessary for the sonographer in a clinical site. This is accomplished through observation and participation in clinical case studies of patients undergoing ultrasound examinations

Clock hours of lab: 0

Clock hours of classroom lecture: 0

Clock hours of Externship: 225

*Clock hours of individual and small group tutoring:
provided to student on an as-needed basis*

Pre-Requisite: DMS 244

Total Clock Hours: 450

Tuition: \$750.00

Length of time (8 hrs per day, 5 days per wk): 6 wks

Lecture	0
Lab	0
Ext	7.5

TOTAL = 7.5 Qtr Hr

DMS 260 Clinical Practicum II

This course is designed as a more advanced continuation of Clinical Practicum I. The student will continue to perfect his or her skills in the clinical environment and learn more advanced imaging techniques required of the entry-level sonographer. The student will gain more experience in performing ultrasound studies of the patient undergoing abdominal, small parts, gynecologic, obstetric, or vascular ultrasound examinations. The student will be assigned, and directly supervised in a diagnostic medical ultrasound imaging facility such as a hospital, clinic, or radiology imaging center. The student will be introduced to the clinical setting and departmental organization. Under direct supervision by a clinical preceptor (supervising sonographer or physician), and the school's Clinical Externship Coordinator, the student will begin to acquire the hands-on skills necessary for the sonographer in a clinical site. This is accomplished through observation and participation in clinical case studies of patients undergoing ultrasound examinations.

Clock hours of lab: 0

Clock hours of classroom lecture: 0

Clock hours of Externship: 225

*Clock hours of individual and small group tutoring:
provided to student on an as-needed basis*

Pre-Requisite: DMS 250

Total Clock Hours: 225

Tuition: \$750.00

Length of time (8 hrs per day, 5 days per wk): 6 wks

Lecture	0
Lab	0
Ext	7.5

TOTAL = 7.5 Qtr Hr

DMS 270 Clinical Practicum III

This course is designed as a more advanced continuation of Clinical Practicum II. The student will continue to perfect his or her skills in the clinical environment and learn more advanced imaging techniques required of the entry-level sonographer. The student will gain more experience in performing ultrasound studies of the patient undergoing abdominal, small parts, gynecologic, obstetric, or vascular ultrasound examinations. The student will be assigned, and directly supervised in a diagnostic medical ultrasound imaging facility such as a hospital, clinic, or radiology imaging center. The student will be introduced to the clinical setting and departmental

organization. Under direct supervision by a clinical preceptor (supervising sonographer or physician), and the school's Clinical Externship Coordinator, the student will begin to acquire the hands-on skills necessary for the sonographer in a clinical site. This is accomplished through observation and participation in clinical case studies of patients undergoing ultrasound examinations.

Clock hours of lab: 0

Clock hours of classroom lecture: 0

Clock hours of Externship: 225

*Clock hours of individual and small group tutoring:
provided to student on an as-needed basis*

Pre-Requisite: DMS 260

Total Clock Hours: 225

Tuition: \$750.00

Length of time (8 hrs per day, 5 days per wk): 6 wks

Lecture	0
Lab	0
Ext	7.5

TOTAL = 7.5 Qtr Hr

DMS 280 Clinical Practicum IV

This course is designed as a more advanced continuation of Clinical Practicum III. The student will continue to perfect his or her skills in the clinical environment and learn more advanced imaging techniques required of the entry-level sonographer. The student will gain more experience in performing ultrasound studies of the patient undergoing abdominal, small parts, gynecologic, obstetric, or vascular ultrasound examinations. The student will be assigned, and directly supervised in a diagnostic medical ultrasound imaging facility such as a hospital, clinic, or radiology imaging center. The student will be introduced to the clinical setting and departmental organization. Under direct supervision by a clinical preceptor (supervising sonographer or physician), and the school's Clinical Externship Coordinator, the student will begin to acquire the hands-on skills necessary for the sonographer in a clinical site. This is accomplished through observation and participation in clinical case studies of patients undergoing ultrasound examinations.

Clock hours of lab: 0

Clock hours of classroom lecture: 0

Clock hours of Externship: 225

*Clock hours of individual and small group tutoring:
provided to student on an as-needed basis*

Pre-Requisite: DMS 270

Total Clock Hours: 225

Tuition: \$750.00

Length of time (8 hrs per day, 5 days per wk): 6 wks

Lecture	0
Lab	0
Ext	7.5

TOTAL = 7.5 Qtr Hr

ENG 101 ENGLISH I

This course includes introduction to literary analysis, investigation/review of topic-selection processes, development of possible thesis statements, outlining as

it relates to support for a selected thesis statement, over-all study of the research process, practice and emphasis on critical thinking skills in literary analysis, and experience in writing literary research papers using available resources.

Clock hours of lab: 10

Clock hours of classroom lecture: 30

Clock hours of Externship: 0

Pre-Requisite: AP 1

Total Clock Hours: 40

Tuition: \$420.00

Length of time (1 hrs per day, 5 days per wk): 6 wks

Lecture	3
Lab	0.5
Ext	0

TOTAL = 3.5 Qtr Hr

ENG 102 ENGLISH II

English II places emphasis upon the effective use of the English language in both oral and written communications. Students study world literature with a focus on the literary forms of drama and the novel. Basic skills of reading, writing, speaking, and listening continue to receive primary emphasis. Essays, plays, poetry, and short stories will be read this year

Clock hours of lab: 0

Clock hours of classroom lecture: 40

Clock hours of Externship: 0

Pre-Requisite: AP 1

Total Clock Hours: 40

Tuition: \$420.00

Length of time (1 hrs per day, 5 days per wk): 6 wks

Lecture	4
Lab	0
Ext	0

TOTAL = 4.0 Qtr Hr

LP 101 LABORATORY PROCEDURES

The student will learn proper procedures and methods for maintaining a proper laboratory environment by deploying the newest lab procedures established by CLIA and OSHA. The student will learn the appropriate use of equipment, math and statistics, and record keeping procedures in the laboratory.

Clock hours of lab: 30

Clock hours of classroom lecture: 30

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: Anatomy & Physiology II

Total Clock Hours: 60

Tuition: \$712

Length of time (2 hrs per day, 5 days per wk): 6 wks

Lecture	3.0
Lab	1.5
Ext	

TOTAL = 4.5 Qtr Hr

MI 101 MEDICAL INSURANCE FORMS

This course covers a wide range of medical insurance topics, including types of health insurance, types of coverage, claims processing, abstracting from medical records, and current issues in medical insurance.

Clock hours of lab: 30

Clock hours of classroom lecture: 30

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: NA

Total Clock Hours: 60

Tuition: \$712

Length of time in wks (2 hrs per day, 5 days per wk):

6 wks	
Lecture	3.0
Lab	1.5
Ext	

TOTAL = 4.5 Qtr Hr

MT 101 MEDICAL TERMINOLOGY I

This course provides basic medical terminology information including Greek and Latin derivations, prefixes, suffixes, root words, and combining forms. It provides practice in building and defining medical terms, and emphasizes correct spelling and pronunciation of medical words.

Clock hours of lab: 15

Clock hours of classroom lecture: 15

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: NA

Total Clock Hours: 30

Tuition: \$420

Length of time in wks (1 hrs per day, 5 days per wk):

6 wks	
Lecture	1.5
Lab	0.5
Ext	

TOTAL = 2.0 Qtr Hr

MT 102 MEDICAL TERMINOLOGY II

This course is a continuation of MT 101 and provides in-depth medical terminology information including Greek and Latin derivations, prefixes, suffixes, root words, and combining forms. It provides practice in building and defining medical terms, and emphasizes correct spelling and pronunciation of medical words. Interpreting terminology related body structure, disease, diagnosis, and treatment is emphasized along with standard medical abbreviations.

Clock hours of lab: 15

Clock hours of classroom lecture: 15

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: Medical Terminology I

Total Clock Hours: 30

Tuition: \$420

Length of time in wks (1 hrs per day, 5 days per wk):

6 wks	
Lecture	1.5
Lab	0.5
Ext	

TOTAL = 2.0 Qtr Hr

ME 101 MEDICAL LAW AND ETHICS

This course covers the application of legal principles, policies, regulations and standards for the control and use of information as it applies to various areas of vocational training. Emphasis is placed upon the proper release of information, ethical codes, confidentiality, humanistic healthcare, legal terminology, legal judgments, documents, and litigation are also discussed. Students apply this knowledge through discussion of ethical dilemmas, conferencing, and analysis of legal situations.

Clock hours of lab: 10

Clock hours of classroom lecture: 20

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: NA

Total Clock Hours: 30

Tuition: \$420

Length of time in wks (1 hrs per day, 5 days per wk):
6 wks

Lecture	2.0
Lab	0.5
Ext	

TOTAL = 2.5 Qtr Hr

PH 101 PHARMACOLOGY

This course will introduce the learner to drug terminology, units of measurement, legalities, drug references and their uses, medication orders, and the interactions, side effects, sources, and forms of common drugs.

Clock hours of lab: 20

Clock hours of classroom lecture: 10

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: Medical Terminology I, Anatomy and Physiology I

Total Clock Hours: 30

Tuition: \$420

Length of time in wks (1 hrs per day, 5 days per wk):
6 wks

Lecture	1.0
Lab	1.0
Ext	

TOTAL = 2.0 Qtr Hr

PH 102 PHARMACOLOGY II

The student will learn drug laws, principles of pharmacology, drug handling procedures, physicians' orders, charting, routes of administration, dosage calculation, and drug actions related to specific body systems and disorders.

Clock hours of lab: 20

Clock hours of classroom lecture: 10

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: Pharmacology I

Total Clock Hours: 30

Tuition: \$420

Length of time in wks (1 hrs per day, 5 days per wk):

6 wks	
Lecture	1.0
Lab	1.0
Ext	

TOTAL = 2.0 Qtr Hr

PHY 110 Basic Fundamentals of Physics

This course is a study of basic physics concepts. The course will introduce the concepts behind the laws and principles of physics, utilizing environmental factors such as physical matter and temperature. The properties and principles of sound waves and EM waves will be explained in great detail for further radiological functions.

Clock hours of lab: 10

Clock hours of classroom lecture: 20

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: ALG I

Total Clock Hours: 30

Tuition: \$420

Length of time in wks (1 hrs per day, 5 days per wk):

6 wks	
Lecture	2.0
Lab	0.5
Ext	

TOTAL = 2.5 Qtr Hr

Associate of Applied Science in Business Management and Accounting Systems Degree

This program is designed to prepare students seeking employment in business management and managerial levels of accounting. Students will receive instruction to gain mastery over the principles, methods, and procedures of accounting, and will gain a broad understanding and appreciation for other elements of management such as finance, communications, economics, and business law. Students who complete this program will understand the systems and procedures of organizing and planning office work, controlling employees' performance, and exercising leadership skills that make the modern employer-employee relationship a pleasant, reward and successful experience. Graduates of this program can expect to be hired in entry-level management positions, such as: cost clerks, supervisor, office manager, marketing representative, etc.

Admissions requirements:

1. A high school diploma or its equivalency is required for admission into the program;
2. Successful interview with an intake (admissions) counselor; and
3. Student must pass the entrance exam

The program content is offered through lecture, laboratory, and externship experience.

Program Length: 1350 CH (Clock Hours)
60 Weeks

Program Delivery: Residential

Definition of Academic Year: An academic year will consist of 30 instruction weeks and 36 quarter credit hours.

Full Time Status: Student's enrollment status will be considered full time if they are enrolled in at least 8.0 credit hours in a six week period.

Total Program Price:	\$ 22,831.00	Total Lab Hours:	180 Hrs
Tuition:	\$ 19,370.00	Total Externship Hours:	180 Hrs
Books:	\$ 1,861.00	Total Lecture Hours:	990 Hrs
Technology Fee:	\$ 800.00	Total Program Hours:	1350 Hrs
Electronic Reader:	\$ 800.00	Total Length of Time:	60 Wks
		Total Credit Hours:	114 credits

ACCT 110 INTRODUCTION TO ACCOUNTING

This course provides an introduction of accounting principles relating to business operations. The course will concentrate on general accepted accounting principles, the accounting process, and the definition of accounting elements. The course covers a broad range of topics that will introduce students to the functions of accounting.

Clock hours of lab: 10

Clock hours of classroom lecture: 40

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: N/A

Total Clock Hours: 50

Tuition: \$740.00

Length of time in wks (2 hrs per day, 5 days per wk):

6 wks	
Lecture	2.0
Lab	2.0
Ext	

TOTAL = 4.5 Qtr Hr

ACCT 121 INTERMEDIATE ACCOUNTING

This course will concentrate on payroll accounting and accounting for merchandising businesses. Students will learn to calculate employee earnings and deductions, and employer taxes and reports. The student will also learn to work with journal entries and will learn to analyze financial statements.

Clock hours of lab: 10

Clock hours of classroom lecture: 40

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: ACCT 101

Total Clock Hours: 50

Tuition: \$740.00

Length of time in wks (2 hrs per day, 5 days per wk):

6 wks	
Lecture	2.0
Lab	0.5
Ext	

TOTAL = 4.5 Qtr Hr

ACCT 133 ACCOUNTING SYSTEMS

This course will assist students in reviewing fundamental accounting concepts and principles through the use of QuickBooks. Students will learn to use QuickBooks to understand and interpret financial statements. Students will learn to generate most financial accounting information such as purchase orders, sales invoices, and financial statements.

Clock hours of lab: 10

Clock hours of classroom lecture: 40

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: ACCT 102

Total Clock Hours: 50

Tuition: \$740.00

Length of time in wks (2 hrs per day, 5 days per wk):

6 wks

Lecture 2.0

Lab 0.5

Ext

TOTAL = 4.5 Qtr Hr

ACCT 145 ACCOUNTING SYSTEMS

This course teaches fundamental accounting concepts and principles while developing students' proficiency with Peachtree 2008. The course teaches the technology and application of accounting skills by illustrating how accounting information is created and used.

Clock hours of lab: 10

Clock hours of classroom lecture: 40

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: ACCT 102

Total Clock Hours: 50

Tuition: \$740.00

Length of time in wks (2 hrs per day, 5 days per wk):

6 wks

Lecture 1.5

Lab 0.5

Ext

TOTAL = 4.5 Qtr Hr

ACCT 150 ACCOUNTING FOR INCOME

TAXES

This course is designed to help the student acquire the ability to prepare personal income tax returns of considerable complexity. In addition, differences between individual, partnership, and corporation reporting requirements will also be contrasted. The degree of complexity and difficulty will approximate the level found in the problems assigned.

Clock hours of lab: 10

Clock hours of classroom lecture: 40

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: ACCT 121

Total Clock Hours: 50

Tuition: \$740.00

Length of time in wks (2 hrs per day, 5 days per wk):

6 wks

Lecture 0.0

Lab 0.0

Ext 5.0

TOTAL = 4.5 Qtr Hr

ALG 110 ALGEBRA I

This course is designed to provide understanding of basic properties of real numbers and to use algebraic models to solve verbal problems with linear and quadratic equation, complex numbers, factoring and graphs. Emphasis is placed on manipulation of algebraic equations, problem solving and their correlation to general arithmetic.

Clock hours of lab: 0

Clock hours of classroom lecture: 30

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: N/A

Total Clock Hours: 30

Tuition: \$400.00

Length of time in wks (1 hrs per day, 5 days per wk):

6 wks

Lecture 2.0

Lab 0.5

Ext

TOTAL = 3.0 Qtr Hr

ALG 121 ALGEBRA II

The purpose of this course is to continue the study of advanced algebraic concepts including functions, polynomials, rational expressions, systems of functions and inequalities, and matrices.

Clock hours of lab: 0

Clock hours of classroom lecture: 30

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: ALG 101

Total Clock Hours: 30

Tuition: \$400.00

Length of time in wks (1 hrs per day, 5 days per wk):

6 wks

Lecture 2.0

Lab 0.5

Ext

TOTAL = 3.0 Qtr Hr

BLAW 110 BUSINESS LAW & ETHICS

Business Law I is a study of the legal setting of business and its relationship to the business firm. Topics covered include: the nature of law, criminal and civil procedure and the court system, business ethics, courts and alternative dispute resolution, constitutional authority to regulate business, criminal law, the law of torts, contract and sales law, product liability and intellectual property.

Clock hours of lab: 10

Clock hours of classroom lecture: 40

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: NA

Total Clock Hours: 50

Tuition: \$740.00

Length of time in wks (2 hrs per day, 5 days per wk):
 6 wks
 Lecture 1.0
 Lab 1.0
 Ext

TOTAL = 4.5 Qtr Hr.

BC 110 BUSINESS COMMUNICATION

This course examines basic interpersonal communication processes with practical applications for the business environment. Issues regarding cross-cultural communications and ethical considerations in business communication are discussed. The course will emphasize planning, organizing and delivering oral presentation in business setting

Clock hours of lab: 0

Clock hours of classroom lecture: 30

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: NA

Total Clock Hours: 30

Tuition: \$400.00

Length of time in wks (1 hr per day, 5 days per wk): 6 wks

Lecture 0.0
 Lab 0.0
 Ext 5.0

TOTAL = 3.0 Qtr Hr

BM 110 BUSINESS MATH

This course is designed for all business students. The course will assist students in reaching a level of increased competence in mathematics and expanded understanding of the applications of mathematical concepts in business activities. Emphasis is placed upon learning mathematical concepts through practical application to common business problems.

Clock hours of lab: 0

Clock hours of classroom lecture: 30

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: ALG 110

Total Clock Hours: 30

Tuition: \$400.00

Length of time in wks (1 hrs per day, 5 days per wk): 6 wks

Lecture 0.0
 Lab 0.0
 Ext 5.0

TOTAL = 3.0 Qtr Hr

CIS 110 SPREADSHEETS

The course provides instruction in the operation of spreadsheet software. The student will learn spreadsheet software features while completing real-world business projects. The course provides instruction in analyzing data, making business decisions and simple calculations in an excel worksheet.

Clock hours of lab: 10

Clock hours of classroom lecture: 40

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: NA

Total Clock Hours: 50

Tuition: \$740.00

Length of time in wks (2 hrs per day, 5 days per wk): 6 wks

Lecture 2.0
 Lab 0.5
 Ext

TOTAL = 4.5 Qtr Hr

CIS 121 DATABASE SYSTEMS

The course provides instruction in the operation of database management systems. The student will learn to create and modify tables, the basic building blocks of an access relational database. The course provides instruction on managing data that is organized into lists, such as information about customers, products, vendors, employees, projects, or sales.

Clock hours of lab: 10

Clock hours of classroom lecture: 40

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: NA

Total Clock Hours: 50

Tuition: \$740.00

Length of time in wks (2 hrs per day, 5 days per wk): 6 wks

Lecture 1.5
 Lab 0.5
 Ext

TOTAL = 4.5 Qtr Hr

CIS 133 GRAPHIC DESIGN

The course provides an introduction to elements of design, spatial relationships, typography and imagery as they apply to practical visual solutions for self-promotion, resumes, logo design, web design, and sequential systems. This class will instruct the student in graphic design skills employing traditional and digital tools, materials and procedures employed in the communication arts industry. The focus will be on combining creative visual solutions with technical skills to solve communication problems

Clock hours of lab: 10

Clock hours of classroom lecture: 40

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: NA

Total Clock Hours: 50

Tuition: \$740.00

Length of time in wks (2 hrs per day, 5 days per wk): 6 wks

Lecture 1.5
 Lab 0.5
 Ext

TOTAL = 4.5 Qtr Hr

CIS 145 COMPUTER PROGRAMMING

This course introduces the SQL language and its available development environments. Both procedural and object-oriented programming will be covered utilizing the SQL family of languages. Topics include: the history of SQL, the fundamentals of SQL, a survey of the principal development environments, practitioner experience with SQL, and a discussion of the strengths and weaknesses of software development with SQL compared with other languages.

