



LEARN WELL. LIVE WELL.



COURSE CATALOG

Volume 16

January 2014

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ACADEMIC CALENDAR

TERM START DATES 2013-2014

ON-START

	Week 1 Begins	Week 10 Ends
2012		
Term 1	Jan. 2, 2012	Mar. 10, 2012
Term 2	Mar. 12, 2012	May 19, 2012
Term 3	May 21, 2012	July 28, 2012
Term 4	July 30, 2012	Oct. 6, 2012
Term 5	Oct. 8, 2012	Dec. 15, 2012
2013		
Term 1	Jan. 7, 2013	Mar. 16, 2013
Term 2	Mar. 18, 2013	May 25, 2013
Term 3	May 27, 2013	Aug. 3, 2013
Term 4	Aug. 5, 2013	Oct. 12, 2013
Term 5	Oct. 14, 2013	Dec. 21, 2013
2014		
Term 1	Jan. 6, 2014	Mar. 15, 2014
Term 2	Mar. 17, 2014	May 24, 2014
Term 3	May 26, 2014	Aug. 2, 2014
Term 4	Aug. 4, 2014	Oct. 11, 2014
Term 5	Oct. 13, 2014	Dec. 20, 2014
2015		
Term 1	Jan. 5, 2015	Mar. 14, 2015
Term 2	Mar. 10, 2015	May 23, 2015
Term 3	May 25, 2015	Aug. 1, 2015
Term 4	Aug. 3, 2015	Oct. 10, 2015
Term 5	Oct. 12, 2015	Dec. 19, 2015

OFF-START

	Week 6 Begins	Week 10 Ends
2012		
Term 1	Feb. 6, 2012	Mar. 10, 2012
Term 2	Apr. 16, 2012	May 19, 2012
Term 3	June 25, 2012	July 28, 2012
Term 4	Sept. 3, 2012	Oct. 6, 2012
Term 5	Nov. 12, 2012	Dec. 15, 2012
2013		
Term 1	Feb. 11, 2013	Mar. 16, 2013
Term 2	Apr. 22, 2013	May 25, 2013
Term 3	July 1, 2013	Aug. 3, 2013
Term 4	Sept. 9, 2013	Oct. 12, 2013
Term 5	Nov. 18, 2013	Dec. 21, 2013
2014		
Term 1	Feb. 10, 2014	Mar. 15, 2014
Term 2	Apr. 21, 2014	May 24, 2014
Term 3	June 30, 2014	Aug. 2, 2014
Term 4	Sept. 8, 2014	Oct. 11, 2014
Term 5	Nov. 17, 2014	Dec. 20, 2014
2015		
Term 1	Feb. 9, 2015	Mar. 14, 2015
Term 2	Apr. 20, 2015	May 23, 2015
Term 3	Jun. 29, 2015	Aug. 1, 2015
Term 4	Sept. 7, 2015	Oct. 10, 2015
Term 5	Nov. 16, 2015	Dec. 19, 2015

*Students who begin their program on the "off start" will complete their program 5 weeks later than the stated program length.

HOLIDAYS

ATA does not hold classes on the following national and public holidays:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day

- Thanksgiving Break: Thanksgiving Day and the Friday and Saturday following
- Holiday Break: December 22–January 5
- Holiday Break 2014: December 21, 2014–January 4, 2015

ORGANIZATION AND STRUCTURE

Organization and Structure

A Technological Advantage, DBA, ATA College, ATA Corporate Training is wholly owned by A Technological Advantage, Inc., a Kentucky Corporation.
502-371-8330 : 502-371-8598 (fax)

CORPORATE OFFICER

Donald Jones President & CEO

ADMINISTRATION AND SUPPORT

Donald Jones President & CEO

Jeremy Wright Controller

Cindy Landry..... Director of Accreditation/Compliance

Regina Thoman..... Registrar

Katie Bechtold Career Services Advisor

Kathy Johnson Career Services Advisor

Hillary Harris Career Services Advisor

Brett Weber Chief Operating Officer/Director of Career Services

Michelle Jones Education Specialist

Lauren Breslin Administrative Manager

Meredith Breslin..... Student Services

ADMISSIONS

Kyle Riggs Director of Admissions

Tricia DeGeorge Admissions Representative

McCall Marshall Admissions Representative

Matthew Sherfield Admissions Representative

Jordan Maier Admissions Representative

Kevin Jones..... Admissions Representative

FINANCIAL ASSISTANCE

April Tretter..... Director Financial Aid

Russell Early Financial Aid Advisor

Mary Conley Financial Aid Advisor

Ashley Leonard Financial Aid Advisor

ORGANIZATION AND STRUCTURE

FACULTY

See Catalog Addendum "A"

BOARD OF DIRECTORS

Donald A. Jones, President, CEO, & Board Chair
10180 Linn Station Road
Louisville, KY 40223

Brian Wilson, Vice Chair
c/o Innovative Capital, LLP
2401 Tee Circle, Suite 102
Norman, OK 73069

Brett Weber, Chief Operating Officer
and Corporate Secretary
10180 Linn Station Road
Louisville, KY 40223

ACCREDITATION, APPROVALS, AND MEMBERSHIPS

ACCREDITATION - INSTITUTIONAL

Accredited by the Accrediting Bureau of Health Education Schools
7777 Leesburg Pike, Suite 314N
Falls Church, VA 22043

APPROVALS AND MEMBERSHIPS

Kentucky Commission for Proprietary Education

Kentucky Board of Nursing - Conditional Approval

Cabinet for Health and Family Services Kentucky Radiation Health Branch

Kentucky Board of Dentistry

Indiana State Department of Health Medical Radiology Services (Dental X-ray)

Vocational Rehabilitation, Departments of Kentucky and Indiana

American Academy of Professional Coders

Specific programs at ATA College Louisville are approved for persons eligible to receive VA educational benefits; contact the school's VA Certifying Official for a list of the programs.

This institution is regulated by:

The Indiana Board for Proprietary Education

101 West Ohio Street, Suite 670

Indianapolis, IN 46204-1984

317.464.4400 Ext. 138

317. 464. 4400 Ext. 141

WELCOME

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Welcome!

In today's competitive society, it is of the utmost importance that today's workforce be well prepared with basic and practical skills, techniques, and knowledge which will help to ensure the future. This in turn will enable the individual to reach social and economic goals, thereby providing a greater sense of security. ATA's primary emphasis is to keep pace with new technologies and advancements that occur rapidly in today's business and educational areas.

ATA College is committed to remain vigilant to the rapid changes and new developments in today's world and offer education and training opportunities to individuals wishing to pursue career change or advancement. We want all of our students to be able to "Learn Well. Live Well."

Don Jones, *President & CEO*

HISTORY

ATA College has its roots in the information technology field having offered programs of study since 1994 in various aspects of computer technology. In the fall of 2003 the decision was made to focus on allied health programming and to seek accreditation for the school. Two and one half years later in the fall of 2005, the school gained accreditation status with the Accrediting Bureau of Health Education Schools (ABHES).

MISSION STATEMENT

ATA College is committed to providing quality instruction, hands-on training and effective career preparation in a comfortable environment that facilitates the learning experience.

NOTICE

The provisions of this publication are not to be regarded as an irrevocable contract between the student and the school. The school, through appropriate action, reserves the right to change any provision or requirement at any time within the student's term of attendance. ATA reserves the right to change fees, policies, regulations and calendar or to revise programs of study as deemed necessary and desirable. Any such changes would only occur provided they are within the terms and conditions of the enrollment agreement between ATA and the student. Additionally no undue hardship or disruption to the program of study would be placed upon the student. ATA also reserves the right to delay and/or cancel a program start when the number of students scheduled to start is too small economically to start the class. A student may elect to accept the new start date or have all monies refunded, if applicable.

ATA offers equal opportunity without distinction or discrimination on the basis of race, color, gender, religion, age, marital status, national origin, sexual orientation or disability in any of its activities or employment practices.

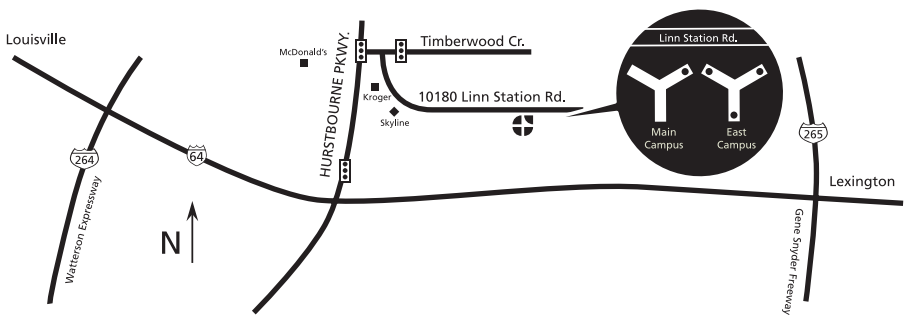
1 LOCATION

LOCATION

The ATA College facility is located in an office park type area. The school is close to restaurants and hotels for the convenience of our students. Adequate parking facilities are available to students at no expense during both day and evening classes. All ATA facilities are handicap accessible.

ATA has up-to-date computer equipment in every classroom. Each computer is loaded with current applications of software and is updated as needed. Each classroom is furnished with ample desk space and comfortable seating. Overhead projectors are also located in each classroom. ATA has 20 classrooms available, which will seat from 12 to 30 students comfortably, a practical nursing lab, medical assisting lab, limited medical radiography lab, phlebotomy lab, and a student resource room. The facility is well lit and climate controlled.

ATA currently instructs Dental Assisting students in lab classes at the office of Drs. Pierce & Mitchell, 4825 S. 3rd Street, Louisville, KY, approximately 11 miles from the ATA facilities. This office is equipped with 10 operatories including 6 radiography machines and a wet lab.



Location

10180 Linn Station Rd., Suite A200, Louisville, KY 40223

10200 Linn Station Rd., Suite 335, Louisville, KY 40223

ADMISSIONS

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2 ADMISSIONS

ADMISSION PHILOSOPHY

The Office of Admission supports the mission of ATA College. Consistent with the college's mission of providing quality instruction, hands on training and effective career preparation, the Office of Admission seeks to enroll and retain an academically talented student body who show promise of success in college and who enrich the learning community and represent the diverse society they serve.

GENERAL INFORMATION

The general ATA College admission requirements and procedures are outlined below. Students should direct all admissions inquiries to:

ATA College

Office of Admission
10180 Linn Station Rd., Ste. A-200
Louisville, KY 40223
(502) 371-8330

All applicants should be aware that certain programs have additional admission standards and criteria beyond those for general admission. The Office of Admission will notify each student in writing via US Mail of acceptance or denial to the college. ATA Admissions Representatives cannot make any guarantees to the applicant with regard to acceptance to the college, transfer of credit to or from the college, or class schedules.

All applicants to ATA College must authorize ATA to perform a background check. Background checks include, but are not limited to: criminal record check, social security number validation, and sex offender registry check. All information collected in the background check is considered in the selective admission process. Applicants with felony convictions will not be accepted to ATA College. Additionally, ATA may decline admission to applicants who, in ATA's sole opinion, may have difficulty finding employment in their field of application as a result of issues disclosed on their background check.

ATA is open to all applicants without discrimination on the basis of race, color, gender, religion, national origin, age, marital status, sexual orientation or disabilities in any of its programs, activities, or employment practices. ATA does not discriminate against individuals on the basis of physical and/or mental disability. ATA may provide reasonable accommodations, including auxiliary aids and services to qualified individuals unless providing such accommodations would result in an undue burden or alter the nature of the program or benefit from the program or service provided by ATA College. ATA will refer individuals with disabilities to the appropriate agencies for assistance financially as well as for professional support beyond the scope of ATA. Any disagreements would be addressed through the ATA College grievance procedures.

MINIMUM ELIGIBILITY REQUIREMENT

ATA College's minimum requirements for application in a certificate, diploma or degree program are to be either a high school graduate or have a GED certificate. All potential students are required to meet with an ATA admissions representative for an admission interview and to tour the ATA facility.

HOME SCHOOLED APPLICANTS

Applicants who have been home schooled will be asked to provide verification that they have completed the minimum course of study and met content standards required for high school graduation as established by their state Board of Education administrative regulations. Applicants should provide a copy of their coursework and grades and, in addition, may be asked to provide portfolio work, ACT or SAT scores, and/or copies of letters notifying the school district superintendent for each year the student was home schooled. All applicants will be required to meet ATA College's general admission as well as programmatic admission requirements. Applicants who are unable to verify that they have completed high school requirements may be required to obtain their General Education Diploma before being accepted.

SELECTIVE ADMISSION

The Office of Admission is responsible for managing the admission process for current students and prospective ATA College students. Admission is granted on a selective basis. The admission committee, consisting of college administrators, faculty, and staff strives to admit students who show promise of success at the college. In its selection process, the admission committee may review past academic performance, participation in school and community activities, recommendations, a personal interview, background check, writing samples and standardized test scores. The college does not discriminate on the basis of race, color, religion, sex, marital status, beliefs, age, national origin, sexual orientation, or physical or mental disability. All applicants should be aware that certain programs have additional admission standards and criteria beyond those for general admission.

SPECIAL ADMISSION PROGRAMS

The following programs have application and admissions dates and procedures that are different than the general application and admission procedures for admission to ATA College:

- Occupational Associates Degree Pre-Licensure Practical Nursing
- Diploma Dental Assistant

Occupational Associates Degree Pre-Licensure Practical Nursing

In order to be considered for admission to the Practical Nursing program, the applicant must meet the following qualifications:

General Admission Requirements:

Provide proof of high school graduation or documentation of a General Equivalency Diploma (GED) diploma.

Communicate effectively in English

Satisfactorily pass a criminal background screening prior to the start of classes.

Satisfactorily pass a five panel drug screen test administered by Baptist Worx.

Complete all necessary clinical documentation required to attend clinical.

Entrance Process:

Option 1: Potential students may opt to take the TEAS entrance exam and if a composite score of 53 is achieved admission is granted to the practical nursing program.

Option 2: Students who opt out of attempting the TEAS prior to admission will be admitted with the understanding that at the conclusion of the first 15 weeks of the program, in the following courses a cumulative grade point average (CGPA) of 2.5 must be achieved in order to move forward in the practical nursing program.

LAS120 Success Skills, MED105 Medical Math for Nurses

MED100N Medical Terminology ANA101N Anatomy & Physiology

MNA100 Medicaid Nurse Aide

Option 3: Potential students who evidence an ACT composite score of 19 or above, or a SAT composite score of 1350 or above or a PAX composite score of at least 92 or above and all are within the last 5 years, they are exempt from taking the TEAS and are admitted to the practical nursing program. Students who have taken the TEAS within the last 3 years and achieved a composite score of 53 are granted admission based on proof of that score.

Option 4: If a 2.5 CGPA is not earned in the classes listed above, in order to move forward in the practical nursing program the student must attempt the TEAS test and achieve a composite score of 53 to continue in the practical nursing program.

Guidelines for retesting:

1. Potential students who attempt the TEAS and are unsuccessful on the first attempt are permitted to retake the exam after a minimum of 30 days after the initial examination attempt. If a passing score is not achieved on the second attempt, the student must wait 90 days from the second attempt to retake the exam. A maximum of three attempts are allowed within twelve-month period of the initial examination.

ATA reserves the right to:

- Revoke admission based on an adverse background or drug screening
- Defer qualified applicants to future start dates
- Deny admission to an otherwise qualified applicant

Readmission of Former ATA Practical Nursing Students:

A student who has been withdrawn from the Practical Nursing program over six months will be required to meet the following criteria:

1. Evidence competency in previously completed nursing courses will be required prior to readmission. This will be accomplished through an examination and a clinical skills competency demonstration. Scheduling is required for completion of these tasks. No testing will be conducted during the last two weeks prior to start. A score of a level 2 or higher must be accomplished on examination.
2. Interview with the Program Administrator and receive approval.
3. Re-entering students must abide by the current admission, curriculum, and program requirements of the department.
4. Students are readmitted on a space available basis.
5. The department reserves the right to deny readmission to a student who discontinued the program due to academic dishonesty or exhibited unsafe and/or unprofessional behavior in clinical/classroom. The decision to deny or accept readmission will be made by a faculty review committee.
6. Following a second withdrawal from the program, a student will not be readmitted. Students may petition for re-admission when a withdrawal occurs because of a catastrophic event and receive a third attempt per the direction of the Program Administrator only.

Diploma Dental Assistant

Applicants must submit the ATA Admissions Application. A preadmission conference is required prior to the applicant's consideration by the Selective Admission Committee.

Questions Concerning Admission

All applicants should direct all admission inquiries to:

ATA College
Office of Admission
10180 Linn Station Rd., Ste. A-200
Louisville, KY 40223
(502) 371-8330

**ACADEMIC
POLICIES**

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3 ACADEMIC POLICIES

CLASS SCHEDULES

Day Classes: Monday through Saturday from 8:00 a.m. to 5:30 p.m., including labs as warranted. Specific classroom times are determined by course content and lab requirements.

Evening Classes: Monday through Friday from 5:30 p.m. to 10:00 p.m., including labs as warranted. Specific classroom times are determined by course content and lab requirements.

