



CAREER EDUCATION

LEARN WELL. LIVE WELL.



COURSE CATALOG

Volume 23: September 2016

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TERM START DATES 2015-2018

ON-START

	Week 1 Begins	Week 10 Ends
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
2016		
Term 1	Jan. 4, 2016	Mar. 12, 2016
Term 2	Mar. 14, 2016	May 21, 2016
Term 3	May 23, 2016	July 30, 2016
Term 4	Aug. 1, 2016	Oct. 8, 2016
Term 5	Oct. 10, 2016	Dec. 17, 2016
2017		
Term 1	Jan. 2, 2017	Mar. 11, 2017
Term 2	Mar. 13, 2017	May 20, 2017
Term 3	May 22, 2017	July 29, 2017
Term 4	July 31, 2017	Oct. 7, 2017
Term 5	Oct. 9, 2017	Dec. 16, 2017
2018		
Term 1	Jan. 2, 2018	Mar. 10, 2018
Term 2	Mar. 12, 2018	May 19, 2018
Term 3	May 21, 2018	July 28, 2018
Term 4	July 30, 2018	Oct. 6, 2018
Term 5	Oct. 8, 2018	Dec. 15, 2018

OFF-START

	Week 6 Begins	Week 10 Ends
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
2016		
Term 1	Feb. 8, 2016	Mar. 12, 2016
Term 2	Apr. 18, 2016	May 21, 2016
Term 3	June 27, 2016	July 30, 2016
Term 4	Sept. 5, 2016	Oct. 8, 2016
Term 5	Nov. 14, 2016	Dec. 17, 2016
2017		
Term 1	Feb. 13, 2017	Mar. 11, 2017
Term 2	Apr. 17, 2017	May 20, 2017
Term 3	June 26, 2017	July 29, 2017
Term 4	Sept. 4, 2017	Oct. 7, 2017
Term 5	Nov. 13, 2017	Dec. 16, 2017
2018		
Term 1	Feb. 5, 2018	Mar. 10, 2018
Term 2	Apr. 16, 2018	May 19, 2018
Term 3	June 25, 2018	July 28, 2018
Term 4	Sept. 3, 2018	Oct. 6, 2018
Term 5	Nov. 12, 2018	Dec. 15, 2018

* 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 plus the Friday and Saturday which follow.
- Holiday Break 2016: December 17, 2016 to January 3, 2017
- Holiday Break 2017: December 18, 2017 to January 1, 2018
- Holiday Break 2018: December 17, 2018 to January 2, 2019

**ABOUT
ATA CAREER EDUCATION**

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1 ABOUT ATA CAREER EDUCATION

HISTORY

ATA Career Education is owned and operated by ATA-CIF, LLC, a wholly owned subsidiary of ATA College, based in Louisville, Kentucky. ATA College established itself as an Information Technology school, in 1994. In Fall 2003, ATA shifted its focus to allied health training.

In 2010, ATA acquired The Career Institute of Florida, and now serves the Tampa Bay area as ATA Career Education. ATA Career Education offers training in the allied health field, and is accredited by the Accrediting Bureau of Health Education Schools.

MISSION

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

OWNERSHIP

ATA Career Education is owned and operated by A Technological Advantage, based in Louisville, Kentucky. The ATA Board of Directors includes Donald Jones, Brett Weber and Brian Wilson.

LICENSURE

ATA is licensed by the Commission for Independent Education (CIE), Florida Department of Education. Additional information regarding this institution may be obtained by contacting the CIE at:

325 West Gaines Street, Suite 1414
Tallahassee, Florida 32399-0400
(850) 245 3200
(888) 224 6684

ATA is approved by the following:

- Florida Board of Nursing - Certified Nurse Aide license #CNAP1475; Practical Nurse license US70411700; Registered Nurse US70111500
- Florida Board of Dentistry, Expanded Duties/Radiology Program
- Career Central Workforce Investment Funding

ATA is a member of:

- Florida Association of Post-Secondary Schools and Colleges
- Florida Vocational Rehabilitation

ACCREDITATION – Institutional

Accrediting Bureau of Health Education Schools (ABHES)
7777 Leesburg Pike, Suite 314N
Falls Church, VA 22043

NOTICE

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 will inform students of any administrative changes. 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 ABOUT ATA CAREER EDUCATION

STAFF

The staff of ATA is a small team of dedicated professionals who, together, have over two decades of professional and managerial experience in delivering education to adult learners. The principal staff members and faculty for all locations are:

STAFF

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

CORPORATE DIRECTORS

Don Jones	President
Cindy Landry.....	Director of Accreditation and Compliance
Brett Weber	Chief Operations Officer / Director of Career Services
Russell Early	Director of Financial Aid
Jeremy Wright	Controller

Spring Hill Administrative and Support Staff

Kyle Weber	Campus Director
Mike Mandl	Director of Academic Affairs
Kay Carter	Career Services Advisor
Tiffany Vincent.....	Financial Aid Advisor
Ernie Machado	Financial Aid Advisor
Kayla Vermeulen	Career Services
Tony Geronimo	Administrative Assistant
Angelina Padurano	Administrative Assistant
Nachelle Johnson	Admissions Representative
Vickie DeSosa	Admissions Representative
Ruth Diggory	LRC Manager
Brian Hamilton.....	IT Technician
Paula Navarette.....	Registrar

FACULTY

A complete faculty listing is included in Addendum A.

1 ABOUT ATA CAREER EDUCATION

LOCATION

Spring Hill Non-Main (Lic. #3957)
7351 Spring Hill Drive, Suite 11
Spring Hill, Florida 34606
352-684-3007

FACILITY

ATA's Spring Hill campus is approximately 18,000 square feet in size and is located in a retail center on Spring Hill Drive. There are 20 classrooms, a medical assisting/phlebotomy lab, nursing lab and a limited medical radiography lab.

Students have regular access to student services through ATA's personnel. The learning resource system facilities hold a collection of books, journals, CD-ROMs, and computer workstations with Internet access. The learning resource facilities are fully accessible to students during regular business hours. All classrooms are equipped with a white board, and LCD projector. Students use the computer lab to complete computer assignments, as required. Students in the Medical Assistant and Phlebotomy programs are provided with a fully-equipped medical lab, adequate for up to 20 students at a time.

ATA instructs dental assisting laboratory courses at Crescent Community Dental Clinic
5244 Commercial Way
Spring Hill, FL 34606

Crescent Community Dental Clinic is an 1100 square foot volunteer based community dental clinic within a 2400 square foot facility. There are 3 treatment rooms with 2 x-ray units, one free standing panoramic dental unit, one sterilization area, one laboratory, patient reception area, and a conference area that students use during their class lab time. The hours that ATA utilizes the separate classroom space are evenings that vary Monday through Friday between the hours of 5:30 and 9:30pm.

MAXIMUM NUMBER OF STUDENTS IN CLASS

The maximum number of students in a typical classroom or laboratory setting for an Allied Health class at ATA is normally 20.

ADMISSIONS POLICY

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2 ADMISSIONS POLICY

ADMISSION PHILOSOPHY

The Office of Admission supports the mission of ATA Career Education. Consistent with the schools 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 school and who enrich the learning community and represent the diverse society they serve.

GENERAL ADMISSION REQUIREMENTS

ATA Career Education's minimum requirements for application in any program are to be either a high school graduate or have a Graduate Equivalency Diploma (GED) from an accredited institution. All applicants to ATA Career Education 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 admission process. Applicants with felony convictions will not be accepted to ATA Career Education. 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's admission process requires prospective students to meet with an admission representative at the campus and tour the campus. If interested the individual will complete an application for admission as well as provide authorization for ATA to run a background check as well as authorization to receive the students transcripts from both high school and college(s) previously attended. At this point the student will complete an enrollment agreement and will be scheduled to attend a new student orientation. Students meet with financial aid to determine what aid may be available to cover educational costs. ATA may deny admissions to an otherwise qualified candidate.

Communicate effectively in English. This criteria must be met by potential students where English was not the first language spoken in their home.