Clock hours of lab: 10**Clock hours of classroom lecture: 40**

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: NA**Total Clock Hours: 50****Tuition: \$740.00**

Length of time in wks (2 hrs per day, 5 days per wk):

6 wks

Lecture 1.5

Lab 0.5

Ext

TOTAL = 4.5 Qtr Hr

ECON 110 MACROECONOMICS

This course is an introduction to macroeconomics. Macroeconomics deals with the economy as a whole; aggregate national income and output, government spending and taxation, money banking, monetary policy and international trade. Students will understand and apply the economic perspective and reason accurately and objectively about economic matters.

Clock hours of lab: 10**Clock hours of classroom lecture: 40**

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: N/A**Total Clock Hours: 50****Tuition: \$740.00**

Length of time in wks (2 hrs per day, 5 days per wk):

6 wks

Lecture 0.0

Lab 0.0

Ext 5.0

TOTAL = 4.5 Qtr Hr

ECON 121 MICROECONOMICS

This course will analyze the manner in which markets resolve the problem posed by the reality of scarce resources. Students will learn to identify and apply relevant terminology and concepts to economic issues and problems. Students will compare and contrast the market system of economics with other systems.

Clock hours of lab: 10**Clock hours of classroom lecture: 40**

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: ECON 101**Total Clock Hours: 50****Tuition: \$740.00**

Length of time in wks (2 hrs per day, 5 days per wk):

6 wks

Lecture 1.0

Lab 1.0

Ext

TOTAL = 4.5 Qtr Hr

ENG 110 ENGLISH I

This course includes introduction to literary analysis, investigation/review of topic-selection processes, development of possible thesis statements, outlining as it relates to support for a selected thesis statement, over-all study of the research process, practice and emphasis on critical thinking skills in literary analysis, and experience in writing literary research papers using available resources.

Clock hours of lab: 0**Clock hours of classroom lecture: 30**

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: N/A**Total Clock Hours: 30****Tuition: \$400.00**

Length of time in wks (1 hrs per day, 5 days per wk):

6 wks

Lecture 0.0

Lab 0.0

Ext 5.0

TOTAL = 3.0 Qtr Hr

ENG 121 ENGLISH II

English II places emphasis upon the effective use of the English language in both oral and written communications. Students study world literature with a focus on the literary forms of drama and the novel. Basic skills of reading, writing, speaking, and listening continue to receive primary emphasis. Essays, plays, poetry, and short stories will be read this year

Clock hours of lab: 0**Clock hours of classroom lecture: 30**

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: ENG 101**Total Clock Hours: 30****Tuition: \$400.00**

Length of time in wks (1 hrs per day, 5 days per wk):

6 wks

Lecture 1.5

Lab 0.5

Ext

TOTAL = 3.0 Qtr Hr

ENGL 133 READING COMPREHENSION

This course provides instruction in critical reading and thinking skills necessary for college reading and research. The course includes instruction in critical analysis, critical interpretation, and advanced instruction in vocabulary and literal comprehension. Materials used in this course will be high interest selections such as short essays, newspaper & magazine articles, general stories, etc. The instructor

will help students analyze, synthesize and interpret general reading materials including some with abstract concepts; increase speed and comprehension in silent reading; develop the skill to deduce the meaning of unfamiliar vocabulary from context; read for enjoyment; and at the same time gain new vocabulary words and sentence structures.

Clock hours of lab: 0

Clock hours of classroom lecture: 30

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: NA

Total Clock Hours: 30

Tuition: \$400.00

Length of time in wks (1 hrs per day, 5 days per wk):

6 wks

Lecture 1.0

Lab 1.0

Ext

TOTAL = 3.0 Qtr Hr

ENGL 145 TECHNICAL WRITING

This course will teach students how to communicate clearly and effectively, changing writing style and content for varying audiences and purposes. The course will focus on meeting readers' needs while representing the interests of your employer. The assignments will cover a variety of tasks produced under different circumstances.

Clock hours of lab: 0

Clock hours of classroom lecture: 30

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: N/A

Total Clock Hours: 30

Tuition: \$400.00

Length of time in wks (1 hrs per day, 5 days per wk):

6 wks

Lecture 3.0

Lab 1.5

Ext

TOTAL = 3.0 Qtr Hr

EX-BM 101 EXTERNSHIP

This class is a hands-on externship in which the student spends 180 hours in a management environment utilizing the skills learned in the classroom and lab setting. This course fine tunes the skills learned and reinforces the role and functions of the management staff. The externship will be an unpaid, supervised experience at a business setting.

Clock hours of Externship: 180

Clock hours of classroom lecture: 0

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: Successful completion of program content to this point.

Total Clock Hours: 180

Tuition: \$2,450.00

Length of time in wks (6 hrs per day, 5 days per wk):

6 wks

Lecture 0.0

Lab 0.0

Ext 5.0

TOTAL = 6.0 Qtr Hr

MGT 110 ORGANIZATIONAL DEVELOPMENT

This course is an in-depth study of organization-wide interventions designed to improve the organization and to implement change in the organization. This course will include techniques for developing and improving the organization from a holistic management approach. The course will help students develop an appreciation of the impact of internal and external factors that impact change to an organization in a global environment.

Clock hours of lab: 10

Clock hours of classroom lecture: 40

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: N/A

Total Clock Hours: 50

Tuition: \$740.00

Length of time in wks (2 hrs per day, 5 days per wk):

6 wks

Lecture 0.0

Lab 0.0

Ext 5.0

TOTAL = 4.5 Qtr Hr

MGT 121 DYNAMICS OF LEADERSHIP

Mgt 102 provides basic concepts of leadership and the essential skills required to become an effective leader/manager. The student will be provided the opportunity for personal development through exercises in communication and leadership effectiveness. Other major topics include leadership styles, managing commitments, conflict resolution, emotional intelligence, team dynamics and business ethics. Objectives of the course are to understand leadership, know your own style and have a plan for developing your leadership.

Clock hours of lab: 10

Clock hours of classroom lecture: 40

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: N/A

Total Clock Hours: 50

Tuition: \$740.00

Length of time in wks (2 hrs per day, 5 days per wk):

6 wks

Lecture 0.0

Lab 0.0

Ext 5.0

TOTAL = 4.5 Qtr Hr

MGT 133 STRATEGIC HUMAN RESOURCE MANAGEMENT

This course introduces the technical and legal aspects of human resource management from a strategic business perspective. The course examines how to manage human resources effectively in the dynamic legal, social, and economic environment currently constraining organizations. Among the topics included

are: formulation and implementation of human resource strategy, job analysis, methods of recruitment and selection, techniques for training and development, performance appraisal, compensation and benefits, and the evaluation of the effectiveness of HRM systems. Emphasis is placed on integrating human resource management with the overall business strategy.

Clock hours of lab: 10

Clock hours of classroom lecture: 40

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: NA

Total Clock Hours: 50

Tuition: \$740.00

Length of time in wks (2 hrs per day, 5 days per wk):
6 wks

Lecture	1.0
Lab	1.0
Ext	

TOTAL = 4.5 Qtr Hr

MGT 145 SMALL BUSINESS MANAGEMENT

This course incorporates current theory and practice relating to starting and managing small firms. It provides a comprehensive coverage of critical small business issues; numerous real-world examples to help students understand how to apply the business management concepts presented in the text, and incorporate material to help them explore small business issues in the amazing world of the Internet.

Clock hours of lab: 10

Clock hours of classroom lecture: 40

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: NA

Total Clock Hours: 50

Tuition: \$740.00

Length of time in wks (2 hrs per day, 5 days per wk):
6 wks

Lecture	1.0
Lab	1.0
Ext	

TOTAL = 4.5 Qtr Hr

MK 110 MARKETING I

Marketing is an essential role of every business organization and marketing activities must be performed, to some extent, for the survival of every business organization. This course is designed to be an introduction to the board concept of marketing mix for the future manager. Management students will progress through the topics of generic functions of business, the environment of business, market planning, information, and segmentation, consumer behavior, marketing ethics, and marketing strategy.

Clock hours of lab: 10

Clock hours of classroom lecture: 40

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: NA

Total Clock Hours: 50

Tuition: \$740.00

Length of time in wks (2 hrs per day, 5 days per wk):
6 wks

Lecture	3.0
Lab	1.5
Ext	

TOTAL = 4.5 Qtr Hr

MK 121 MARKETING II

This course provides an overview of contemporary strategies in sales. The course will concentrate on improving communication skills, customer service skills, building a personal relationship with customers, and incorporating technology in sales. The course covers a broad range of topics that will introduce students to the techniques and strategies of sales.

Clock hours of lab: 10

Clock hours of classroom lecture: 40

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: NA

Total Clock Hours: 50

Tuition: \$740.00

Length of time in wks (2 hrs per day, 5 days per wk):
6 wks

Lecture	1.0
Lab	1.0
Ext	

TOTAL = 4.5 Qtr Hr

PSY 110 INTRODUCTION TO GENERAL PSYCHOLOGY

This course will describe the basic theories, principles, and concepts of psychology as they relate to behaviors and mental processes. This course will also apply psychological theories, principles, and concepts to every day life, including industry and organizations. The students will learn to compare and contrast material and information from other cultures.

Clock hours of lab: 0

Clock hours of classroom lecture: 30

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: NA

Total Clock Hours: 30

Tuition: \$400.00

Length of time in wks (1 hrs per day, 5 days per wk):
6 wks

Lecture	1.0
Lab	1.0
Ext	

TOTAL = 3.0 Qtr Hr

Associate of Applied Science in Medical Coding and Billing Systems

An Associate in Applied Science degree in Medical Coding and Billing Systems prepares individuals for a career in the health care industry as billing and coding specialists. These administrative professionals prepare and submit paperwork necessary for insurance and billing purposes. Students will gain knowledge in health record maintenance, medical insurance processes, and healthcare classification systems. Students will also learn computer application skills, interpersonal coding, and billing procedures. Graduates of this program can expect to be hired at insurance companies, hospitals, long-term care facilities, public health agencies, outpatient facilities, doctor's office, and many other employment settings related to the health care administration field.

Admissions requirements:

4. A high school diploma or its equivalency is required for admission into the program;
5. Successful interview with an intake (admissions) counselor; and
6. Student must pass the entrance exam

The program content is offered through lecture, laboratory, and externship experience.

Program Length: CH (Clock Hours)
60 Weeks

Program Delivery: Residential

Definition of Academic Year: An academic year will consist of 30 instruction weeks and 36 quarter credit hours.

Full Time Status: Student's enrollment status will be considered full time if they are enrolled in at least 8.0 credit hours in a six week period.

Total Program Price: \$ 22,831.00
Tuition: \$ 18,690.00
Books: \$ 2,541.00
Technology Fee: \$ 800.00
Electronic Reader: \$ 800.00

Total Lab Hours: 160 Hrs
Total Externship Hours: 210 Hrs
Total Lecture Hours: 970 Hrs
Total Program Hours: 1340 Hrs
Total Length of Time: 60 Wks
Total Credit Hours: 112 credits

ACCT 110 INTRODUCTION TO ACCOUNTING

This course provides an introduction of accounting principles relating to business operations. The course will concentrate on general accepted accounting principles, the accounting process, and the definition of accounting elements. The course covers a broad range of topics that will introduce students to the functions of accounting.

Clock hours of lab: 10

Clock hours of classroom lecture: 40

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: N/A

Total Clock Hours: 50

Tuition: \$740.00

Length of time in wks (2 hrs per day, 5 days per wk):
6 wks

Lecture	2.0
Lab	2.0
Ext	

TOTAL = 4.5 Qtr Hr

deductions, and employer taxes and reports. The student will also learn to work with journal entries and will learn to analyze financial statements.

Clock hours of lab: 10

Clock hours of classroom lecture: 40

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: ACCT 101

Total Clock Hours: 50

Tuition: \$740.00

Length of time in wks (2 hrs per day, 5 days per wk):
6 wks

Lecture	2.0
Lab	0.5
Ext	

TOTAL = 4.5 Qtr Hr

ALG 110 ALGEBRA I

This course is designed to provide understanding of basic properties of real numbers and to use algebraic models to solve verbal problems with linear and quadratic equation, complex numbers, factoring and graphs. Emphasis is placed on manipulation of algebraic equations, problem solving and their correlation to general arithmetic.

ACCT 121 INTERMEDIATE ACCOUNTING

This course will concentrate on payroll accounting and accounting for merchandising businesses. Students will learn to calculate employee earnings and

Clock hours of lab: 0

Clock hours of classroom lecture: 30

Clock hours of individual and small group tutoring:
provided to student on an as-needed basis

Pre-Requisite: N/A

Total Clock Hours: 30

Tuition: \$400.00

Length of time in wks (2 hrs per day, 5 days per wk):
6 wks

Lecture	2.0
Lab	0.5
Ext	

TOTAL = 3.0 Qtr Hr

ALG 121 ALGEBRA II

The purpose of this course is to continue the study of advanced algebraic concepts including functions, polynomials, rational expressions, systems of functions and inequalities, and matrices.

Clock hours of lab: 0

Clock hours of classroom lecture: 30

Clock hours of individual and small group tutoring:
provided to student on an as-needed basis

Pre-Requisite: ALG 110

Total Clock Hours: 30

Tuition: \$400.00

Length of time in wks (2 hrs per day, 5 days per wk):
6 wks

Lecture	1.5
Lab	0.5
Ext	

TOTAL = 3.0 Qtr Hr

AP 145 ANATOMY AND PHYSIOLOGY

This course provides the framework for knowledge of anatomy and physiology basics from the cellular to the organism level. Terminology related to the chemical, cellular, tissue level of organization of the body through the skeletal and muscular systems is reviewed for application to health office occupations.

Clock hours of lab: 0

Clock hours of classroom lecture: 40

Clock hours of individual and small group tutoring:
provided to student on an as-needed basis

Pre-Requisite: N/A

Total Clock Hours: 50

Tuition: \$740.00

Length of time in wks (2 hrs per day, 5 days per wk):
6 wks

Lecture	0.0
Lab	0.0
Ext	5.0

TOTAL = 4.5 Qtr Hr

BC 110 BUSINESS COMMUNICATION

This course examines basic interpersonal communication processes with practical applications for the business environment. Issues regarding cross-cultural communications and ethical considerations in business communication are discussed. The course will emphasize planning, organizing and delivering oral presentation in business setting.

Clock hours of lab: 0

Clock hours of classroom lecture: 30

Clock hours of individual and small group tutoring:
provided to student on an as-needed basis

Pre-Requisite: N/A

Total Clock Hours: 30

Tuition: \$400.00

Length of time in wks (1 hrs per day, 5 days per wk):
6 wks

Lecture	2.0
Lab	0.5
Ext	

TOTAL = 3.0 Qtr Hr

BIO 101 BIOLOGY I

This course is designed to provide the students with the foundation and knowledge in brief investigations of all major facets of living organisms including cell structure and function, major kingdoms of organisms, selected topics in human anatomy, physiology, genetics, reproduction, evolution, and biochemistry. In addition, ecological principles and conservation will be stressed throughout the course.

Clock hours of lab: 0

Clock hours of classroom lecture: 30

Clock hours of individual and small group tutoring:
provided to student on an as-needed basis

Pre-Requisite: AP 145

Total Clock Hours: 30

Tuition: \$400.00

Length of time in wks (1 hrs per day, 5 days per wk):
6 wks

Lecture	2.0
Lab	0.5
Ext	

TOTAL = 3.0 Qtr Hr

BIO 102 BIOLOGY II

This course (Human Biology II, BIO 102) is a detailed study of body structure and function utilizing principles of chemistry, biochemistry as well as anatomy and physiology. It includes the following topics: cardiovascular system, lymphatic system, nonspecific defense and immunity, respiratory system, digestive system, urinary system, fluid/electrolyte and acid/base balance, and reproductive system

Clock hours of lab: 0

Clock hours of classroom lecture: 30

Clock hours of individual and small group tutoring:
provided to student on an as-needed basis

Pre-Requisite: BIO 101

Total Clock Hours: 30

Tuition: \$400.00

Length of time in wks (2 hrs per day, 5 days per wk):
6 wks

Lecture	1.0
Lab	1.0
Ext	

TOTAL = 3.0 Qtr Hr.

ENG 110 ENGLISH I

This course includes introduction to literary analysis, investigation/review of topic-selection processes, development of possible thesis statements, outlining as it relates to support for a selected thesis statement, over-all study of the research process, practice and emphasis on critical thinking skills in literary analysis, and experience in writing literary research papers using available resources.

Clock hours of lab: 0

Clock hours of classroom lecture: 30

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: N/A

Total Clock Hours: 30

Tuition: \$400.00

Length of time in wks (1 hr per day, 5 days per wk): 6 wks

Lecture	0.0
Lab	0.0
Ext	5.0

TOTAL = 3.0 Qtr Hr

ENG 121 ENGLISH II

English II places emphasis upon the effective use of the English language in both oral and written communications. Students study world literature with a focus on the literary forms of drama and the novel. Basic skills of reading, writing, speaking, and listening continue to receive primary emphasis. Essays, plays, poetry, and short stories will be read this year

Clock hours of lab: 0

Clock hours of classroom lecture: 30

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: ENG 110

Total Clock Hours: 30

Tuition: \$400.00

Length of time in wks (1 hrs per day, 5 days per wk): 6 wks

Lecture	0.0
Lab	0.0
Ext	5.0

TOTAL = 3.0 Qtr Hr

ENGL 145 TECHNICAL WRITING

This course will teach students how to communicate clearly and effectively, changing writing style and content for varying audiences and purposes. The course will focus on meeting readers' needs while representing the interests of your employer. The assignments will cover a variety of tasks produced under different circumstances.

Clock hours of lab: 0

Clock hours of classroom lecture: 30

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: N/A

Total Clock Hours: 30

Tuition: \$400.00

Length of time in wks (2 hrs per day, 5 days per wk): 6 wks

Lecture	2.0
---------	-----

Lab	0.5
Ext	

TOTAL = 3.0 Qtr Hr

EX-AASMCB EXTERNSHIP

This class is a hands-on externship in which the student spends 210 hours in a medical office environment utilizing the skills learned in the classroom and lab setting. This course fine tunes the skills learned and reinforces the role and functions of the Healthcare Classification Systems. The externship will be an unpaid, supervised experience at a health care or doctor's office setting.

Clock hours of Externship: 210

Clock hours of classroom lecture: 0

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: Successful completion of program content to this point.

Total Clock Hours: 210

Tuition: \$ 2,450.00

Length of time in wks (6 hrs per day, 5 days per wk): 6 wks

Lecture	0.0
Lab	0.0
Ext	5.0

TOTAL = 7.0 Qtr Hr

HC 115 HEALTHCARE VOCABULARY

This course provides in-depth medical terminology information including Greek and Latin derivations, prefixes, suffixes, root words, and combining forms. It provides practice in building and defining medical terms, and emphasizes correct spelling and pronunciation of medical words. Interpreting terminology related to body structure, disease, diagnosis, and treatment is emphasized along with medical abbreviations.