Lab Classes: Lab hours are scheduled for students enrolled in some courses. These hours are scheduled within the hours of operation shown above.

Scheduling Classes: Classes are scheduled as needed for the full program student to progress at a full-time rate throughout the program of study. If courses must be repeated due to prerequisites there is no assurance that the student will remain at a full-time class rate. Schedules are distributed via the student's e-mail account two weeks prior to the start of the quarter. New students receive their schedule at orientation. Any changes to the student's schedule must be made in writing. Generally, classes with eight students or less may be canceled.

Any special class requests must be submitted in writing to the Student Services Office four (4) weeks prior to a quarter start.

A student's schedule must be approved by the Student Services and Financial Offices.

UNIT OF CREDIT

ATA operates on a quarter credit hour basis. One quarter credit hour is defined as follows:

A student carrying 12 credits per quarter or more is considered to be a full-time student. A student enrolled in 9 to 11 credits per quarter is considered a 3/4 time quarter student. A student enrolled in a 6 to 8 credits per quarter is considered a half time student. A student enrolled in less than 6 credits per quarter is considered a less than half time student. The academic year is defined as 30 weeks and/or 36 credits.

Contact Hours	Credit Hours
10 Lecture	1 Credit Hour
20 Lab	1 Credit Hour
30 Externship / Clinical	1 Credit Hour

Outside Class Work/Library Assignments: Students will have reading assignments, case studies, review questions, and web assignments. Students may conduct an in-depth research assignment utilizing resources such as online libraries, primary and secondary research data, case studies, and journal articles. All research must follow the APA format. It is estimated that there is 2-3 hours of outside class work each week per week per course.

GRADING SYSTEM

A student at ATA receives grades on attendance / participation, laboratory and project work, written examinations and/or homework. All final grades are given at the end of each 10-week quarter in all subjects taken by the student. Note: Final exams are generally given during the last week of the quarter.

GRADE POINTS PER CREDIT HOUR/GRADING POLICY

A cumulative grade point average of 2.0 or higher is required for graduation from all programs. For all classes, the following grading scale is used: A = 90-100%; B = 80-89%; C = 70-79%; D = 60-69%; F = 59% and below

Letter Grades	Definitions	Quality Points
A	90 – 100% = Excellent	4
B	80 – 89% = Above Average	3
C	70 – 79% = Average	2
D	60 – 69% = Below Average	1
F	59% and Below = Failing	0
W	Withdrawn	Not Computed
P	Passing	Not Computed
I	Incomplete	Not Computed
T	Transfer Credit	Not Computed
FR	Repeat	Not Computed
AU	Audit	Not Computed
WF	Withdrawal failing	Not Computed

Grade point average (GPA) is determined by dividing total quality points earned by total hours earned. GPA is figured each quarter for all hours attempted at the school – cumulative credit and quality points earned at other schools are not counted toward cumulative GPA at ATA. Course completion percentages will be affected by failure to resolve “I’s” and “F’s”. Grades of W, will also affect

3 ACADEMIC POLICIES

course completion percentages. Grades of "T" and "P" are not calculated in the student's grade point average, however they are counted toward the course completion percentages. All grades of A, B, C, D, F, W, P, T and I are included in the quantitative satisfactory progress measurement calculations. The grade of AU is not included in the quantitative satisfactory progress measurement calculations.

MAKE-UP WORK/INCOMPLETE GRADES

All course requirements (written work, reports and tests) must be made up and/or submitted by finals' week. A student who fails to complete course requirements, with permission of the instructor, will receive a grade of "I" incomplete for that class. Course requirements must then be completed within two weeks of the end of the quarter in order for a letter grade to be substituted for the incomplete grade. Failure to complete class requirements by the deadline will result in a final grade of "F". Incomplete grades will not be calculated in the credit hours attempted portion of the satisfactory academic progress measure and maximum time frame. All incomplete grades must be converted to a letter grade within 2 weeks of completion of the academic quarter in which the "I" was assigned. Failure to address the "incomplete" grade within the required time period will result in the "I" being converted to an "F". Students in externships may be permitted up to 5 weeks following the end of the quarter to complete the number of required hours in externship. Permission to extend the externship must be received from the Director of Career Services.

WITHDRAWAL GRADING POLICY

Withdrawal from a class through week one is the normal drop/add period.

Drop/Add Period

Students are required to attend each class on their schedule at least once during the first two meetings of the class. In a mini start this means they must attend each of the scheduled classes **at least once** during the first week, for a full start attendance in each scheduled class must occur **at least once** during the first 2 weeks of the quarter.

Policy when a student fails to attend one of their scheduled courses in the first two meetings

If a student fails to sit one of their courses they will not be permitted to start the course beyond the second meeting of the course. The course will be removed from the student's schedule thru a "cancel" action. This cancel action may reduce the student's eligibility as it relates to financial aid since they may drop below full-time status.

No grades are assigned for withdrawal during this period if the student remains registered for other classes. The drop-add period for all students during any quarter of enrollment with ATA is Tuesday of week 2 of the quarter of enrollment.

Students who withdraw or are withdrawn from a class during weeks 2-7 of the quarter will receive a grade of "W" withdrawal on their permanent academic transcript.

Students withdrawing or being withdrawn during weeks 8-10 will receive a grade of "WF" withdrawal failing on their permanent academic transcript.

The "W" will not be averaged in the student's GPA. In calculation of the quantitative measure every attempted credit hour will count toward the 150% maximum attempt level.

REPEATED COURSES GRADING POLICY

Students will be required to repeat any course in which a passing grade is not earned. When a passing grade is earned the passing grade and the assigned quality points will be calculated in the grade point average calculation, however the credit hours attempted will only be counted once in the calculation of grade point average. In calculation of the quantitative measure every attempted credit hour will count toward the 150% maximum attempt level.

NURSING GRADING POLICY

Students must achieve an 80% average in each subject taught during each quarter of the program. Courses may be repeated twice due to failure to successfully pass the course. Failure for two attempts can result in termination from the nursing program. Determination for a third attempt will be at the discretion of the Academic Review Committee and Practical Nursing Administrator. No exceptions will be granted after a third attempt. Students who are admitted without the requirement to take the TEAS entrance exam must have a cumulative grade point average of 2.5 or higher upon completion of the first 15 weeks at ATA.

If a student has not successfully passed theory and/or clinical, he/she must repeat the entire class. No rounding of grades in any nursing courses is allowed. Students must maintain an 80% average for all test scores (exams, quizzes, and final) before any additional points for homework, presentations, assignments, etc. may be added into their final course grade. Once all points have been added, the student must have obtained an 80% to have successfully completed the course and clinical rotation indicating the percentages of the class participation, oral reports, bibliography cards, test and final exam.

Grading Scale:

94 to 100 : A (4.00) Excellent
87 to 93 : B (3.00) Above Average
80 to 86 : C (2.00) Average
79 and under : F (0.00) Failing

No rounding of grades

3 ACADEMIC POLICIES

GRADE APPEAL

If a student has the reason to believe that a grade he/she has received is incorrect, the student should first contact the instructor to resolve it. If satisfactory resolution is not reached, the student may consult Student Services or the Office of the Registrar and appeal his or her grade by obtaining a Petition for Grade Appeal form. The completed petition for grade appeal form must be submitted by the student to the registrar's office within the first two weeks of the subsequent quarter. The program director reviews the grade appeal two weeks with the instructor and makes a determination.

If student is not satisfied with the decision, he/she may wish to appeal by writing a letter addressing his/her concerns and submitting it to the Office of the Registrar within 4 weeks of the date of initial submission of the petition for grade change. The Registrar will forward the appeal request to the Academics Review Committee (ARC) for further review. The committee will convene and make a determination within seven business days and inform the student of the decision.

ACADEMICS REVIEW COMMITTEE (ARC)

The Academics Review Committee (ARC) is comprised of program directors, faculty, and student services. The Student Services Office will request a student conference to discuss incidents of possible academic dishonesty, plagiarism, grade appeals or violation of the student code of conduct.

The Student Services Office reserves the right to administer disciplinary action of a violation of the student code of conduct. In more serious violations of the student code of conduct, incidents involving academic dishonesty or plagiarism the student's violation will be reviewed by the ARC who will determine the appropriate course of action(s) to be taken.

Students will be informed via the student email address of the Academics Review Committee's decision regarding disciplinary action within seven business days.

ACADEMICS REVIEW COMMITTEE APPEAL PANEL

Students have the right to appeal any ARC decision in writing to the Executive Committee. The committee will make a final determination of any disciplinary action. The Executive Committee is comprised of the Program Director, Student Services, Compliance and President.

EXTERNSHIP RETAKE POLICY

ATA College programs require a student to complete an externship in their final quarter of study. The externship course is offered on a pass/fail basis.

The externship is a capstone course which provides the opportunity for the student to gain hands-on experience in a real-life workplace. ATA has a number of affiliation agreements with our externship partners. On occasion an externship affiliate site will require ATA to remove a student from their site due to issues

occurring at the site. Examples of such are: inability to perform assigned tasks, failure to show-up at the pre-determined time without calling, unprofessional behavior and/or appearance at the site.

A signed externship contract with the site will be initiated by Career Services. This location has to be signed off by Career Services and the Program Director as an approved site and the office manager needs to agree that the student will be able to complete the required externship hours before the end of the externship quarter.

If a student is removed from an externship during their first externship quarter the student will fail the externship course and will have to wait until the beginning of the next quarter to re-enroll for the externship course.

The student will be responsible for locating the next externship site and getting approval by Career Services. Students who are removed/fail an externship and will not be permitted to carry any unsuccessful hours that they completed forward to their next externship attempt.

In the event a student is removed from an externship location they have the right to appeal their removal by submitting a letter to the Director of Career Services within 5 days of removal. The letter should state the reasons the student feels they were wrongly dismissed from the site. The Director of Career Services will assemble the re-entry committee who will review the letter and make the determination if the appeal should be upheld or denied. Voluntary or involuntary removal results in the same process.

WITHDRAWAL PROCEDURES

Students wishing to officially withdraw from the school must do so in writing addressed to ATA College: Student Services. Notifying an instructor or admissions representative does not constitute official withdrawal. All balances owed ATA after any refund computations must be made in a timely fashion. All students must complete an exit interview with Financial Aid upon withdrawal from school. The students official date of withdrawal is the last date of any academic related activity.

HONORS

Honor's and President's Lists – For students in all programs, the Honor's and President's Lists are formal recognitions of superior academic achievement. Students who earn a quarterly grade point average of 3.30 to 3.69 are named to the Honor's List. Students who earn a grade point average from 3.70 to 4.00 are named to the President's List. Only full-time students who earn no grade lower than a "D" may qualify for these honors. All students named to the Honor's or President's Lists receive Honor's or President's List certificates. Non-regular students are not eligible for honors awards.

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS

3 ACADEMIC POLICIES

All students in all programs must meet the following academic requirements:

ATA currently does not have a policy pertaining to non-credit, remedial courses, or non-punitive grades on satisfactory academic progress.

Satisfactory Academic Progress (SAP) standards measure each student's quantitative (credit completion) and qualitative (cumulative grade point average) progress toward the completion of the student's program of study. These standards are applied uniformly to all students whether or not they are receiving any form of student aid.

ATA's academic progress standards measure a student's progress at the end of each grading period. ATA will provide a report to each student stating the student's credits completed and grade point average at the end of each grading period.

Maximum Time Frame

The maximum time frame in which a student may complete his/her program of study is the period of time in which it takes the student to attempt 150% of the academic credits contained in the diploma or degree program.

Quantitative Requirement Credit Completion

Each student must complete a minimum number of credits at each SAP evaluation point. Only satisfactorily completed course credits are counted as credits completed. Satisfactorily completed course credits include those for which a student receives a grade other than a (W) or (F). All courses for which a student receives a grade, whether passing or failing, a withdrawal (W), a repeated course, transfer and bypass credit or an incomplete (I), are counted in determining credits attempted. A student's SAP standing will be calculated based on the student's entire history of enrollment in a specific program of study, except as noted below.

Qualitative Requirement-Cumulative Grade Point Average (GPA)

Qualitative progress is measured at each evaluation point. ATA measures qualitative progress on the basis of a 4.0 scale. All courses for which a student receives a grade will be included when calculating the student's GPA, except that of a withdrawal (W) or incomplete (I) or a grade of (P) passing grade for an externship or bypass or transfer credit. If a student repeats a course, only the highest grade for that course will be included when calculating the student's GPA.

Probation

Students who do not meet the minimum standards for credits completed or cumulative grade point average will receive a written notification stating that they are being placed on "Satisfactory Academic Progress Probation." The student will have one additional evaluation period to correct the deficiency

and meet the minimum requirements at the next evaluation point. The student will remain eligible for federal aid while on probation. If the student does not achieve the minimum quantitative and qualitative requirements by the end of the Probation Period, the student's enrollment with ATA will be suspended and he/she will be ineligible to receive any further federal student assistance until satisfactory academic progress is re-established. The following chart provides the minimum quantitative and qualitative requirements for each evaluation point.

SAP Table:

Evaluation Period	Cumulative Quarter Credits Attempted (including transfer and bypass credit)	Minimum Percentage of Cumulative Credits Completed	Minimum CGPA
1	10 to 17	50%	1.5
2	17.1 to 26	50%	1.75
3	26.1 to 36	66.66%	2.00
4	36.1 & Higher	66.66%	2.00

Transfer and Readmitted Students/Students Changing Programs

If a student transfers to ATA from another institution, the transfer credits that have been accepted by ATA will count as credits attempted for purposes of calculating the student's quantitative progress. The corresponding grades will not count toward the student's qualitative progress.

If a student is re-admitted into ATA, changes programs, or seeks to earn an additional diploma/degree, than those credits that are applicable to the student's current program of enrollment will be included in determining the student's satisfactory academic progress standing. Students on Satisfactory Academic Progress Probation will only be permitted to change programs one time.

Repeated Courses

Students receiving Title IV Federal Financial aid may repeat a course in accordance with ATA's academic policy. Credits from both course attempts will be counted in Total Quarter Credits Attempted and in Minimum Cumulative Credits Completed at ATA but only the highest grade received will be included in the calculation of minimum CGPA. Credits from both course attempts will also count towards the Maximum Time Frame for Completion.

Termination

ATA reserves the right to terminate a student's enrollment if, during the program, the school determines that the student has failed to maintain satisfactory academic progress, comply with ATA rules and regulations as published in this Catalog, or

3 **ACADEMIC POLICIES**

has failed to meet his/her financial obligations. Any refund due to the student or other agencies will be calculated and refunded according to the Tuition Refund Policy.

Reinstatement Following Interruption of Training

Academic Appeal Procedure for Re-Admission

Once unsatisfactory academic progress has been determined, and suspension has occurred, the student may:

Appeal his/her status in writing to the Student Services Office. Appeals must be made in writing and addressed to the appropriate person no later than five (5) days following notification of suspension.

The student must indicate the reasons why they did not achieve the minimum academic requirements and the adjustments that have been made to assure that satisfactory academic progress will be achieved. The student must submit documentation to support the appeal.

Mitigating circumstances under which a student's educational status may be revised or that might lead to a successful appeal may include: student injury/illness, death of students relative or other reasons resulting in undue hardship to the student.

The student will be notified in writing of the outcome of his/her appeal within 5 days of receipt of the letter of appeal.

Documentation regarding the appeal will be maintained in the student's academic file.

Cancellation of Aid

If a student's financial assistance is cancelled for failure to meet satisfactory progress, the student will be notified in writing informing him/her of the cancellation of financial aid and termination from ATA as well as the requirements for appeal and reinstatement.

Re-Establishment of Academic Progress at ATA and Reinstatement of Financial Aid

Students who have been suspended from ATA for failure to achieve satisfactory academic progress may qualify for readmission to ATA for the purposes of reestablishing their satisfactory academic progress. However during this period they will be ineligible to receive any federal financial aid. (See academic appeal for readmission policy above).

Students may regain financial aid eligibility by correcting their qualitative and/or quantitative deficiencies. Students can accomplish this by raising their CGPA and/or completing an appropriate number of courses to raise the number of

credits successfully completed versus attempted. This can be done by successfully completing the necessary course(s) at ATA at the students' own expense or through transferring credits into ATA.

Once students meet the required CGPA and/or the appropriate minimum percentage of cumulative credits completed, their financial aid eligibility may be reinstated.

Financial Aid: Appeal Procedure

Students who fail to meet academic progress requirements are permitted to appeal the termination of financial aid if mitigating circumstances were contributing factors to the student's failure to achieve satisfactory academic progress. Mitigating circumstances would include the death or severe illness of a close relative of the student, injury, disability or illness of the student or other special circumstances. An appeal must be filed within 30 days of receiving notice of suspension unless otherwise excused. All appeals must be submitted to the Administrative Manager or Academic Director in writing and must explain the extenuating circumstances. Letters of appeal should include any applicable documentation. All appeals are reviewed and determined by the Financial Aid Committee (Administrative Manager, Financial Aid Officer, Campus Director and Director of Education, or their designees). The student will remain on probation but will not receive any additional financial aid funds pending the outcome of the appeal so long as the student does not exceed the maximum time frame to complete the program. Decisions of the Financial Aid Committee are final and will be provided to the student in writing within 30 days of receipt.