- a. TOEFL Internet-based Test Total of 80 or better
- b. TOEFL Computer-based Test Total of 173 or better
- c. TOEFL Paper-based Test Total of 500 or better

ADMISSION POLICY FOR PRE-LICENSURE PRACTICAL NURSING PROGRAM

Effective Date: 1/2/2017

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

General Admission Requirements:

1. Provide proof of high school graduation or documentation of a General Equivalency Diploma (GED) diploma.
2. Communicate (verbal and written) effectively in English. If the applicant does not demonstrate proficiency, the applicant will be required to provide proof of English literacy via:

Option 1 – Provide evidence of completion of a TOEFL exam at the following level:

- a. TOEFL Internet-based Test Total of 61 or higher.
- b. TOEFL Computer-based Test Total of 173 or higher.
- c. TOEFL Paper-based Test Total of 500 or higher.

2 ADMISSIONS POLICY

Option 2 – Provide official post-secondary transcript reflecting a passing grade in a course taught in English.

3. Satisfactorily pass a criminal background screening prior to the start of classes.
4. Satisfactorily pass a 10 panel drug screen test administered by a company selected by ATA during the first 2 weeks of class at ATA.
5. Complete all necessary clinical documentation required to attend clinical.

Entrance Process:

STEP I

Option 1: Potential students may opt to take the TEAS entrance exam and if a composite score of 40% or better is achieved admission is granted to the practical nursing program.

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

If a 2.5 CGPA is not earned at the conclusion of the first 15 weeks of training, the student must attempt the TEAS test and achieve a composite score of 40% or better in order to move forward in the practical nursing program.

Option 3: Potential students who evidence:

- a. Act composite score of 19 or above (within last 5 years)
- b. SAT composite score of 1350 or above (within last 5 years)
- c. PAX composite score of 92 or above (within last 5 years)
- d. TEAS composite score of 40% or better from another institution (within last 5 years)

Are exempt from taking the TEAS and are admitted to the practical nursing program.

STEP II

1. Complete 2 page (250 word) essay APA format.
2. Fill out Questionnaire and schedule an interview with the Nursing Program Director.
3. The interview process will be the final step in the acceptance process.

STEP III

1. Await admissions notification of formal acceptance into the program.

Guidelines for Retesting:

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.

2 ADMISSIONS POLICY

ADMISSION POLICY FOR LPN-RN BRIDGE PROGRAM

Effective Date: 1/2/2017

In order to be considered for admission to the LPN-RN Bridge program, the applicant must meet the following qualifications:

General Admission Requirements:

1. Provide proof of high school graduation or documentation of a General Equivalency Diploma (GED) diploma.
2. Communicate (verbal and written) effectively in English. If the applicant does not demonstrate proficiency, the applicant will be required to provide proof of English literacy via:

Option 1 – Provide evidence of completion of a TOEFL exam at the following level:

- a. TOEFL Internet-based Test Total of 61 or higher.
- b. TOEFL Computer-based Test Total of 173 or higher.
- c. TOEFL Paper-based Test Total of 500 or higher.

Option 2 – Provide official post-secondary transcript reflecting a passing grade in a course taught in English.

3. Satisfactorily pass a criminal background screening prior to the start of clinical.
4. Satisfactorily pass a 10 panel drug screen test administered by a company selected by ATA during the first 2 weeks of class at ATA.
5. Complete all necessary clinical documentation required to attend clinical.

Entrance Process:

STEP I

1. Must provide proof of current, active, unencumbered PN license.
2. Must meet all general admission requirements.
3. Must provide a transcript from the school where they studied for their PN license, this transcript must reflect a 2.5 or higher cumulative grade point average.
4. Provide evidence of a TEAS exam score of 50% or better or have passed the NCLEX-PN in the last 5 years.

STEP II

1. Complete 1 page (250 word) essay APA format
2. Fill out Questionnaire and schedule an interview with the Nursing Program Director
3. The interview process will be the final step in the acceptance process.

STEP III

1. Await admissions notification of formal acceptance into the program.

2 ADMISSIONS POLICY

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.

NON-DISCRIMINATION POLICY

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 Career Education. 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 Career Education grievance procedures.

ATA Admissions Representatives cannot make any guarantees to the applicant with regard to acceptance to the school, transfer of credit to or from the school, or class schedules.

ATA Career Education admits students on a rolling basis. As students are determined to be properly qualified they are permitted to complete the admission process.

TRANSFER CREDIT/ADVANCED PLACEMENT

Transfer of credit is determined by the registrar upon receipt of an official transcript. The transcript is reviewed to determine if the course description and content match; if this is found to be the case transfer of credit is initiated. If a student has life experience, which may permit a student to enter in advanced standing, the student may opt to challenge a course by taking a bypass exam. ATA Career Education 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 on Higher Education 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 Career Education 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 Career Education. 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 Career Education 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 Career Education. Any credit, advanced placement or credit for experiential learning transferred in that reduces the length of the program will reduce the cost of the program. The transferability of credit earned at ATA is at the discretion of the accepting institution, and it is the student's responsibility to confirm whether or not credits will be accepted by another institution of the student's choice. ATA programs are considered to be vocational/terminal and it is assumed that credit for any courses cannot be transferred to another institution.

2 ADMISSIONS POLICY

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 and/or advanced placement. The final decision regarding transfer of credits and/or advanced placement will be made by the 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 Administrative Manger and the Director of Florida Operations

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% of the total program credits may be earned by proficiency examinations and/or transfer of credit or advanced placement.

1. A test out may only be taken one time per student.
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.
5. Once a test out has been formally requested by the student and contract has been made by the proctor/test out coordinator, the student must complete the test within the 30-day time limit indicated on the test out request form.

VETERAN'S CREDIT FOR PREVIOUS EDUCATION OR TRAINING

Students must report all education and training. The school must evaluate and grant credit, if appropriate, with the training time shortened, the tuition reduced proportionately and the VA and the student notified.

ACADEMIC POLICIES

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3 ACADEMIC POLICIES

Social Media Policy

This section outlines governing regulations that apply to all users of ATA College & Career Education social media when posting material online. In some cases, violations could lead to disciplinary action or termination.

- 1. Protect confidential and proprietary information:**
Do not post confidential or proprietary information about ATA students, employees, or alumni. All persons must follow the applicable federal requirements such as **FERPA** and **HIPPA**, as well as **NAIA** regulations. Adhere to all applicable institutional and legal privacy, confidentiality and property policies and laws
- 2. Respect copyright and fair use:**
When posting, be mindful of the copyright and intellectual property rights of others and of the College.
- 3. Use ATA intellectual properties only with permission:**
No user may establish social networking sites that use the ATA College logo or other intellectual properties such as photography, vide, artwork and publications copyrighted to the College without authorization from the College. It is a violation of social networking site policies to represent an institution with out authorization.
- 4. Dissemination official information:**
Public Relations and other designated offices are responsible for posting and publishing online official information on behalf of the College.
- 5. When using College e-mail:**
You are accountable for all activity conducted with your College e-mail address or when identifying yourself as a member of the College community. The “@ata.edu” address attached to your name may indicate to others that you are acting on the College’s behalf so be clear when that is not the case.
- 6. Know the terms of services of your social media platform:**
Be sure to understand and follow the terms of service of any social media platform you use. You are personally responsible for compliance.
- 7. Be accurate and transparent:**
Have the facts before you post. If you post inaccurate information then correct it quickly. Social networks are successful when they offer authentic and direct communications via user-generated content. Social networks are interactive with a two-way flow of information. If you are representing ATA when posting, acknowledge this by including your name and job title or department as a signature to your post.
- 8. Respect others’ privacy**
Take care not to post private information concerning others such as e-mail from a colleague or contact information. Please exercise good “netiquette.” Social networks are in the public realm and are not appropriate venues for the discussion or dissemination of private matters.
- 8. Anything posted on the internet is out there for all to see even if later you attempt to delete it, so be careful in what you post.**

3 ACADEMIC POLICIES

KNOWLEDGE OF POLICIES

Each student is responsible for knowing the ATA rules, requirements, and policies. The catalog is the normal publication for policy statements; but corrections, changes, or interpretations can be published by other means, including electronic means, anytime throughout the student's attendance. Students will be notified of any changes, and provided access to the revised catalog upon implementation of any changes. Undue hardship or disruption to the program of study would not be placed upon the student, as a result of any changes applied by ATA.