Clock hours of lab: 10

Clock hours of classroom lecture: 40

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: N/A

Total Clock Hours: 50

Tuition: \$740.00

Length of time in wks (2 hrs per day, 5 days per wk): 6 wks

Lecture	1.5
Lab	0.5
Ext	

TOTAL = 4.5 Qtr Hr

HC 120 HEALTHCARE VOCABULARY

This course is a continuation of HC 115 and provides in-depth medical terminology information including Greek and Latin derivations, prefixes, suffixes, root words, and combining forms. It provides practice in building and defining medical terms, and emphasizes correct spelling and pronunciation of medical words. Interpreting terminology related to body structure,

disease, diagnosis, and treatment is emphasized along with medical abbreviations.

Clock hours of lab: 10

Clock hours of classroom lecture: 40

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: HC 115

Total Clock Hours: 50

Tuition: \$740.00

Length of time in wks (2 hrs per day, 5 days per wk):
6 wks

Lecture	1.5
Lab	0.5
Ext	

TOTAL = 4.5 Qtr Hr

HC 135 HEALTH CARE ETHICS

The student will learn the application of legal principles, policies, regulations, and standards for the control and use of information as it applies to various areas of employment. Students will learn the proper release of information, ethical codes, confidentiality, humanistic healthcare, legal terminology, legal judgments, documents, and litigation terms. In class, the student will apply this knowledge through discussion of ethical dilemmas, conferencing, and analysis of legal situations.

Clock hours of lab: 0

Clock hours of classroom lecture: 30

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: N/A

Total Clock Hours: 30

Tuition: \$400.00

Length of time in wks (2 hrs per day, 5 days per wk):
6 wks

Lecture	0.0
Lab	0.0
Ext	5.0

TOTAL = 3.0 Qtr Hr

HC 145 HEALTH CARE DELIVERY IN THE U.S.

This course is a study of concepts that serve as the foundation for health profession courses, including client care, safety issues, basic client monitoring, and health documentation methods. The student will learn to identify and comply with Occupational, Safety, and Health Administration (OSHA) guidelines and its universal precautions.

Clock hours of lab: 0

Clock hours of classroom lecture: 30

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: N/A

Total Clock Hours: 30

Tuition: \$400.00

Length of time in wks (2 hrs per day, 5 days per wk):
6 wks

Lecture	1.0
Lab	1.0
Ext	

TOTAL = 3.0 Qtr Hr

HC 245 HUMAN DISEASE / PATHOPHYSIOLOGY

This course will study of human pathophysiology including etiology, prognosis, medical treatment, and signs/symptoms of common diseases of all body systems. Students will learn to delineate between normal and abnormal physiologic functions; identify etiology, signs, symptoms of diseases, and correlate the prognosis.

Clock hours of lab: 10

Clock hours of classroom lecture: 40

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: AP 145

Total Clock Hours: 50

Tuition: \$740.00

Length of time in wks (1 hrs per day, 5 days per wk):
6 wks

Lecture	0.0
Lab	0.0
Ext	5.0

TOTAL = 4.5 Qtr Hr

HC 255 QUALITY ASSESSMENT & PERFORMANCE

This course is the study of many issues of quality standards and methodologies in the health information management environment. Topics will include: licensing, accreditation, compilation and presentation of data in statistical formats, quality management and performance improvement functions, quality tools, utilization management, risk management, and medical staff data quality issues.

Clock hours of lab: 10

Clock hours of classroom lecture: 40

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: HC 145

Total Clock Hours: 50

Tuition: \$740.00

Length of time in wks (1 hrs per day, 5 days per wk):
6 wks

Lecture	1.5
Lab	0.5
Ext	

TOTAL = 4.5 Qtr Hr

HC 265 MEDICAL INSURANCE FORMS

This course covers a wide range of medical insurance topics, including types of health insurance, types of coverage, claims processing, abstracting from medical records, and current issues in medical insurance.

Clock hours of lab: 10

Clock hours of classroom lecture: 40

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: AP 145

Total Clock Hours: 50**Tuition: \$740.00**

Length of time in wks (1 hrs per day, 5 days per wk):

6 wks

Lecture 1.0

Lab 1.0

Ext

TOTAL =4.5 Qtr Hr

HC 270 ADVANCED BILLING & CODING

A hands-on approach to insurance coding. Students will learn to use the Current Procedural Terminology (CPT-4) and International Classification of Diseases (ICD-9-CM) manuals to accurately identify medical procedures and assign the proper codes.

Clock hours of lab: 10**Clock hours of classroom lecture: 40**

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: HC 265**Total Clock Hours: 50****Tuition: \$740.00**

Length of time in wks (1 hrs per day, 5 days per wk):

6 wks

Lecture 3.0

Lab 1.5

Ext

TOTAL = 4.5 Qtr Hr

HC 275 CODING AND CLASSIFICATION SYSTEMS

This course will teach intermediate level application of basic coding rules, principles, guidelines, and conventions. The students will continue to learn and identify different nomenclatures and classification systems to assign codes using appropriate rules, principles, guidelines, and conventions. This course will also introduce and apply the proper techniques of the ICD-10 coding system.

Clock hours of lab: 10**Clock hours of classroom lecture: 40**

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: HC 270**Total Clock Hours: 50****Tuition: \$740.00**

Length of time in wks (2 hrs per day, 5 days per wk):

6 wks

Lecture 0.0

Lab 0.0

Ext 5.0

TOTAL = 4.5 Qtr Hr

HC 315 ELECTRONIC MEDICAL BILLING

This course is designed to broaden coding knowledge and enhance skills by addressing specific coding issues within a particular area. Modules include claim form instruction, billing and collection practices, and reimbursement guidelines, including the audit and appeals process.

Clock hours of lab: 10**Clock hours of classroom lecture: 40**

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: N/A**Total Clock Hours: 50****Tuition: \$740.00**

Length of time in wks (2 hrs per day, 5 days per wk):

6 wks

Lecture 0.0

Lab 0.0

Ext 5.0

TOTAL = 4.5 Qtr Hr

HC 325 CURRENT PROCEDURAL TERMINOLOGIES (CPT)

This course will cover the advance principles of CPT coding and evaluate all classification sections. The course will break down each individual section by category and analyze the specific factors needed to receive proper reimbursements.

Clock hours of lab: 10**Clock hours of classroom lecture: 40**

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: HC 265**Total Clock Hours: 50****Tuition: \$740.00**

Length of time in wks (2 hrs per day, 5 days per wk):

6 wks

Lecture 0.0

Lab 0.0

Ext 5.0

TOTAL = 4.5 Qtr Hr

HC 330 HEALTHCARE COMMON PROCEDURE CODING SYSTEMS (HCPCS)

This course will be presenting an in-depth analysis of how HCPCS coding procedures are classified in the healthcare system. The course will also combine the usage of HCPCS with the correlation used with CPT coding systems for proper billing.

Clock hours of lab: 10**Clock hours of classroom lecture: 40**

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: HC 265**Total Clock Hours: 50****Tuition: \$740.00**

Length of time in wks (2 hrs per day, 5 days per wk):

6 wks

Lecture 1.0

Lab 1.0

Ext

TOTAL = 4.5 Qtr Hr

HC 335 INTERNATIONAL CLASSIFICATION AND DISEASES (ICD-9 AND ICD-10)

This course will cover the general principles of International Classification of Diseases coding in immense detail. The course will also cover the preparation of the new ICD-10 classification system that will soon be implemented in healthcare.

Clock hours of lab: 10

Clock hours of classroom lecture: 40

Clock hours of individual and small group tutoring:
provided to student on an as-needed basis

Pre-Requisite: HC 265

Total Clock Hours: 50

Tuition: \$740.00

Length of time in wks (2 hrs per day, 5 days per wk):

6 wks

Lecture 1.0

Lab 1.0

Ext

TOTAL = 4.5 Qtr Hr

**HC 345 HEALTH DATA CONTENT AND
STRUCTUTRE**

This course will introduce the student to the systems and processes for collecting, maintaining, and disseminating primary and secondary information. This course provides instruction in the delivery and organizational structure in health records content, documentation requirements, registries, licensing, regulatory agencies, forms, and screens. The student learns to interpret health record content, identify documentation requirements, describe health information management department functions and purpose; differentiate the various types of healthcare facilities and their records.

Clock hours of lab: 10

Clock hours of classroom lecture: 40

Clock hours of individual and small group tutoring:
provided to student on an as-needed basis

Pre-Requisite: HC 255

Total Clock Hours: 50

Tuition: \$740.00

Length of time in wks (2 hrs per day, 5 days per wk):

6 wks

Lecture 3.0

Lab 1.5

Ext

TOTAL = 4.5 Qtr Hr

**HC 365 INSURANCE POLICIES AND
PROCEDURES**

This course will be an intermediate understanding of the current insurance systems. The depths, rules, principles, guidelines of all governmental insurance will be identified at the local and federal levels. The course will also include current guidelines and understandings of issues involving various types of commercial healthcare insurances.

Clock hours of lab: 10

Clock hours of classroom lecture: 40

Clock hours of individual and small group tutoring:
provided to student on an as-needed basis

Pre-Requisite: HC 265

Total Clock Hours: 50

Tuition: \$740.00

Length of time in wks (2 hrs per day, 5 days per wk):

6 wks

Lecture 1.0

Lab 1.0

Ext

TOTAL = 4.5 Qtr Hr

**PSY 110 INTRODUCTION TO GENERAL
PSYCHOLOGY**

This course will describe the basic theories, principles, and concepts of psychology as they relate to behaviors and mental processes. This course will also apply psychological theories, principles, and concepts to every day life, including industry and organizations. The students will learn to compare and contrast material and information from other cultures.

Clock hours of lab: 0

Clock hours of classroom lecture: 30

Clock hours of individual and small group tutoring:
provided to student on an as-needed basis

Pre-Requisite: NA

Total Clock Hours: 30

Tuition: \$400.00

Length of time in wks (1 hrs per day, 5 days per wk):

6 wks

Lecture 1.0

Lab 1.0

Ext

TOTAL = 3.0 Qtr

Associate of Applied Science in Health Administration

This program is designed to prepare students seeking employment in health administration. Students will understand the principles and practices of health care regarding administration, management, law, economics, and policy. Students will gain knowledge in health record maintenance, medical insurance processes, and healthcare classification systems. Students will also learn management principles toward team building, collaborative decision making, and financial skills. Graduates of this program can expect to be hired at insurance companies, hospitals, long-term care facilities, public health agencies, outpatient facilities, doctor’s office, and many other employment settings related to the health care administration field.

Admissions requirements:

- 7. A high school diploma or its equivalency is required for admission into the program;
- 8. Successful interview with an intake (admissions) counselor; and
- 9. Student must pass the entrance exam

The program content is offered through lecture, laboratory, and externship experience.

**Program Length: 1340 CH (Clock Hours)
60 Weeks**

Program Delivery: Residential

Definition of Academic Year: An academic year will consist of 30 instruction weeks and 36 quarter credit hours.

Full Time Status: Student’s enrollment status will be considered full time if they are enrolled in at least 8.0 credit hours in a six week period.

Total Program Price:	\$ 22,853.00	Total Lab Hours:	160 Hrs
Tuition:	\$ 18,690.00	Total Externship Hours:	210 Hrs
Books:	\$ 2,563.00	Total Lecture Hours:	970 Hrs
Technology Fee:	\$ 800.00	Total Program Hours:	1340 Hrs
Electronic Reader:	\$ 800.00	Total Length of Time:	60 Wks
		Total Credit Hours:	112 credits

ACCT 110 INTRODUCTION TO ACCOUNTING

This course provides an introduction of accounting principles relating to business operations. The course will concentrate on general accepted accounting principles, the accounting process, and the definition of accounting elements. The course covers a broad range of topics that will introduce students to the functions of accounting.

Clock hours of lab: 10

Clock hours of classroom lecture: 40

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: N/A

Total Clock Hours: 50

Tuition: \$740.00

Length of time in wks (2 hrs per day, 5 days per wk): 6 wks

Lecture 2.0

Lab 2.0

Ext

TOTAL = 4.5 Qtr Hr

will learn to calculate employee earnings and deductions, and employer taxes and reports. The student will also learn to work with journal entries and will learn to analyze financial statements.

Clock hours of lab: 10

Clock hours of classroom lecture: 40

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: ACCT 110

Total Clock Hours: 50

Tuition: \$740.00

Length of time in wks (2 hrs per day, 5 days per wk): 6 wks

Lecture 2.0

Lab 0.5

Ext

TOTAL = 4.5 Qtr Hr

ACCT 133 ACCOUNTING SYSTEMS

This course will assist students in reviewing fundamental accounting concepts and principles through the use of QuickBooks. Students will learn to use QuickBooks to understand and interpret financial statements. Students will learn to generate most financial accounting information such as purchase orders, sales invoices, and financial statements.

ACCT 121 INTERMEDIATE ACCOUNTING

This course will concentrate on payroll accounting and accounting for merchandising businesses. Students

Clock hours of lab: 10

Clock hours of classroom lecture: 40

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: ACCT 121

Total Clock Hours: 50

Tuition: \$740.00

Length of time in wks (2 hrs per day, 5 days per wk):

6 wks

Lecture 2.0

Lab 0.5

Ext

TOTAL = 4.5 Qtr Hr

ALG 110 ALGEBRA I

This course is designed to provide understanding of basic properties of real numbers and to use algebraic models to solve verbal problems with linear and quadratic equation, complex numbers, factoring and graphs. Emphasis is placed on manipulation of algebraic equations, problem solving and their correlation to general arithmetic.

Clock hours of lab: 0

Clock hours of classroom lecture: 30

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: N/A

Total Clock Hours: 30

Tuition: \$400.00

Length of time in wks (2 hrs per day, 5 days per wk):

6 wks

Lecture 2.0

Lab 0.5

Ext

TOTAL = 3.0 Qtr Hr

ALG 121 ALGEBRA II

The purpose of this course is to continue the study of advanced algebraic concepts including functions, polynomials, rational expressions, systems of functions and inequalities, and matrices.

Clock hours of lab: 0

Clock hours of classroom lecture: 30

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: ALG 110

Total Clock Hours: 30

Tuition: \$400.00

Length of time in wks (2 hrs per day, 5 days per wk):

6 wks

Lecture 1.5

Lab 0.5

Ext

TOTAL = 3.0 Qtr Hr

AP 145 ANATOMY AND PHYSIOLOGY

This course provides the framework for knowledge of anatomy and physiology basics from the cellular to the organism level. Terminology related to the chemical, cellular, tissue level of organization of the body through the skeletal and muscular systems is reviewed for application to health office occupations.

Clock hours of lab: 10

Clock hours of classroom lecture: 40

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: N/A

Total Clock Hours: 50

Tuition: \$740.00

Length of time in wks (2 hrs per day, 5 days per wk):

6 wks

Lecture 0.0

Lab 0.0

Ext 5.0

TOTAL = 4.5 Qtr Hr

BC 110 BUSINESS COMMUNICATION

This course examines basic interpersonal communication processes with practical applications for the business environment. Issues regarding cross-cultural communications and ethical considerations in business communication are discussed. The course will emphasize planning, organizing and delivering oral presentation in business setting.

Clock hours of lab: 0

Clock hours of classroom lecture: 30

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: N/A

Total Clock Hours: 30

Tuition: \$400.00

Length of time in wks (1 hrs per day, 5 days per wk):

6 wks

Lecture 2.0

Lab 0.5

Ext

TOTAL = 3.0 Qtr Hr

BIO 101 BIOLOGY I

This course is designed to provide the students with the foundation and knowledge in brief investigations of all major facets of living organisms including cell structure and function, major kingdoms of organisms, selected topics in human anatomy, physiology, genetics, reproduction, evolution, and biochemistry. In addition, ecological principles and conservation will be stressed throughout the course.

Clock hours of lab: 0

Clock hours of classroom lecture: 30

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: AP 145

Total Clock Hours: 30

Tuition: \$400.00

Length of time in wks (1 hrs per day, 5 days per wk):

6 wks

Lecture 2.0

Lab 0.5

Ext

TOTAL = 3.0 Qtr Hr

BIO 102 BIOLOGY II

This course (Human Biology II, BIO 102) is a detailed study of body structure and function utilizing principles of chemistry, biochemistry as well as anatomy and physiology. It includes the following topics: cardiovascular system, lymphatic system, nonspecific defense and immunity, respiratory system, digestive system, urinary system, fluid/electrolyte and acid/base balance, and reproductive system

Clock hours of lab: 0**Clock hours of classroom lecture: 30**

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: BIO 101**Total Clock Hours: 30****Tuition: \$400.00**

Length of time in wks (2 hrs per day, 5 days per wk):
6 wks

Lecture	1.0
Lab	1.0
Ext	

TOTAL = 3.0 Qtr Hr.

CIS 110 SPREADSHEETS

The course provides instruction in the operation of spreadsheet software. The student will learn spreadsheet software features while completing real-world business projects. The course provides instruction in analyzing data, making business decisions and simple calculations in an excel worksheet.

Clock hours of lab: 10**Clock hours of classroom lecture: 40**

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: NA**Total Clock Hours: 50****Tuition: \$740.00**

Length of time in wks (2 hrs per day, 5 days per wk):
6 wks

Lecture	2.0
Lab	0.5
Ext	

TOTAL = 4.5 Qtr Hr

CIS 121 DATABASE SYSTEMS

The course provides instruction in the operation of database management systems. The student will learn to create and modify tables, the basic building blocks of an access relational database. The course provides instruction on managing data that is organized into lists, such as information about customers, products, vendors, employees, projects, or sales.

Clock hours of lab: 10**Clock hours of classroom lecture: 40**

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: NA**Total Clock Hours: 50****Tuition: \$740.00**

Length of time in wks (2 hrs per day, 5 days per wk):
6 wks

Lecture	1.5
---------	-----

Lab	0.5
Ext	

TOTAL = 4.5 Qtr Hr

ENG 110 ENGLISH I

This course includes introduction to literary analysis, investigation/review of topic-selection processes, development of possible thesis statements, outlining as it relates to support for a selected thesis statement, over-all study of the research process, practice and emphasis on critical thinking skills in literary analysis, and experience in writing literary research papers using available resources.

Clock hours of lab: 0**Clock hours of classroom lecture: 30**

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: N/A**Total Clock Hours: 30****Tuition: \$400.00**

Length of time in wks (1 hr per day, 5 days per wk):
6 wks

Lecture	0.0
Lab	0.0
Ext	5.0

TOTAL = 3.0 Qtr Hr

ENG 121 ENGLISH II

English II places emphasis upon the effective use of the English language in both oral and written communications. Students study world literature with a focus on the literary forms of drama and the novel. Basic skills of reading, writing, speaking, and listening continue to receive primary emphasis. Essays, plays, poetry, and short stories will be read this year

Clock hours of lab: 0**Clock hours of classroom lecture: 30**

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: ENG 110**Total Clock Hours: 30****Tuition: \$400.00**

Length of time in wks (1 hrs per day, 5 days per wk):
6 wks

Lecture	0.0
Lab	0.0
Ext	5.0

TOTAL = 3.0 Qtr Hr

ENGL 145 TECHNICAL WRITING

This course will teach students how to communicate clearly and effectively, changing writing style and content for varying audiences and purposes. The course will focus on meeting readers' needs while representing the interests of your employer. The assignments will cover a variety of tasks produced under different circumstances.