Re-Establishment of Financial Aid after A Successful Appeal

If a student successfully appeals his/her loss of federal financial aid eligibility, the student's financial aid eligibility will be reestablished.

In most cases, the Appeal Committee will return the student to a probationary status and establish a time frame for meeting the minimum requirements.

3 ACADEMIC POLICIES

TRANSFER OF CREDITS

ATA will evaluate the student's previous education, training and experience to determine if any subjects or training activities in the student's program may be waived and thereby reduce the amount of training or education required for the student to reach the educational objective. Credits earned at an institution accredited by an agency recognized by the United States Department of Education or the Council for Higher Education Accreditation may be accepted on the basis of a valid transcript provided by the student. Only grades of "C" or higher will be eligible for transfer. Credit will be awarded where appropriate. ATA will notify the student and appropriate agencies (i.e. Veterans Administration, Voc. Rehab etc.) upon completion of evaluation and determination of outcome. Transfer credits must be earned in courses that are similar in nature to the course offered by ATA. Credits that were earned more than seven (7) years prior to the current year will not be considered for transfer. It is the responsibility of the student to request an official transcript be mailed to ATA College in order for transfer credit to be considered. Any fees associated with transcript requests are the responsibility of the student. All transfer of credit requests must be evaluated and approved within the first week of training at ATA. Transfer credit is calculated in the quantitative measure of satisfactory academic progress. Any credit, advanced placement or credit for experiential learning transferred in that reduces the length of the program will reduce the cost of the total program. Student tuition charges are applied for the credit hours taken by a student in any given quarter of study. The amount charged the student is based on the current tuition and fee schedule.

Decisions concerning the acceptance of credits by an institution other than the granting institution are made at the sole discretion of the receiving institution. No representation is made whatsoever concerning the transferability of any credits to any institution. ATA programs are considered to be vocational/terminal in nature, due to this credits are unlikely to transfer.

ADVANCED PLACEMENT/EXPERIENTIAL LEARNING

Students in all programs may be granted advanced placement based on previous education, experience or licensure. Appropriate documentation will be required to allow for adequate evaluation of previous education, experience, or licensure. Appropriate credit will be applied for any classes awarded via advanced placement. The final decision regarding transfer of credits and/or advanced placement will be made by the Student Services, Registrar, and the Program Director. The decision is not subject to appeal. Generally no more than 25% of the total program length may be applied toward any program of study at ATA. Any exceptions to this policy can only be made by the Student Services, Registrar, and the Program Director.

PROFICIENCY TESTING

Credits may be earned for some courses ATA offers, providing the student passes a proficiency test for that subject (an equivalent grade of 80% or better). No more than 25% or the total program credits may be earned by proficiency examinations and/or transfer of credits or advanced placement.

1. A test out may only be taken one time per subject.
2. A student may not test out of a course that he/she had previously started and withdrawn from.
3. A student may not test out of any academic subject in which a grade has been received.
4. The student will receive a grade of "P" if credit is granted. Test out results are not computed in the student's GPA, but are counted as credits completed.

In order to test out, a non-refundable fee of \$50.00 must be paid to the Student Accounts Office and the attached Proficiency Test Out Evaluation Application form must be completed and submitted to the Office of the Registrar. An additional fee of \$150.00 must be paid if the student passes the test in order to receive credit. Test out may take up to two weeks to process.

INDEPENDENT STUDY

1. Independent study courses may be taken from among those subjects which are general in nature, as determined by the Director of Academic Affairs.
2. Independent Study decisions are made after a thorough review of the students academic standing and progression.
3. In addition to his/her independent study, a student may also be required to carry a minimum of 12 credit hours of regular classes, except for the quarter in which a student is due to graduate.
4. If a course is offered during the quarter, independent study may not be available in that subject for that quarter.
5. Any course taken by independent study must be completed by the last day of the current quarter.
6. At the minimum, the student will be required to submit an outline of each chapter in the text for the course. Additional requirements will be set up by the instructor which would generally follow the course syllabus.
7. A student may carry only one independent study course per quarter.
8. Students seeking to take a course as independent study must meet the requirements/guidelines as stated within the Independent Study Request application. Arrangements must be made with the respective program director and approved by the Director of Education.

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AUDIT POLICY

1. Graduates may be permitted to audit any class that was taken while in school at no additional cost. Graduates may find it necessary to purchase the textbook.
2. If a dental student wishes to audit a lab class, he/she may be required to pay an additional lab fee.
3. A student auditing a class will not be required to take quizzes or tests, whether oral or written.
4. No credits will be awarded for an audited course.
5. Students should contact the Registrar to arrange audit of class.

CHANGE OF CURRICULUM

A student electing to change curriculum must do so with the understanding that graduation may be delayed. Furthermore, curriculum changes may result in a student not being able to continue on a full-time basis. Any student desiring a change of program must schedule an appointment with the Student Services and Financial Aid Office to discuss the ramifications of curriculum changes. A curriculum change will require a new application and enrollment agreement. Students should be making satisfactory academic progress to be permitted to change curriculum.

Curriculum and schedule changes are only permitted to occur prior to a quarter start. Students are not permitted to change classes or class meeting times during a quarter.

ATTENDANCE

All students are expected to attend every class for which they are scheduled. If for any reason a student finds that he/she will be absent, the student is expected to notify the school and indicate the reason for absence. If a student accumulates absences totaling more than 20% of the scheduled class meetings, he/she may be removed from the class roll (roster). Absence beyond 20% level will be reviewed by the Student Services office upon the student's submission of documentation citing the mitigating circumstances. Mitigating circumstances include serious illness, death of immediate family member, jury duty, military duty, court proceedings. Final determination of mitigating circumstances is up to the Student Services Team Leader and the ATA Retention Specialist.

Only one absence is permitted for all clinical & lab courses. The attendance policy in the Practical Nursing Program is included in the Nursing Handbook.

In the case of interruption due to unsatisfactory attendance, students may re-enter missed courses in the next available course on a space available basis.

Note: Appropriate reports will be made to the Department of Veteran's Affairs when necessary.

TARDY POLICY

A student is considered tardy when arriving after the scheduled course start time or leaves before the scheduled end of the class time. Each tardy will accumulate toward the 20% maximum absence policy. For example, if a class meets once a week for 3 hours, that equates to 30 classroom hours over a ten week quarter. 20% of 30 hours is 6 hours. A student that accumulates 6 hours or more of absences and/or tardiness at any point in the quarter is dropped from the course. In the case of absence or tardiness, it is the student's responsibility to make up any missed work. For externships, the tardy and absence policies are explained in detail in the externship agreement available with the Office of Career Services.

DISMISSAL FROM SCHOOL

A student may be dismissed from school for the following reasons: failure to maintain the established academic standards of the school (see academic policy), failure to be current in all financial obligations to ATA, excessive absences, violation of academic integrity policy, damage/destruction of school property and conduct disruptive to the classroom and/or school activities. Students who are dismissed/suspended due to failing to maintain established academic standards or for excessive absences are dismissed/suspended for at least 1 full academic quarter at which point they may request in writing to re-enter the school. The request for re-admission following dismissal/suspension should be made in writing to the Student Services Office, notification of the outcome of the request for re-admission will be made in writing to the student within 5 business days of receipt of the request for re-admission. Students who fail to meet the quarterly academic standards set forth in this document following re-admission after suspension will be permanently terminated from the school. Students convicted of a felony during the course of their schooling will be immediately dismissed. Students in the practical nursing program may also be dismissed for instances of unsafe practice or if two medication administration errors are committed during the course of their program.

LEAVE OF ABSENCE/RE-ENTRY POLICY

ATA does not have a leave of absence policy. Any student requesting leave of absence is treated as a withdrawal and refund calculations are applied accordingly. A student who has withdrawn from school and wishes to re-enter must apply for re-entry in writing. A student who leaves school for a quarter or more must do so with the understanding that when he/she applies for re-entry, he/she may not be able to enroll on a full-time basis. A student dismissed for reasons other than academic (see Academic Probation Policy), may apply for re-entry, but must do so in writing to the Director of Academic Affairs and show just cause for re-admission

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to ATA. Withdrawals will be used in the calculation of Satisfactory Academic Progress and impact the 150% time frame. All applicants for re-admission must be approved by the Student Services Office, and the Financial Planning office.

TRANSCRIPTS

An individual progress record is maintained by ATA for each student. All grades reported by the instructor are included in the record and are available to the student at any time upon written request. There is no charge for the first official transcript; however, all subsequent requests must include a \$5.00 fee. Transcripts will not be released for a student who owes ATA money.

GRADUATION REQUIREMENTS

All Programs

The candidate for graduation must:

- have successfully completed all credits or hours and all specific programmatic requirements for the appropriate credential;
- earn a cumulative grade point average of at least 2.00 (a "C" average);
- meet all requirements for acceptance by ATA including documentation of his/her graduation from high school with a regular diploma or documentation of his/her achievement of high school graduation equivalency; and/or by attestation: (see Admission Requirements)
- be current on all indebtedness to ATA.

GRADUATION WITH HONORS

The students who meet the requirements for graduation in any program and whose cumulative grade point averages meet the following criteria will graduate with the honors indicated.

Honor	Minimum Grade Point Average
Cum Laude	3.50 – 3.74
Magna Cum Laude	3.75 – 3.99
Summa Cum Laude	4.00

GRADUATE AUDIT POLICY

Following graduation, a student may return to ATA to re-take classes previously completed as part of his/her original curriculum on a space available basis only. Students interested in re-taking a course should contact the Registrar. There is no charge for a refresher class. A student may be asked to purchase new textbooks for the refresher class. Additional credit hour/quality points will not be awarded for the refresher class. Graduates wishing to re-take a laboratory class will be required to pay the associated lab fee for that class.

COURSE RE-TAKE POLICY - NON-GRADUATE

Any student who opts to re-take a class to improve his/her grade point average or re-take a previously failed class will be charged the current credit hour rate for the re-take of the class. Retaken credit hours on previously passed courses are generally ineligible for title IV funding

DRESS CODE

ATA considers dress to be each student's responsibility. ATA encourages all students to dress in a professional, business casual manner. Unacceptable items are: pajama pants, slippers, revealing clothing (low-cut shirts, see-through clothing, short skirts/shorts/dresses), bare midriffs, etc.

Lab Courses: Students are required to wear scrubs and closed toe shoes while in the lab or at clinical.

Nursing clinicals and labs: Students must wear their ATA embroidered scrubs and white closed-toe/heel shoes. All tattoos must be covered, hair pulled back from face, only one set of post earrings with no other piercings, and have all required equipment with them (watch, stethoscope, pen, etc.) to be allowed to participate in the activities for the day.

FACULTY / STAFF REFERENCES

Faculty and staff are prohibited from providing academic or personal references for students.

STUDENT ID BADGES

Each student is issued a photo ID Student Badge upon enrollment. Students are required to wear the ID badge at all times on campus as well as externships.

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STUDENT CONDUCT POLICY

Academic Integrity Policy

All ATA College students are expected to conduct themselves in an ethical and professional manner. All academic assignments, including papers, homework, tests, and in-class assignments are to be the work of the individual student unless otherwise specified by the instructor. The following are examples of unethical or unprofessional behavior:

- Plagiarism: Using another person's words, ideas, or results without giving proper credit to that person.
- Using notes, textbooks, or other materials when not allowed during an examination.
- Giving test questions or answers to another student or obtaining them for another student.
- Partly or wholly completing an assignment for another student.

Consequences:

1ST OFFENSE: zero on the assignment / test which may result in an "F" in the class

2ND OFFENSE: an "F" will be given for the class

3RD OFFENSE: an "F" will be given for the class. Student will be suspended for the remainder of the quarter if the offense takes place prior to week 9. If offense occurs after week 9, the student will be suspended for the entirety of the proceeding quarter.

4TH OFFENSE: Expulsion.

In all cases of student suspension, student is required to request possible re-entry in writing addressed to the Academic Review Committee. Submit this re-entry request to the Office of the Registrar.

Student

All students are expected to conduct themselves in a professional manner at all times. Students who engage in certain misconduct activities are subject to disciplinary action up to and including dismissal from school. Specific forms of misconduct are as follows: all types of dishonesty, sexual harassment, theft or damage to school premises or property, physical or verbal abuse of any person on school premises, intentional disruption or obstruction of any school proceeding, violation of any code of ethics or any behavior that would be

considered detrimental to the operation of ATA. Violation of any of these policies may result in administrative termination from ATA. Students will be notified in writing of any disciplinary action taken by ATA.

ATA is committed to a “zero indifference” approach which means that any and all witnessed or reported incidents of bullying and harassment will be addressed appropriately, which may include conferences with students, conducting an investigation, the requirement of outside counseling and taking disciplinary action as warranted by the severity of the situation. This may include administrative withdrawal from ATA College.

DRUG/ALCOHOL POLICY

ATA complies with the Drug Free Schools and Communities ACT of 1989, Public Law 101-226, which requires that as a condition of receiving funds or any form of federal financial assistance under any federal program, the institution of higher learning must certify that it has adopted and implemented a program to prevent the unlawful possession, use or distribution of illicit drugs and alcohol by its students and employees.

ATA will provide for its students and employees a learning environment free of drugs and alcohol. All students and employees must comply with the policies, procedures and regulations imposed by ATA.

ATA provides drug free awareness programs to its students and employees through assemblies, workshops, memos and drug free literature provided by the local drug abuse programs and treatment centers.

ATA will post the names, address, and telephone numbers of local drug/alcohol counseling centers and rehabilitation programs. The school will support a student's and/or employee's decision to seek treatment for drug or alcohol abuse.

The possession or distribution of illegal drugs and alcohol can result in fine or imprisonment under state or federal law, and the use of such substances can lead to significant health risks.

Students may be asked by the Program Director, ATA, or the affiliating clinical/externship facility to submit to individual, group, and/or random drug screens at any time. ATA reserves the right to determine the agency to conduct the drug screening. Refusal to comply with the requested screening within the timeframe directed can result in dismissal from ATA College.

Students and employees are prohibited from the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance while on ATA's property or while engaging in ATA sponsored activities (field trips, holiday parties, picnics, etc.)

ATA may discipline and/or terminate any student or employee in the event that ATA discovers that the student or employee has consumed, manufactured, distributed,

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dispensed, stored, processed, or used illegal drugs or abused prescription or other legal substances off of ATA's premises if ATA believes, in its sole judgment that such action is in the best interest of ATA. ATA may also refer the student or employee for prosecution. No student or employee will be considered for readmission or rehire until they have provided satisfactory evidence to ATA that they have received and completed appropriate counseling and treatment.

Consumer Information is available online at:
<http://www.ata.edu/disclosures>

CLASSROOM MANAGEMENT

Students are prohibited from bringing children and/or pets with them to class. Service animals are not included.

TOBACCO USE

The use of tobacco products is prohibited in all buildings at ATA. Designated smoking areas are located outside each ATA facility away from all entrances.

DISCRIMINATION AND SEXUAL HARASSMENT POLICY

It is ATA's policy to forbid any employee from discriminating against another employee, job applicant, student, or prospective student on the basis of race, color, religion, sex, sexual orientation, national origin, disability or age. ATA also forbids any form of sexual harassment by its employees toward other employees, job applicants, students, or prospective students. Any student who feels he/she has been discriminated against or has been sexually harassed must file a complaint with the Director of Compliance.

ADA

The Americans with Disabilities Act of 1990 was passed by Congress in order to ensure certain freedoms to residents of the United States who are living with an impairment of a major life function. The principles of the Americans with Disabilities Act ensure that barriers to success and opportunity will no longer stand in the way of those with disabilities. An individual with a disability is defined by the ADA as a person who has a physical or mental impairment that substantially limits one or more major life activities, a person who has a history or record of such impairment.

Impairments including developmental disabilities, also known as intellectual disabilities, need to be disclosed by the student to the Administrative Manager with documentation from the health care provider outlining recommended accommodations prior to receiving any accommodation.

FERPA

Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of a student's education records. The law applies to all schools that receive funds under an applicable program of the United States Department of Education. The act requires students to provide their written consent when releasing the following information:

- Social Security Number
- Student identification number
- Race, ethnicity, and or nationality
- Transcript and grade reports

CAMPUS SECURITY AND AWARENESS POLICY

ATA complies with the Campus Security Act of 1990 (Public Law 101-542, Part Two of the Student Right-to-Know and Campus Security Act). This Act requires institutions of higher learning to prepare, publish and distribute all information regarding procedures and facilities for students and others to report criminal actions or other emergencies occurring on campus and the policies concerning the institution's response to such reports.

ATA will not tolerate mischievous and/or criminal actions by students or employees on school grounds or at school-related activities. All sexual offenses are included in ATA's definition of criminal actions.

Students and/or employees participating in criminal acts on campus or at school related functions will be automatically dismissed from school or terminated from employment by ATA. ATA reserves the right to prosecute any student or employee found participating in criminal activity.