ATTENDANCE POLICY

Students are required to maintain a minimum attendance rate of 80% of the scheduled hours in each course to achieve satisfactory attendance. There will be no distinction made between excused and unexcused absences. Students who do not achieve satisfactory attendance may be withdrawn from a course and receive a grade of "W" withdrawn or "WF" withdrawn failing. Absent time will accrue for tardiness and early departure.

Absence beyond 20% level will be reviewed by the retention board (Program Director, Student Services office, and the instructor) 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 retention board.

VETERAN'S ATTENDANCE POLICY

Excused absences will be granted for extenuating circumstances only. Excused absences must be substantiated by entries in students' files. Early departure, class cuts, tardies, etc. for any portion of a class period will be counted as time absent which accrues to the maximum allowable absence. Students exceeding 20% of the course meetings unexcused absences in a quarter (10 weeks) will be terminated from their VA benefits for unsatisfactory attendance. The student's attendance record will be retained in the veteran's file for USDVA and SAA audit purposes. VA students must show good attendance for one term prior to being recertified for VA educational benefits. Make-up work will not be reimbursed by the VA nor will make-up work be utilized to cancel or otherwise negate absences.

TARDY POLICY

In order to foster student responsibility, minimize classroom interruptions, and avoid unnecessary embarrassment, it is important that students arrive to school on time. It is for these reasons that ATA administrative personnel have instituted a formal tardy policy. A student is considered tardy if he/she arrives more than 15 minutes after class begins, and that will count toward absent time. A student is also considered tardy if he/she leaves class before the scheduled class ending time. Each tardy will accumulate towards the 20% maximum absence policy. There will be no distinction made between excused and unexcused tardiness.

MAKE-UP WORK

Students will be required to make-up all assignments or other work missed as the result of any tardiness or absence. The student must make arrangements with the instructor to ensure that all work is made-up before the end of the course in which the work was missed. The instructor may assign additional outside make-up work if deemed appropriate. Arrangements to take a missed exam must be made with the instructor the first class sessions following an absence. It is the student's responsibility to make arrangements with the instructor for time, place, and supervision. All arrangements are subject to approval by the Instructor.

LEAVE OF ABSENCE

ATA Career Education does not have a leave of absence policy (LOA). 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 by contacting ATA admissions personnel.

3 ACADEMIC POLICIES

CREDIT HOUR DEFINITION

- 10 lecture hours = 1 credit hour
- 20 laboratory hours = 1 credit hour
- 30 externship hours = 1 credit hour

A clock (or contact) hour is defined as a minimum of 50 minutes of supervised or directed instruction in any 60-minute period. Care is taken in scheduling breaks.

GRADING SCALE

All courses at ATA Career Education are graded on a 4.0 scale. Letter grades are issued and traditional Grade Point Averages (GPA) are calculated.

Letter Grade	Definition	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	0% - 59% = Failing	0 A grade of F is considered failing.
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

Externship/Clinical Courses at ATA are taken on a pass/fail basis.

P	Passing
F	Failing

Pass/Fail grades are not calculated in the qualitative progress measure but are calculated in the measure of quantitative process.

A clock hour is defined as a minimum of 50 minutes of supervised or directed instruction in a 60-minute period. ATA expects its students to do outside work each week to support the time in class. This work includes, but is not limited to, assigned reading, research, homework, test preparation, projects, group assignments, practicing learned skills, writing papers and other activities as assigned. For each credit hour of a class a student should anticipate that there will be 5 hours of outside work during the quarter. So for a 4 credit hour class there will be 20 hours of outside work over the 10 week period. Outside work is not applicable to clinical/externship classes.

Courses in the Academic Associate Degree LPN to RN Bridge program utilize the Carnegie unit to calculate out of course time. For each hour of seat time a student should anticipate 2 hours of work outside of class.

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

3 ACADEMIC POLICIES

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.

PROGRAM PROGRESSION POLICY

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 subject taken by the student. Note: final exams are given during the last week of the quarter.

Students must achieve an 80% average in each subject taught during each quarter of the nursing program, with the exception of basic requirement/general education courses. A student that fails any on (1) Nursing course two (2) times will be terminated from the program. 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. Students who fail four (4) classes with the following extension(s) in the nursing program –NPN, PHA, MIC, NUT, and PRA– will be terminated from the program. A student must successfully pass theory, skills and clinical, or he/she must repeat the entire class.

Grading Scale (Basic/General Education Courses):

90 to 100: A (4.00) ... Excellent

80 to 89: B (3.00) ... Above Average

70 to 79: C (2.00) ... Average

69 and under: F (0.00) ... Failing

Grading Scale (Nursing Program/Core Courses):

90 to 100: A (4.00) ... Excellent

80 to 89: B (3.00) ... Above Average

79 and under: F (0.00) ... Failing

WITHDRAWAL GRADING POLICY

Drop/Add Period

The drop-add period closes once a course has met 2 times.

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

Students are required to attend at least one of the first 2 course meetings, failure to do so will result in a cancel from that class. If a student fails to attend 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 cancelled courses.

- Students who miss 3 consecutive classes of the class section will be administratively withdrawn. Mitigating circumstances not withstanding.
- Students who withdraw or are withdrawn from a class during weeks 3-7 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"

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withdrawal failing on their permanent academic transcript.

- The “WF” 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.

STUDENT CHARGES AS THEY RELATE TO WITHDRAWAL FROM COURSES/PROGRAM

Withdrawal from a class through week one or the first meeting of the class is the normal drop/add period and will result in a “cancel” action and the student will not incur any charges for that class.

Students are required to sit 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.

If a student attends the second meeting of the class or any meeting after the second meeting of the class, the student will then be “withdrawn” from that course and will incur charges for that course. A student will be charged to retake any previously withdrawn course.

POLICY WHEN A STUDENT FAILS TO ATTEND ANY OF THEIR SCHEDULED CLASSES IN THE FIRST TWO MEETINGS OF A COURSE

Students who do not sit any of their courses during the drop add period will be removed from that course via a cancel program action. These students will incur no charges since they did not sit any classes. If the student received textbooks they will incur charges for the textbooks. The cancel program action will be dated the same date as their admitted action.

POLICY WHEN A STUDENT APPROACHES ATA TO REVISE THEIR SCHEDULE AND DROP COURSES OR IS WITHDRAWN FROM COURSES

If a student pursues withdrawal from all classes during the first week or first meeting of the class of the quarter they are removed as a cancel and incur no charges with the exception of charges for any textbooks received. The last day of attendance is the same date as the admit action. If a student is withdrawn from all courses due to excessive absences their last date of attendance is the last date of academic activity with ATA. Students who earn a grade in a course are considered to have completed the course.

If a student fails to attend and is dropped due to excessive absences, which occurred at the end of the quarter, they do not earn a grade for the course and are removed as a withdrawal with the LDA for the course being the last date of attendance in the course. (See example below)

POLICY WHEN STUDENTS FAIL TO RETURN TO SCHOOL FOLLOWING THE COMPLETION OF A QUARTER

If an active student fails to return to school following conclusion of a quarter they are removed as a withdrawal with their last date of attendance being the last day of the previous quarter as reflected on the academic calendar in the ATA catalog.

COURSE RE-TAKE POLICY

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Any student who opts to re-take a class to improve his/her grade point average or re-take a previously failed course will be charged the current credit hour rate for the re-take of the course.

SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY

All students of ATA must meet the following minimum standards of academic achievement and successful course completion while enrolled. Failure to meet the requirements of this Satisfactory Academic Progress Policy may result in punitive actions up to and including the possible loss of federal and/or state financial aid and suspension or termination from the College. The student's progress will be evaluated at the end of every quarter to determine Satisfactory Academic Progress (SAP).

A. Qualitative Standards (Cumulative Grade Point Average)

To qualify for graduation, a student must achieve a minimum cumulative GPA of 2.0.