Clock hours of lab: 0**Clock hours of classroom lecture: 30**

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: N/A

Total Clock Hours: 30**Tuition: \$400.00**Length of time in wks (2 hrs per day, 5 days per wk):
6 wks

Lecture	2.0
Lab	0.5
Ext	

TOTAL = 3.0 Qtr Hr

EX-AASHM EXTERNSHIP

This class is a hands-on externship in which the student spends 210 hours in a medical office environment utilizing the skills learned in the classroom and lab setting. This course fine tunes the skills learned and reinforces the role and functions of the Health Management. The externship will be an unpaid, supervised experience at a health care or doctor's office setting.

Clock hours of Externship: 210**Clock hours of classroom lecture: 0**

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: Successful completion of program content to this point.**Total Clock Hours: 210****Tuition: \$ 2,450.00**Length of time in wks (6 hrs per day, 5 days per wk):
6 wks

Lecture	0.0
Lab	0.0
Ext	5.0

TOTAL = 7.0 Qtr Hr

HC 115 HEALTHCARE VOCABULARY

This course provides in-depth medical terminology information including Greek and Latin derivations, prefixes, suffixes, root words, and combining forms. It provides practice in building and defining medical terms, and emphasizes correct spelling and pronunciation of medical words. Interpreting terminology related to body structure, disease, diagnosis, and treatment is emphasized along with medical abbreviations.

Clock hours of lab: 10**Clock hours of classroom lecture: 40**

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: N/A**Total Clock Hours: 50****Tuition: \$740.00**Length of time in wks (2 hrs per day, 5 days per wk):
6 wks

Lecture	1.5
Lab	0.5
Ext	

TOTAL = 4.5 Qtr Hr

HC 135 HEALTH CARE ETHICS

The student will learn the application of legal principles, policies, regulations, and standards for the control and use of information as it applies to various

areas of employment. Students will learn the proper release of information, ethical codes, confidentiality, humanistic healthcare, legal terminology, legal judgments, documents, and litigation terms. In class, the student will apply this knowledge through discussion of ethical dilemmas, conferencing, and analysis of legal situations.

Clock hours of lab: 0**Clock hours of classroom lecture: 30**

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: N/A**Total Clock Hours: 30****Tuition: \$400.00**Length of time in wks (2 hrs per day, 5 days per wk):
6 wks

Lecture	0.0
Lab	0.0
Ext	5.0

TOTAL = 3.0 Qtr Hr

HC 145 HEALTH CARE DELIVERY IN THE U.S.

This course is a study of concepts that serve as the foundation for health profession courses, including client care, safety issues, basic client monitoring, and health documentation methods. The student will learn to identify and comply with Occupational, Safety, and Health Administration (OSHA) guidelines and its universal precautions.

Clock hours of lab: 0**Clock hours of classroom lecture: 30**

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: N/A**Total Clock Hours: 30****Tuition: \$400.00**Length of time in wks (2 hrs per day, 5 days per wk):
6 wks

Lecture	1.0
Lab	1.0
Ext	

TOTAL = 3.0 Qtr Hr

HC 245 HUMAN DISEASE / PATHOPHYSIOLOGY

This course will study of human pathophysiology including etiology, prognosis, medical treatment, and signs/symptoms of common diseases of all body systems. Students will learn to delineate between normal and abnormal physiologic functions; identify etiology, signs, symptoms of diseases, and correlate the prognosis.

Clock hours of lab: 10**Clock hours of classroom lecture: 40**

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: AP 145**Total Clock Hours: 50****Tuition: \$740.00**

Length of time in wks (1 hrs per day, 5 days per wk):
 6 wks
 Lecture 0.0
 Lab 0.0
 Ext 5.0

TOTAL = 4.5 Qtr Hr

HC 255 QUALITY ASSESSMENT & PERFORMANCE

This course is the study of many issues of quality standards and methodologies in the health information management environment. Topics will include: licensing, accreditation, compilation and presentation of data in statistical formats, quality management and performance improvement functions, quality tools, utilization management, risk management, and medical staff data quality issues.

Clock hours of lab: 10

Clock hours of classroom lecture: 40

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: HC 145

Total Clock Hours: 50

Tuition: \$740.00

Length of time in wks (1 hrs per day, 5 days per wk):
 6 wks

Lecture 1.5
 Lab 0.5
 Ext

TOTAL = 4.5 Qtr Hr

HC 265 MEDICAL INSURANCE FORMS

This course covers a wide range of medical insurance topics, including types of health insurance, types of coverage, claims processing, abstracting from medical records, and current issues in medical insurance.

Clock hours of lab: 10

Clock hours of classroom lecture: 40

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: AP 145

Total Clock Hours: 50

Tuition: \$740.00

Length of time in wks (1 hrs per day, 5 days per wk):
 6 wks

Lecture 1.0
 Lab 1.0
 Ext

TOTAL =4.5 Qtr Hr

HC 315 ELECTRONIC MEDICAL BILLING

This course is designed to broaden coding knowledge and enhance skills by addressing specific coding issues within a particular area. Modules include claim form instruction, billing and collection practices, and reimbursement guidelines, including the audit and appeals process.

Clock hours of lab: 10

Clock hours of classroom lecture: 40

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: N/A

Total Clock Hours: 50

Tuition: \$740.00

Length of time in wks (2 hrs per day, 5 days per wk):
 6 wks

Lecture 0.0
 Lab 0.0
 Ext 5.0

TOTAL = 4.5 Qtr Hr

HC 326 HEALTHCARE MANAGEMENT

This course will provide students with hands on approach to medical records management. Upon completion of the course the student will be able to create and maintain medical records, evaluating them for completeness and accuracy. The student will also be introduced to different types of healthcare delivery systems, and HIPAA Privacy Security Provisions.

Clock hours of lab: 10

Clock hours of classroom lecture: 40

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: HC 265

Total Clock Hours: 50

Tuition: \$740.00

Length of time in wks (2 hrs per day, 5 days per wk):
 6 wks

Lecture 0.0
 Lab 0.0
 Ext 5.0

TOTAL = 4.5 Qtr Hr

HC 345 HEALTH DATA CONTENT AND STRUCTUTRE

This course will introduce the student to the systems and processes for collecting, maintaining, and disseminating primary and secondary information. This course provides instruction in the delivery and organizational structure in health records content, documentation requirements, registries, licensing, regulatory agencies, forms, and screens. The student learns to interpret health record content, identity documentation requirements, describe health information management department functions and purpose; differentiate the various types of healthcare facilities and their records.

Clock hours of lab: 10

Clock hours of classroom lecture: 40

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: HC 255

Total Clock Hours: 50

Tuition: \$740.00

Length of time in wks (2 hrs per day, 5 days per wk):
 6 wks

Lecture 3.0
 Lab 1.5
 Ext

TOTAL = 4.5 Qtr Hr

HC 365 INSURANCE POLICIES AND PROCEDURES

This course will be an intermediate understanding of the current insurance systems. The depths, rules, principles, guidelines of all governmental insurance will be identified at the local and federal levels. The course will also include current guidelines and understandings of issues involving various types of commercial healthcare insurances.

Clock hours of lab: 10

Clock hours of classroom lecture: 40

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: HC 265

Total Clock Hours: 50

Tuition: \$740.00

Length of time in wks (2 hrs per day, 5 days per wk):
6 wks

Lecture	1.0
Lab	1.0
Ext	

TOTAL = 4.5 Qtr Hr

MGT 121 DYNAMICS OF LEADERSHIP

Mgt 102 provides basic concepts of leadership and the essential skills required to become an effective leader/manager. The student will be provided the opportunity for personal development through exercises in communication and leadership effectiveness. Other major topics include leadership styles, managing commitments, conflict resolution, emotional intelligence, team dynamics and business ethics. Objectives of the course are to understand leadership, know your own style and have a plan for developing your leadership.

Clock hours of lab: 10

Clock hours of classroom lecture: 40

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: N/A

Total Clock Hours: 50

Tuition: \$740.00

Length of time in wks (2 hrs per day, 5 days per wk):
6 wks

Lecture	0.0
Lab	0.0
Ext	5.0

TOTAL = 4.5 Qtr Hr

MGT 133 STRATEGIC HUMAN RESOURCE MANAGEMENT

This course introduces the technical and legal aspects of human resource management from a strategic business perspective. The course examines how to manage human resources effectively in the dynamic legal, social, and economic environment currently constraining organizations. Among the topics included are: formulation and implementation of human resource strategy, job analysis, methods of recruitment and selection, techniques for training and development, performance appraisal, compensation and benefits, and the evaluation of the effectiveness of HRM systems. Emphasis is placed on integrating human resource management with the overall business strategy.

Clock hours of lab: 10

Clock hours of classroom lecture: 40

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: NA

Total Clock Hours: 50

Tuition: \$740.00

Length of time in wks (2 hrs per day, 5 days per wk):
6 wks

Lecture	1.0
Lab	1.0
Ext	

TOTAL = 4.5 Qtr Hr

PSY 110 INTRODUCTION TO GENERAL PSYCHOLOGY

This course will describe the basic theories, principles, and concepts of psychology as they relate to behaviors and mental processes. This course will also apply psychological theories, principles, and concepts to every day life, including industry and organizations. The students will learn to compare and contrast material and information from other cultures.

Clock hours of lab: 0

Clock hours of classroom lecture: 30

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: NA

Total Clock Hours: 30

Tuition: \$400.00

Length of time in wks (1 hrs per day, 5 days per wk):
6 wks

Lecture	1.0
Lab	1.0
Ext	

TOTAL = 3.0 Qtr

ASSOCIATE OF APPLIED SCIENCE DEGREE IN DIESEL TECHNOLOGY

PROGRAM DESCRIPTION

The Associate of Applied Science Degree in Diesel Technology Program is designed to assist students in gaining the necessary skills and abilities to work in a diesel mechanical environment. Students will learn the basic preventative maintenance procedures for medium and large diesel engines. Students will gain experience working with diesel engine tractors, generators, and tractor trailers. Students will learn to work with Detroit Diesel and Cummins Diesel engines. Students will gain experience working with computer diagnostic systems and HVAC. Students whom complete this program will be eligible to work at various diesel mechanic shops.

Admissions requirements:

1. A high school diploma or its equivalency is required for admission into the program;
2. Successful interview with an intake (admissions) counselor
3. Student must have a valid driver's license

Definition of Academic Year: An academic year will consist of 30 instruction weeks and 36 quarter credit hours.

Full Time Status: Student's enrollment status will be considered full time if they are enrolled in at least 8.0 credit hours in a six week period.

The program content is offered through lecture, laboratory, and externship experience.

Program Delivery: Residential

Program Length: 1160 (Clock Hours)

	52 Weeks		
	93.5 Credit Hours		
Total Program Price:	\$ 23,725.00	Total Lecture Hours:	780 Hours
Tuition:	\$ 20,950.00	Total Lab Hours:	190 Hours
Tool Fee:	\$ 1000.00	Total Externship Hours:	190 Hours
Book Fee:	\$ 975.00	Total Program Hours:	1160 Hours
Electronic Reader	\$800.00	Total Length of Time:	52 Weeks
		Total Credit Hours:	93.5 Credits

BC 110 BUSINESS COMMUNICATION

This course examines basic interpersonal communication processes with practical applications for the business environment. Issues regarding cross-cultural communications and ethical considerations in business communication are discussed. The course will emphasize planning, organizing and delivering oral presentation in business setting

Clock hours of lab: 0

Clock hours of classroom lecture: 30

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: NA

Total Clock Hours: 30

Tuition: \$380.00

Length of time in wks (1 hr per day, 5 days per wk): 6 wks

Lecture	3.0
Lab	0.0
Ext	0.0

TOTAL = 3.0 Qtr Hr

BM 110 BUSINESS MATH

This course is designed for all business students. The course will assist students in reaching a level of increased competence in mathematics and expanded understanding of the applications of mathematical concepts in business activities. Emphasis is placed upon learning mathematical concepts through practical application to common business problems.

Clock hours of lab: 0

Clock hours of classroom lecture: 30

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: ALG 110

Total Clock Hours: 30

Tuition: \$380.00

Length of time in wks (1 hrs per day, 5 days per wk): 6 wks

Lecture	3.0
Lab	0.0
Ext	0.0

TOTAL = 3.0 Qtr Hr

CDC 101 Cummins Diesel Combustion

Theory

This course will provide the students the framework for beginning knowledge of the Cummins Diesel engine. Students will learn identification of different external and internal components that make up the Cummins Diesel Engine. Students will also gain experience by following an organized hands on disassembly and reassembly process of the Cummins Diesel Engine as well as the importance of the shop manual and electrical/electronic service information.

Clock hours of lab: 10

Clock hours of classroom lecture: 50

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

No Pre-Requisite

Total Clock Hours: 60

Tuition: \$1295.00

Length of time in wks (2 hrs per day, 5 days per wk):

6 wks

Lecture 5.0

Lab 0.5

Ext

TOTAL = 5.5 Qtr Hr

CIS 110 SPREADSHEETS

The course provides instruction in the operation of spreadsheet software. The student will learn spreadsheet software features while completing real-world business projects. The course provides instruction in analyzing data, making business decisions and simple calculations in an excel worksheet.

Clock hours of lab: 10

Clock hours of classroom lecture: 40

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: NA

Total Clock Hours: 50

Tuition: \$700.00

Length of time in wks (2 hrs per day, 5 days per wk):

6 wks

Lecture 4.0

Lab 0.5

Ext

TOTAL = 4.5 Qtr Hr

CIS 133 GRAPHIC DESIGN

The course provides an introduction to elements of design, spatial relationships, typography and imagery as they apply to practical visual solutions for self-promotion, resumes, logo design, web design, and sequential systems. This class will instruct the student in graphic design skills employing traditional and digital tools, materials and procedures employed in the communication arts industry. The focus will be on combining creative visual solutions with technical skills to solve communication problems

Clock hours of lab: 10

Clock hours of classroom lecture: 40

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: NA

Total Clock Hours: 50

Tuition: \$700.00

Length of time in wks (2 hrs per day, 5 days per wk):

6 wks

Lecture 4.5

Lab 0.5

Ext

TOTAL = 4.5 Qtr Hr

DBS 101 Diesel Brakes, Steering, and Suspension

This course provides the students the opportunity to work with hydraulic, air and disc brake systems found on today's heavy duty vehicles. Students will learn to identify various brake systems and provide routine and preventive maintenance inspections and repairs, disassemble and reassemble axles, brakes chambers, drums, rotors, wheel bearings, air lines, air valves, air valves, air compressors, suspension components such as king pins, springs, air bags, wheels mount and dismount tires. The student will be able to locate service information and service procedures necessary to complete any needed repairs by using shop manuals and electronic service information. This course will cover the basics of cutting and welding using a gas torch and a Mig welder.

Clock hours of lab: 30

Clock hours of classroom lecture: 90

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: DSA 101

Total Clock Hours: 120

Tuition: \$2590.00

Length of time in wks (4 hrs per day, 5 days per wk):

6 wks

Lecture 9.0

Lab 1.5

Ext

TOTAL = 10.5 Qtr Hr

DCD 101 Detroit Diesel Combustion

Theory

This course will provide the students the framework for beginning knowledge of the Detroit Diesel engine. Student will learn to identify and use basic tools and micrometers, safety rule/regulations in and around the shop and identification of different components that make up the Detroit diesel engine. Students will also gain experience by following an organized disassembly and reassembly process of Detroit engines as well as the importance of the shop manual and electrical/electronic service information.

Clock hours of lab: 10

Clock hours of classroom lecture: 50

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

No Pre-Requisite

Total Clock Hours: 60

Tuition: \$1295.00

Length of time in wks (2 hrs per day, 5 days per wk):

6 wks

Lecture 5.0

Lab 0.5

Ext

TOTAL = 5.5 Qtr Hr

DE 101 Diesel Electric

The student will learn the use of diagnostic equipment to diagnose the electronic system on heavy-duty truck. Students will be prepared to follow an organized thought process in diagnosing electrical/electronic problems, learn about switches, starters, alternators, solenoids, relays, diodes, capacitors, resistors, transistors lighting system, batteries and electric motors. Student will be introduced to basic electrical theory, diagnostic skills and read wiring diagrams.

Clock hours of lab: 30

Clock hours of classroom lecture: 90

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: DBS 101

Total Clock Hours: 120

Tuition: \$2590.00

Length of time in wks (4 hrs per day, 5 days per wk):

6 wks	
Lecture	9.0
Lab	1.5
Ext	

TOTAL = 10.5 Qtr Hr

DPM 101 Diesel Preventative Maintenance

In the course the student will cover how to properly perform preventative maintenance inspections (PMI) on various trucks including but not limited to Freightliners, Volvos, Fords, and Internationals. Inspections on the following will be covered in this course; cooling systems, engines, drive trains, tires, hubs, wheels, brakes, chassis, steering, suspension and electrical systems. Students will be using electronic service manuals and database systems throughout the course and will have the opportunity to review any material previously covered they feel they need additional help with.

Clock hours of lab: 30

Clock hours of classroom lecture: 90

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: HVAC 101

Total Clock Hours: 120

Tuition: \$2590.00

Length of time in wks (4 hrs per day, 5 days per wk):

6 wks	
Lecture	9.0
Lab	1.5
Ext	

TOTAL = 10.5 Qtr Hr

DSA 101 Diesel System Analysis

The student will learn to work with the diesel engine lubrication, cooling and breathing systems. Other systems covered will include electronic diesel fuel injection and the fuel sub systems including fuel lines, fuel injectors, fuel pumps, fuel filter and fuel tanks. Students will work on Detroit Diesel, Cummins, engines featured in Ford, International, and Freightliner trucks. Students will receive an overview

of electricity and basic electrical test used in the diesel shop.

Clock hours of lab: 30

Clock hours of classroom lecture: 90

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: DCT 101

Total Clock Hours: 120

Tuition: \$2590.00

Length of time in wks (4 hrs per day, 5 days per wk):

6 wks	
Lecture	9.0
Lab	1.5
Ext	

TOTAL = 10.5 Qtr Hr

HVAC 101 Diesel Heating, Ventilation & Air Conditioning

This course will prepare the student for an entry level job related to the Heavy Duty Diesel Truck (HVAC) Heating, Ventilation & Air Conditioning Systems. In this course the student will study heating, ventilation and air conditioning system service and repair, OSHA regulations, EPA regulations and refrigerant recovery and recycling service procedures will be covered. The student will prepare for ASE's Recovery and Recycling Certification that will allow the student to work in the HVAC diesel industry.

Clock hours of lab:30

Clock hours of classroom lecture: 90

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: DE 101

Total Clock Hours: 120

Tuition: \$2590.00

Length of time in wks (4 hrs per day, 5 days per wk):

6 wks	
Lecture	9.0
Lab	1.5
Ext	

TOTAL = 10.5 Qtr Hr

ENG 110 ENGLISH I

This course includes introduction to literary analysis, investigation/review of topic-selection processes, development of possible thesis statements, outlining as it relates to support for a selected thesis statement, over-all study of the research process, practice and emphasis on critical thinking skills in literary analysis, and experience in writing literary research papers using available resources.