A student or employee having knowledge of a criminal activity occurring at ATA should immediately report the incident to an appropriate staff or faculty member.

Staff and faculty members are required to contact the local authorities to report the criminal action. The Executive Director and/or Director of Academic Affairs of ATA must also be notified of the incident. ATA will cooperate with the local authorities in prosecuting any and all persons involved in criminal activities on

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ATA property or at ATA related functions. ATA will keep a record of all criminal occurrences beginning August 1991, and will provide a copy of this information to all students and employees. ATA will also provide this information to all prospective students and employees, upon request, beginning September 1, 1992 and each year thereafter.

ATA will provide guest speakers from local law enforcement agencies to enable students and employees to learn about security procedures and practices, and how the students and employees can be responsible for their own security and the security of others.

ATA's Campus Security Report is available on-line at:
<http://www.ata.edu/disclosures>

VOTER REGISTRATION

Voter registration applications are made available to students.

SCHOOL CLOSING POLICY

ATA notifies FOX 41 Television & WHAS 840 AM radio in the event of school closing. A determination is made 1 1/2 hours prior to class starting time for both day or evening classes cancellation. A message is also posted on the www.ata.edu website.

FOOD AND DRINKS

No food is allowed in the classrooms. Drinks are allowed in spill-proof containers only.

STUDENT SERVICES

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4 STUDENT SERVICES

CAREER SERVICES

Information on job requests from businesses and industries will be made available to students who qualify. ATA does not promise or guarantee placement/employment after graduation, but will assist in obtaining initial contact with employers. Placement statistics are available online at <http://www.ata.edu/disclosures>

Student Right to Know & Other Outcomes information

TUTORING SERVICE

The entire faculty and staff are available to the student for academic help whenever possible. Appointments should be made in advance.

BOOKSTORE

ATA has calculated an estimate of the funds needed to purchase books and supplies for each program of study. The amount may be packaged in the estimated financial aid award. This amount will be automatically loaded to reflect as charges you may make to your bookstore account. These funds will be available for use at the the campus bookstore (rm M205) during the normal business hours.

Students wishing to purchase books from a source other than ATA should check the ATA website each quarter for the title and edition of the textbooks being used. A list of ATA textbooks is available at: <http://www.ata.edu/disclosuresTextbook List>

TEXTBOOK RETURN

Students withdrawing from school may return unmarked textbooks (purchased from ATA) to the business office to receive a refund credit on their accounts. Quarterly, ATA will purchase used textbooks from students. Information regarding the sale of used textbooks can be received from accounting.

STUDENT LOUNGE

The student lounges provide for student relaxation before and after class and during class breaks. Water, soft drinks and light snacks may be purchased at this time.

APPEARANCE

ATA maintains a smoke free environment. Smoking, food and beverages are prohibited in the classrooms. A smoking area is located outside the building and away from all building entrances. All students are expected to leave their work areas neat and free from trash.

RESOURCE ROOM

The Resource Room is open each week, Monday through Thursday, from 8:00 a.m. until 9:30 p.m. On Fridays, the Resource Room is open from 8:00 a.m. until 4:00 p.m. Books and periodicals may be checked out for student use. Reference materials must be used in the Resource Room. ATA has loaded appropriate encyclopedia and dictionary requirements on computers and these are available for student use. The school also provides Internet access for other student requirements. ATA subscribes to ProQuest Virtual Library. The Virtual on-line library can be accessed from the Resource Room and gives students access to over 900 periodicals, a virtual reference room, medical videos and an extensive pharmacology database.

EXTRACURRICULAR ACTIVITIES

The Student Ambassadors may be active in planning and helping to conduct wholesome activities such as picnics, parties, intramural sports, graduation activities and orientation activities for new students.

GUIDANCE

The Student Services Office serves as an academic advisor to students. Students may also seek out faculty members based on their chosen program of study. Counseling of a severe/professional nature is referred to appropriate outside licensed agencies.

HOUSING

There are no school sponsored housing facilities available.

EMPLOYMENT INFORMATION

Upon request, ATA will provide information regarding employment rates of graduates of ATA. Information regarding present and future opportunities in the areas for which ATA trains will be readily supplied by the Career Services Office.

Placement rate information is available at:
<http://www.ata.edu/disclosures>

Student Right to Know and Other Outcomes Information

**FINANCIAL
INFORMATION**

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5 FINANCIAL INFORMATION

A prospective student and his/her parents are encouraged to visit ATA's Financial Aid Office for detailed information, forms, and assistance in completing application forms for the financial assistance program available.

FINANCIAL AID PROGRAMS

Financial Assistance is available for those who qualify. Financial aid programs include student loans and grants. Convenient payment plans are also available. Students should apply early for admission in order to ensure that their financial aid can be completed by registration day.

Students attending ATA may have access to federal and state financial aid programs. In order to apply, students must complete the Free Application For Federal Student Aid (FAFSA). You can apply for funding through the Student Financial Aid Office.

FEDERAL PELL GRANTS

- This is a grant – no repayment required
- For undergraduates only

Pell Grants are awards to help undergraduates pay for their education after high school. For many students, these grants provide a “foundation” of financial aid, to which aid from other Federal and non-Federal sources may be added. Unlike loans, grants do not have to be repaid.

Pell Grant awards for the academic year will depend on program funding. How much you are actually eligible for will depend on your Expected Family Contribution (EFC), the cost of education at your school, whether you are a full-time or less than half-time student and how long you will be enrolled in the academic year.

FEDERAL DIRECT STUDENT LOANS

- This is a loan-it must be paid back
- Repayment begins 6 months after last day of academic related activity

It is the goal of ATA College to educate students regarding their rights and responsibilities so as to assure students will understand the seriousness of borrowing and be capable of repaying these loans. The Health Care and Education Reconciliation Act of 2010 (HR 4872) eliminates the Federal Family Education Loan Program (FFLP) that has been utilized since 1965 to provide federal loan funds to students. As a result, ATA College now participates in the William D. Ford Direct Loan Program (DL).

For student borrowers, Federal Loans are either subsidized or unsubsidized. If you are a regular, diploma-seeking student, enrolled in an eligible program of study at least half time, you may receive a Federal Loan, as long as you complete a Federal Loan entrance interview quiz and meet general financial aid eligibility requirements.

A subsidized loan is awarded on the basis of financial need. If you qualify for a subsidized loan, the federal government pays interest on the loan until you begin repayment and during authorized periods of deferment thereafter. An unsubsidized loan is not awarded on the basis of need. If you qualify for an unsubsidized loan, you will be charged interest from the time the loan disbursed until it is paid in full. You can choose to pay the interest or allow it to accumulate. If you allow it to accumulate, it will be capitalized, that is, the interest will be added to the principal amount of your loan and will increase the amount you have to repay. If you pay the interest as it accumulates, you will repay less in the long run. If you would like detailed information regarding your student loans, please visit the Department of Education's National Student Loan Data System website: www.nslds.gov

FEDERAL PLUS LOANS

The Federal Parent Loan for Undergraduate Students (PLUS) program enables parents with good credit histories to borrow to pay the educational expenses of each child who is a dependent undergraduate student enrolled at least half-time. To be eligible to receive a Federal PLUS Loan, parents generally will be required to pass a credit check. Parents might also qualify for a loan if someone who is able to pass a credit check agrees to co-sign the loan. You and your parents must also meet other general eligibility requirements for federal student financial aid.

COLLEGE ACCESS PROGRAM (CAP)

The College Access Program (CAP) provides grants to Kentucky's financially needy students to attend Kentucky colleges. CAP Grants are awarded to Kentucky residents enrolled for at least 8 quarter hours (half time) in an associate's degree program and must be Pell eligible. The amount varies yearly and is determined by Kentucky Higher Education Assistance Authority.

KENTUCKY EDUCATIONAL EXCELLENCE SCHOLARSHIP (KEES)

The Kentucky Educational Excellence Scholarship is a scholarship designed to encourage and reward high school students for good performance during their high school careers. GPA determines the amounts for each year of study and bonus dollars are awarded for ACT scores. Students must have graduated in May 1999 or thereafter. To keep the maximum award for the second year in college the student must complete their first year with a cumulative 2.5 GPA and be "on track to graduate."

5 FINANCIAL INFORMATION

VETERAN'S EDUCATIONAL BENEFITS

ATA is approved for the training of veterans, veterans' survivors, and children of disabled veterans under public laws administered by the U.S. Veterans Administration. Veterans or their families who think they may be eligible for benefits should contact their local Veterans Affairs Counselor or go to www.gibill.va.gov to register and receive a certificate of eligibility for additional information.

REHABILITATION PROGRAMS

ATA serves clients of Kentucky Vocational Rehabilitation. A student who has a substantial handicap to employment may be eligible for financial assistance while training. The amount available is determined by the respective Vocation Rehabilitation Agency and the individual circumstances of each person.

WORKFORCE INVESTMENT ACT (WIA)

The Workforce Investment Boards (WIBs) provide grants to those eligible students who have been displaced or who are unemployed. Other minimum requirements and funds availability also apply. Additional information and applications to determine eligibility are available through the local WIBs.

GENERAL INFORMATION FOR FINANCIAL AID

The regulations governing all financial assistance programs are subject to change. ATA's Financial Aid Office will have the latest information.

FINANCIAL AID PROBATION OR SUSPENSION

Financial aid probation or suspension occurs when a student passes fewer than the minimum number of credit hours or falls below the grade point average minimum as defined in the section regarding Satisfactory Academic Progress.

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS-FINANCIAL AID PROBATION AND SUSPENSION

Probation - While on probation, students may be eligible to receive Title IV funding.

Suspension - Students re-entering following suspension are ineligible for financial aid until satisfactory academic progress has been re-established.

FINANCIAL AID REINSTATEMENT

Once placed on financial aid suspension, a student will be considered for additional financial aid at ATA only when one of the following conditions has been met:

1. Sufficient credits have been completed and/or the minimum cumulative grade point average requirements have been satisfied.
2. It is established through the financial aid appeals process that the student encountered extenuating circumstances that hindered academic performance (for example, a documented serious medical problem) during the quarter(s) in question. A student wishing to appeal the suspension must do so in writing with any appropriate documentation to the Financial Aid Office.
3. If the appeal is denied and the student believes his/her situation merits additional consideration, the student may then utilize the "Satisfactory Academic Progress Appeal Procedure" to seek resolution.

**TUITION, FEES, PAYMENT
AND REFUND POLICY**

6

6 TUITION, FEES, PAYMENT AND REFUND POLICY

TUITION

Current charges for tuition and fees are listed in Supplement “B”, included with this catalog. Tuition, books and fees are payable quarterly in advance, any other arrangements must be made through the Financial Planner’s office prior to the start of the quarter.

CANCELLATION POLICY

A full refund of all monies is made if the applicant cancels the enrollment within three (3) business days. After three (3) business days the application fee is non-refundable. Refunds will be made within 30 days of cancellation. Additionally, ATA College reserves the right to delay and/or cancel a program start when the number of students scheduled to start is too small economically to start the class. A student may elect to accept the new start date or have all monies refunded.

INSTITUTIONAL REFUND POLICY

The college shall refund both tuition and fees, based on the percentage of the quarter remaining after the last day of attendance, up until the time the student has attended 60% of the quarter. This percentage will be calculated based on the number of calendar days remaining in the quarter divided by the total number of calendar days in the quarter. Scheduled breaks of 5 or more consecutive days will be excluded in determining the calendar day’s used in the calculation. After attending 60% of the quarter there will be no refund.

UNIFORM REFUND POLICY FOR INDIANA STUDENTS

Institutional Policy for Withdrawal: Indiana Residents

Sec. 6.5. (A) The postsecondary proprietary educational institution shall pay a refund to the student in the amount calculated under the refund policy specified in this section or as otherwise approved by the commission. The institution must make the proper refund no later than thirty-one (31) days of the student’s request for cancellation or withdrawal.

(B) The following refund policy applies to each resident postsecondary proprietary educational institution, except as noted in section 4.5 of this rule:

(1) A student is entitled to a full refund if one (1) or more of the following criteria are met:

(a) The student cancels the enrollment agreement or enrollment application within six (6) business days after signing.

(b) The student does not meet the postsecondary proprietary educational institution’s minimum admission requirements.

(c) The student's enrollment was procured as a result of a misrepresentation in the written materials utilized by the postsecondary proprietary educational institution.

(d) If the student has not visited the postsecondary educational institution prior to enrollment, and, upon touring the institution or attending the regularly scheduled orientation/classes, the student withdrew from the program within three (3) days.

(2) A student withdrawing from an instructional program, after starting the instructional program, at a postsecondary proprietary institution and attending one (1) week or less, is entitled to a refund of ninety percent (90%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars (\$100).

REFUND POLICY FOR STUDENTS RECEIVING VETERANS BENEFITS

VA funds returned to the student from ATA typically must be returned to VA. Please contact the Department of Veteran's Affairs to be sure, as this can affect your future eligibility.

The exact pro-ration will be determined on the ratio of the number of days of instruction completed by the student to the total number of instructional days in the charging period. Vocational refund policy will be applied as required in 5 CSR 60-900.050 (4) (E).

NOTE: Books and supplies may be purchased at ATA bookstore or any other available source. Payment for books or supplies are due at the time of purchase, however, a student may charge their books on account as a matter of convenience. Books and supplies are considered non-institutional costs and are not subject to refund provisions.

POLICY ON RETURN OF TITLE IV FUNDS

Federal financial aid funds are awarded with the expectation that students "earn" a percentage of the funds they are disbursed with each day of class attendance each quarter. When a student who has received federal financial aid funds (Title IV Funds) leaves school before the end of the term, federal law requires the institution to calculate the percentage and amount of "unearned" financial aid funds that must be returned to the federal government. Once a student has completed more than 60% of a term, he/she is considered to have earned all funding received. This calculation may have the effect of requiring the student to repay funds that have already been disbursed to the student. Students are encouraged to meet with their financial aid administrator prior to making the decision to withdraw from school.

The order of repaying the funds are as follows: (1) Unsubsidized Stafford (2) Subsidized Stafford Loan (3) PLUS Loan (4) Pell Grant (5) SEOG Grant (7) Other Title IV programs (8) Student.

6 TUITION, FEES, PAYMENT AND REFUND POLICY

APPEALS PROCESS

Students wishing to appeal a decision made by ATA may do so by completing a written statement within two days of the incident or circumstances at issue. The written statement must explain the circumstance the student believes should be considered. The student will be notified in writing of ATA's determination of the appeal usually within one week. Challenges made in regards to grades must be made no later than the end of the drop/add period. The student status will not change while an appeal is in process. Any mitigating circumstances must be fully disclosed in the written statement provided by the student in order for ATA to make a decision regarding the appeal. The student appeals process must be completed before initiating the following grievance procedure. This letter of appeal should be directed to the office of academic affairs.

GRIEVANCE PROCEDURE

If a student has any problems or concerns regarding his/her classes or instructors, the student is encouraged to speak with the instructor first. If the problem is not resolved, the student should make an appointment with the Director of Accreditation & Compliance. Every effort should be made by both the student and ATA staff to resolve any complaint issues at the levels indicated above.

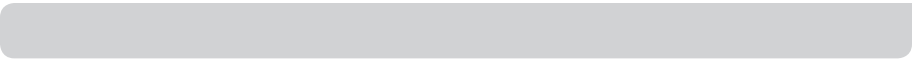
ATA College
Cindy Landry
Director of Accreditation & Compliance
10200 Linn Station Road, Ste. 325
Louisville, KY 40223
502 371-8330 Ext. 1363

FILING A COMPLAINT WITH THE KENTUCKY COMMISSION ON PROPRIETARY EDUCATION

To file a complaint with the Kentucky Commission on Proprietary Education, each person filing must submit a completed "Form to File a Complaint" (PE-24) to the Kentucky Commission on Proprietary Education by mail to Capital Plaza Tower, Room 302, 500 Mero Street, Frankfort, Kentucky 40601. This form can be found on the website at <http://www.kcpe.ky.gov>.

STUDENT PROTECTION FUND

KRS 165A.450 requires each school licensed by the Kentucky Commission on Proprietary Education to contribute to a Student Protection Fund which will be used to pay off debt incurred due to the closing of a school, discontinuance of a program, loss of license, or loss of accreditation by a school or program. To file a claim against the Student Protection Fund, each person filing must submit a completed "Form for Claims Against the Student Protection Fund". This form can be found on the website at <http://www.kcpe.ky.gov>.



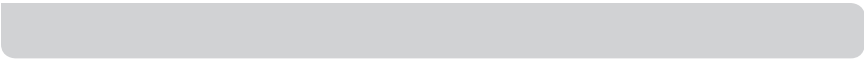
Executive Director
Kentucky Commission on Proprietary Education
Capital Plaza Tower, Room 303
500 Mero Street
Frankfort, Kentucky 40601

(502) 564-4185 (Main Number)

(502) 564-4248 (Fax Number)

Accreditation

Executive Director
Accrediting Bureau of Health Education Schools
7777 Leesburg Pike, Suite 314N
Falls Church, VA 22043



**PROGRAMS
OF STUDY**

7

7 PROGRAMS OF STUDY

PROGRAMS

ATA offers programs leading to a Certificate, Diploma and/or Degree. All programs offered by ATA are taught on campus.