Qualitative satisfactory progress is defined as maintaining a minimum acceptable grade point average on a 4.0 scale. Students must maintain the following minimum grade point average on a 4.0 scale in order to be considered making qualitative satisfactory academic progress:

- 0 to 17 credits attempted: 1.50 cumulative GPA. If the GPA at the end of the first quarter of attendance is below 1.50, the student is subject to being suspended or terminated.
- 17.1 to 26 credits attempted: 1.75 cumulative GPA. If the student had been on academic/financial aid warning and failed to make qualitative satisfactory progress, the student is subject to being suspended.
- 26.1 or more credits attempted: 2.0 cumulative GPA. If the student had been on academic/financial aid warning and failed to make qualitative satisfactory progress, the student is subject to being suspended.

A student will be considered as not making satisfactory academic progress if at any evaluation point the student's cumulative grade point average is less than the prescribed minimums listed above.

B. Quantitative Standards (Completion Rate)

Each quarter, students' academic progress will be measured by comparing the number of credit hours attempted with the number of credit hours earned (those attempted hours where an acceptable passing grade was received). Students must earn a minimum of 50% of the credit hours attempted during their first and second quarter of enrollment for all subsequent enrollment periods a student must have completed 2/3 (66.7% rule) of the cumulative credit hours attempted in order to maintain satisfactory academic progress and remain a student in good standing.

The following chart provides direction as to the required rates:

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.

SAP Table:

Evaluation Period	Cumulative Quarter Credits Attempted (including transfer and bypass credit)	Minimum Percentage of Cumulative Credits Completed	Minimum CGPA
1	0 to 17	50%	1.5
2	17.1 to 26	50%	1.75
3	26.1 or more	67%	2.00

The following are considered when evaluating quantitative satisfactory academic progress:

- Withdrawals, withdraw/failures, incompletes, instructor drops, and failures are considered as hours attempted but not earned.

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- Credit earned with a passing grade (P) in a course attempted on a Pass/Fail basis is considered as both attempted and earned; those failed are considered as attempted only.
- Credit earned through bypass testing is considered as both attempted and earned in quantitative measure, but is not calculated in cumulative GPA.
- Transfer credits are considered as both attempted and earned, but are not calculated in cumulative qualitative (CGPA) academic progress.
- Courses audited are not considered attempted or earned and are not calculated in GPA.
- Repeated courses are included in both hours attempted and earned in quantitative measure. The most recent grade received will be used in computing a student's cumulative grade point average.
- Upon the change of program, only those credits previously taken that will apply to the new program will be considered as attempted and earned for both qualitative and quantitative measures. However, students leaving one program on financial aid warning will enter the new program on financial aid warning.

C. Maximum Time Frame

Students are expected to complete their program of study within the normal time frame allotted. However, there is a maximum time frame in which students must complete their program of study. The maximum time frame is 150% of the credit hours required to complete their program. This maximum time frame is determined by using the total credit hours in a program of study multiplied by one and one-half (1.5) or 150%. For example, a student enrolled in the Medical Assistant Diploma program (57 credits) must complete the program once their total hours attempted equal 85.5 credit hours, calculated as follows: 1.5×57 credit hours = 85.5 credit hours.

No student will be eligible to receive financial aid after 150% of the normal credits required for their program has been attempted. Once a SAP review determines that a student cannot mathematically finish their program of study within the maximum time frame, the student becomes ineligible for Title IV HEA and Florida state financial aid.

STUDENT STATUS DEFINITIONS

Active - The student is in good standing with the College with no punitive action status.

Financial Aid Warning - A previous "Active" status student who is receiving Title IV HEA and/ or Florida state financial aid and is not now achieving SAP standards will be placed on "Financial Aid Warning." The student may continue to attend classes and receive Title IV HEA and/or Florida state financial aid for one additional quarter of attendance while on Financial Aid Warning status. In addition, a "Financial Aid Warning" status is notice to the student that continued failure to achieve SAP standards will result in further punitive action by the College and the loss of the availability of Title IV HEA and/or Florida state financial aid.

Academic Warning - A previous "Active" status student who is receiving Title IV HEA and/ or Florida state financial aid and is not now achieving SAP standards will be placed on "Academic Warning" status. The student may continue to attend classes while on "Academic Warning" status for one additional quarter. In addition, an "Academic Warning" status is a notice to the student that continued failure to achieve SAP standards will result in further punitive action by the College.

Financial Aid Probation by Appeal - A previous "Suspension" status student who has successfully appealed for reentry due to extenuating or special circumstances as outlined in the appeal processes stated below may be placed on Financial Aid Probation by Appeal status. The Financial Aid Probation by Appeal student may be eligible for Title IV HEA and/or Florida state financial aid due to extenuating and/or special circumstances. The Financial Aid Probation by Appeal status allows the student to continue classes with a goal of achieving SAP standards by the end of the Financial Aid Probation quarter or by a specified period of time established in an Academic Recovery Plan.

Academic Probation by Appeal - A previous "Suspension" status student who has successfully appealed for reentry may be placed on Academic Probation by Appeal status. The Academic Probation by Appeal student may be eligible to receive Title IV HEA and/or Florida state financial aid. The Academic Probation by Appeal status allows the student to continue to attend classes with a goal of achieving SAP standards by the end of the Academic Probation quarter or

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by a specified period of time established in an Academic Recovery Plan.

Suspension - A previous "Warning" or "Probation" status student will be required to withdraw from the College for a minimum of one quarter due to failure to achieve SAP standards and/or the requirements established in an Academic Recovery Plan and will be placed on "Suspension" status. The student is not eligible for Title IV HEA and/or Florida state financial aid while suspended.

Terminated - The student has been permanently withdrawn from the College. The student is not eligible for Title IV HEA and/or Florida state financial aid.

FINANCIAL AID WARNING AND SUSPENSION

Academic progress is reviewed for all students at the end of each quarter. A previous "Active" student for whom it has been determined is currently not meeting the minimum SAP standards will be placed on "Financial Aid Warning" or "Academic Warning" status for one additional quarter of attendance. Financial Aid Warning status allows a student who currently utilizes Title IV HEA or Florida state financial aid to continue to attend class(es) for one additional quarter and utilize these funds while attempting to achieve SAP standards. A Financial Aid Warning status also places a student on notice that he/she will be suspended from the College and lose Title IV HEA and Florida state financial aid eligibility if all academic progress standards are not met by the end of the Financial Aid Warning quarter. Academic Warning status allows a student to continue to attend class(es) for one additional quarter while attempting to achieve SAP standards. A student on Academic Warning status does receive Title IV HEA or Florida state financial aid. An Academic Warning status also places a student on notice that he/she will be suspended from the College if all academic progress standards are not met by the end of the Academic Warning quarter. If at any evaluation point a Financial Aid Warning or Academic Warning status student fails to satisfy all SAP requirements he/she will be suspended from the College for a minimum of one academic quarter, and the student status will become "Suspension". Re-establishment of financial aid eligibility is only possible through the Satisfactory Academic Progress Appeal process. Upon any evaluation that affects a student's eligibility for Title IV HEA and/or State financial aid funds, a notification letter will be posted to the student's portal with the College. A student who believes he/she has encountered a special circumstance(s) that has impeded his/her satisfactory academic progress resulting in a punitive action by the College and/or loss of Title IV HEA or Florida state financial aid may utilize the appeal process as outlined in this policy.

FAILURE TO MEET SATISFACTORY ACADEMIC PROGRESS (SAP) STANDARDS

A previous "Active" student for whom it has been determined is currently not meeting the minimum SAP standards will be placed on "Financial Aid Warning" or "Academic Warning" status for one additional quarter of attendance. Financial Aid Warning status allows a student who currently utilizes Title IV HEA or Florida state financial aid to continue to attend class(es) for one additional quarter and utilize these funds while attempting to achieve SAP standards. A Financial Aid Warning status also places a student on notice that he/she will be suspended from the College and lose Title IV HEA and Florida state financial aid eligibility if all academic progress standards are not met by the end of the Financial Aid Warning quarter. Academic Warning status allows a student to continue to attend class(es) for one additional quarter while attempting to achieve SAP standards. A student on Academic Warning status does receive Title IV HEA or Florida state financial aid. An Academic Warning status also places a student on notice that he/she will be suspended from the College if all academic progress standards are not met by the end of the Academic Warning quarter. If at any evaluation point a Financial Aid Warning or Academic Warning status student fails to satisfy all SAP requirements he/she will be suspended from the College for a minimum of one academic quarter, and the student status will become "Suspension." Re-establishment of financial aid eligibility is only possible through the Satisfactory Academic Progress Appeal process. Upon any evaluation that affects a student's eligibility for Title IV HEA and/or State financial aid funds, a notification letter will be placed in the Student's Portal. A student who believes he/she has encountered a special circumstance(s) that has impeded his/her satisfactory academic progress resulting in a punitive action by the College and/or loss of Title IV HEA or Florida state financial aid may utilize the appeal process as outlined in this policy.