Clock hours of lab: 0

Clock hours of classroom lecture: 30

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: N/A

Total Clock Hours: 30

Tuition: \$380.00

Length of time in wks (1 hrs per day, 5 days per wk):

6 wks	
Lecture	3.0
Lab	0.0
Ext	0.0

TOTAL = 3.0 Qtr Hr

ENG 121 ENGLISH II

English II places emphasis upon the effective use of the English language in both oral and written communications. Students study world literature with a focus on the literary forms of drama and the novel. Basic skills of reading, writing, speaking, and listening continue to receive primary emphasis. Essays, plays, poetry, and short stories will be read this year

Clock hours of lab: 0

Clock hours of classroom lecture: 30

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: ENG 101

Total Clock Hours: 30

Tuition: \$380.00

Length of time in wks (1 hrs per day, 5 days per wk):
6 wks

Lecture	3.0
Lab	0.0
Ext	0.0

TOTAL = 3.0 Qtr Hr

EX-D 101 Externship

The student will learn how to apply the skills acquired in the course work for Diesel Technician in a hands-on work environment. The student spends 190 hours in a diesel technician environment utilizing the skills learned in the classroom and lab setting. This course fine tunes the skills learned and reinforces the role and functions of diesel technician. The externship will be an unpaid, supervised experience in a typical diesel technician environment.

Clock hours of lab: 0

Clock hours of classroom lecture: 0

Clock hours of Externship: 190

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: Successful completion of program content to this point.

Total Clock Hours: 190

Tuition: \$2111.00

Length of time in wks (6.5 hrs per day, 5 days per wk): 6 wks

Lecture	0.0
Lab	0.0
Ext	6.0

TOTAL = 6.0 Qtr Hr

PSY 110 INTRODUCTION TO GENERAL PSYCHOLOGY

This course will describe the basic theories, principles, and concepts of psychology as they relate to behaviors and mental processes. This course will also apply psychological theories, principles, and concepts to every day life, including industry and organizations. The students will learn to compare and contrast material and information from other cultures.

Clock hours of lab: 0

Clock hours of classroom lecture: 30

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: NA

Total Clock Hours: 30

Tuition: \$380.00

Length of time in wks (1 hrs per day, 5 days per wk):
6 wks

Lecture	1.0
Lab	1.0
Ext	

TOTAL = 3.0 Qtr Hr

ASSOCIATE OF APPLIED SCIENCE DEGREE PROGRAM
Radiologic Sciences

Radiological technologist is a healthcare professional who uses specialized X-Ray equipment to create images of structures inside the human body, they must be able to interact with people who range from healthy to critically ill. Technologists will be supervised by board certified radiologists. This course is designed to prepare the student to perform clinical examinations of the human body with special consideration to image production, quality control, signal to noise ratio and basic pulse sequences. Graduates will be able to obtain employment in orthopedic clinics, diagnostic imaging clinics, and hospitals.

Accreditation: JRCERT = Joint Review Committee on Education in Radiologic Technology

JRCERT is an agency recognized by the United States Department of Education for accreditation of traditional and distance delivery educational programs in radiography, radiation therapy, magnetic resonance, and medical dosimetry.

- **They are the ones accrediting schools not the ARRT, once a school is accredited by the JRCERT the school will be recognized by the ARRT.**
- **ARRT is an independent, not for profit organization that administers examinations and awards credentials in the field of radiology..**
- **They are the organization that registers the technologist in the field of specialty, which allows their members to work throughout the United States.**

Definition of Academic Year: An academic year will consist of 30 instruction weeks and 36 quarter credit hours.

Admissions requirements:

- **All potential students must receive a school catalog prior to signing an enrollment agreement**
- **Student must attend entrance orientation**
- **A high school diploma or its equivalency is required for admission into the program**
- **Successful interview with an intake (admissions) counselor**
- **Submit an AAS DMS Admissions Application**
- **Pay the Admissions Fee**
- **Be at least 17 years of age (applicants under the age of 18 require written permission from a parent or legal guardian in order to enroll.)**
- **Successful entrance exam**

General Criteria: Applicants for specialized admissions must satisfy minimum criteria in order to be eligible for consideration for ranking. The Following is required for all students wishing to enroll the program:

- **Must be fully accepted by SWCC as an academic student**
- **Must have attended a Health Careers Orientation Session.**
- **Submit a Specialized Admissions Application for appropriate program.**
- **Pay the Specialized Admissions Fee**
- **Must have a High School Diploma. Submit official transcripts to the Admissions Office.**
- **Graduate of a SWCC Allied Health Program**
- **Minimum SWCC Cumulative GPA of 3.5, attendance rate of 90% is required.**
- **Successful entrance exam**

Students must complete admissions requirements prior to enrollment in specialized courses. There is a scheduled ranking date for this program. It is ultimately the student's responsibility to submit all required documentation to allow for normal processing.

Total Program Price:	\$31,830.00		
Tuition:	\$29,200.00	Total Lab Hours:	80 Hrs
Book Fee:	\$1,780.00	Total Externship Hours:	1000 Hrs
Application Fee:	\$50.00	Total Lecture Hours:	1330 Hrs
Electronic Reader	\$800.00	Total Program Hours:	2410 Hrs

Total Length of Time: 102 Weeks
Total Credit Hours: 169.5 QCH

ALG 110: ALGEBRA I

This course is designed to provide understanding of basic properties of real numbers and to use algebraic models to solve verbal problems with linear and quadratic equation, complex numbers, factoring and graphs. Emphasis is placed on manipulation of algebraic equations, problem solving and their correlation to general arithmetic.

Clock hours of lab: 0

Clock hours of classroom lecture: 30

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: N/A

Total Clock Hours: 30

Tuition: \$380.00

Length of time in wks (1 hrs per day, 5 days per wk):

6 wks	
Lecture	3.0
Lab	0.0
Ext	

TOTAL = 3.0 Qtr Hr

AHP 101 ADVANCED HUMAN PHYSIOLOGY

Content is designed to establish a knowledge base in anatomy and physiology. Systems of the human body are described and discussed in specific detail.

Clock hours of lab: 20

Clock hours of classroom lecture: 40

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: N/A

Total Clock Hours: 60

Tuition: \$700.00

Length of time in wks (2 hrs per day, 5 days per wk):

6 wks	
Lecture	4.0
Lab	1.0
Ext	0.0

TOTAL = 5.0 Qtr Hr

AP 145: Anatomy Physiology (I) Human Structure and Functions

Content is designed to establish a knowledge base in anatomy and physiology. Components of the cells, tissues, organs and systems are described and discussed.

Clock hours of lab: 10

Clock hours of classroom lecture: 40

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: N/A

Total Clock Hours: 50

Tuition: \$700.00

Length of time in wks (2 hrs per day, 5 days per wk):

6 wks	
Lecture	4.0
Lab	0.5
Ext	0.0

TOTAL = 4.5 Qtr Hr

AP 147: Anatomy Physiology (II) Human Structure and Functions

Content is designed to establish a knowledge base in anatomy and physiology. Components of the cells, tissues, organs and systems are described and discussed.

Prerequisite: None

Clock hours of lab: 10

Clock hours of classroom lecture: 40

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: AP 145

Total Clock Hours: 50

Tuition: \$700.00

Length of time in wks (2 hrs per day, 5 days per wk):

6 wks	
Lecture	4.0
Lab	0.5
Ext	0.0

TOTAL = 4.5 Qtr Hr

BC 110: Business Communication

This course examines basic interpersonal communication processes with practical applications for the business environment. Issues regarding cross-cultural communications and ethical considerations in business communication are discussed. The course will emphasize planning, organizing and delivering oral presentation in business setting.

Clock hours of lab: 0

Clock hours of classroom lecture: 30

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: N/A

Total Clock Hours: 30

Tuition: \$380.00

Length of time in wks (1 hrs per day, 5 days per wk):

6 wks	
Lecture	3.0
Lab	0.0
Ext	

TOTAL = 3.0 Qtr Hr

BIO 101: Human Biology

This course is designed to provide the students with the foundation and knowledge in brief investigations of all major facets of living organisms including cell structure and function, major kingdoms of organisms, selected topics in human anatomy, physiology, genetics, reproduction, evolution, and biochemistry. In addition, ecological principles and conservation will be stressed throughout the course.

Clock hours of lab: 0

Clock hours of classroom lecture: 30

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: N/A

Total Clock Hours: 30

Tuition: \$380.00

Length of time in wks (1 hrs per day, 5 days per wk):
6 wks
Lecture 3.0
Lab 0
Ext

TOTAL = 3.0 Qtr Hr

ENGL 145: Technical Writing

This course will teach students how to communicate clearly and effectively, changing writing style and content for varying audiences and purposes. The course will focus on meeting readers' needs while representing the interests of your employer. The assignments will cover a variety of tasks produced under different circumstances.

Clock hours of lab: 0

Clock hours of classroom lecture: 30

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: N/A

Total Clock Hours: 30

Tuition: \$380.00

Length of time in wks (1 hrs per day, 5 days per wk):
6 wks
Lecture 3.0
Lab 0
Ext

TOTAL = 3.0 Qtr Hr

HC 115: Health Care Vocabulary

Content is designed to provide an introduction to the origins of medical terminology. A word-building system is introduced and abbreviations and symbols are discussed. Also introduced is an orientation to understanding radiographic orders and diagnostic report interpretation. Related terminology is addressed.

Clock hours of lab: 10

Clock hours of classroom lecture: 40

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: N/A

Total Clock Hours: 50

Tuition: \$700.00

Length of time in wks (2 hrs per day, 5 days per wk):
6 wks
Lecture 4.0
Lab 0.5
Ext

TOTAL = 4.5 Qtr Hr

HC 120: Health Care Vocabulary

Content is designed to provide an introduction to the origins of medical terminology. A word-building system is introduced and abbreviations and symbols are discussed. Also introduced is an orientation to understanding radiographic orders and diagnostic report interpretation. Related terminology is addressed.

Clock hours of lab: 10

Clock hours of classroom lecture: 40

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: N/A

Total Clock Hours: 50

Tuition: \$700.00

Length of time in wks (2 hrs per day, 5 days per wk):
6 wks
Lecture 4.0
Lab 0.5
Ext

TOTAL = 4.5 Qtr Hr

HC 135: Ethics and Law in the Radio logic

Sciences

Content is designed to provide a fundamental background in ethics. The historical and philosophical bases of ethics, as well as the elements of ethical behavior, are discussed. The student will examine a variety of ethical issues and dilemmas found in clinical practice.

Clock hours of lab: 0

Clock hours of classroom lecture: 30

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: N/A

Total Clock Hours: 30

Tuition: \$380.00

Length of time in wks (1 hrs per day, 5 days per wk):
6 wks
Lecture 3.0
Lab 0.0
Ext

TOTAL = 3.0 Qtr Hr

ISC 101: Introduction to Computers

Participants are introduced to the Microsoft Office program suite. Excel for spreadsheets; Word for word processing. Content includes creating, saving, retrieving, editing, formatting, enhancing, printing, and merging a variety of documents.

Clock hours of lab: 0

Clock hours of classroom lecture: 30

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: Admission to the Program Total Clock Hours: 30

Tuition: \$380.00

Length of time in wks (1 hrs per day, 5 days per wk):
6 wks
Lecture 3.0
Lab 0.0
Ext

TOTAL = 3.0 Qtr Hr

ISC 1100: Clinical Practice

Content and clinical practice experiences should be designed to sequentially develop, apply, critically analyze, integrate, synthesize and evaluate concepts and theories in the performance of radio logic procedures. Through structured, sequential, competency-based clinical assignments, concepts of team practice, patient-centered clinical practice and professional development are discussed, examined and evaluated.

Clock hours of lab: 10

Clock hours of classroom lecture: 40

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: Admission to the Program.

Total Clock Hours: 50

Tuition: \$700.00

Length of time in wks (2 hrs per day, 5 days per wk):

6 wks	
Lecture	4.0
Lab	0.5
Ext	

TOTAL = 4.5 Qtr Hr

ISC 1301: Sectional Anatomy (I)

This course is and a study of human anatomy as viewed in sectional planes. Students will compare planar anatomy to sectional anatomy and recognize anatomical structures as seen in computed tomography and magnetic resonance imaging. Studies will include the cranium, brain, chest, abdomen, spine and pelvis.

Clock hours of lab: 0

Clock hours of classroom lecture: 30

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: NA

Total Clock Hours: 30

Tuition: \$380.00

Length of time in wks (1 hrs per day, 5 days per wk):

6 wks	
Lecture	3.0
Lab	0.0
Ext	

TOTAL = 3.0 Qtr Hr

ISC 1302: Sectional Anatomy (II)

This course is the continuation of 1301. The study of human anatomy as viewed in sectional planes. Students will compare planar anatomy to sectional anatomy and recognize anatomical structures as seen in computed tomography and magnetic resonance imaging. Studies will include the cranium, brain, chest, abdomen, spine and pelvis.

Clock hours of lab: 0

Clock hours of classroom lecture: 30

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: ISC 1301

Total Clock Hours: 30

Tuition: \$380.00

Length of time in wks (1 hrs per day, 5 days per wk):

6 wks	
Lecture	3.0
Lab	0.0
Ext	

TOTAL = 3.0 Qtr Hr

ISC1400: Digital Image Acquisition and Display

Content is designed to impart an understanding of the components, principles and operation of digital imaging systems found in diagnostic radiology. Factors that impact image acquisition, display, archiving and retrieval are discussed. Guidelines for selecting exposure factors and evaluating images within a digital system assist students to bridge between film-based and digital imaging systems. Principles of digital system quality assurance and maintenance are presented.

Clock hours of lab: 0

Clock hours of classroom lecture: 30

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: Na

Total Clock Hours: 30

Tuition: \$380.00

Length of time in wks (1 hrs per day, 5 days per wk):

6 wks	
Lecture	3.0
Lab	0.0
Ext	

TOTAL = 3.0 Qtr Hr

ISC 1500: FUNDAMENTALS OF RADIOLOGICAL/IMAGING SCIENCES.

This course includes the historical development of radiography, basic radiation protection, an introduction to medical terminology, ethical and legal issues for health care professionals, and an orientation to the program and the health care system.

Clock hours of lab: 0

Clock hours of classroom lecture: 30

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: NA

Total Clock Hours: 30

Tuition: \$380.00

Length of time in wks (1 hrs per day, 5 days per wk):

6 wks	
Lecture	3.0
Lab	0.0
Ext	

TOTAL = 3.0 Qtr Hr

ISC 1600: PATIENT CARE.

A course in patient assessment, infection control procedures, emergency and safety procedures, communication and patient interaction skills, and basic pharmacology.

Clock hours of lab: 10

Clock hours of classroom lecture: 40

Clock hours of individual and small group tutoring:
provided to student on an as-needed basis

Pre-Requisite: ISC 1100, ISC 1500

Total Clock Hours: 50

Tuition: \$700.00

Length of time in wks (2 hrs per day, 5 days per wk):

6 wks

Lecture 4.0

Lab 0.5

Ext

TOTAL = 4.5 Qtr Hr

ISC 1700: Pharmacology and Drug Administration

Content is designed to provide basic concepts of pharmacology. The theory and practice of basic techniques of venipunctures and administration of diagnostic contrast agents and/or intravenous medications is included. The appropriate delivery of patient care during these procedures is emphasized.

Clock hours of lab: 0

Clock hours of classroom lecture: 30

Clock hours of individual and small group tutoring:
provided to student on an as-needed basis

Pre-Requisite: NA

Total Clock Hours: 30

Tuition: \$380.00

Length of time in wks (1 hrs per day, 5 days per wk):

6 wks

Lecture 3.0

Lab 0.0

Ext

TOTAL = 3.0 Qtr Hr

PSY 110: Introduction to general Psychology

This course will describe the basic theories, principles, and concepts of psychology as they relate to behaviors and mental processes. This course will also apply psychological theories, principles, and concepts to every day life, including industry and organizations. The students will learn to compare and contrast material and information from other cultures.

Clock hours of lab: 0

Clock hours of classroom lecture: 30

Clock hours of individual and small group tutoring:
provided to student on an as-needed basis

Pre-Requisite: N/A

Total Clock Hours: 30

Tuition: \$380.00

Length of time in wks (1 hrs per day, 5 days per wk):

6 wks

Lecture 3.0

Lab 0.0

Ext

TOTAL = 3.0 Qtr Hr

RADS 1001: IMAGE ANALYSIS

This course will present Theories and principles responsible for the production of quality radiographs with minimal patient exposure and production costs is a focus of the course.

Clock hours of lab: 0

Clock hours of classroom lecture: 30

Clock hours of individual and small group tutoring:
provided to student on an as-needed basis

Pre-Requisite: Admission to the Program

Total Clock Hours: 30

Tuition: \$380.00

Length of time in wks (1 hrs per day, 5 days per wk):

6 wks

Lecture 3.0

Lab 0.0

Ext

TOTAL = 3.0 Qtr Hr

RADS 1002: IMAGE ANALYSIS

This course will present Theories and principles responsible for the production of quality radiographs with minimal patient exposure and production costs is a focus of the course.

Clock hours of lab: 0

Clock hours of classroom lecture: 30

Clock hours of individual and small group tutoring:
provided to student on an as-needed basis

Pre-Requisite: RADS 1001

Total Clock Hours: 30

Tuition: \$380.00

Length of time in wks (1 hrs per day, 5 days per wk):

6 wks

Lecture 3.0

Lab 0.0

Ext

TOTAL = 3.0 Qtr Hr

RADS 1101: PRINCIPLES OF RADIOGRAPHIC IMAGING (I)

This course will analyze radiographic image qualities and the effects of exposure variables upon these qualities. Prerequisite: Admission to the Program.

Clock hours of lab: 0

Clock hours of classroom lecture: 30

Clock hours of individual and small group tutoring:
provided to student on an as-needed basis

Pre-Requisite: NA

Total Clock Hours: 30

Tuition: \$380.00

Length of time in wks (1 hrs per day, 5 days per wk):

6 wks

Lecture 3.0

Lab 0.0

Ext

TOTAL = 3.0 Qtr Hr

RADS 1102: PRINCIPLES OF RADIOGRAPHIC IMAGING (II)

This course will analyze radiographic image qualities and the effects of exposure variables upon these qualities. Prerequisite: Admission to the Program.

Clock hours of lab: 0

Clock hours of classroom lecture: 30

Clock hours of individual and small group tutoring:
provided to student on an as-needed basis

Pre-Requisite: RADS 1101

Total Clock Hours: 30

Tuition: \$380.00

Length of time in wks (1 hrs per day, 5 days per wk):

6 wks

Lecture 3.0

Lab 0.0

Ext

TOTAL = 3.0 Qtr Hr

RADS 1103: PRINCIPLES OF RADIOGRAPHIC IMAGING (III)

The course is a continuation of RADS 1102 in the study of radiographic imaging technique, formulation, image quality assurance, and the synthesis of all variables in image production.

Clock hours of lab: 0

Clock hours of classroom lecture: 30

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: RAD 1102

Total Clock Hours: 30

Tuition: \$380.00

Length of time in wks (1 hrs per day, 5 days per wk):

6 wks

Lecture 3.0

Lab 0.0

Ext

TOTAL = 3.0 Qtr Hr

RADS 1104: PRINCIPLES OF RADIOGRAPHIC IMAGING (IV)

The course is a continuation of RADS 1103 in the study of radiographic imaging technique, formulation, image quality assurance, and the synthesis of all variables in image production.