Certificate Program Level

This level generally requires completion of twenty-four (24) credits and is designed to be completed in two academic quarters. This level develops skills that may enhance employment possibilities at the entry level.

Diploma Level

This level generally requires completion of thirty-six (36) but less than ninety (90) quarter credits and is designed to be completed in three to six academic quarters. This level develops skills that may enhance employment possibilities at the entry level.

Degree Level

This level requires completion of at least ninety (90) quarter credits with appropriate general education courses designed to be completed in 6 or more quarters.

All students entering ATA will enroll in the program of their choice. Students will benefit most from their selected program by uninterrupted progress toward completion of the full program; however, there may be some valid reason for a student to complete something less than the full program of study. Should the student later complete the full program, the regular academic credential will be awarded to the student.

ACADEMIC PROGRAMS

Occupational Associate Degree

Limited Medical Radiography with Medical Assisting	70 weeks
Medical Professional	70 Weeks
Concentration in Medical Coding	
Concentration in Medical Assisting	
Pre-Licensure Practical Nursing	60 weeks
Medical Assisting with Specialty in Phlebotomy	70 weeks

Diploma Programs

Medical Office Assistant.....	40 weeks
Phlebotomy	40 weeks
Dental Assisting	40 weeks
Professional Coding	50 weeks

* Students who start a program on an "off start" as per the academic calendar will require 5 additional weeks for program completion.

7 PROGRAMS OF STUDY

Occupational Associate Degree (AOS) In MEDICAL PROFESSIONAL

Objective: This degree program offers two different career tracks. Students have the option to choose from two career concentrations: Medical Assisting or Medical Coding. The core portion of the program is designed to train for entry-level medical assisting/administrative positions. Graduates of this program receive not only specialized courses relating to the medical field, but also a solid background in the basic skills necessary for most medical office positions. The student realizes the importance of the computer and data processing in the medical field through computer curricula. Depending on the career track chosen, graduates will be prepared for positions such as medical assistant, medical secretary, insurance office worker, medical claims processor, medical coders or records clerk. During the final quarter of study, students participate in an Externship which will provide them with an opportunity to work in the field under the supervision and evaluation of a cooperating medical facility and the school.

Medical Professional: Concentration in Medical Coding

Credit Hours: 92

In Class Contact Hours: 1110

Length: 70 weeks day or evening

Medical Professional: Concentration in Medical Assisting

Credit Hours: 90

In-Class Contact Hours: 1170

Length 70 weeks day or evening

* All laboratory and clinical classes require a C or higher for completion.

* Only one absence per clinical or laboratory class is permitted.

* Students are required to show proof of immunization against Hepatitis B.

In addition, proof of a negative TB Skin test must be submitted.

Basic Requirements		Credit Hours
ENG101*	English I	4
COM151*	Interpersonal Communication	4
LAS130*	Professional Development	2
PSY101*	Introduction to Psychology	4
MED110*	Medical Math	4
MED120*	Medical Law and Ethics	4

Program Core Requirements

ANA101	Anatomy & Physiology	4
BUS110	Keyboarding	2
MED100	Medical Terminology	4
MED135	Medical Administrative Procedures	4
COD128	Medical Insurance & Billing	4
MED115	Pharmacology	4
MED126	Computers in Healthcare	4
BUS113	Records Management	4
LAS120	Success Skills	4
EXT200	Externship	6

Total degree core credits 62

Concentration in Medical Coding		Credit Hours
COD140	Basic ICD-9-CM Coding	4
COD141	Advanced ICD-9-CM Coding	4
COD145	Medical Record Auditing	4
COD155	AAPC Professional Coding	10
COD175	CPC Certification Exam Review	4
PTH100	Pathology	4
Concentration credit hours required for graduation		30
Outside Coursework Hours		430

Concentration in Medical Assisting		Credit Hours
MED150	Clinical Procedures I	3
MED155	Clinical Procedures II	3
MED160	Laboratory Procedures I	3
MED165	Laboratory Procedures II	3
COD140	Basic ICD-9-CM Coding	4
MED175	Medical Assistant Certification Review	4
PTH100	Pathology	4
BIO101	Biology	4
Concentration credit hours required for graduation		28
Outside Coursework Hours		420

* Denotes a General Education Course

7 PROGRAMS OF STUDY

Occupational Associate Degree (AOS) In MEDICAL ASSISTANT WITH SPECIALTY IN PHLEBOTOMY

Objective: The program is designed to train for entry-level medical assisting/administrative positions as well as providing advanced skills in phlebotomy. Graduates of this program receive not only specialized courses relating to the medical field, but also a solid background in the basic skills necessary for most medical office positions as well as training to perform phlebotomy techniques.

Graduates will be prepared for positions such as clinical medical assistant, medical secretary, and phlebotomist. During the final quarter of study, students participate in an externship which will provide them with an opportunity to work in the field under the supervision and evaluation of a cooperating medical facility and the school. Estimated program completion is 7 quarters (70 weeks).

Medical Assistant with Specialty in Phlebotomy

Credit Hours: 98

In Class Contact Hours: 1350

Length: 70 weeks day or evening

* All laboratory and clinical classes require a C or higher for completion.

* Only one absence per clinical or laboratory class is permitted.

* Students are required to show proof of immunization against Hepatitis B.

In addition, proof of a negative TB Skin test must be submitted.

Basic Requirements		Credit Hours
ENG101*	English I	4
COM151*	Interpersonal Communication	4
LAS130*	Professional Development	2
PSY101*	Introduction to Psychology	4
MED110*	Medical Math	4
MED120*	Medical Law and Ethics	4
Total basic credits		22

Program Core Requirements

ANA101	Anatomy & Physiology	4
BUS110	Keyboarding I	2
MED100	Medical Terminology	4
MED135	Medical Administrative Procedures	4
COD128	Medical Insurance & Billing	4
COD140	Basic ICD-9-CM Coding	4
MED115	Pharmacology	4
MED126	Computers in Healthcare	4
MED150	Clinical Procedures I	3
MED155	Clinical Procedures II	3
MED160	Labratory Procedures I	3
MED165	Labratory Procedures II	3
MED175	Medical Assistant Certification Review	4
MED175P	Phlebotomy Certification Prep	4
PHL102	Phlebotomy Lab 2	4
PHL103	Phlebotomy Lab 3	4
PHL104	Phlebotomy Clinical	6
BUS113	Records Management	4
LAS120	Success Skills	4
EXT200	Externship	6
Total degree core credits		76
Total credit hours		98
Outside Coursework Hours		440

7 PROGRAMS OF STUDY

Diploma In MEDICAL OFFICE ASSISTANT

Objective: This diploma program is designed to train individuals for entry-level medical office positions. Graduates of this program receive not only specialized courses relating to the medical office field, but also skills necessary for any office environment. The student will understand the importance of computer and data processing in the medical field through extensive computer curricula. Graduates will be prepared to seek positions such as receptionist, medical secretary, insurance office worker, medical claims processor or records clerk.

* Students are required to show proof of immunization against Hepatitis B. In addition, proof of a negative TB Skin test must be submitted.

Medical Office Assisting

Credit Hours: 56

In-Class Contact Hours: 700

Length: 40 weeks day or evening

Basic Requirements		Credit Hours	Contact Hours
COM151	Interpersonal Communication	4	40
LAS120	Success Skills	4	40
LAS130	Professional Development	2	20
Program Requirements			
ANA101	Anatomy & Physiology	4	40
MED100	Medical Terminology	4	40
BUS110	Keyboarding	2	40
MED126	Computers in Healthcare	4	50
MED120	Medical Law and Ethics	4	40
MED135	Medical Administrative Procedures	4	50
COD128	Medical Insurance & Billing	4	50
MED110	Medical Math	4	40
BUS113	Records Management	4	40
MED115	Pharmacology	4	40
COD140	Basic ICD-9-CM Coding	4	50
EXT100	Externship	4	120
Total Credits Required for Graduation - Diploma		56	700
Outside Coursework Hours			260

Diploma In PROFESSIONAL CODING

Objective: This diploma program provides students with the appropriate didactic theory and hands-on skills required and necessary, for starting, maintaining and growing in a chosen health information coding career. Students are prepared to function in a variety of medical facilities within the chosen fields of medical coding and billing. The objective for this program is to prepare students to analyze medical records and assign codes to medical conditions, diagnoses and procedures using a complex health care coding classification system. Students will be scheduled for the American Academy of Professional Coders CPC Certification exam upon successful completion of the program. Graduates will be prepared to seek positions such as medical secretary, insurance office worker, medical claims processor or records clerk in physicians' offices, hospitals, clinics, insurance companies, medical billing companies and medical financial consulting companies. Estimated program completion is 5 quarters (50 weeks).

* Students are required to show proof of immunization against Hepatitis B. In addition, proof of a negative TB Skin test must be submitted.

Basic Requirements		Credit Hours	Contact Hours
LAS120	Success Skills	4	40
LAS130	Professional Development	2	20
MED120	Medical Ethics and Law	4	40
MED126	Computers in Healthcare	4	50
Program Requirements			
ANA101	Anatomy & Physiology	4	40
BUS113	Records Management	4	40
COD128	Medical Insurance & Billing	4	50
COD140	Basic ICD-9-CM Coding	4	50
COD141	Advanced ICD-9-CM Coding	4	50
MED135	Medical Administrative Procedures	4	50
MED100	Medical Terminology	4	40
PTH100	Pathology	4	40
COD155	AAPC Professional Medical Coding Curricular	10	100
COD 175	Coding Certification Review	4	40
EXT100	Externship	6	180
Total Credits Required for Graduation - Diploma		66	830
Outside Coursework Hours			305

***All courses in this curriculum transfer into the Medical Professional: Medical Coding.**

7 PROGRAMS OF STUDY

Diploma In PHLEBOTOMY

Objective: This program is designed to prepare students for entry level employment as a phlebotomist. The objective of this program is to prepare the graduate to provide high quality, direct patient care while performing venipuncture and other phlebotomy techniques. The phlebotomist is a vital member of the clinical laboratory team whose main function is to obtain patients' blood specimens by venipuncture and micro-collection and transportation of other clinical specimens. Phlebotomists are employed throughout the health care system in hospitals, neighborhood health centers, medical group practices, HMOs, public health facilities, and veterans' hospitals. Estimated program completion is 4 quarters (40 weeks).

Within 90 days prior to starting the PHL104 Phlebotomy Clinical student must:

- a. Clear TB skin test - within the last 12 months
- b. Have received at least the first vaccination in the Hepatitis B series of 3

Phlebotomy

Credit Hours: 57

In-Class Contact Hours: 720

Length: 40 weeks day or evening

Basic Requirements		Credit Hours	Contact Hours
COM151	Interpersonal Communication	4	40
LAS120	Success Skills	4	40
LAS130	Professional Development	2	20
ENG101	English I	4	40
Program Requirements			
ANA101	Anatomy & Physiology	4	40
MED100	Medical Terminology	4	40
MED101	Health & Safety Techniques	4	50
MED110	Medical Math	4	40
MED120	Medical Law and Ethics	4	40
MED126	Computers in Healthcare	4	50
MED175P	Phlebotomy Certification Review	4	40
PHL101	Phlebotomy Lab 1	3	50
PHL102	Phlebotomy Lab 2	4	60
PHL103	Phlebotomy Lab 3	4	50
PHL104	Phlebotomy Clinical	4	120
Total Credits Required for Graduation - Diploma		57	720
Total Coursework Hours			265

3 ACADEMIC POLICIES

Occupational Associate Degree (AOS) In LIMITED MEDICAL RADIOGRAPHY WITH MEDICAL ASSISTING

Objective: This degree program is designed to provide quality career education and training in Limited Medical Radiography while also preparing the graduate to provide clinical support in the medical facility as a medical assistant. Upon completion of the program graduates will be prepared to sit for licensure as a Limited Medical Radiographer through the Kentucky State Cabinet for Health Services as well as sit for certification through the American Association of Medical Assistants as a Certified Medical Assistant.

The Licensed Limited Medical Radiographer plays an important role in the medical team by providing quality radiographs for a physician or radiologist. LMR specific responsibilities include adjusting radiographic equipment for specific examinations and placing the patient in the correct position and processing the radiograph. Graduates will be prepared to seek positions in a physicians' office as a Limited Medical Radiographer and Medical Assistant.

All applicants will be required to submit a clear criminal background check prior to entering classes. Students are required to submit a clear TB skin test, hepatitis B, varicella (chicken pox), tdap (tetanus), and MMR immunization prior to starting clinical.

Limited Medical Radiography with Medical Assisting

Credit Hours: 102

In-Class Contact Hours: 1480

Length: 70 weeks (day)

Basic Requirements		Credit Hours
COM151*	Interpersonal Communication	4
LAS130*	Professional Development	2
MED110*	Medical Math	4
MED120*	Medical Law & Ethics	4
ENG101*	English I	4
PSY101*	Introduction to Psychology	4
Program Requirements		
ANA101	Anatomy & Physiology	4
BUS110	Keyboarding	2
MED100	Medical Terminology	4
MED126	Computers in Healthcare	4
MED135	Medical Administrative Procedures	4
LAS120	Success Skills	4
LMR100	Introduction to Radiography	4
LMR102	Radiographic Anatomy	4
LMR110	Principles of Radiation	4
LMR200L	Radiographic Positioning 1/Lab	2
LMR300L	Radiographic Positioning 2/Lab	2
LMR120	Radiographic Imaging	4
LMR301	Limited Radiography Clinical	2
LMR400	Advanced Limited Radiography Clinical	6
LMR145	State Exam LXMO Review 4	4
MED150	Clinical Procedures 1	3
MED155	Clinical Procedures 2	3
MED160	Laboratory Procedures 1	3
MED165	Laboratory Procedures 2	3
MED115	Pharmacology	4
MED175	Medical Assisting Cert. Prep	4
EXT200	Extership (MA)	6
Total Credits Required for Graduation		102
Outside Coursework Hours		440

* - Denotes General Education Course

7 COURSE DESCRIPTIONS

Diploma In DENTAL ASSISTING

Objective: This diploma program is designed to train individuals for positions as dental assistants in the dental office setting. The dental assistant program has a clinical emphasis. The dental assistant will be trained to function as a member of the dental health care delivery team. Graduates of this program receive classroom training as well as lab experience and clinical experience to fully prepare them for employment in the dental office. Laboratory classes in the dental assisting program are completed off-site at the ATA extended classroom facility at the office of Drs. Pierce & Mitchell, 4825 S. 3rd Street. Graduates will be prepared to seek positions such as dental assistant or in the front office of a dental practice.

Dental Assisting

Credit Hours: 56

In-Class Contact Hours: 800

Length: 40 weeks (evening)

Basic Requirements		Credit Hours	Contact Hours
COM151	Interpersonal Communication	4	40
MED120	Medical Law & Ethics	4	40
LAS120	Success Skills	4	40
LAS130	Professional Development	2	20
ENG101	English I	4	40
Program Requirements			
ANA105	Basic Orofacial Anatomy	4	40
DEN101	Introduction to Dental Assisting	4	40
DEN115	Dental Materials	2	20
DEN115L	Dental Materials Lab 1	1	20
DEN110	Dental Radiography	2	20
DEN110L	Dental Radiography Lab	1	20
DEN120	Specialty Principles & Techniques	4	40
DEN125	Practice Management	4	40
DEN140	Advanced Operative Procedures	4	40
DEN140L	Advanced Operative Procedures Lab	2	40
DEN145	Clinical Practice	10	300
Total Credits Required for Graduation		56	800
Outside Coursework Hours			230

Note

Students are required to show proof of immunization against Hepatitis B.

In addition, proof of a negative TB skin test must be submitted.

Students have 24 (twenty-four) months from program completion to complete the Expanded Duties Dental Assistant (EDDA) training at UofL Dental School.

7 COURSE DESCRIPTIONS

Occupational Associate Degree In PRE-LICENSURE PRACTICAL NURSING

Objective: This diploma program provides students with classroom and clinical experiences that allow for students with the acquisition of knowledge and skills that enable each student to meet the requirements necessary for success as a practical nurse.

Upon completion of this Practical Nursing program, the student will be able to apply for licensure and take the National Council Licensure Examination for Practical Nurses (NCLEX-PN). Once licensed, the student will be able to seek employment and provide nursing care as an entry level practical nurse, working under the direction of a physician or registered nurse.

Graduates are prepared to function as professionals in accordance within the scope and standards of practical nursing practice set by the National Association of Practical Nurse Education and Service (NAPNES) and the Kentucky Board of Nursing (KBN).

This program prepares graduates for employment in numerous health care settings. Licensed practical nurses hold positions in hospitals, nursing care facilities, physician offices, community, home health, and employment agencies, outpatient care centers, and in federal, state, and local government service organizations.

Students must obtain MNA licensure by the end of quarter 2 in order to advance to quarter 3.