Mitigating Circumstances

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There are times when circumstances interfere with a student's ability to perform academically. If a student believes that certain circumstances led to their suspension, the student must submit a letter of appeal to the Student Services Office. The student must provide evidence of extenuating, mitigating, or emergency circumstances (such as the death of a relative, an injury or illness of the student) along with the letter of appeal. If the appeal is denied, the student will remain on academic suspension for a minimum of one quarter.

Satisfactory Academic Progress (SAP) Appeal Policy

A student who believes he/she has encountered an extenuating and/or special circumstance(s) which has impeded their academic progress may submit a written appeal to the appropriate campus academic services office. The appeal process provides a student who has not met the College's satisfactory academic progress standards the opportunity to formally request to remain enrolled and/or reenroll at the College to rectify any SAP deficiencies and/or to re-establish eligibility for Title IV HEA and/or Florida state financial aid. The student wishing to appeal their SAP status and/or request re-entry to the College must submit a letter and any supporting documentation explaining the special circumstance(s) beyond the student's control resulting in their unsatisfactory academic performance and indicating what has changed in his or her situation that will allow the student to succeed and achieve SAP standards. The Academic Review Committee will review the appeal to determine if the student can reasonably be expected to achieve all measures of SAP and any other requirements for continued enrollment and/or reentry at the College. If the student is granted a successful appeal by the Academic Review Committee, the student's appeal will be forwarded to the Financial Aid Appeal Committee for its review and consideration. The Financial Aid Appeal Committee will determine if the student's financial aid is to be reinstated based on federal and state financial aid guidelines, the student's special and/or extenuating circumstance(s) as stated in the appeal, and any supporting documentation that may have been provided. Each appeal committee has the independent discretion to accept or decline the student's appeal. The approval of reentry by the Academic Review Committee does not automatically guarantee the student's approval for re-establishment of financial aid by the Financial Aid Appeal Committee. Students wishing to appeal both their SAP status and financial aid eligibility must submit information and documentation to satisfy both committees' requirements. While the appeal process serves multiple purposes, if it is determined that a student cannot mathematically achieve SAP within the policy limitations the appeal will be denied. The student has the burden of validating the reasons why he/she could not meet SAP requirements and justifying the reason(s) the committee(s) should grant the appeal. The student may submit an appeal for financial aid eligibility based on one or more of the following special and/or extenuating circumstances: Death of a relative of the student; Injury or illness of the student; Other special extenuating circumstance(s) warranting consideration. To appeal a SAP-related suspension or other punitive action the student must submit a clear and concise appeal letter with the following elements:

1. Current date, student's full name as listed in College records, student College issued ID number and student signature;
2. Specific request for reinstatement of financial aid, if desired;
3. Statement of what special circumstance(s) the student encountered for all academic terms in which poor performance resulted;
4. Any supporting documentation to substantiate these special circumstances; examples of such documentation may include, but not necessarily limited to: a. Death notice of a relative; b. Student illness documentation provided by a doctor and/or other medical practitioner; c. Police Accident Reports; d. Military Activation Orders; e. Other documentation of special circumstances.
5. Explanation of what and/or how circumstances have changed that will facilitate the student's success in the future;

ACADEMIC RECOVERY PLAN

If the Financial Aid Appeal Committee approves the student's appeal, the student may be approved for the re-establishment of Title IV HEA and Florida state financial aid and will be placed on Financial Aid Probation by Appeal status while attempting to achieve SAP policy requirements and will be expected to meet the requirements of an Academic Recovery Plan. Upon the conclusion of the quarter of Financial Aid Probation by Appeal the student will be reviewed

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for SAP progress and meeting the requirements of their Academic Recovery Plan. If the student is granted reentry or continued enrollment by the Academic Appeal process, but eligibility for financial aid is not re-established through the Financial Aid Appeal process, the student will be ineligible to receive Title IV HEA and/or Florida state financial aid, and the student will be placed on Academic Probation by Appeal status. If a student is otherwise eligible to remain enrolled at the College, the Academic Probation by Appeal student may pay for college expenses by personal funds (out of pocket) or with other non-Title-IV HEA or non-state financial aid while attempting to achieve SAP policy requirements and will be expected to meet the requirements of an Academic Recovery Plan. Upon the conclusion of the quarter of Academic Probation by Appeal the student will be reviewed for SAP progress and meeting the requirements of their Academic Recovery Plan. A student on Financial Aid or Academic Probation by Appeal status will be required to adhere to an Academic Recovery Plan (ARP) as developed and prescribed by an appropriate academic school official. Any student on an Academic Recovery Plan will remain on the assigned student status as long the requirements of the Academic Recovery Plan are being met. Once minimum SAP standards are not met, the student will be suspended from the College for a minimum of one academic quarter, and the student status will become "Suspension." Re-entry to the College and/or reestablishment of financial aid is possible only through the Satisfactory Academic Progress Appeal process.

PROGRAM CHANGES & ATA GRADUATES EARNING ADDITIONAL CERTIFICATES, DIPLOMAS, OR DEGREES

If a student changes their program, those credits previously taken and that will apply to the new program will be considered as credits attempted and earned and will be used in the calculation of SAP in the new program of study. However, a student leaving one program on financial aid warning will enter the new program on financial aid warning. A student graduating from one program and wishing to re-enter into a new program will have all applicable credits transfer into the new program. An evaluation of their transcript will be done using the same procedure as that for credits from another institution. Any equivalent courses will be transferred into the new program and the student's program length will be adjusted accordingly. Credits that transfer into the new program will be counted as hours attempted and earned and will be calculated into the student's completion rate and grade point average.

RE-ENTERING STUDENTS

Students re-entering ATA College will have their academic records reviewed and a determination made on qualification for re-entry. Any student approved to re-enter the College from a financial aid warning or suspension status will automatically be placed on financial aid warning until SAP as previously outlined has been met. The College reserves the right not to re-admit a student who has been dropped or withdrawn for academic, disciplinary, and/or adverse criminal background. Students who are on SAP warning or probation by appeal will be permitted to change their program of enrollment only once.

GRADUATION REQUIREMENTS

To qualify for graduation, students must attain an overall cumulative grade point average (GPA) of 2.0 (C) or higher, and must have received a 2.0 (C) or higher in all required courses listed in the catalog under their program of study, and finish within maximum time frame. ATA College awards diplomas and associate degrees.

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 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.

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

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appeal and reinstatement.

STANDARDS OF ACADEMIC PROGRESS FOR VA STUDENTS

Students receiving VA educational benefits must maintain a minimum cumulative grade point average (CGPA) of 2.0 each quarter (term, quarter, semester, evaluation period, etc.)

A VA student whose CGPA falls below 2.0 at the end of any quarter (term, quarter, semester, evaluation period, etc.) will be placed on academic probation for a maximum of two consecutive terms of enrollment. If the VA student's CGPA is still below 2.0 at the end of the second consecutive term of probation, the student's VA educational benefits will be terminated.

A VA student terminated from VA educational benefits due to unsatisfactory progress may petition the school to be recertified after attaining a CGPA of 2.0.

Termination of enrollment is a final action which prevents the student from re-enrolling with ATA.

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 Appeal form. The completed petition for grade appeal form must be submitted by the student to the registrar's office within the first week of the subsequent quarter. The program director reviews the grade appeal with the instructor and makes a determination.

If student is not satisfied with the decision, he/she may wish to appeal in 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.