Clock hours of lab: 0

Clock hours of classroom lecture: 30

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: RADS 1103

Total Clock Hours: 30

Tuition: \$380.00

Length of time in wks (1 hrs per day, 5 days per wk):

6 wks

Lecture 3.0

Lab 0.0

Ext

TOTAL = 3.0 Qtr Hr

RADS 1201: BASIC RADIOGRAPHIC PROCEDURES.

This course includes an introduction to radiographic positioning terminology, the proper manipulation of equipment, positioning and alignment of the anatomical structure and equipment, and evaluation of images for proper demonstration of basic anatomy and related pathology.

Clock hours of lab: 0

Clock hours of classroom lecture: 30

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: NA

Total Clock Hours: 30

Tuition: \$380.00

Length of time in wks (1 hrs per day, 5 days per wk):

6 wks

Lecture 3.0

Lab 0.0

Ext

TOTAL = 3.0 Qtr Hr

RADS 1202: INTERMEDIATE RADIOGRAPHIC PROCEDURES.

A continuation of RADR 1202 in the study of the proper manipulation of radiographic equipment, positioning and alignment of the anatomical structure and equipment, and evaluation of images for proper demonstration of intermediate anatomy and related pathology is discussed.

Learning Outcomes: The student will manipulate equipment properly; position and align anatomical structure and equipment; and evaluate images for proper demonstration of anatomy and pathology.

Clock hours of lab: 0

Clock hours of classroom lecture: 30

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: RADS 1201

Total Clock Hours: 30

Tuition: \$380.00

Length of time in wks (1 hrs per day, 5 days per wk):

6 wks

Lecture 3.0

Lab 0.0

Ext

TOTAL = 3.0 Qtr Hr

RADS 1203: ADVANCED RADIOGRAPHIC PROCEDURES.

An advanced course including the proper manipulation of equipment, positioning and alignment of the anatomical structure and equipment, and evaluation of images for proper demonstration of advanced anatomy and related pathology.

Clock hours of lab: 0

Clock hours of classroom lecture: 30

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: RADS 1202

Total Clock Hours: 30

Tuition: \$380.00

Length of time in wks (1 hrs per day, 5 days per wk):

6 wks

Lecture 3.0

Lab 0.0

Ext

TOTAL = 3.0 Qtr Hr

RADS 1204: ADVANCED RADIOGRAPHIC PROCEDURES.

An advanced course including the proper manipulation of equipment, positioning and alignment of the

anatomical structure and equipment, and evaluation of images for proper demonstration of advanced anatomy and related pathology.

Clock hours of lab: 0

Clock hours of classroom lecture: 30

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: RADS 1203

Total Clock Hours: 30

Tuition: \$380.00

Length of time in wks (1 hrs per day, 5 days per wk):

6 wks

Lecture 3.0

Lab 0.0

Ext

TOTAL = 3.0 Qtr Hr

RADS 1205: ADVANCED RADIOGRAPHIC PROCEDURES.

An advanced course including the proper manipulation of equipment, positioning and alignment of the anatomical structure and equipment, and evaluation of images for proper demonstration of advanced anatomy and related pathology.

Clock hours of lab: 0

Clock hours of classroom lecture: 30

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: RADS 1204

Total Clock Hours: 30

Tuition: \$380.00

Length of time in wks (1 hrs per day, 5 days per wk):

6 wks

Lecture 3.0

Lab 0.0

Ext

TOTAL = 3.0 Qtr Hr

RADS 1206: ADVANCED RADIOGRAPHIC PROCEDURES.

An advanced course including the proper manipulation of equipment, positioning and alignment of the anatomical structure and equipment, and evaluation of images for proper demonstration of advanced anatomy and related pathology.

Clock hours of lab: 0

Clock hours of classroom lecture: 30

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: RADS 1205

Total Clock Hours: 30

Tuition: \$380.00

Length of time in wks (1 hrs per day, 5 days per wk):

6 wks

Lecture 3.0

Lab 0.0

Ext

TOTAL = 3.0 Qtr Hr

RADS 1301: RADIOGRAPHIC IMAGING EQUIPMENT.

The study of the equipment and physics of x-ray production, basic x-ray circuits, and the relationship of

equipment components to the imaging process is discussed in this class.

Clock hours of lab: 0

Clock hours of classroom lecture: 30

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: N/A

Total Clock Hours: 30

Tuition: \$380.00

Length of time in wks (1 hrs per day, 5 days per wk):

6 wks

Lecture 3.0

Lab 0.0

Ext

TOTAL = 3.0 Qtr Hr

RADS 1302: RADIOGRAPHIC IMAGING EQUIPMENT.

The study of the equipment and physics of x-ray production, basic x-ray circuits, and the relationship of equipment components to the imaging process is discussed in this class.

Clock hours of lab: 0

Clock hours of classroom lecture: 30

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: N/A

Total Clock Hours: 30

Tuition: \$380.00

Length of time in wks (1 hrs per day, 5 days per wk):

6 wks

Lecture 3.0

Lab 0.0

Ext

TOTAL = 3.0 Qtr Hr

RADS 1401: RADIATION PROTECTION.

A study of the effects of radiation exposure on biological systems, typical medical exposure levels, methods for measuring and monitoring radiation, and methods for protecting personnel and patients from excessive exposure.

Clock hours of lab: 0

Clock hours of classroom lecture: 30

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: N/A

Total Clock Hours: 30

Tuition: \$380.00

Length of time in wks (1 hrs per day, 5 days per wk):

6 wks

Lecture 3.0

Lab 0.0

Ext

TOTAL = 3.0 Qtr Hr

RADS 1402: RADIATION PROTECTION.

A study of the effects of radiation exposure on biological systems, typical medical exposure levels, methods for measuring and monitoring radiation, and methods for protecting personnel and patients from excessive exposure.

Clock hours of lab: 0

Clock hours of classroom lecture: 30

Clock hours of individual and small group tutoring:
provided to student on an as-needed basis

Pre-Requisite: N/A

Total Clock Hours: 30

Tuition: \$380.00

Length of time in wks (1 hrs per day, 5 days per wk):
6 wks

Lecture 3.0

Lab 0.0

Ext

TOTAL = 3.0 Qtr Hr

RADS 1501: Radiation Production and Characteristics.

Content is designed to establish a basic knowledge of atomic structure and terminology. Also presented are the nature and characteristics of radiation, x-ray production and the fundamentals of photon interactions with matter.

Clock hours of lab: 0

Clock hours of classroom lecture: 30

Clock hours of individual and small group tutoring:
provided to student on an as-needed basis

Pre-Requisite: N/A

Total Clock Hours: 30

Tuition: \$380.00

Length of time in wks (1 hrs per day, 5 days per wk):
6 wks

Lecture 3.0

Lab 0.0

Ext

TOTAL = 3.0 Qtr Hr

RADS 1502: Radiation Production and Characteristics.

Content is designed to establish a basic knowledge of atomic structure and terminology. Also presented are the nature and characteristics of radiation, x-ray production and the fundamentals of photon interactions with matter.

Clock hours of lab: 0

Clock hours of classroom lecture: 30

Clock hours of individual and small group tutoring:
provided to student on an as-needed basis

Pre-Requisite: N/A

Total Clock Hours: 30

Tuition: \$380.00

Length of time in wks (1 hrs per day, 5 days per wk):
6 wks

Lecture 3.0

Lab 0.0

Ext

TOTAL = 3.0 Qtr Hr

RADS 1601: RADIOGRAPHIC PATHOLOGY.

This course investigates general pathology and organ system pathology. It includes a brief review of normal structure and function, followed by more in-depth descriptions of specific pathologic processes. Students will use textbooks and Internet resources to learn the basic characteristics, etiology, pathogenesis, clinical features, and diagnostic tools including

medical imaging procedures, prognoses, and therapies for each of the specific pathologies.

Clock hours of lab: 0

Clock hours of classroom lecture: 30

Clock hours of individual and small group tutoring:
provided to student on an as-needed basis

Pre-Requisite: N/A

Total Clock Hours: 30

Tuition: \$380.00

Length of time in wks (1 hrs per day, 5 days per wk):
6 wks

Lecture 3.0

Lab 0.0

Ext

TOTAL = 3.0 Qtr Hr

RADS 1602: RADIOGRAPHIC PATHOLOGY.

This course investigates general pathology and organ system pathology. It includes a brief review of normal structure and function, followed by more in-depth descriptions of specific pathologic processes. Students will use textbooks and Internet resources to learn the basic characteristics, etiology, pathogenesis, clinical features, and diagnostic tools including medical imaging procedures, prognoses, and therapies for each of the specific pathologies.

Clock hours of lab: 0

Clock hours of classroom lecture: 30

Clock hours of individual and small group tutoring:
provided to student on an as-needed basis

Pre-Requisite: N/A

Total Clock Hours: 30

Tuition: \$380.00

Length of time in wks (1 hrs per day, 5 days per wk):
6 wks

Lecture 3.0

Lab 0.0

Ext

TOTAL = 3.0 Qtr Hr

RADS 1700: ADVANCED MEDICAL IMAGING, CT.

An introduction to the use of computers in medical imaging and a survey of specialized imaging modalities including Computed Tomography is discussed in this class.

Clock hours of lab: 0

Clock hours of classroom lecture: 30

Clock hours of individual and small group tutoring:
provided to student on an as-needed basis

Pre-Requisite: N/A

Total Clock Hours: 30

Tuition: \$380.00

Length of time in wks (1 hrs per day, 5 days per wk):
6 wks

Lecture 3.0

Lab 0.0

Ext

TOTAL = 3.0 Qtr Hr

RADS 1801: Radiobiology

Theories and principles of the interactions of ionizing radiation with living systems are the focus of this

course. Radiation effects on biologic molecules and organisms and factors affecting biological responses are explored and applied to daily practice. Topics include acute and long term effects of ionizing radiation exposure. The student will explore applications in diagnostic and therapeutic settings.

Clock hours of lab: 0

Clock hours of classroom lecture: 30

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: N/A

Total Clock Hours: 30

Tuition: \$380.00

Length of time in wks (1 hrs per day, 5 days per wk):
6 wks

Lecture	3.0
Lab	0.0
Ext	

TOTAL = 3.0 Qtr Hr

RADS 1900: REGISTRY PREPERATION COURSE.

This is a capstone course focusing on the synthesis of professional knowledge, skills, and attitudes in preparation for certification examination and lifelong learning.

Clock hours of lab: 0

Clock hours of classroom lecture: 30

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: N/A

Total Clock Hours: 30

Tuition: \$380.00

Length of time in wks (1 hrs per day, 5 days per wk):
6 wks

Lecture	3.0
Lab	0.0
Ext	

TOTAL = 3.0 Qtr Hr

RADS 2100: CLINICAL (I).

A method of instruction providing detailed education, training and work-based experience and direct patient/client care, generally at a clinical site. Specific detailed learning objectives are developed for each course by the faculty. On-site clinical instruction, supervision, evaluation and placement are the responsibility of the college faculty. Clinical experiences are unpaid external learning experiences. Course may be repeated if topics and learning outcomes vary.

Clock hours of Externship: 200

Clock hours of classroom lecture: 0

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: Successful completion of program content to this point.

Total Clock Hours: 200

Tuition: \$ 2,200.00

Length of time in wks (6 hrs per day, 5 days per wk):
6 wks

Lecture	0.0
---------	-----

Lab	0.0
Ext	6.5

TOTAL = 6.5 Qtr Hr

RADS 2200: CLINICAL (II).

A method of instruction providing detailed education, training and work-based experience and direct patient/client care, generally at a clinical site. Specific detailed learning objectives are developed for each course by the faculty. On-site clinical instruction, supervision, evaluation and placement are the responsibility of the college faculty. Clinical experiences are unpaid external learning experiences. Course may be repeated if topics and learning outcomes vary.

Clock hours of Externship: 200

Clock hours of classroom lecture: 0

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: Successful completion of program content to this point.

Total Clock Hours: 200

Tuition: \$ 2,200.00

Length of time in wks (6 hrs per day, 5 days per wk):
6 wks

Lecture	0.0
Lab	0.0
Ext	6.5

TOTAL = 6.5 Qtr Hr

RADS 2300: CLINICAL (III).

A method of instruction providing detailed education, training and work-based experience and direct patient/client care, generally at a clinical site. Specific detailed learning objectives are developed for each course by the faculty. On-site clinical instruction, supervision, evaluation and placement are the responsibility of the college faculty. Clinical experiences are unpaid external learning experiences. Course may be repeated if topics and learning outcomes vary.

Clock hours of Externship: 200

Clock hours of classroom lecture: 0

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: Successful completion of program content to this point.

Total Clock Hours: 200

Tuition: \$ 2,200.00

Length of time in wks (6 hrs per day, 5 days per wk):
6 wks

Lecture	0.0
Lab	0.0
Ext	6.5

TOTAL = 6.5 Qtr Hr

RADS 2400: CLINICAL (IV).

A method of instruction providing detailed education, training and work-based experience and direct patient/client care, generally at a clinical site. Specific detailed learning objectives are developed for each course by the faculty. On-site clinical instruction, supervision, evaluation and placement are the responsibility of the college faculty. Clinical

experiences are unpaid external learning experiences. Course may be repeated if topics and learning outcomes vary.

Clock hours of Externship: 200

Clock hours of classroom lecture: 0

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: Successful completion of program content to this point.

Total Clock Hours: 200

Tuition: \$ 2,200.00

Length of time in wks (6 hrs per day, 5 days per wk):
6 wks

Lecture	0.0
Lab	0.0
Ext	6.5

TOTAL = 6.5 Qtr Hr

RADS 2500: CLINICAL (V).

A method of instruction providing detailed education, training and work-based experience and direct patient/client care, generally at a clinical site. Specific

detailed learning objectives are developed for each course by the faculty. On-site clinical instruction, supervision, evaluation and placement are the responsibility of the college faculty. Clinical experiences are unpaid external learning experiences. Course may be repeated if topics and learning outcomes vary.

Clock hours of Externship: 200

Clock hours of classroom lecture: 0

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: Successful completion of program content to this point.

Total Clock Hours: 200

Tuition: \$ 2,200.00

Length of time in wks (6 hrs per day, 5 days per wk):
6 wks

Lecture	0.0
Lab	0.0
Ext	6.5

TOTAL = 6.5 Qtr Hr

ASSOCIATE OF APPLIED SCIENCE DEGREE PROGRAM
MRI Technologists

MRI technologist is a healthcare professional who uses specialized MRI equipment to create images of structures inside the human body, they must be able to interact with people who range from healthy to critically ill. MRI Technologists will be supervised by board certified radiologists. This course is designed to prepare the student to perform clinical MRI examinations of the human body with special consideration to image production, quality control, signal to noise ratio and basic pulse sequences. Graduates will be able to obtain employment in orthopedic clinics, diagnostic imaging clinics, and hospitals.

Accreditation: JRCERT = Joint Review Committee on Education in Radiologic Technology

JRCERT is an agency recognized by the United States Department of Education for accreditation of traditional and distance delivery educational programs in radiography, radiation therapy, magnetic resonance, and medical dosimetry.

- They are the ones accrediting schools not the ARRT, once a school is accredited by the JRCERT the school will be recognized by the ARRT.
- ARRT is an independent, not for profit organization that administers examinations and awards credentials in the field of radiology..
- They are the organization that registers the technologist in the field of specialty, which allows their members to work throughout the United States.

Definition of Academic Year: An academic year will consist of 30 instruction weeks and 36 quarter credit hours.

Admissions requirements:

- All potential students must receive a school catalog prior to signing an enrollment agreement
- Student must attend entrance orientation
- A high school diploma or its equivalency is required for admission into the program
- Successful interview with an intake (admissions) counselor
- Submit an AAS DMS Admissions Application
- Pay the Admissions Fee
- Be at least 17 years of age (applicants under the age of 18 require written permission from a parent or legal guardian in order to enroll.)
- Successful entrance exam

General Criteria: Applicants for specialized admissions must satisfy minimum criteria in order to be eligible for consideration for ranking. The Following is required for all students wishing to enroll the program:

- Must be fully accepted by SWCC as an academic student
- Must have attended a Health Careers Orientation Session.
- Submit a Specialized Admissions Application for appropriate program.
- Pay the Specialized Admissions Fee
- Must have a High School Diploma. Submit official transcripts to the Admissions Office.
- **Graduate of a SWCC Allied Health Program**
- Minimum SWCC Cumulative GPA of 3.5, attendance rate of 90% **is required.**
- **Successful entrance exam**

Students must complete admissions requirements prior to enrollment in specialized courses. There is a scheduled ranking date for this program. It is ultimately the student's responsibility to submit all required documentation to allow for normal processing.

Total Program Price:	\$ 30,310.00		
Tuition:	\$ 27,680.00	Total Lab Hours:	80 Hrs
Books	\$ 1,780.00	Total Externship Hours:	1000 Hrs
Application Fee:	\$ 50.00	Total Lecture Hours:	1210 Hrs
Electronic Reader	\$ 800.00	Total Program Hours:	2290 Hrs
		Total Length of Time:	96 Weeks

Total Credit Hours: 157.5 Hrs

ALG 110 ALGEBRA I

This course is designed to provide understanding of basic properties of real numbers and to use algebraic models to solve verbal problems with linear and quadratic equation, complex numbers, factoring and graphs. Emphasis is placed on manipulation of algebraic equations, problem solving and their correlation to general arithmetic.

Clock hours of lab: 0

Clock hours of classroom lecture: 30

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: N/A

Total Clock Hours: 30

Tuition: \$380.00

Length of time in wks (1 hrs per day, 5 days per wk):

6 wks

Lecture 3.0

Lab 0

Ext

TOTAL = 3.0 Qtr Hr

AHP 101 ADVANCED HUMAN PHYSIOLOGY

Content is designed to establish a knowledge base in anatomy and physiology. Systems of the human body are described and discussed in specific detail.

Clock hours of lab: 20

Clock hours of classroom lecture: 40

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: N/A

Total Clock Hours: 60

Tuition: \$700.00

Length of time in wks (2 hrs per day, 5 days per wk):

6 wks

Lecture 4.0

Lab 1.0

Ext 5.0

TOTAL = 5.0 Qtr Hr

AP 145 ANATOMY PHYSIOLOGY (I) HUMAN STRUCTURE AND FUNCTIONS

Content is designed to establish a knowledge base in anatomy and physiology. Components of the cells, tissues, organs and systems are described and discussed.

Clock hours of lab: 10

Clock hours of classroom lecture: 40

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: N/A

Total Clock Hours: 50

Tuition: \$700.00

Length of time in wks (2 hrs per day, 5 days per wk): 6 wks

Lecture 4.0

Lab 1.0

Ext 5.0

TOTAL = 4.5 Qtr Hr

AP 147 ANATOMY PHYSIOLOGY (II) HUMAN STRUCTURE AND FUNCTIONS

Content is designed to establish a knowledge base in anatomy and physiology. Components of the cells, tissues, organs and systems are described and discussed.