Pre-Licensure Practical Nursing

Credit Hours: 90.5

In-Class Contact Hours: 1411

Length: 60 weeks (day)

Basic Requirements		Credit Hours
LAS120N	Success Skills	4
LAS130N*	Professional Development	2
MED126N*	Computers in Healthcare	4
MED 105*	Medical Math (Nursing)	2
ANA101N*	Anatomy & Physiology	4
MIC100 *	Microbiology	2
NUT100*	Nutrition	2

Program Requirements

MED100N	Medical Terminology	4
MNA100	Medicaid Nurse Aide Training	6.5
NPN100	Introduction to Practical Nursing	6
PHA100N	Pharmacology/Medication Math	4
NPN110	Fundamentals of Practical Nursing/Role of the Practical Nurse	6
NPN120	Medical Surgical Nursing I	6
PSY100	Psychology/Growth & Developmental	2
NPN130	Medical Surgical Nursing II	6
NPN131	Pediatric Nursing	4
PHA200N	Pharmacology/Medication Math II	4
NPN140	Medical Surgical Nursing III	6
NPN141	Maternal/Newborn Nursing	4
NPN151	Psychiatric/Mental Health Nursing	4
NPN152	Long-Term Care/Geriatric Nursing/Palliative Care/Leadership	4
PRA100	Integrated Practicum	4

Total Credits Required for Graduation	90.5
Outside Coursework Hours	320

* - Denotes General Education Course

7 COURSE DESCRIPTIONS

Diploma In LIMITED MEDICAL RADIOGRAPHY

THIS PROGRAM NO LONGER OFFERED FOR NEW ENROLLMENT

Objective: This diploma program is designed to provide quality career education and training in Limited Medical Radiography. After successful completion graduates will be prepared to take the Kentucky Limited Radiography examination administered by the American Registry of Radiologic Technologist.

The Limited Medical Radiographer plays an important role in the medical community by providing quality radiographs for a physician or radiologist. Responsibilities include adjusting radiographic equipment for specific examinations and placing the patient in the correct position and processing the radiograph. Graduates will be prepared to seek positions in a physician's office as a Limited Medical Radiographer. Estimated program completion is 4 quarters (40 weeks).

Mission Statement

ATA's Limited Medical Radiography Program is designed to provide the health care community with quality career educated and trained professionals in Limited Medical Radiography.

Goals

1. To provide high quality instruction in developing the skills required to prepare employable, entry-level radiographers.
2. Provide a curriculum that includes didactic, laboratory, and clinical experiences that will build the knowledge and skills required to think critically and problem solve in the work environment.
3. To prepare graduates for licensure in Limited Medical Radiography.
4. To assure exceptional quality to the patient, employers and partnering institutions through the development of technically and professionally qualified individuals.

* Any LMR course requires a grade of "C" or higher for successful completion.

Basic Requirements		Credit Hours	Contact Hours
COM151	Interpersonal Communication	4	40
LAS120	Success Skills	4	40
LAS130	Professional Development	2	20
Program Requirements			
ANA101	Anatomy & Physiology	4	40
MED100	Medical Terminology	4	40
LMR100	Introduction to Radiography	4	40
MED120	Medical Law and Ethics	4	40
LMR102	Radiographic Anatomy	4	40
LMR110	Principles of Radiation	4	40
LMR200L	Radiographic Positioning I	2	40
MED101	Health & Safety Techniques	4	50
LMR300L	Radiographic Positioning II	2	40
LMR120	Radiographic Imaging	4	40
LMR301	Limited Radiography Clinical	2	80
LMR400	Advanced Limited Radiography Clinical	6	180
Total Credits Required for Graduation		54	770

7 COURSE DESCRIPTIONS

Diploma In PRE-LICENSURE PRACTICAL NURSING

THIS PROGRAM IS NO LONGER OFFERED FOR NEW ENROLLMENT

Objective: This diploma program provides classroom and clinical experiences with opportunities that allow for the acquisition of knowledge and skills that enables each student to meet the requirements necessary for success as a practical nurse. Estimated program completion is 6 quarters (60 weeks).

Upon completion of this Practical Nursing program, the student will be able to apply for licensure and take the National Council Licensure Examination for Practical Nurses (NCLEX-PN). Once licensed, the student will be able to seek employment and provide nursing care as an entry level practical nurse, working under the direction of a physician or registered nurse.

Graduates are prepared to function as professionals in accordance within the scope and standards of practical nursing practice set by the National Association of Practical Nurse Education and Service (NAPNES) and the Kentucky Board of Nursing (KBN).

This program prepares graduates for employment in numerous health care settings. Licensed practical nurses hold positions in hospitals, nursing care facilities, physician offices, community, home health, and employment agencies, outpatient care centers, and in federal, state, and local government service organizations.

Basic Requirements		Credit Hours	Contact Hours
LAS120N	Success Skills	4	40
LAS130N	Professional Development	2	20
MED105	Medical Math (Nursing)	2	20
MED126N	Computers in Healthcare	4	50
Program Requirements			
ANA101N	Anatomy & Physiology	4	40
MED100N	Medical Terminology	4	40
NPN100	Introduction to Practical Nursing	6	120
MIC100	Microbiology	2	20
NUT100	Nutrition	2	20
PHA100	Pharmacology/Medication Math	4	40
NPN110	Fundamentals of Practical Nursing/Role of the Practical Nurse	6	120
NPN120	Medical Surgical Nursing I	6	120
PSY100	Psychology/Growth & Developmental	2	20
NPN130	Medical Surgical Nursing II	6	120
NPN131	Pediatric Nursing	4	70
PHA200	Pharmacology/Medication Math II	4	40
NPN140	Medical Surgical Nursing III	6	120
NPN141	Maternal/Newborn Nursing	4	70
NPN151	Psychiatric/Mental Health Nursing	4	70
NPN152	Long-Term Care/Geriatric Nursing/Palliative Care/Leadership	4	70
PRA100	Integrated Practicum	4	120
Total Credits Required for Graduation		84	1350

7 COURSE DESCRIPTIONS

COURSE DESCRIPTIONS

ANA101 Anatomy & Physiology

4 Credit Hours
40 Lecture Hours

This course covers the study of the human body from the single cell to the coordinated whole, with emphasis on the interaction of all body systems in the maintenance of a stable internal state. The course includes the discussion of pathological conditions and diseases through the course. Prerequisite: None

ANA101N Anatomy & Physiology

4 Credit Hours
40 Lecture Hours

This course introduces the structure and function of the human body. The cells and tissues of the human body are presented along with the basic structure and physiology of the integumentary, skeletal, muscular, and nervous systems. It includes the examination of the basic structure and physiology of the cardiovascular, endocrine, lymphatic, and immune, respiratory, digestive, urinary and reproductive systems. Prerequisites: None

ANA102 Anatomy & Physiology II

4 Credit Hours
40 Lecture Hours

This course offers a more in-depth study of the human body from the single cell to the coordinated whole, with further emphasis on body systems, disease effects, and the maintenance of a stable internal state. The course includes discussion of pathological conditions and diseases throughout the course. Prerequisites: ANA 101,

ANA105 Basic Orafacial Anatomy

4 Credit Hours
40 Lecture Hours

This course provides a basic introduction to the structures of the head, neck, and oral cavity. Topics include tooth morphology, head and neck anatomy, histology and embryology. Upon completion, students should be able to demonstrate knowledge of normal structures and development and how they relate to the practice of dental assisting. Prerequisite: None

BIO101 Biology

4 Credit Hours
30 Lecture Hours
20 Lab Hours

This course is designed to give students a foundation in the key concepts, classification of organisms, and research trends for major fields of biology.



BUS110 Keyboarding

2 Credit Hours

40 Lab Hours

This course covers the development of basic keyboarding skills to improve speed and accuracy. Prerequisite: None

BUS113 Records Management

4 Credit Hours

40 Lecture Hours

This course is designed to introduce the student to a variety of records and record keeping systems and the principles underlying effective management of records. It also combines technical aspects of records procedures with the systems typically used in business today. Prerequisite: None

7 COURSE DESCRIPTIONS

COD128 Medical Insurance & Billing

4 Credit Hours
30 Lecture Hours
20 Lab Hours

This course has been designed to introduce the student to the fundamentals of insurance, billing, and coding. The basics of health insurance are discussed, including coding classifications, collection strategies, and various health care payers. The primary goal of this course is to preview coding, insurance, carriers, forms, and reports. All materials covered in this course will be used to strengthen the student's knowledge of medical insurance and billing, coding, and problem solving skills. Prerequisites: None

COD140 Basic ICD-9-CM Coding

4 Credit Hours
30 Lecture Hours
20 Lab Hours

This course develops skills in the use of ICD: International Classification of Diseases coding principles. The text will assist the student to reference course workbook, and associated manuals, while matching procedures, evaluations, and assessment to numeric codes. Additionally, students will be introduced to 'E' and 'V' codes, and their appropriate use. Also, coding laws and ethics will be discussed. Instructional Goals: The primary goal of this course is to expand the student's coding knowledge, specifically in ICD-9-CM coding challenges. Prerequisites: ANA 101

COD141 Advanced ICD-9-CM Coding

4 Credit Hours
30 Lecture Hours
20 Lab Hours

This course is designed to advance the student to a more heightened awareness of ICD-9 medical coding and to provide an advanced approach to diagnostic coding. This course is a continuation of prior exposure to coding and how the classification system is maintained. Instructional Goals: The primary goal of this course is to expand the student's coding knowledge, specifically in troubleshooting coding errors. Prerequisites: COD 140

COD145 Medical Record Auditing

4 Credit Hours
40 Lecture Hours

This course is designed to introduce the student to the structure of the inpatient & outpatient medical record and the fundamentals of E/M auditing used to determine the correct code for the level of service provided. Documentation, coding and E/M guidelines, required by third party payers, will be reviewed. The student will receive training on how to abstract necessary information from the medical record and the use of appropriate resources (audit tools) to perform E/M

chart audits. Students will analyze medical case studies and perform E/M chart audits using an audit form. Students will be exposed on how to analyze and report results of the audit. Prerequisites: COD 155

COD155 AAPC Professional Medical Coding Curricular

10 Credit Hours

100 Lecture Hours

This course is primarily centered on the use of the CPT: Current Procedural Terminology coding system. Principles of ICD- 9-CM are covered briefly. The HCPCS (Healthcare Common Procedural Coding System) is explained and practice examples are given. The texts used cover all sections of CPT and the coding guidelines applicable to each section are discussed. End of chapter questions are assigned and reviewed. In addition, Medicare rules and regulations governing CPT coding procedures will be discussed. Prerequisites: COD 141, COD 128, MED 135

COD160 Professional Hospital Coding

6 Credit Hours

60 Lecture Hours

This course instructs students on outpatient/inpatient hospital coding, billing and reimbursement procedures, guidelines and regulations. Material will be presented through lecture and practical application exercises. Students will be instructed in how to correctly complete a UB-04 (CMS1450) claim form. Accurate utilization of ICD-9-CM Volume 3 (procedural coding) is taught. Payment methodologies, DRG's, APC's, Charge Description Master (CDM) and revenue codes are explained. A review of POA indicators for inpatient coding is included. Students will be presented with real world scenarios from inpatient/outpatient charts and taught how to abstract data and assign correct codes. Scenarios are reviewed with instructor and rationale provided for correct coding. Mock practice exams, tailored in similar format of the national exams, are given for additional preparation. Prerequisite: COD 140, COD 141, COD 155

COM151 Interpersonal Communication

4 Credit Hours

40 Lecture Hours

This course examines perspectives and recent research on verbal and non-verbal elements affecting communication between individuals in a variety of contexts. Prerequisite: None

COD175 AAPC Certification Exam Review

4 Credit Hours

40 Lecture Hours

This course is designed to help prepare the student to perform well on the Certified Professional Coder (CPC) Certification Examination. The principal guidelines for this course are based on the American Academy of Professional Coders (AAPC) Certification Examination Content Outline. There are five major areas of

7 COURSE DESCRIPTIONS

comprehensive review: Medical Terminology & Anatomy, ICD-9-CM Coding Guidelines/Application, CPT Coding Guidelines/Application, HCPCS Coding Guidelines/Application & Reimbursement Guidelines/Application

DEN101 Introduction to Dental Assisting

4 Credit Hours
40 Lecture Hours

Preview of dental practice, including specialties, history, professional and legal responsibilities and the role of the dental assistant. Dental and medical terminology; dental forms, records and charts, patient communication, telephone communications and office personnel relations. Prerequisite: None

DEN110 Dental Radiology

2 Credit Hours
20 Lecture Hours

This course provides a comprehensive view of the principles and procedures of radiology as they apply to dentistry. Topics include techniques in exposing, processing, and evaluating radiographs, as well as radiation safety, quality assurance and legal issues. Upon completion, students should be able to demonstrate proficiency in the production of diagnostically acceptable radiographs using appropriate safety precautions. Prerequisite: None

DEN110L Dental Radiography Lab

1 Credit Hour
20 Lab Hours

This course provides a comprehensive view of the principles and procedures of radiology as they apply to dentistry. Topics include techniques in exposing, processing, and evaluating radiographs, as well as radiation safety, quality assurance, and legal issues. Upon completion, students should be able to demonstrate proficiency in the production of diagnostically acceptable radiographs using appropriate safety precautions.

DEN115 Dental Materials

2 Credit Hours
20 Lecture Hours

This course provides instruction in identification, properties, evaluation of quality, principles, and procedures related to manipulation and storage of operative and specialty dental materials. Emphasis is placed on the understanding and safe application of materials used in the dental office and laboratory. Upon completion, students should be able to demonstrate proficiency in the laboratory and clinical application of routinely used dental materials. Prerequisite: None

DEN115L Dental Materials Lab

1 Credit Hour
20 Lab Hours

This course provides instruction in identification, properties, evaluation of quality, principles, and procedures related to manipulation and storage of operative and specialty dental materials. Emphasis is placed on the understanding and safe application of materials used in the dental office and laboratory. Upon completion, students should be able to demonstrate proficiency in the laboratory and clinical application of routinely used dental materials.

DEN120 Specialty Principles & Techniques

4 Credit Hours

40 Lecture Hours

This course is a study of endodontics, periodontics, pediatric dentistry, prosthetics and other specialty dental practices and the dental assistant's role in a specialty practice. Prerequisite: None

DEN125 Practice Management

4 Credit Hours

40 Lecture Hours

This course provides a study of principles and procedures related to management of the dental practice. Emphasis is placed on maintaining clinical and financial records, patient scheduling, and supply and inventory control. Upon completion, students should be able to demonstrate fundamental skills in dental practice management. Prerequisite: None

DEN140 Advanced Operative Procedures

4 Credit Hours

40 Lecture Hours

This course instructs students in the art of restorative dentistry. Prerequisite: None

DEN140L Advanced Operative Lab

2 Credit Hours

40 Lab Hours

This course instructs students in the art of restorative dentistry.

DEN145 Clinical Practice

10 Credit Hours

300 Clinical Hours

This course is designed to increase the level of proficiency in assisting in a clinical setting. Emphasis is placed on the application of principles and procedures of four handed dentistry and laboratory and clinical support functions. Upon completion, students should be able to combine theoretical and ethical principles necessary to perform entry-level skills.

7 COURSE DESCRIPTIONS

ENG101 English I

4 Credit Hours

40 Lecture Hours

The course covers the development of composition skills through purposeful reading, logical thinking, and the application of principles of rhetoric. Includes practice in the selection, restriction, organization and development of topics. It also reinforces the student's facility with sentence structure, diction and mechanics. Prerequisite: None

EXT100 Externship

4 Credit Hours

120 Lab Hours

Externship provides the student an opportunity to visit and work in a medical office environment. The student will be exposed to day to day operations of the medical office that may include management functions, personnel administration, record keeping and medical office equipment. The student will be evaluated by the work site as they apply skills learned in the classroom in a practical environment. Prerequisite: Final Quarter Medical Office Assistant Program

EXT200 Externship

6 Credit Hours

180 Lab Hours

Externship provides the student an opportunity to visit and work in a medical office environment. The student will be exposed to day to day operations of the medical office that may include management functions, personnel administration, record keeping and medical office equipment. The student will be evaluated by the work site as they apply skills learned in the classroom in a practical environment. Prerequisite: Final Quarter Medical Professional Degree Program.

LAS100 Essential English

4 Credit Hours

40 Lecture Hours

This course is designed for the student who needs a review of the basic fundamentals of reading and writing. Instruction is given in spelling, vocabulary, grammar, sentence structure and reading comprehension.

LAS110 Essential Math

4 Credit Hours

40 Lecture Hours

This course offers a review of the basic skills and understanding of the mathematical processes needed for business mathematics and related courses. Mathematical operations covered include: whole numbers, fractions, decimals, percentages and algebra.