ACADEMICS REVIEW COMMITTEE (ARC)

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

The Student Services manager reserves the right to administer disciplinary action when the student acknowledges violation of student code of conduct and when the violation of the student code of conduct is minor. In more serious violations of student code of conduct, incidents involving academic dishonesty or plagiarism the student's violation will be reviewed by the committee 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.

ACADEMICS REVIEW COMMITTEE APPEAL PANEL

The Appeal Panel is comprised of the Program Director, Director of Academic Affairs and Campus Director. Students have the right to appeal any ARC decision in writing to the Executive Committee. The panel will make a final determination of any disciplinary action.

EXTERNSHIP RETAKE POLICY

ATA Programs require a student to complete an externship in order to graduate. The externship course is offered on a pass/fail basis.

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Students in all degree and diploma programs are required to complete an externship component as outlined on the program description page. This externship is completed during the last quarter of enrollment. Students in externship may be permitted up to 5 additional weeks following the end of the externship period to complete the number of required hours in externship. Permission to extend the externship must be received from the Director of Education.

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.

If a student is removed from/fails an externship site during their first attempt, the student will be responsible to find their own site. The student must notify Career Services of the site as the site must be approved by ATA personnel. Once a site is located Career Services personnel will initiate a signed externship agreement with the student and site personnel. The student may re-enroll for a second externship attempt to commence on the first day of the next quarter.

If a student is removed from/fails their second externship attempt the student will not be allowed to complete the program and their enrollment with ATA will be terminated. Once this action occurs the student is not allowed to bridge to another program.

Students who are removed/fail an externship will not be permitted to carry any successful 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.

If a student is removed from their second location the student will not be allowed to complete the program and their enrollment with ATA will be terminated. Once this action occurs the student is also not allowed to bridge to another program.

WITHDRAWALS

A student who does not complete a course will be withdrawn from the course and receive a grade of "w" withdrawal or "wf" withdrawal failing.. A student should not withdraw from a quarter without prior notification. Students who withdraw from ATA are dropped from all classes and must re-enroll, and sign a new Student Enrollment Agreement and will be charged the current rate of tuition if they decide to return. Refunds are calculated for all students according to the policies in our catalog and Student Enrollment Agreement.

DISMISSAL

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 Career Education, 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

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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. Students convicted of a felony during the course of their schooling will be immediately terminated.

APPEALS

A student who has been dismissed may appeal the decision if special or mitigating circumstances exist. Any student must explain the circumstances precipitating his/her dismissal and what plans the student has to eliminate those circumstances in the future. ATA defines extenuating circumstances to be serious illness, family emergency or death of a family member.

TRANSCRIPTS

A permanent record of academic progress for each student is kept on file with the school. A student may request a copy of this record by submitting a written request to the Office of the Registrar. 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 is in debt to ATA Career Education.

REQUIRED LEVELS OF PERFORMANCE FOR GRADUATION

The following requirements must be met by a student in order to qualify for graduation from ATA Career Education programs:

- 2.0 Cumulative Grade Point Average.
- Complete the program within 150% of the normal program credit hours.
- Maintain Satisfactory Academic Progress.
- Complete all designated requirements (tests, assignments, papers, etc.) of the program.
- Satisfy all financial obligations to the school.

TYPE OF DOCUMENT AWARDED UPON GRADUATION

Upon successfully completing all requirements of the ATA Career Education program, the student will receive a diploma. Any additional third-party industry certifications are accomplished through third-party testing. The student, not ATA Career Education, is responsible for completion of third-party testing. ATA Career Education does not issue industry certifications. For certification preparation programs, the student should understand that ATA Career Education is offering preparation training only, and does not offer nor guarantee the certification itself.

SCHOOL CALENDAR

ATA Career Education previously operated on an open enrollment schedule and did not operate on regularly occurring terms like semesters or quarters. In November, 2011 ATA adjusted its calendar to operate on a 10 week quarter. Students enrolling from that point forward are on a quarter credit hour basis.

CLASS HOURS

Daytime classes may be scheduled between 8:00 a.m. and 5:30 p.m. Monday through Friday. Evening classes are scheduled from 5:30 p.m. to 10:30 p.m. Monday-Friday. Saturday classes are scheduled to meet between 8:30 AM and 2:00 PM. Administrative Offices are open from 8:00 a.m. to 10:30 p.m. Monday through Friday. Classes will begin promptly at their assigned start times and remain in session until the established end-of-class time.

FERPA

ATA provides an annual publication in the school catalog and on the ATA website regarding Family Education Rights and Privacy Act (FERPA). Students and parents of dependent students have the right to review a student's educational records, to request amendment to an educational records, to provide consent prior to disclosure of personally

3 ACADEMIC POLICIES

identifiable information and to file a complaint with the U.S. Department of Education regarding the failure of an institution to comply with FERPA. Students and parents are also advised that a hearing can be requested to challenge the contents of a student's record, and the student will be given the opportunity to place a statement regarding contested information in the record stating the nature of the disagreement.

ATA discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the school in an administrative, supervisory, academic or research, or support staff position; a person or company with whom the school has contracted as its agent to provide a service instead of using school employees or officials (such as an attorney, auditor, or collection agent). A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the School. Upon request, the College also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

The Family Educational Rights and Privacy Act, a Federal law, requires that ATA, with certain exceptions, obtain a student's written consent prior to the disclosure of personally identifiable information from their education records. However, ATA may disclose appropriately designated "directory information" without written consent, unless you have advised ATA to the contrary in accordance with ATA procedures. FERPA defines "directory information" as information that is generally not considered harmful or an invasion of privacy if released. ATA defines directory information in accordance with the provisions of the Act to include: student name, address, telephone number, date and place of birth, major field of study, dates of attendance, degrees and awards received, most recent educational agency or institution attended, and/or participation in recognized activities. Upon enrollment, students sign a form regarding disclosure of directory information. Students wishing to amend their request for disclosure of directory information may do so in person with the Registrar's Office.

Additional information regarding FERPA rights can be found at: <http://www.atafl.edu/disclosures/Default.aspx>

THE TELEPHONE CONSUMER PROTECTION ACT (TCPA)

Student gives ATA and its affiliated third parties the authorization to call the cell phone number listed on an automated dialer system for accounting and collection purposes.

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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 of record of such impairment.

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

The documentation of disability must be from a health care practitioner who provided the testing and must have been received in the last 5 years. The documentation should also indicate “recommended” accommodations.

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 facil-

3 ACADEMIC POLICIES

ity 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, 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.atafl.edu/disclosures>

CAMPUS SECURITY ACT

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 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.atafl.edu/disclosures>

**CONDUCT POLICY
& DRESS CODE**

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4 CONDUCT POLICY & DRESS CODE

CONDUCT POLICY

Students are expected to conduct themselves in a professional manner at all times. A student who conducts himself in a manner detrimental to ATA staff or other students will be terminated. The school's conduct policy prohibits, but is not limited to prohibiting:

- Foul language, verbal harassment, or other disrespectful behavior.
- Use, distribution or possession of non-prescription drugs or alcoholic beverages.
- Theft or other inappropriate use of school property and/or resources.
- Cheating of any kind.
- Engaging in any illegal activity on school grounds or while representing ATA.
- Exhibiting violent behavior toward staff, students or while on school grounds.
- Sexual harassment or displays of a sexual nature.
- Food brought into the classrooms.
- Drinks brought into the classrooms unless in a spill proof mug or a bottle with a sealable top.
- Cell phones are to be turned off during class and should not be visible. All emergency calls should be directed to call the office at the campus you are attending.

Violations of the school's conduct policy may be grounds for termination.

DRESS CODE

All students are required to wear scrubs embroidered with the ATA Career Education logo. All clothes and appearances are to be clean and presentable at all times, and shall conform to the following:

- Students are not permitted to wear sunglasses, hats, or scarves, while in the building.
- Shoes must be clean, white close-toed sneakers.
- Fingernails should be kept short, color-free and neat in appearance. White tips, acrylic and overlay nails are not acceptable.
- Jewelry must be minimal and professional. Acceptable jewelry is a watch, wedding/engagement ring, and small earrings (no hoops or dangling earrings). Necklaces must tuck into the student's scrub top. Nose and any other facial piercings must be removed, or covered with a Band-Aid at all times.