Clock hours of lab: 10

Clock hours of classroom lecture: 40

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: N/A

Total Clock Hours: 50

Tuition: \$700.00

Length of time in wks (2 hrs per day, 5 days per wk):

6 wks

Lecture 0.0

Lab 0.0

Ext 5.0

TOTAL = 4.5 Qtr Hr

BC 110 BUSINESS COMMUNICATION

This course examines basic interpersonal communication processes with practical applications for the business environment. Issues regarding cross-cultural communications and ethical considerations in business communication are discussed. The course will emphasize planning, organizing and delivering oral presentation in business setting.

Clock hours of lab: 0

Clock hours of classroom lecture: 30

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: N/A

Total Clock Hours: 30

Tuition: \$380.00

Length of time in wks (1 hrs per day, 5 days per wk):

6 wks

Lecture 3.0

Lab 0

Ext

TOTAL = 3.0 Qtr Hr

BIO 101 HUMAN BIOLOGY

This course is designed to provide the students with the foundation and knowledge in brief investigations of all major facets of living organisms including cell structure and function, major kingdoms of organisms, selected topics in human anatomy, physiology, genetics, reproduction, evolution, and biochemistry. In addition, ecological principles and conservation will be stressed throughout the course.

Clock hours of lab: 0

Clock hours of classroom lecture: 30

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: N/A

Total Clock Hours: 30

Tuition: \$380.00

Length of time in wks (1 hrs per day, 5 days per wk):

6 wks

Lecture 3.0

Lab 0

Ext

TOTAL = 3.0 Qtr Hr

ENGL 145 TECHNICAL WRITING

This course will teach students how to communicate clearly and effectively, changing writing style and content for varying audiences and purposes. The course will focus on meeting readers' needs while representing the interests of your employer. The assignments will cover a variety of tasks produced under different circumstances.

Clock hours of lab: 0

Clock hours of classroom lecture: 30

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: N/A

Total Clock Hours: 30

Tuition: \$380.00

Length of time in wks (1 hrs per day, 5 days per wk):

6 wks

Lecture 3.0

Lab 0

Ext

TOTAL = 3.0 Qtr Hr

HC 115 HEALTH CARE VOCABULARY

Content is designed to provide an introduction to the origins of medical terminology. A word-building system is introduced and abbreviations and symbols are discussed. Also introduced is an orientation to understanding radiographic orders and diagnostic report interpretation. Related terminology is addressed.

Clock hours of lab: 10

Clock hours of classroom lecture: 40

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: N/A

Total Clock Hours: 50

Tuition: \$700.00

Length of time in wks (2 hrs per day, 5 days per wk):

6 wks

Lecture 4.0

Lab 0.5

Ext

TOTAL = 4.5 Qtr Hr

HC 120 HEALTH CARE VOCABULARY

Content is designed to provide an introduction to the origins of medical terminology. A word-building system is introduced and abbreviations and symbols are discussed. Also introduced is an orientation to understanding radiographic orders and diagnostic report interpretation. Related terminology is addressed.

Clock hours of lab: 10

Clock hours of classroom lecture: 40

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: N/A

Total Clock Hours: 50

Tuition: \$700.00

Length of time in wks (2 hrs per day, 5 days per wk):

6 wks

Lecture 4.0

Lab 0.5

Ext

TOTAL = 4.5 Qtr Hr

HC 135 ETHICS AND LAW IN THE RADIOLOGIC SCIENCES

Content is designed to provide a fundamental background in ethics. The historical and philosophical bases of ethics, as well as the elements of ethical behavior, are discussed. The student will examine a variety of ethical issues and dilemmas found in clinical practice.

Clock hours of lab: 0

Clock hours of classroom lecture: 30

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: N/A

Total Clock Hours: 30

Tuition: \$380.00

Length of time in wks (2 hrs per day, 5 days per wk):

6 wks

Lecture 3.0

Lab 0.0

Ext

TOTAL = 3.0 Qtr Hr

ISC 101 INTRODUCTION TO COMPUTERS

Participants are introduced to the Microsoft Office program suite. Excel for spreadsheets; Word for word processing. Content includes creating, saving, retrieving, editing, formatting, enhancing, printing, and merging a variety of documents.

Clock hours of lab: 0

Clock hours of classroom lecture: 30

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: Admission to the Program Total

Clock Hours: 30

Tuition: \$380.00

Length of time in wks (2 hrs per day, 5 days per wk):

6 wks

Lecture 3.0

Lab 0.0

Ext

TOTAL = 3.0 Qtr Hr

ISC 1100 CLINICAL PRACTICE

Content and clinical practice experiences should be designed to sequentially develop, apply, critically analyze, integrate, synthesize and evaluate concepts and theories in the performance of radio logic procedures. Through structured, sequential, competency-based assignments, concepts of team practice, patient-centered clinical practice and professional development are discussed, examined and evaluated.

Clock hours of lab: 10

Clock hours of classroom lecture: 40

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: Admission to the Program.

Total Clock Hours: 50

Tuition: \$700.00

Length of time in wks (2 hrs per day, 5 days per wk):

6 wks

Lecture 4.0

Lab 0.5

Ext

TOTAL = 4.5 Qtr Hr

ISC 1301 SECTIONAL ANATOMY I

This course is and a study of human anatomy as viewed in sectional planes. Students will compare planar anatomy to sectional anatomy and recognize anatomical structures as seen in computed tomography and magnetic resonance imaging. Studies will include the cranium, brain, chest, abdomen, spine and pelvis.

Clock hours of lab: 0

Clock hours of classroom lecture: 30

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: Admission to the Program Total

Clock Hours: 30

Tuition: \$380.00

Length of time in wks (2 hrs per day, 5 days per wk):

6 wks

Lecture 3.0

Lab 0.0

Ext

TOTAL = 3.0 Qtr Hr

ISC 1302 SECTIONAL ANATOMY II

This course is the continuation of 1301. The study of human anatomy as viewed in sectional planes. Students will compare planar anatomy to sectional anatomy and recognize anatomical structures as seen in computed tomography and magnetic resonance imaging. Studies will include the cranium, brain, chest, abdomen, spine and pelvis.

Clock hours of lab: 0

Clock hours of classroom lecture: 30

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: ISC 1301

Total Clock Hours: 30

Tuition: \$380.00

Length of time in wks (2 hrs per day, 5 days per wk):

6 wks

Lecture 3.0

Lab 0.0

Ext

TOTAL = 3.0 Qtr Hr

ISC1400 DIGITAL IMAGE ACQUISITION AND DISPLAY

Content is designed to impart an understanding of the components, principles and operation of digital

imaging systems found in diagnostic radiology. Factors that impact image acquisition, display, archiving and retrieval are discussed. Guidelines for selecting exposure factors and evaluating images within a digital system assist students to bridge between film-based and digital imaging systems. Principles of digital system quality assurance and maintenance are presented.

Clock hours of lab: 0

Clock hours of classroom lecture: 30

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: Admission to the Program Total

Clock Hours: 30

Tuition: \$380.00

Length of time in wks (2 hrs per day, 5 days per wk):

6 wks

Lecture 3.0

Lab 0.0

Ext

TOTAL = 3.0 Qtr Hr

ISC 1500 FUNDAMENTALS OF RADIOLOGICAL/IMAGING SCIENCES.

This course includes the historical development of radiography, basic radiation protection, an introduction to medical terminology, ethical and legal issues for health care professionals, and an orientation to the program and the health care system.

Clock hours of lab: 0

Clock hours of classroom lecture: 30

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: Admission to the Program Total

Clock Hours: 30

Tuition: \$380.00

Length of time in wks (2 hrs per day, 5 days per wk):

6 wks

Lecture 3.0

Lab 0.0

Ext

TOTAL = 3.0 Qtr Hr

ISC 1600 PATIENT CARE

A course in patient assessment, infection control procedures, emergency and safety procedures, communication and patient interaction skills, and basic pharmacology.

Clock hours of lab: 10

Clock hours of classroom lecture: 40

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: ISC 1100, ISC 1500 Total Clock

Hours: 50

Tuition: \$700.00

Length of time in wks (2 hrs per day, 5 days per wk):

6 wks

Lecture 4.0

Lab 0.5

Ext

TOTAL = 4.5 Qtr Hr

ISC 1700 PHARMACOLOGY AND DRUG

ADMINISTRATION

Content is designed to provide basic concepts of pharmacology. The theory and practice of basic techniques of venipunctures and administration of diagnostic contrast agents and/or intravenous medications is included. The appropriate delivery of patient care during these procedures is emphasized.

Clock hours of lab: 0

Clock hours of classroom lecture: 30

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: Admission to the Program.

Total Clock Hours: 30

Tuition: \$380.00

Length of time in wks (2 hrs per day, 5 days per wk):
6 wks

Lecture	3.0
Lab	0.0
Ext	

TOTAL = 3.0 Qtr Hr

PSY 110 INTRODUCTION TO GENERAL PSYCHOLOGY

This course will describe the basic theories, principles, and concepts of psychology as they relate to behaviors and mental processes. This course will also apply psychological theories, principles, and concepts to every day life, including industry and organizations. The students will learn to compare and contrast material and information from other cultures.

Clock hours of lab: 0

Clock hours of classroom lecture: 30

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: N/A

Total Clock Hours: 30

Tuition: \$380.00

Length of time in wks (2 hrs per day, 5 days per wk):
6 wks

Lecture	3.0
Lab	0.0
Ext	

TOTAL = 3.0 Qtr Hr

MR 1101 MRI PHYSICAL PRINCIPALS

This unit provides the student with a comprehensive overview of MR imaging principles. The subjects are formatted in individual outlines and can be sequenced according to the level of knowledge desired. Topics include the history of MR, nuclear MR signal production, tissue characteristics, pulse sequencing, imaging parameters/options and image formation.

Clock hours of lab: 0

Clock hours of classroom lecture: 30

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: Admission to the Program.

Total Clock Hours: 30

Tuition: \$380.00

Length of time in wks (2 hrs per day, 5 days per wk):
6 wks

Lecture	3.0
Lab	0.0
Ext	

TOTAL = 3.0 Qtr Hr

MR 1102 MRI PHYSICAL PRINCIPALS II

This unit provides the student with a comprehensive overview of MR imaging principles. The subjects are formatted in individual outlines and can be sequenced according to the level of knowledge desired. Topics include the history of MR, nuclear MR signal production, tissue characteristics, pulse sequencing, imaging parameters/options and image formation.

Clock hours of lab: 0

Clock hours of classroom lecture: 30

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: MR 1101.

Total Clock Hours: 30

Tuition: \$380.00

Length of time in wks (2 hrs per day, 5 days per wk):
6 wks

Lecture	3.0
Lab	0.0
Ext	

TOTAL = 3.0 Qtr Hr

MR 1103 MRI PHYSICAL PRINCIPALS III

This unit provides the student with a comprehensive overview of MR imaging principles. The subjects are formatted in individual outlines and can be sequenced according to the level of knowledge desired. Topics include the history of MR, nuclear MR signal production, tissue characteristics, pulse sequencing, imaging parameters/options and image formation.

Clock hours of lab: 0

Clock hours of classroom lecture: 30

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: MR 1102

Total Clock Hours: 30

Tuition: \$380.00

Length of time in wks (2 hrs per day, 5 days per wk):
6 wks

Lecture	3.0
Lab	0.0
Ext	

TOTAL = 3.0 Qtr Hr

MR 1104 MRI PHYSICAL PRINCIPALS IV

This unit provides the student with a comprehensive overview of MR imaging principles. The subjects are formatted in individual outlines and can be sequenced according to the level of knowledge desired. Topics include the history of MR, nuclear MR signal production, tissue characteristics, pulse sequencing, imaging parameters/options and image formation.

Clock hours of lab: 0

Clock hours of classroom lecture: 30

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: MR 1103

Total Clock Hours: 30

Tuition: \$380.00

Length of time in wks (2 hrs per day, 5 days per wk):

6 wks

Lecture 3.0

Lab 0.0

Ext

TOTAL = 3.0 Qtr Hr

MR 1201 MRI PROCEDURES I

This course introduces the student to clinical aspects of MRI procedures. The first semester of a two-semester sequence, this course covers the procedures that are performed as described through the clinical performance objectives of the entry level, level 1 and level 2 (brain, IAC, sella turcica, orbits, cervical spine, thoracic spine, lumbar spine).

Clock hours of lab: 0

Clock hours of classroom lecture: 30

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: Admission to the program

Total Clock Hours: 30

Tuition: \$380.00

Length of time in wks (2 hrs per day, 5 days per wk):

6 wks

Lecture 3.0

Lab 0.0

Ext

TOTAL = 3.0 Qtr Hr

MR 1202 MRI PROCEDURES II

The continuation of MR 1201, this course continues the introduction to clinical aspects of MRI procedures. The course covers procedures that are performed as described through the clinical performance objectives of level 3 and level 4 knee joint, hip joint, ankle joint and shoulder joint).

Clock hours of lab: 0

Clock hours of classroom lecture: 30

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: MR 1201

Total Clock Hours: 30

Tuition: \$380.00

Length of time in wks (2 hrs per day, 5 days per wk):

6 wks

Lecture 3.0

Lab 0.0

Ext

TOTAL = 3.0 Qtr Hr

MR 1203 MRI Procedures III

The continuation of MR 1202, this course continues the introduction to clinical aspects of MRI procedures. The course covers procedures that are performed as

described through the clinical performance objectives of level 3 and level 4 (elbow joint, wrist joint, long bones, female pelvis, male pelvis).

Learning Outcomes: The student will master the manipulation of equipment; position and alignment of anatomical structures and equipment; and evaluate images for proper demonstration of anatomy and pathology.

Clock hours of lab: 0

Clock hours of classroom lecture: 30

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: MR 1202

Total Clock Hours: 30

Tuition: \$380.00

Length of time in wks (2 hrs per day, 5 days per wk):

6 wks

Lecture 3.0

Lab 0.0

Ext

TOTAL = 3.0 Qtr Hr

MR 1204 MRI Procedures IV

The continuation of MR 1203, this course continues the introduction to clinical aspects of MRI procedures. The course covers procedures that are performed as described through the clinical performance objectives of level 3 and level 4 abdomen, liver, pancreas, MRCP, renal and adrenals, thorax and mediastinum, MRA of the head, carotids, abdominal MRA, and advance MRI procedures).

Clock hours of lab: 0

Clock hours of classroom lecture: 30

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: MR 1203

Total Clock Hours: 30

Tuition: \$380.00

Length of time in wks (2 hrs per day, 5 days per wk):

6 wks

Lecture 3.0

Lab 0.0

Ext

TOTAL = 3.0 Qtr Hr

MR 1301 MRI PULSE SEQUENCES/IMAGE FORMATION

This unit is designed to provide the student with a comprehensive overview of MR pulse sequences, image formation and image contrast. Pulse sequences include spin echo, fast spin echo, gradient echo, inversion recovery, echo planar, parallel imaging and spectroscopy. In addition, tissue characteristics, contrast agents and post-processing techniques are covered.

Clock hours of lab: 0

Clock hours of classroom lecture: 30

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: Admission to the program

Total Clock Hours: 30

Tuition: \$380.00

Length of time in wks (2 hrs per day, 5 days per wk):

6 wks

Lecture 3.0

Lab 0.0

Ext

TOTAL = 3.0 Qtr Hr

MR 1302 MRI PULSE SEQUENCES/IMAGE FORMATION

This unit is a continuation of MR 1301, and is designed to provide the student with a comprehensive overview of MR pulse sequences, image formation and image contrast. Pulse sequences include spin echo, fast spin echo, gradient echo, inversion recovery, echo planar, parallel imaging and spectroscopy. In addition, tissue characteristics, contrast agents and post-processing techniques are covered.

Clock hours of lab: 0

Clock hours of classroom lecture: 30

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: 1302

Total Clock Hours: 30

Tuition: \$380.00

Length of time in wks (2 hrs per day, 5 days per wk):

6 wks

Lecture 3.0

Lab 0.0

Ext

TOTAL = 3.0 Qtr Hr

MR 1400 MRI INSTRUMENTATION AND SAFETY

Magnetic resonance imaging parameters are introduced. The formation of the MR signal is discussed as well as the essential components of an MR imaging system. Magnetic safety precautions that affect both patient and operator are discussed.

Clock hours of lab: 0

Clock hours of classroom lecture: 30

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: Admission to the program

Total Clock Hours: 30

Tuition: \$380.00

Length of time in wks (2 hrs per day, 5 days per wk):

6 wks

Lecture 3.0

Lab 0.0

Ext

TOTAL = 3.0 Qtr Hr

MR 1501 MRI PATHOLOGY

The major pathologic conditions diagnosed by magnetic resonance imaging are presented. Emphasis is placed on pathology affecting the cranial cavity, vertebral column, and the major orthopedic applications for the knee and shoulder. The signal

characteristics for the specified pathologic condition are discussed.

Clock hours of lab: 0

Clock hours of classroom lecture: 30

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: Admission to the program Total Clock Hours: 30

Tuition: \$380.00

Length of time in wks (2 hrs per day, 5 days per wk):

6 wks

Lecture 3.0

Lab 0.0

Ext

TOTAL = 3.0 Qtr Hr

MR 1502 MRI PATHOLOGY

This course is a continuation of MR 1501. The major pathologic conditions diagnosed by magnetic resonance imaging are presented. Emphasis is placed on pathology affecting the cranial cavity, vertebral column, and the major orthopedic applications for the knee and shoulder. The signal characteristics for the specified pathologic condition are discussed.

Clock hours of lab: 0

Clock hours of classroom lecture: 30

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: MR 1501

Total Clock Hours: 30

Tuition: \$380.00

Length of time in wks (2 hrs per day, 5 days per wk):

6 wks

Lecture 3.0

Lab 0.0

Ext

TOTAL = 3.0 Qtr Hr

MR 1601 MRI INSTRUMENTATION AND IMAGING

This unit provides a comprehensive overview of the instrumentation associated with MR imaging. The subjects are formatted in individual outlines and can be sequenced according to level of knowledge desired. Topics include: magnetism, properties of magnetism, MR system components, MR magnets (permanent, resistive, superconducting, hybrid), radio frequency (RF) systems, gradient systems, shim systems and system shielding.

Clock hours of lab: 0

Clock hours of classroom lecture: 30

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: Admission to the program Total Clock Hours: 30

Tuition: \$380.00

Length of time in wks (2 hrs per day, 5 days per wk):

6 wks

Lecture 30

Lab 0.0

Ext

TOTAL = 3.0 Qtr Hr

MR 1602 MRI INSTRUMENTATION AND IMAGING

This unit is a continuation of MR1601, and provides a comprehensive overview of the instrumentation associated with MR imaging. The subjects are formatted in individual outlines and can be sequenced according to level of knowledge desired. Topics include: magnetism, properties of magnetism, MR system components, MR magnets (permanent, resistive, superconducting, hybrid), radio frequency (RF) systems, gradient systems, shim systems and system shielding.

Clock hours of lab: 0

Clock hours of classroom lecture: 30

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: MR 1601

Total Clock Hours: 30

Tuition: \$380.00

Length of time in wks (2 hrs per day, 5 days per wk):

6 wks	
Lecture	3.0
Lab	0.0
Ext	

TOTAL = 3.0 Qtr Hr

MR 1701 MRI PARAMETERS & IMAGING OPTIONS

This course provides the student with knowledge of the parameters and imaging options used to create MR images. In addition, the content introduces quality assurance measures used in maintaining image quality.