LAS120 Success Skills (LAS120N - PN grading scale applies)

4 Credit Hours

40 Lecture Hours

This course covers the development of self-reliance through understanding and utilizing the concepts of self-esteem, goalsetting, and accountability. Topics include study skills, test taking, note taking, time management, goal setting, listening, communication and customer service skills. Prerequisite: None

LAS130 Professional Development (LAS130N - PN grading scale applies)

2 Credit Hours

20 Lecture Hours

This course is designed to assist the student in developing skills necessary to gain employment. It also covers a wide range of job-seeking skills, including the development of an effective résumé. Interviewing skills, referral letters, cover letters and other professional areas will be discussed. Prerequisite: None

LMR100 Introduction to Radiography

4 Credit Hours

40 Lecture Hours

This introductory course provides the student with general information about the profession of the limited medical radiographer and introduces basic radiographic imaging principles and radiation protection. Special emphasis is also placed on medical ethics and professional conduct as well as patient care techniques. Prerequisite: None

LMR102 Radiographic Anatomy

4 Credit Hours

40 Lecture Hours

This course for limited radiography students builds upon the basic understanding of the human anatomy and provides the student with in-depth identification of specific bone landmarks and bone markings that are to be identifiable on the x-ray film by the student. Co-requisite: LMR100

LMR110 Principles of Radiation

4 Credit Hours

40 Lecture Hours

This course gives the student an understanding of the importance of radiation protection and radiation's effects on the human body. The student will also be familiarized with the regulatory agencies and the agency's guidelines as they govern and pertain to radiation. Co-requisite: LMR100

7 COURSE DESCRIPTIONS

LMR115 Pharmacology with Injections

4 Credit Hours
30 Lecture Hours
20 Lab Hours

This course provides the student with the knowledge and skills required to prepare and administer oral and parenteral drugs. The student is introduced to principles of pharmacology, including major drug classifications, actions, side effects, immunology and implications for care. Prerequisite: None

LMR120 Radiographic Imaging

4 Credit Hours
40 Lecture Hours

This course presents additional concepts of x-ray physics and their relationship to the quality of the resultant radiograph. The properties of density, contrast, detail and distortion are analyzed extensively with emphasis on the factors that control and influence them. This includes such topics as screen/film combinations, grid usage, effects of collimation, processing, etc. The role these factors play in radiation exposure and protection is also emphasized. Prerequisites: LMR110

LMR145 State Exam LXMO Review

4 Credit Hours
40 Lecture Hours

This course for limited radiography students is designed to prepare the students to take the ARRT Limited Scope (LXMO) Radiography exam. This course includes review over patient care, radiographic procedures, equipment operation, image production and evaluation, radiation protection, anatomy and test taking skills. Prerequisites: LMR120, LMR102, LMR110, LMR200, MED100, MED101

LMR 160 Medical Laboratory Procedures

4 Credit Hours
30 Lecture Hours
20 Lab Hours

This course is designed to develop student skills in a simulated laboratory setting in the areas of the correct procedure in performing diagnostic tests. Prerequisite: None

LMR 165 Venipuncture

1 Credit Hours
20 Lab Hours

This course is designed to develop student skills in a simulated laboratory setting in the areas of identifying the role of the office personnel in collection of all specimens and demonstrating the correct procedure to perform tests on various body fluid specimens. Prerequisite: None

LMR200 Radiographic Positioning I

4 Credit Hours

40 Lecture Hours

This course for limited Radiography students offers laboratory experience to develop competency in performing x-ray examinations of the extremities, shoulder girdle, pelvic girdle, spines, and chest. Attention is also directed toward the organization of the radiology department — examination priorities, patient preparation, processing and archiving of x-ray images, etc. A combination of lecture, demonstration, and laboratory simulation are utilized to prepare students to perform these x-ray examinations. LMR100 co-requisite. Must be taken and successfully completed with LMR200L.

LMR 200L Radiographic Positioning 1 Lab

2 Credit Hours

40 Lab Hours

This course for limited radiography students offers laboratory experience to develop competency in performing x-ray examinations of the upper and lower extremities, shoulder girdle, pelvic girdle, chest, and abdomen. Attention is also directed toward the organization of the radiology department examination priorities, patient preparation, processing and archiving of x-ray images, etc. A combination of lecture, demonstration, and laboratory simulation are utilized to prepare students to perform these x-ray examinations. Must be taken and successfully completed with LMR200.

LMR250 Radiologic Pathology

4 Credit Hours

40 Lecture Hours

This course is designed to teach limited medical radiology students about the basic concepts underlying various pathological conditions. The student will learn about disease processes and how they may present radiographically. The student will also learn the etiology methods for detection of these disease processes and pathological conditions.

LMR300 Radiographic Positioning II

4 Credit Hours

40 Lecture Hours

This course for limited radiography students offers additional laboratory experience to develop competency in performing x-ray examinations of the thorax, skull, sinuses, facial bones and the abdomen. Attention is also directed toward the organization of the radiology department — examination priorities, patient preparation, processing and archiving of x-ray images, etc. A combination of lecture, demonstration, and laboratory simulation are utilized to prepare students to perform these x-ray examinations. Prerequisites: LMR200. Must be taken and successfully completed with LMR300L.

7 COURSE DESCRIPTIONS

LMR300L Radiographic Positioning 2 Lab

2 Credit Hours

40 Lab Hours

This course for limited radiography students offers additional laboratory experience to develop competency in performing x-ray examinations of the thorax, spine, skull, sinuses, and the facial bones. Attention is also directed toward the organization of the radiology department - examination priorities, patient preparation, processing and archiving of x-ray images, etc. A combination of lecture, demonstration, and laboratory simulation are utilized to prepare students to perform these x-ray examinations. Must be taken and successfully completed with LMR300.

LMR301 Limited Radiography Clinical

2 Credit Hours

80 Clinical Hours

This competency based course for limited radiography students covers the radiographic evaluation in a clinical setting, of the chest, extremities, shoulder girdle, pelvic girdle, spine, skull, and thorax, under the direct supervision of a state certified radiation operator. The student will be assigned to a clinical site to complete a total of 80 hours of clinical experience. Prerequisites: LMR100, LMR102, LMR110, LMR200, MED100, MED101

LMR400 Advanced Limited Radiography Clinical

6 Credit Hours

180 Clinical Hours

This competency based course for limited radiography students covers the radiographic evaluation in a clinical setting, of the chest, extremities, shoulder girdle, pelvic girdle, spine, skull, and thorax, under the direct supervision of a state certified radiation operator. The student will be assigned to a clinical site to complete a total of 180 hours of clinical experience. Prerequisites: LMR120, LMR102, LMR 110, LMR 200, MED 100, MED 101

MAT101 Applied Mathematics

4 Credit Hours

40 Lecture Hours

This course includes instruction in essentials of mathematics for a medical laboratory technician. Basic math skills as well as fractions, decimals, and conversions are a focus; word problems and solving linear equations allow the student to practice real-life health care skills requiring mathematics and algebraic skills. This course also develops skills necessary to problem solve and apply appropriate mathematical concepts to daily life. Prerequisite: None

MED100 Medical Terminology

4 Credit Hours

40 Lecture Hours

This course provides the student with an understanding of the medical language in the healthcare fields while incorporating body structures and function in health and disease. The student will have an effective understanding of the major body systems, including the musculoskeletal, cardiovascular, respiratory, digestive and Integumentary system. Prerequisite: None

MED100N Medical Terminology

4 Credit Hours

40 Lecture Hours

This course focuses on analyzing and combining prefixes, root words, and suffixes. The spelling, meaning, and pronunciation of these components, and commonly used medical terms are presented. Included are medical abbreviations. Prerequisites: None.

MED101 Health and Safety Techniques

4 Credit Hours

30 Lecture Hours

20 Lab Hours

In this course students become CPR certified health care provider American Heart Association. Basic patient care skills, OSHA standards, medical asepsis and standard precautions are discussed. Competency in vital signs, first aid procedures, and patient transport/transfer complete the course. Prerequisites: ANA101

MED105 Nursing Math

2 Credit Hours

20 Lecture Hours

This course provides instruction on the math skills and understanding of other mathematical processes needed for nursing mathematics. Mathematical operations covered include: whole numbers, fractions, decimals, percentages, and algebra. Basic medication dosage calculations and medication preparations are also covered. A combination of lecture and demonstration are utilized to prepare students to perform these operations as related to nursing practice. Prerequisites: None.

MED106 HIPAA for the Medical Office

4 Credit Hours

40 Lecture Hours

This course is designed to help the student understand the Health Insurance Portability and Accountability Act. The student will learn how to create a framework for initiating and maintaining a HIPAA compliant workplace. Prerequisite: None

7 COURSE DESCRIPTIONS

MED110 Medical Math

4 Credit Hours
40 Lecture Hours

This course includes instruction in essentials of mathematics for a health care provider. Drug dosages, intake and output, weights and measures, temperatures, IV drip rate and conversions are a focus, and illustrations of syringes, prescriptions, medication labels, IV bags, and I and O charts allow the students to practice real-life health care skills requiring mathematics and algebraic skills. Skills necessary to problem solve and apply appropriate mathematical concepts to daily life are developed: Prerequisite: None

MED115 Pharmacology

4 Credit Hours
40 Lecture Hours

This course provides the student with the knowledge and skills required to prepare and administer oral and parenteral drugs. The student is introduced to principles of pharmacology, including major drug classifications, actions, side effects, immunology and implications for care. Prerequisite: None

MED120 Medical Law & Ethics

4 Credit Hours
40 Lecture Hours

An overview of the role of the allied health professional in the legal and ethical concerns faced in the medical office; confidentiality of medical records and physicians' licensure requirements are covered. Prerequisite: None

MED126 Computers in Healthcare (MED126N - PN grading scale applies)

4 Credit Hours
30 Lecture Hours
20 Lab Hours

This course is designed for students in medical assisting, nursing and allied health programs, this course trains introductory Microsoft 2007 skills. As a participant, you will become more prepared for your career as a Medical Professional, in learning how to successfully support the front or back office of a clinic or hospital. Prerequisites: None

MED135 Medical Administrative Procedures

4 Credit Hours
30 Lecture Hours
20 Lab Hours

This course is designed to develop competencies in front office procedures, including scheduling and time management, telephone technique, procedure codes. This course also familiarizes students with business procedures performed in a medical facility. Students are introduced to various electronic claims,

professional fees, credit arrangements, submission, collection and data entry. Emphasis is placed on the practical application of collection procedures, patient billing and data entry and becoming proficient in the use of a billing software program. Prerequisite: MED100

MED150 Clinical Procedures I

3 Credit Hours

10 Lecture Hours

40 Lab Hours

This course is designed to introduce the student to the medical assistant program and to his/her role as a medical assistant. The student will be introduced to the components of the medical record, how to identify the different types of documents within the medical record and how to prepare charts. The important concepts relating to the measurement of vital signs will also be introduced and the student will have the opportunity to learn several methods of taking temperature, pulse, blood pressure, respiration and ECGs. Prerequisite: ANA101, MED100

MED155 Clinical Procedures II

3 Credit Hours

10 Lecture Hours

40 Lab Hours

This course is designed to provide the student with an opportunity to learn the principles and methods used to promote tissue healing and minor surgery, how to assist the physician, and patient during a gynecological examination and prenatal care. The student will also be provided with an opportunity to learn how to assist the physician during a flexible sigmoidoscopic examination. The medical assistant will learn skills to prepare and administer oral and parenteral drugs. CPR skills and basic first aid training. Prerequisite: MED150

MED160 Laboratory Procedures I

3 Credit Hours

10 Lecture Hours

40 Lab Hours

This course is designed to develop student skills in a simulated laboratory and will provide the student with an opportunity to learn about laboratory testing as a diagnostic tool as well as the steps that are taken when specimens are tested at an outside laboratory. Specifically, the student will be provided with an opportunity to learn about urinalysis, including the physical, chemical and microscopic analysis of urine. The student will also be provided with the opportunity to learn the proper procedures for collection of various urine specimens. Prerequisite: ANA101, MED100

7 COURSE DESCRIPTIONS

MED165 Laboratory Procedures II

3 Credit Hours
10 Lecture Hours
40 Lab Hours

This course is designed to assist the student in developing skills in a simulated laboratory setting and will provide the student with an opportunity to learn and develop skills in preparing for and performing venipuncture, as well as learning about the various components of the blood. The student will also be provided with an opportunity to learn the purpose and functions of various blood chemistry tests, including specimen requirements, normal values and those conditions resulting in abnormal values. Prerequisite: MED160
Blood born pathogens certification.

MED175 Medical Assistant Certification Review

4 Credit Hours
40 Lecture Hours

This course is designed to help prepare the student to perform well on the Medical Assistant Certifying Examination (CMA) test. The principal guidelines for this course are based on the American Association of Medical Assistants (AAMA) Certification Examination Content Outline. There are four major areas of comprehensive review: General information, administrative procedures, clinical procedures, & a practice exam. Prerequisite: MED155, MED165

MED175P Phlebotomist Certification Review

4 Credit Hours
40 Lecture Hours

This course is designed to help prepare the student to perform well on the Phlebotomy Certification Exam. The principal guidelines for this course are based on the American Association of Medical Assistants (AAMA) and the American Medical Technologist (AMT) content outline. Prerequisite: PHL101, PHL102

MED250 Clinical Procedures III

2 Credit Hours
40 Lab Hours

This course is designed to further the student's skills in a simulated clinical setting and will prepare the student to assist the physician in minor surgical procedures and how to handle medical emergencies. Basic CPR certification will also be provided. Prerequisite: MED150, MED160

MED260 Laboratory Procedures III

2 Credit Hours
40 Lab Hours

This course is designed to develop student skills in a simulated laboratory setting and will provide the student with an opportunity to learn about the important components of sanitation, disinfection and sanitation. The student

will additionally have the opportunity to learn about the structure and function of the heart and the purpose of the electrocardiogram as a diagnostic tool, and will also develop skills in performing an EKG and the application of a Holter monitor.
Prerequisite: MED150, MED160

MIC100 Microbiology

2 Credit Hours
20 Lecture Hours

This course introduces a brief history of persons involved with early development of microbiology, the study of microorganisms (fungi, parasites, bacteria, & viruses) in relation to health and disease. Discussed are the impact that these organisms have on the human body in health and wellness. The concepts of infection and immunity will also be examined. Also included will be Standard/Transmission Precautions, OSHA Standards, Health and Safety measures in health care arena.
Prerequisites: ANA101N, MED100N, NPN100

MIC101 Microbiology I

4 Credit Hours
30 Lecture Hours
20 Lab Hours

This course is designed to provide, through lecture and lab instruction, further training in the concepts and practices of microbiology with regards to health and human disease. Lab instruction provides hands-on training in specimen collection, inoculation techniques, staining techniques, microorganism ID in bacteriology.
Prerequisites: BIO101, MLT101

MNA100 Medicaid Nurse Aide

6.5 Credit Hours
55 Lecture
16 Clinical Hours
10 Lab Hours

This course is designed to prepare students for entry level employment as a Nurse Aide. The objective of this course is to prepare the nurse aide to provide high quality, direct patient care under the supervision of licensed nurse personnel. Upon completion of the program a nurse aide will have a working knowledge of the physiological, psychological and sociological impact of institutionalization on the nursing facility resident. Upon conclusion of this course students will sit for licensure as a Medicaid Nurse Aide.

NPN100N Introduction to Practical Nursing

6 Credit Hours
30 Lecture
90 Clinical Hours

Introduction to history of nursing, health care system, roles and responsibilities of healthcare team with emphasis on nursing; role of practical nursing, development of therapeutic communication skills, legal standards for nursing practice, KBN

7 COURSE DESCRIPTIONS

regulations, development awareness of culture and diversity, importance of professional and student organization, and physical assessment skills.