For externship and lab days, the dress code is the same as above, but must include:

- Hair in a ponytail, if long enough, and must be kept up and away from the face.
- Watch with a second hand (for taking pulse).
- Stethoscope: Students are required to use their stethoscopes during labs and externships.
- Protective eyewear (glasses) during all invasive procedures.

STUDENT SERVICES

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5 STUDENT SERVICES

Student Services supports the mission of ATA Career Education. Consistent with the institution's mission of providing quality instruction, hands-on training and effective career preparation, student services provides support and resources designed to promote successful graduates. The Student Services goal is to help students make the successful transition into student life, empower them to make decisions, and effectively move into the workplace. Students who request counseling relating to personal issues are referred to outside agencies.

RELEVANT COPING SKILLS

Relevant coping skills are reinforced throughout the student experience at ATA. Students begin their training with skills courses and proceed through to Professional Development.

HOUSING, HEALTH, TRANSPORTATION & CHILD CARE

ATA does not provide housing for students or assistance locating housing. ATA does not provide student healthcare or childcare for dependents of students.

STUDENT RECORDS

Student records are permanently retained by ATA in locked, tamper and fire resistant cabinets when not in use. Electronic copies of student records are maintained on a campus server, backup copies are made daily and stored off-site.

ACADEMIC ADVISING AND TUTORING

ATA provides academic advisement to students to ensure their success. Advisement is provided to students failing to meet academic standards at the mid-quarter point of each course. A formalized advisement plan takes place when a student is placed on academic probation for failure to make satisfactory academic progress. Special assistance and/or tutoring arrangements are provided to students who require additional assistance. At any time, a student may arrange an appointment with the Director of Academic Affairs or their instructor.

CAREER SERVICES

Information on job requests from businesses and industries will be made available to students. ATA does not promise or guarantee placement/employment after graduation, but will assist in obtaining initial contact with employers. Placement statistics are available upon request from the Career Services office and are available at the following web address: <http://www.atafl.edu/disclosures/Default.aspx>

FINANCIAL POLICIES

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6 FINANCIAL POLICIES

TUITION AND PROGRAM EXPENSES

Each program at ATA has a designated tuition and expense schedule. Information regarding this is provided to the student prior to enrollment. The ATA Tuition and Fee Schedule can be found at:

<http://www.atafl.edu/disclosures/Default.aspx> tuition and fee schedule

In November, 2011, ATA revised its academic calendar to begin functioning on a 10 week quarter basis. Potential students are advised of program pricing and financial aid availability in a meeting with a financial aid advisor. This meeting provides an estimate of the anticipated aid available to the student should they choose to complete enrollment.

ATA reserves the right to modify its pricing structure as business needs dictate, and all such changes will be published in revised editions of this catalog or addenda to it.

FINANCIAL ASSISTANCE

ATA can assist the student in making application for financial aid. Financial aid advisors are available to meet with students individually to answer questions and guide them through the aid process. Professional and courteous service guarantees that students understand financial options and are ready to complete their career goals.

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 programs available.

Students may seek additional funding sources to the direct loans offered through the school.

FINANCIAL AID PROGRAMS

Financial Assistance is available to 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.

Approved financial aid programs (available to those who qualify) include:

SCHOLARSHIPS

Florida Bright Futures Scholarship - The Florida Legislature created the Florida Bright Futures Scholarship Program to reward students for their academic achievements during high school by providing funding for them to pursue postsecondary educational and career goals in Florida. Questions about student eligibility for this program should be directed to the Bright Futures hotline, toll-free at 1-888-827-2004.

Scholarships for Children of Deceased or Disabled Veterans or Children of Servicemen Classified as Prisoners of War or Missing in Action - The State of Florida provides scholarships for dependent children of Florida veterans or service members who died as a result of service-connected injuries, diseases, or disabilities sustained while on active duty or have been verified by the Florida Department of Veterans' Affairs as having service-connected 100% total and permanent disabilities. For more information on this program contact the Florida Office of Student Financial Assistance toll-free at 1-888-827-2004.

Florida Student Assistance Grant - The State of Florida provides scholarship funds for students in ATA's LPN to RN Associate Degree Nursing program. For more information on this grant inquire with financial aid regarding qualifications.

6 FINANCIAL POLICIES

GRANTS

Federal Pell Grants

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

Pell Grants are awarded 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 the school, full time status, and the length of your enrollment during the academic year.

Workforce Investment Opportunity Act (WIOA) - 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 local WIBs.

LOANS: UNSUBSIDIZED AND SUBSIDIZED

Federal Direct Student Loans - It is the goal of ATA Career Education 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 (FFELP) that has been utilized since 1965 to provide federal loan funds to students. As a result, ATA Career Education now participates in the William D. Ford Direct Loan Program (DL.)

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 or your parents must also meet other general eligibility requirements for federal student financial aid.

LOAN REPAYMENT

If you accept a student loan to pay for your education, you are agreeing to repay your loans, including accrued interest and fees.

VETERAN’S EDUCATIONAL BENEFITS

Veterans or their families who think they may be eligible for benefits should contact their local Veteran Affairs Counselor or go to www.gibill.va.gov to register and receive a certificate of eligibility for additional information.

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 WARNING, PROBATION OR SUSPENSION

Financial aid warning, probation or suspension occurs when a student passes fewer than the minimum number of courses or falls below the grade point average minimum as defined in the section regarding Satisfactory Academic Progress. Students on warning are eligible to receive financial aid; however students who are suspended are ineligible for Title IV Financial Aid until they can re-establish satisfactory academic progress. Students who appeal their suspension and are permitted re-entry are re-admitted on financial aid probation by appeal following suspension and are thus ineligible for Title IV Financial Aid until they re-establish satisfactory academic progress.

6 FINANCIAL POLICIES

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.

TERMS AND METHODS OF PAYMENT

Payment by Individual

Payment of tuition is due no later than the first day of class. If payment in full is not received by this date, financial aid and/or an installment payment plan must be approved by student accounts and be in place by the first day of class, or the student will not be allowed to start class. Students who are placed on a payment plan will be required to pay a specified amount each month and will be required to pay the entire amount due, in equal monthly installments. Transcripts will not be issued until the student's financial obligations to the school have been met. The student's payment schedule and amounts will be determined after all financial aid packaging has been completed. Credit card, cash, or disbursements from a qualified lending program are accepted.

CANCELLATION AND REFUND POLICIES

Cancellation by School

Any student who violates the school's rules and regulations as set forth in the school catalog, including attendance policies; or who fails to meet all financial obligations to the school may be terminated by the Director. Should the student be terminated, a refund will be made according to the Refund Policy.

Cancellation by the Student

Any student wishing to terminate their training should notify the school in writing. Such written notice is suggested but not required in order to obtain a refund. However, the student must clearly communicate their wish to terminate to the Director in some manner.

Refunds

If a student terminates or cancels for any reason, refunds will be made as follows.

1. Applicants who have not visited the school prior to enrollment will have the opportunity to withdraw without penalty within three (3) business days following either the regularly scheduled orientation or following a tour of the school facilities and inspection of equipment where training and services are provided.
2. All monies will be refunded if the school does not accept the applicant or if the student cancels within three (3) business days of signing the enrollment agreement and making initial payment.
3. Cancellations after the third (3rd) business day, but before the first class, will result in a refund of all monies paid. Subsequent to this three-day withdrawal period, an applicant requesting withdrawal prior to the start of classes is entitled to a refund of all monies paid less a registration fee of 10% of the contract price or \$100, whichever is less.
4. Withdrawal after attendance has begun, but prior to 40% completion of the quarter, will result in a Pro-Rata refund. This refund is computed by subtracting the registration/processing fee and the cost of any books/lab from the total paid. The remaining balance is then prorated based on the number of meetings scheduled to attend in relation to the total program hours, and the difference is refunded to the student.
5. Withdrawal after completing 40% of the program will result in no refund.

6 FINANCIAL POLICIES

6. Termination Date. The termination date, for refund computation purposes, is the last date of actual attendance by the student unless earlier written notice is received.
7. Refunds for students receiving federal financial assistance will be made within 45 days of termination or notification of cancellation. All other refunds will be made within 30 days.