Clock hours of lab: 0

Clock hours of classroom lecture: 30

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: N/A

Total Clock Hours: 30

Tuition: \$380.00

Length of time in wks (2 hrs per day, 5 days per wk):

6 wks	
Lecture	3.0
Lab	0.0
Ext	

TOTAL = 3.0 Qtr Hr

MR 1702 MRI PARAMETERS & IMAGING OPTIONS

This course is a continuation of MR 1701, and provides the student with knowledge of the parameters and imaging options used to create MR images. In addition, the content introduces quality assurance measures used in maintaining image quality.

Clock hours of lab: 0

Clock hours of classroom lecture: 30

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: 1702

Total Clock Hours: 30

Tuition: \$380.00

Length of time in wks (2 hrs per day, 5 days per wk):

6 wks	
Lecture	3.0
Lab	0.0
Ext	

TOTAL = 3.0 Qtr Hr

MR 1801 REGISTRY PREPERATION COURSE

This is a capstone course focusing on the synthesis of professional knowledge, skills, and attitudes in preparation for certification examination and lifelong learning.

Clock hours of lab: 0

Clock hours of classroom lecture: 30

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: 2002

Total Clock Hours: 30

Tuition: \$380.00

Length of time in wks (2 hrs per day, 5 days per wk):

6 wks	
Lecture	3.0
Lab	0.0
Ext	

TOTAL = 3.0 Qtr Hr

MR 1802 REGISTRY PREPERATION COURSE

This is a capstone course focusing on the synthesis of professional knowledge, skills, and attitudes in preparation for certification examination and lifelong learning.

Clock hours of lab: 0

Clock hours of classroom lecture: 30

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: 2003

Total Clock Hours: 30

Tuition: \$380.00

Length of time in wks (2 hrs per day, 5 days per wk):

6 wks	
Lecture	3.0
Lab	0.0
Ext	

TOTAL = 3.0 Qtr Hr

MR 2001 MRI CLINICAL EXPERIENCE I

Under direct and indirect supervision, students observe and perform the clinical aspects of the field of magnetic resonance imaging. Students must complete 240 hours of MRI clinical experience. Prerequisites: Permission of MRI program director, current CPR certification, MRI magnetic safety screening, and health screening/physical examination.

Clock hours of Externship: 200

Clock hours of classroom lecture: 0

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: Successful completion of program content to this point.

Total Clock Hours: 200**Tuition: \$ 2,200.00**

Length of time in wks (6 hrs per day, 5 days per wk):

6 wks

Lecture 0.0

Lab 0.0

Ext 6.5

TOTAL = 6.5 Qtr Hr

MR 2002 MRI CLINICAL EXPERIENCE II

This course is a continuation of Clinical Experience I. Under direct and indirect supervision, students observe and perform the clinical aspects of the field of magnetic resonance imaging. Students complete 384 hours of MRI clinical experience and complete clinical competency examinations.

Clock hours of Externship: 200**Clock hours of classroom lecture: 0**

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: MR 2001**Total Clock Hours: 200****Tuition: \$ 2,200.00**

Length of time in wks (6 hrs per day, 5 days per wk):

6 wks

Lecture 0.0

Lab 0.0

Ext 6.5

TOTAL = 6.5 Qtr Hr

MR 2003 MRI CLINICAL EXPERIENCE III

This course is a continuation of Clinical Experience II. Under direct and indirect supervision, students observe and perform the clinical aspects of the field of magnetic resonance imaging. Students complete 384 hours of MRI clinical experience and complete clinical competency examinations.

Clock hours of Externship: 200**Clock hours of classroom lecture: 0**

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: MR 2002**Total Clock Hours: 200****Tuition: \$ 2,200.00**

Length of time in wks (6 hrs per day, 5 days per wk):

6 wks

Lecture 0.0

Lab 0.0

Ext 6.5

TOTAL = 6.5 Qtr Hr

MR 2004 MRI CLINICAL EXPERIENCE IV

This course is a continuation of Clinical Experience III. Under direct and indirect supervision, students observe and perform the clinical aspects of the field of magnetic resonance imaging. Students complete 384 hours of MRI clinical experience and complete clinical competency examinations. Prerequisites: Permission of MRI program director, current CPR certification, MRI magnetic safety screening and health screening/physical examination program.

Clock hours of Externship: 200**Clock hours of classroom lecture: 0**

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: MR 2003**Total Clock Hours: 200****Tuition: \$ 2,200.00**

Length of time in wks (6 hrs per day, 5 days per wk):

6 wks

Lecture 0.0

Lab 0.0

Ext 6.5

TOTAL = 6.5 Qtr Hr

MR 2005 MRI CLINICAL EXPERIENCE V

This course is a continuation of Clinical Experience IV. Under direct and indirect supervision, students observe and perform the clinical aspects of the field of magnetic resonance imaging. Students complete 384 hours of MRI clinical experience and complete clinical competency examinations. Prerequisites: Permission of MRI program director, current CPR certification, MRI magnetic safety screening and health screening/physical examination program.

Clock hours of Externship: 200**Clock hours of classroom lecture: 0**

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: MR 2004**Total Clock Hours: 200****Tuition: \$ 2,200.00**

Length of time in wks (6 hrs per day, 5 days per wk):

6 wks

Lecture 0.0

Lab 0.0

Ext 6.5

TOTAL = 6.5 Qtr Hr

PSY 110: Introduction to general Psychology

This course will describe the basic theories, principles, and concepts of psychology as they relate to behaviors and mental processes. This course will also apply psychological theories, principles, and concepts to every day life, including industry and organizations.

The students will learn to compare and contrast material and information from other cultures.

Clock hours of lab: 0**Clock hours of classroom lecture: 30**

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: N/A**Total Clock Hours: 30****Tuition: \$380.00**

Length of time in wks (1 hrs per day, 5 days per wk):

6 wks

Lecture 3.0

Lab 0.0

Ext

TOTAL = 3.0 Qtr Hr

ASSOCIATE OF APPLIED SCIENCE DEGREE IN AUTOMOTIVE TECHNOLOGY

PROGRAM DESCRIPTION

The Associate of Applied Science Degree in Automotive Technology Program is designed to assist students in gaining the necessary skills and abilities to work in a mechanical environment. Students will learn the basic preventative maintenance procedures for gasoline engines, brakes systems, transmission, electrical systems, trans-axels, diagnostic equipment, steering and suspension. Students will gain experience working with domestic and imported vehicles. Students will gain experience working with computer diagnostic systems and HVAC. Students whom complete this program will be eligible to work at various mechanic shops.

Admissions requirements:

1. A high school diploma or its equivalency is required for admission into the program;
2. Successful interview with an intake (admissions) counselor
3. Student must have a valid driver's license

Definition of Academic Year: An academic year will consist of 30 instruction weeks and 36 quarter credit hours.

Full Time Status: Student's enrollment status will be considered full time if they are enrolled in at least 8.0 credit hours in a six week period.

The program content is offered through lecture, laboratory, and externship experience.

Program Delivery: Residential

Program Length: 1400 (Clock Hours)

	64 Weeks		
	114.0 Credit Hours		
		Total Lecture Hours:	950 Hours
		Total Lab Hours:	260 Hours
		Total Externship Hours:	190 Hours
Total Program Price:	\$ 26,075.00	Total Program Hours:	1400 Hours
Tuition:	\$ 23,300.00	Total Length of Time:	64 Weeks
Tool Set Fee:	\$ 1000.00	Total Credit Hours:	114.0 Credits
Book Fee:	\$ 975.00		
Electronic Reader Fee:	\$ 800.00		

ABS 101 Auto Brake Systems

In this course the student will study the modern day braking system used on today's vehicles. They will cover the design, operation and repair of hydraulic brakes along with antilock braking system. In the automotive shop the student will practice proper inspection and troubleshooting techniques on live trainers. The student will inspect and diagnose both ABS and non ABS brake systems. Students will practice measuring as well as resurfacing both brake rotors and brake drums. The hydraulic portion of the braking system will also be covered in this module.

Clock hours of lab: 30

Clock hours of classroom lecture: 90

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: NA

Total Clock Hours: 120

Tuition: \$2000.00

Length of time in wks (4 hrs per day, 5 days per wk):

6 wks

Lecture 9.0

Lab 1.5

Ext

TOTAL = 10.5 Qtr Hr

ADT 101 Automotive Drive Train

During this module the student will be introduced into all the different components that make up the automotive drive train. Some of these components include the clutch, standard transmission, drive shaft, u-joints, and differential and drive axles. The student will study the design, operation and repair procedures associated with these units. The main focus will be on front wheel drive vehicles however rear wheel drive vehicle will also be covered in this module.

Clock hours of lab: 30

Clock hours of classroom lecture: 90

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: SSA 101

Total Clock Hours: 120

Tuition: \$2000.00

Length of time in wks (4 hrs per day, 5 days per wk):

6 wks

Lecture 9.0

Lab 1.5

Ext

TOTAL = 10.5 Qtr Hr

AED 101 Automotive Engine Diagnostics

During this module the student will be introduced to computer systems used on today's complex fuel-efficient engines. Students will study basic computer sensors, circuits and operation. Students will study, test and replace everything from the input sensors to

the actuators that keep these engines running. Fuel pumps, fuel injectors, fuel pressure regulators, ignition distributors, ignition coils, input sensor and actuators are just some of the components used on the modern gasoline engine that students will be working with. Scan tools will be used to monitor the same data that the engine computer uses to run the engine. Students will use this information to repair simple misfire problems to more difficult drivability issues.

Clock hours of lab: 30

Clock hours of classroom lecture: 90

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: HVAC 102

Total Clock Hours: 120

Tuition: \$2000.00

Length of time in wks (4 hrs per day, 5 days per wk):

6 wks

Lecture 9.0

Lab 1.5

Ext

TOTAL = 10.5 Qtr Hr

AES 101 Automotive Electric System

This course will introduce the student to basic electricity and electronics. The study of ohm's law will allow the student to understand electrical circuits and other electrical components. The student will identify electrical components; work with batteries, starters, alternators and electrical circuits. The student will use a digital volt ohm meter (DVOM) on various circuits and components. Available voltage, voltage drop and amperage are some of the test that will be performed in the shop on various types of circuits. Circuit protection devices, relays, motors, starters and alternators will also be tested in the shop.

Clock hours of lab: 30

Clock hours of classroom lecture: 90

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: NA

Total Clock Hours: 120

Tuition: \$2000.00

Length of time in wks (4 hrs per day, 5 days per wk):

6 wks

Lecture 9.0

Lab 1.5

Ext

TOTAL = 10.5 Qtr Hr

APM 101 Automotive Preventative Maintenance

In this course the student will perform Preventive Maintenance Inspections (PMI) on passenger car and light duty trucks. The student will cover how to properly perform PMI's and which items to inspect. Some of the systems checked during the inspection include the cooling system, engine, drive train, tires, wheels, brakes, steering, suspension and electrical systems. Students will use electronic service manuals and database systems to find and follow manufacturer service schedules. The student will have an

opportunity to review any material (previously covered) they feel they may need help with.

Clock hours of lab: 30

Clock hours of classroom lecture: 90

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: AED 101

Total Clock Hours: 120

Tuition: \$2000.00

Length of time in wks (4 hrs per day, 5 days per wk):

6 wks

Lecture 9.0

Lab 1.5

Ext

TOTAL = 10.5 Qtr Hr

AT 101 Automotive Transmission

During this module the student will be introduced into the world of automatic transmissions. Students will study hydraulic principles, rules of engagement, maintenance and service procedures that apply to automatic transmissions. Students will perform transmission inspections, oil pressure test, stall test as well as shift point test in order to properly diagnose transmission performance problems. Oil seals, different types of 'O' rings, oil pumps, shift solenoids, clutch packs, planetary gear sets, torque converters, input devices and actuators are just some of the transmission components that will be covered.

Clock hours of lab: 30

Clock hours of classroom lecture: 90

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: ADT 101

Total Clock Hours: 120

Tuition: \$2000.00

Length of time in wks (4 hrs per day, 5 days per wk):

6 wks

Lecture 9.0

Lab 1.5

Ext

TOTAL = 10.5 Qtr Hr

BC 110 BUSINESS COMMUNICATION

This course examines basic interpersonal communication processes with practical applications for the business environment. Issues regarding cross-cultural communications and ethical considerations in business communication are discussed. The course will emphasize planning, organizing and delivering oral presentation in business setting

Clock hours of lab: 0

Clock hours of classroom lecture: 30

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: NA

Total Clock Hours: 30

Tuition: \$380.00

Length of time in wks (1 hr per day, 5 days per wk): 6 wks

Lecture 3.0

Lab 0.0

Ext 0.0

TOTAL = 3.0 Qtr Hr

BM 110 BUSINESS MATH

This course is designed for all business students. The course will assist students in reaching a level of increased competence in mathematics and expanded understanding of the applications of mathematical concepts in business activities. Emphasis is placed upon learning mathematical concepts through practical application to common business problems.

Clock hours of lab: 0

Clock hours of classroom lecture: 30

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: N/A

Total Clock Hours: 30

Tuition: \$380.00

Length of time in wks (1 hrs per day, 5 days per wk): 6 wks

Lecture 3.0

Lab 0.0

Ext 0.0

TOTAL = 3.0 Qtr Hr

CIS 110 SPREADSHEETS

The course provides instruction in the operation of spreadsheet software. The student will learn spreadsheet software features while completing real-world business projects. The course provides instruction in analyzing data, making business decisions and simple calculations in an excel worksheet.

Clock hours of lab: 10

Clock hours of classroom lecture: 40

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: NA

Total Clock Hours: 50

Tuition: \$700.00

Length of time in wks (2 hrs per day, 5 days per wk): 6 wks

Lecture 4.0

Lab 0.5

Ext

TOTAL = 4.5 Qtr Hr

CIS 133 GRAPHIC DESIGN

The course provides an introduction to elements of design, spatial relationships, typography and imagery as they apply to practical visual solutions for self-promotion, resumes, logo design, web design, and sequential systems. This class will instruct the student in graphic design skills employing traditional and digital tools, materials and procedures employed in the communication arts industry. The focus will be on combining creative visual solutions with technical skills to solve communication problems

Clock hours of lab: 10

Clock hours of classroom lecture: 40

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: NA

Total Clock Hours: 50

Tuition: \$700.00

Length of time in wks (2 hrs per day, 5 days per wk):

6 wks

Lecture 4.5

Lab 0.5

Ext

TOTAL = 4.5 Qtr Hr

ENG 110 ENGLISH I

This course includes introduction to literary analysis, investigation/review of topic-selection processes, development of possible thesis statements, outlining as it relates to support for a selected thesis statement, over-all study of the research process, practice and emphasis on critical thinking skills in literary analysis, and experience in writing literary research papers using available resources.

Clock hours of lab: 0

Clock hours of classroom lecture: 30

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: N/A

Total Clock Hours: 30

Tuition: \$380.00

Length of time in wks (1 hrs per day, 5 days per wk):

6 wks

Lecture 3.0

Lab 0.0

Ext 0.0

TOTAL = 3.0 Qtr Hr

ENG 121 ENGLISH II

English II places emphasis upon the effective use of the English language in both oral and written communications. Students study world literature with a focus on the literary forms of drama and the novel. Basic skills of reading, writing, speaking, and listening continue to receive primary emphasis. Essays, plays, poetry, and short stories will be read this year

Clock hours of lab: 0

Clock hours of classroom lecture: 30

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: ENG 101

Total Clock Hours: 30

Tuition: \$380.00

Length of time in wks (1 hrs per day, 5 days per wk):

6 wks

Lecture 3.0

Lab 0.0

Ext 0.0

TOTAL = 3.0 Qtr Hr

EX-AAS AT 101 Externship

The student will learn how to apply the skills acquired in the course work for Automotive Technology in a hands-on work environment. The student spends 190 hours in a diesel technician environment utilizing the skills learned in the classroom and lab setting. This course fine tunes the skills learned and reinforces the role and functions of diesel technician. The externship will be an unpaid, supervised experience in a typical diesel technician environment.

Clock hours of lab: 0

Clock hours of classroom lecture: 0

Clock hours of Externship: 190

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: Successful completion of program content to this point.

Total Clock Hours: 190

Tuition: \$2000.00

Length of time in wks (6.5 hrs per day, 5 days per wk): 6 wks

Lecture 0.0

Lab 0.0

Ext 6.0

TOTAL = 6.0 Qtr Hr

GCE 101 Gasoline Engine Theory

In this course the student will study the modern Internal Combustion Engine. The theory portion of this course will explain the purpose, function and repairs associated with the internal combustion gasoline engine. The hands on portion of this module will allow the student to gain knowledge and experience on the gasoline internal combustion engine. The student will discuss, inspect, disassemble, measure and reassemble the gasoline internal combustion engine. Upon completion of this course the student will understand the function of the gasoline internal combustion engine.

Clock hours of lab: 30

Clock hours of classroom lecture: 90

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: NA

Total Clock Hours: 120

Tuition: \$2000.00

Length of time in wks (4 hrs per day, 5 days per wk):

6 wks

Lecture 9.0

Lab 1.5

Ext

TOTAL = 10.5 Qtr Hr

HVAC 102 Automotive HVAC

Heating, ventilation and air conditioning will be the main topics studied in this module. The student will be prepared to understand, diagnose and service the HVAC units in today's complex vehicles. This course will cover the principles of heating and cooling, component identification and service procedures. The student will cover state and federal regulations regarding automotive type refrigerants. The student will take ASE's Recovery and Recycling Certification Examination.

Clock hours of lab: 30

Clock hours of classroom lecture: 90

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: AT 101

Total Clock Hours: 120

Tuition: \$2000.00

Length of time in wks (4 hrs per day, 5 days per wk):

6 wks	
Lecture	9.0
Lab	1.5
Ext	

TOTAL = 10.5 Qtr Hr

PSY 110 INTRODUCTION TO GENERAL PSYCHOLOGY

This course will describe the basic theories, principles, and concepts of psychology as they relate to behaviors and mental processes. This course will also apply psychological theories, principles, and concepts to every day life, including industry and organizations. The students will learn to compare and contrast material and information from other cultures.

Clock hours of lab: 0

Clock hours of classroom lecture: 30

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: NA

Total Clock Hours: 30

Tuition: \$380.00

Length of time in wks (1 hrs per day, 5 days per wk):

6 wks	
Lecture	1.0
Lab	1.0
Ext	

TOTAL = 3.0 Qtr Hr

SSA 101 Auto Suspension & Steering

Rack and pinion steering, electronic steering, Mc Pherson Struts and air suspension are just some of the items covered in this module. Component identification, suspension inspection, alignment procedures, alignment angels and theory will also be studied. The student will student all the major types of suspension and steering systems used on today's vehicles. This will allow the student to effectively inspect and repair these systems. A good understanding of these systems is necessary to maintain these systems in good working order and more importantly in a safe operating condition.

Clock hours of lab: 30

Clock hours of classroom lecture: 90

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: ABS 101

Total Clock Hours: 120

Tuition: \$2000.00

Length of time in wks (4 hrs per day, 5 days per wk):

6 wks	
Lecture	9.0
Lab	1.5
Ext	

TOTAL = 10.5 Qtr

Approved and Regulated Statement:

“Approved and Regulated by the Texas Workforce Commission, Career Schools, Austin, Texas”

True and Correct Statement:

The information contained in this catalog is true and correct to the best of my knowledge.

Yolanda Arriola, President