Prerequisites: MNA, CPR/HCP

NPN110 Fundamentals of Practical Nursing/Role of the Practical Nurse

6 Credit Hours

30 Lecture

90 Clinical Hours

Introduction to practical nursing skills procedures requiring medical/surgical asepsis and “Nursing Process” as a basis for problem solving related to needs of general physical and emotional condition of the client across the lifespan; emphasis on nursing documentation and subsequent care which will meet the legal standard of nursing practice. It is designed to progress from the simple to the more complex. Students will practice basic skills, techniques in the Fundamental laboratory and then progressing to the clinical experiences which will be area hospitals, long term care facilities, rehabilitation units, clinics and community settings. Prerequisites: NPN100, ANA101N Corequisite: MED100N

NPN120 Medical Surgical Nursing I

6 Credit Hours

30 Lecture Hours

90 Clinical Hours

This course introduces concepts of health and illness. This course provides essential information relative to the management of patients with health problems resulting from alterations in various body systems. Emphasis is placed on providing safe and knowledgeable nursing care to adults while utilizing critical thinking within the nursing process. Selected topics of system disorders include: cardiovascular, respiratory, musculoskeletal, and integumentary. Laboratory and clinical experiences are designed to compliment, integrate, and enhance this knowledge of health alterations and to assist with the application of holistic and therapeutic nursing care to adults in a variety of clinical settings. Prerequisites: PHA100, NUT100, MIC100

NPN130 Medical Surgical Nursing II

6 Credit Hours

30 Lecture Hours

90 Clinical Hours

This course is a continuation of Medical Surgical Nursing; areas of study include alternations in hematological, lymphatic/immune, endocrine, and gastrointestinal. Emphasis is placed on the application of the nursing process and health promotion in the support of basis human needs, critical thinking, and providing clients with safe and competent care; including principles that govern practical nursing standards. Prerequisites: NPN120, PSY100

NPN131 Pediatric Nursing

4 Credit Hours

30 lecture

30 Clinical Hours

This course introduces concepts in the application of caring for children in various phases of development. The stages of childhood development that are examined include the newborn, infant, toddler, preschooler, school-age child, and the adolescent. The focus is on basic growth and development, and on nursing care in children with real and potential health disorders, common within the pediatric population. Essential information is presented that is necessary for the understanding of health and health alterations in children and the roles and responsibilities of the practical nurse. Laboratory and clinical experiences provide opportunities in applying the nursing process while caring for and meeting the needs of the pediatric client in a variety of diverse clinical settings. Prerequisites: NPN120, PSY100

NPN140 Medical Surgical Nursing III

6 Credit Hours

30 Lecture

90 Clinical Hours

This course is a continuation of Medical Surgical Nursing II. This course provides essential information relative to the management of patients with health problems resulting from alterations in various body systems. Emphasis is placed on providing safe and knowledgeable nursing care to adults while utilizing critical thinking within the nursing process and practicing within the scope of Practical Nursing. Selected topics of system disorders include: neurologic, sensory, renal, and reproductive. Laboratory and clinical experiences are designed to compliment, integrate, and enhance this knowledge of health alterations and to assist with the application of holistic and therapeutic nursing care to adults in a variety of clinical settings. Prerequisites: NPN130, NPN131, PHA200

NPN141 Maternal/Newborn Nursing

4 Credit Hours

25 Lecture

45 Clinical Hours

This course introduces the concepts of the reproductive processes. This course presents essential information necessary for understanding health and the issues in the well-being of the childbearing family. Emphasis is placed on the application of nursing care for the maternal/newborn clients during their antepartum, intrapartum, and postpartum phases within scope of legal and ethical parameters of Practical Nursing standards. Laboratory and clinical opportunities provide experience in applying the nursing process in the prenatal period, during labor and delivery, the postpartum period in a variety of clinical settings. Prerequisites: NPN130, NPN131, PHA200

7 COURSE DESCRIPTIONS

NPN151 Psychiatric/Mental Health Nursing

4 Credit Hours
25 Lecture
45 Clinical

This course introduces the concepts of psychiatric health. This course presents essential information necessary for understanding mental health and illness. The focus is placed on the application of the nursing process in caring for clients who experience mental health alterations and by incorporating the roles and responsibilities of the psychiatric nurse. Emphasis is placed on the restoration and protection of the mental health of individuals and groups. Clinical experiences allow for opportunities to provide care to clients with psychiatric issues. A variety of clinical settings will be used to provide learning experiences in the continuum of mental health treatment using the standard legal scope of Practical Nursing. Prerequisites: NPN130, NPN131, PHA200

NPN152 Long Term Care/Geriatric Nursing/Palliative Care/Leadership

4 Credit Hours
25 Lecture
45 Clinical Hours

This course presents the concepts and principles of Gerontological nursing. This course provides the necessary information for understanding the processes of normal aging. The focus is on gaining knowledge that will assist in maximizing the health promotion and maintenance of the geriatric client. Emphasis is placed on special topics in caring for the older adult that includes: physiologic and cognitive alterations, social needs, end of life care, along with nutritional, communication, and safety issues. Clinical experiences are designed to allow for the integration of the nursing process while caring for the aging population in a variety of settings. Prerequisites: NPN130, NPN131

NUT100 Nutrition

2 Credit Hours
20 Lecture Hours

This course provides the student with an introduction to the principles of nutritional needs and its relationship in maintaining health during infancy, childhood, adolescence, young, middle, and late adulthood. The chemical substances (nutrients: carbohydrates, fats, proteins, vitamins, minerals & water) that are necessary for life are examined along with variations in food patterns based on individual cultures, religions, and philosophies. Included will be U.S. Government Guidelines for Americans. Prerequisites: ANA101N, NPN100
Corequisite: MED100N

PHA100 Pharmacology/Medication Math I

4 Credit Hours
40 Lecture Hours

This course provides an introduction of the study of drugs, examined are the concepts of measurement of systems, drug orders, drug labels, and drug

dosage calculations. Emphasis will be placed on techniques used to administer commonly used drugs; included are the classifications, indications, actions, contraindications, side effects, nursing implications for administration and pertinent client teaching in the use of these various agents. Also included will be; ethical and legal responsibilities of the practical nurse in administering medications and common therapeutic and diagnostic procedure with pharmacological implications. Prerequisites: NPN100, ANA101N, MED100N

PHA200 Pharmacology/Medication Math II

4 Credit Hours

40 Lecture Hours

This course is a continuation of Pharmacology/Medication Math I, including the introduction of Intravenous Therapy along with preparation, assessment, planning, implementation, calculation of IV flow rates. Emphasis is placed on the classification of drugs that are prescribed to treat cardiovascular, endocrine, respiratory, gastrointestinal, reproductive disorders, vaccines and drugs that interfere with microbial growth. Included is the developmental skills for administration of oral and parenteral medications denoting and using the nursing process. Also included will be Kentucky Board of Nursing guidelines for administration of medications within the scope of Practical Nursing. Prerequisites: NPN120, PSY100, PHA100, PHL101, PHL102, PHL103, PHL104

PHL101 Phlebotomy Lab I

3 Credit Hours

10 Lecture Hours

40 Lab Hours

This course was designed to provide, through lecture and lab instruction, the theoretical basis for phlebotomy and venipuncture techniques. Didactic lectures cover the history of the phlebotomist's role, as well as roles of various clinical laboratory personnel. Lab instruction provides hands-on training in interpersonal communication, safety and infection control, as well as an introduction into venipuncture technique, and collection of non blood specimen

PHL102 Phlebotomy Lab II

6 Credit Hours

20 Lecture Hours

80 Lab Hours

This program was designed to provide, through lecture and lab instruction, training in venipuncture. Lab instruction provides hands-on training in venipuncture technique with procedures verified through a skills check-off system. Prerequisites: PHL 101

7 COURSE DESCRIPTIONS

PHL102N Phlebotomy Lab II

4 Credit Hours
20 Lecture Hours
40 Lab Hours

This program was designed to provide, through lecture and lab instruction, training in venipuncture. Lab instruction provides hands-on training in venipuncture technique with procedures verified through a skills check-off system.

PHL103 Phlebotomy Lab III

4 Credit Hours
30 Lecture Hours
20 Lab Hours

This program was designed to provide, through lecture and lab instruction, training in venipuncture and capillary puncture technique, as well as the collection of special blood tests. Prerequisites: PHL 102

PHL104 Phlebotomy Clinical

4 Credit Hours
120 Clinical Hours

This program was designed to provide, through lecture and lab instruction, training in venipuncture and capillary puncture technique, as well as the collection of special blood tests. Clinical observation experience provides the student an opportunity to visit and work in a medical office environment. The student will be exposed to day-to-day operations of the medical office as it relates to phlebotomy. The student will be evaluated by the work site as they apply skills learned in the classroom in a practical environment. This class will provide an opportunity for the student to observe a phlebotomist in an actual work setting. Prerequisites: Class must be taken in the last quarter of the phlebotomy program.

PRA100 Integrated Practicum

4 Credit Hours
120 Clinical Hours

This practicum consists of concentrated direct patient care in a health care facility. The clinical hours must be completed within the last seven week period. Students must show competence in application and critical thinking to be successful in this course.

During the final quarter of the nursing program as regulated by the Kentucky Board of Nursing. This is described as a "capstone experience" that is defined by the Board as being "an opportunity for students to demonstrate that they have achieved the goals for learning established by their educational institution or major." Prerequisites: Successful completion of all Practical Nursing courses

PSY101 Introduction to Psychology

4 Credit Hours
40 Lecture Hours

This course is designed to show students how psychology helps them understand themselves and the world, and uses psychological principles to illuminate the variety of opportunities they have in their lives and their careers. Prerequisite: None

PSY100 Psychology/Growth & Development

2 Credit Hours

20 Lecture Hours

This course introduces developmental theories of Freud, Piaget, Jung, Erickson, Kohlberg, Havinghurst and Maslow of human growth and development; emphasis is placed on the psychological development of the human being over the life span from infancy throughout life's developmental stages of maturity and old age.

Prerequisites: MIC100, NUT100, PHA100

PTH100 Pathology

4 Credit Hours

40 Lecture Hours

This course will provide the student with the basic concepts underlying various pathological processes. The student will study the pathogenesis of diseases, learn their mechanism and understand how they develop. The student will also learn the etiology of pathologic changes and understand the causes of many diseases.

Prerequisite: ANA 101

10180 Linn Station Rd., Suite A-200
Louisville, KY 40223
(502) 371-8330
FAX (502) 371-8598

ADMINISTRATION AND SUPPORT

Don Jones..... President & CEO
Jeremy Wright Controller
Cindy Landry..... Director of Accreditation/Compliance
Regina Thoman..... Registrar
Katie Bechtold Career Services Specialist
Kathy Johnson Career Services Advisor
Hillary Harris Career Services Advisor
Brett Weber Chief Operating Officer/Director of Career Services
Michelle Jones Education Specialist
Lauren Breslin Administrative Manager
Meredith Breslin..... Student Services

ADMISSIONS

Tricia DeGeorge Admissions Representative
Kyle Riggs..... Admissions Representative
McCall Marshall..... Admissions Representative
Matthew Sherfield Admissions Representative
Jordan Maier..... Admissions Representative

FINANCIAL ASSISTANCE

April Tretter..... Director Financial Aid
Mary Conley Financial Aid Advisor
Russel Early..... Financial Aid Advisor
Ashley Leonard Financial Aid Advisor

FACULTY

See Catalog Supplement A



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**Accredited by the Accrediting Bureau
of Health Education Schools**

**ATA College Faculty Listing
Supplement A-1/1/2014
Dental Assisting**

McNabb, Jason, DMD Program Director
University of Louisville School of Dentistry

Abshier, Will, DMD (PT)
University of Kentucky College of Dentistry,

Anderson, Lance, DMD (PT)
University of Louisville School of Dentistry

Bramlage, Ruth (PT)
Colerain Vocational, Certificate Dental Asst.,
Indiana University Certificate EFDA

Jackson, Kimberly (PT)
University of Louisville, EDDA

Smith, Taurean T DMD (PT)
University of Louisville School of Dentistry

**Medical Professional: Medical Coding
Professional Coding**

Hallum, Jacilyn M. Program Director (FT)
Everest University, Diploma Medical Asst.
PMIC, CPC, CPC-H Certification-AAPC

Sweeney, Shanna, CPC (PT)
ATA College, Medical Professional Medical
Coding AOS

Moore, Shannon, CPC, CPC-H (PT)
ATA College, Medical Professional Medical
Coding AOS

Magnuson, Rachael, CPC (PT)
Indiana University SE,

**Medical Professional: Medical Assisting
Medical Assisting with Specialty Phlebotomy**

Bongibault, Kristin, RN Program Director (FT)
Ivy Tech. Comm. College, ASN

Buford, Traci, CMA (FT)
Jefferson Technical College, Medical Assisting
with Limited Medical Radiography diploma
Arnold, Lori, CMA
Qualified based on years of experience

**Limited Medical Radiography with Medical
Assisting**

Taylor, Elizabeth, ARRT Program Director (FT)
Siena Heights University, Adrian, MI BAS
Radiography, Elizabethtown Technical College,
Radiography Certificate

Thiel, Stephanie, ARRT, Clinical Coor. (FT)
Jefferson Community College, AAS, Radiography

Hoke, Deborah, MR, ARRT (PT)
Florida Hospital College, BAS, Health Sciences
University of Louisville, AAS, Allied Health

Casey, Joyce, (PT)
ATA College, Limited Medical Radiography
Diploma, Florida College, AA
LMR Operators License

Litsey, Stefanie, ARRT (PT)
Elizabethtown Community College, AAS,
Radiography,

Young, Christina, ARRT (PT)
Jefferson Community College, AAS, Radiography

Miller, Amy, (PT)
Spencerian College, Diploma Limited Medical
Radiography, University of Louisville BS

**ATA College Faculty Listing
Supplement A-1/1/2014
Phlebotomy**

Taylor, Aaron, RN Program Director (FT)
Ivy Tech Community College, ASN

Taylor, Liz, LPN (PT)
Ivy Tech Community College, Diploma LPN
Sullivan College, AS Office Administration

Guest, Latonya MLT ASCP (PT)
Jefferson Technical College, MLT

Turner, Nancy, LPN
St. Anthony Hospital School of Nursing

General Education

Metcalf, Judith (PT)
University of Louisville, BS Biology, Texas A& M
Corpus Christi, MS Biology, University of
Kentucky PhD. Biology

McNabb, Gina (PT)
University of Louisville, BA

Jones, Michelle (FT)
Murray State University, BA

Harper, Gary (PT)
Kentucky State University, BA

Crutcher, Tamela (PT)
Morehead State University, MS, BS

Berry, Robin
University of Louisville, BS Jefferson Community
College, AAS

Riggs, Kyle
University of Louisville, BS

Harris, Hillary
Murray State University, BS

Practical Nursing

Huey, Andrea, BC-NP (FT)
Indiana Wesleyan University, MS Nursing
Indiana Wesleyan University, BS Nursing
St. Catherine College, ADN, Nursing

Thomas, Sarah, RN, Assoc. Dir. Of Nursing (FT)
Indiana Wesleyan University, BSN
Spencerian College, ADN, Nursing
Galen Health Inst. Of Nursing, LPN

Brock, April, RN, PN Clinical Coordinator (FT)
Indiana Wesleyan University, BSN

Nicholson, Stephanie BSN (FT)
Indiana Wesleyan University
Spencerian College, ADN,
Galen College of Nursing, LPN

Stamper, Sherri, Nurse Practitioner (PT)
Spaulding University, Post-Masters Family
Nurse Practitioner, Spalding University, MSN
Nursing Education, Mountain State University,
BSN

Petty, Charla, RN, (PT)
Ivy Tech. Comm. College, ASN-RN

Payne, Pamela, RN, (PT)
Spalding University, BSN
Eastern KY University, ADN,

Chapman, Cheryl, RN (PT)
Marian College, BSN, ADN,
New Albany School of Practical Nursing, LPN

ATA TUITION AND FEE SCHEDULE
Addendum to ATA College Enrollment Agreement
Effective Date April 21, 2014

Application Fee - \$25.00 for all applicants, refunded if not accepted.



Non-program student \$360/credit hour
International Student \$400/credit hour + \$375 registration/visa

Program	# of credit hrs.	Tuition Per Credit Hr	credential	Program Code (day)	Program Code (nt)	# of quarters	Application Fee	Total Books	Total Tuition	Total
Dental Assistant	56	\$330	diploma		DA	4	\$25	\$1,572	\$18,480	\$20,077
Phlebotomy	57	\$300	diploma	PHL	PHL	4	\$25	\$2,032	\$17,100	\$19,157
Medical Office Assistant	56	\$300	diploma	MOA	MOA	4	\$25	\$2,452	\$16,800	\$19,277
Professional Coding	66	\$300	diploma	DPC	DPC	5	\$25	\$2,545	\$19,800	\$22,370
Practical Nursing	90.5	\$320	AOS Degree	PNA		6	\$25	\$3,117	\$28,960	\$32,102
Limited Medical Radiography with Medical Assisting	102	\$312	AOS Degree	LMR-MA		7	\$25	\$3,292	\$31,824	\$35,141
Medical Professional: Medical Coding	92	\$310	AOS Degree	MPMC	MPMC	7	\$25	\$3,801	\$28,520	\$32,346
Medical Professional: Medical Assisting	90	\$282	AOS Degree	MPMA	MPMA	7	\$25	\$3,147	\$25,380	\$28,552
Medical Assisting with Specialty in Phlebotomy	98	\$282	AOS Degree	MPMA2	MPMA2	7	\$25	\$3,063	\$27,636	\$30,724

Notice: Any credit transferred in that reduces the length of the program will reduce the cost of the total program. The amount of credit will be based on the current tuition and fee schedule at the time of the transfer. Student charges for tuition are accessed at the beginning of the academic quarter once transfer credit has been determined.

My signature below indicates my understanding that this document is an official addendum to my enrollment agreement. This reference is made to the ATA enrollment agreement marked LOU-410-F4. and ATA Catalog volume 15, effective October, 2012.

Signature

Date

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Supplement A-1/1/2014
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Sullivan College, AS Office Administration

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Jefferson Technical College, MLT

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Corpus Christi, MS Biology, University of
Kentucky PhD. Biology

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Mott, Daro (PT)
University of Louisville, BA

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Berry, Robin
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College, AAS

Riggs, Kyle
University of Louisville, BS

Harris, Hillary
Murray State University, BS

Practical Nursing

Yeboah, Samuel, RN , Interim Prog. Admin.
Ballarmine University, BSN

Thomas, Sarah, RN, Assoc. Dir. Of Nursing (FT)
Indiana Wesleyan University, BSN
Spencerian College, ADN, Nursing
Galen Health Inst. Of Nursing, LPN

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Eastern KY University, ADN,

Chapman, Cheryl, RN (PT)
Marian College, BSN, ADN,
New Albany School of Practical Nursing, LPN

Anane, Richard, RN