INSTITUTIONAL REFUND POLICY

ATA 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 40% 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 days used in the calculation. After 40% of the quarter has passed, there will be no refund.

WITHDRAWAL AND REFUND POLICY FOR STUDENTS RECEIVING TITLE IV FEDERAL STUDENT AID FUNDS

The refund policy for students receiving Title IV is same for those who are not receiving Title IV, except R2T4 must first be applied. R2T4 regulations follow.

Federal regulations regarding refunds of Title IV Federal Student Aid (FSA) refer specifically to funds that are required to be returned to the U.S. Department of Education or appropriate lenders of the Federal Family Educational Loan Programs (Federal Stafford Loans and Parent Loans), and in limited situations returned to the student/parent(s). These regulations do not dictate an institutional refund policy, which may differ from the Title IV refund policy. The calculation of Title IV funds earned by the student has no relationship to the student's incurred institutional charges.

Up through the 60% point in each payment period, a Pro-Rata schedule is used to determine the amount of FSA funds the student has earned at the time of withdrawal. After the 60% point in the payment period, a student has earned 100% of the Title IV funds he or she was scheduled to receive during the period. Federal regulations define attendance for purposes of this calculation as hours scheduled to be completed by the student.

Returning Funds to Title IV programs when students are selected for verification

If a student provides all documents required for verification after withdrawing but before the verification submission deadline and in time for the institution to meet the 45-day return deadlines, the institution performs the return calculation including all Title IV aid for which the student has established eligibility as a result of verification and for which the conditions of a late disbursement had been met prior to the student's loss of eligibility due to withdrawal.

If a student who has withdrawn does not provide the required documents in time for the school to complete the verification process and meet the 45-day return deadlines noted above, the institution includes in the return calculation only the Title IV aid that was not subject to the verification process (Federal Unsubsidized Stafford Loans and PLUS).

Returning Title IV Aid for students who withdraw with a Title IV credit balance

Title IV credit balances created during the period in which a student withdraws are not released to the student and are not returned to the Title IV programs prior to performing the federal return calculation. Any Title IV credit balance must be allocated first to repay any grant overpayment owed by the student as a result of the current withdrawal. After the return calculation has been completed, the credit balance will be distributed first to pay all authorized charges at ATA, and any remaining balance will be paid to the student/parent(s), unless the student authorizes ATA to reduce their Title IV loan debt. If the institution cannot locate the student to whom a Title IV credit balance must be paid, it must return the credit balance to the Title IV programs. Refunds of credit balances are completed within 14 days.

6 FINANCIAL POLICIES

VETERANS REFUND POLICY/WORKFORCE PINELLAS/TAMPA/HERNANDO/PASCO

The refund of the unused portion of tuition, fees, and other charges for veterans or eligible persons who fail to enter a course or withdraw or discontinue prior to completion will be made for all amounts paid which exceed the approximate pro-rata portion of the total charges that the length of the completed portion of the course bears to the total length of the course. The pro-ration will be determined based on the number of days or hours of instruction completed by the student to the total number of instructional days or hours in the course. The Regulation on withdrawal calculations can be found in the Handbook for Student Financial Aid, Volume 5, chapter 2, which refers to the HEA section 484B, 34CFR 669.22.

FSA Student Loan Ombudsman Office

FSA Student Loan Ombudsman Group.

Via on-line assistance: <http://studentaid.gov/repay-loans/disputes/prepare>

Via telephone: 877-557-2575

Via fax: 606-396-4821

Via mail: FSA Ombudsman Group P.O. Box 1843 Monticello, KY 42633

PROGRAMS

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7 PROGRAMS OFFERED

PROGRAMS

ATA offers programs leading to a Diploma and/or Degree. All programs offered by ATA are taught on campus; ATA currently does not offer any courses via distance education.

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.

* As of the date of printing all ATA classes are offered in a residential format.

ACADEMIC PROGRAMS

Associate of Occupational Science

Medical Professional: Medical Coding	70 Weeks
Medical Professional: Medical Assisting	70 Weeks
Limited Medical Radiography with Medical Assisting	70 Weeks

Academic Associate Degree

LPN to RN Bridge	70 weeks
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Diploma Programs

Medical Office Specialist	30 weeks
Phlebotomy Technician.....	30 weeks
Medical Assistant.....	40 weeks
Dental Assisting	40 weeks
Limited Medical Radiography	40 weeks
Professional Coding	50 weeks
Patient Care Technician	40 weeks
Pre-Licensure Practical Nursing.....	60 weeks

7 PROGRAMS OFFERED

Definition of Course Numbering System

Description of the course numbering system is as follows: The course prefix indicates an area of study for the course. The last 3 digits of the course number indicate the usual sequence in which the course will be scheduled. For example 100-110 courses are typically taken at the beginning of the program, courses 120-150 will be scheduled for the middle sequence of the program. An asterisk * next to a course number indicates it qualifies as a general education course. A letter following the 3 digit course number indicates that the course is specific to a particular area of training, for example MED175 is the course number for the Medical Assisting Certification Review Course, however MED175P is the Phlebotomy Certification Review Course.

ANA	Anatomy
BUS	Business
COD	Coding
COM	Communication
DEN	Dental
ENG	English
EXT	Externship
LAS	Life Skills
LMR	Limited Medical Radiography
MED	Medical/Allied Health
PHL	Phlebotomy
PSY	Psychology
PTH	Pathology
NPN	Nursing
PCT	Patient Care Technician

7 PROGRAMS OFFERED

Associate of Occupational Science Degree MEDICAL PROFESSIONAL: MEDICAL ASSISTING

Objective: The core portion of the program is designed to train for entry-level medical assisting/administrative positions. Graduates of this program receive not only specialised courses relating to the medical field, but also a solid background in the basic skills necessary for most office positions. Graduates will be prepared for positions such as medical assistant or clinical assistant. 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. Upon completion of the program, graduates will be eligible to sit for a certification exam as a medical assistant through the NHA or the AAMA. Program completion is 7 quarters.

Note: All laboratory classes require a "c" or higher grade for successful completion. Only one absence is permitted for laboratory clinical classes. Students must show proof of immunization against HEB B and a clear TB Skin Test.

Medical Professional: Medical Assisting

Credit Hours: 91

In-Class Contact Hours: 1180

Out of Class Coursework: 425

Basic Requirements		Credit Hours
COM151*	Interpersonal Communication	4
LAS120	Success Skills	4
LAS130*	Professional Development	4
PSY101*	Introduction to Psychology	4
MED110	Medical Math	4
MED120	Medical Law and Ethics	4
ANA101	Anatomy & Physiology	4
ENG101*	English	4
MED100	Medical Terminology	4
MED135	Medical Administration Procedures	4
COD128	Medical Insurance & Billing	4
MED115	Pharmacology	4
EXT200	Externship	6
Total Core Curriculum		54
Program Requirements		
MED150	Clinical Procedures I	3
MED155	Clinical Procedures II	3
MED160	Laboratory Procedures I	3
MED165	Laboratory Procedures II	3
COD140	Basic ICD-10-CM Coding	4
MED175	Medical Assistant Certification Review	4
ECG100	Basic Arrhythmia	3
NUT100	Nutrition	2
PHL116	Phlebotomy Techniques 1	4
PHL117	Phlebotomy Techniques 2	4
PTH100	Pathology	4
Concentration credit hours required for graduation		37
Total Credit Hours		91

* General Education course

7 PROGRAMS OFFERED

Associate of Occupational Science Degree MEDICAL PROFESSIONAL: MEDICAL CODING

This degree 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. Graduates will be prepared to seek positions such as medical secretary, insurance office worker, medical claims processor, insurance office worker, medical claims processor or records clerk in physicians' offices, hospitals, clinics, medical billing companies and medical financial consulting companies. Program completion in 7 quarters.

Medical Professional: Medical Coding

Credit Hours: 90

In-Class Contact Hours: 1070

Out of Class Coursework: 420

Length: 70 weeks day or evening

Basic Requirements		Credit Hours
COM151*	Interpersonal Communication	4
LAS120	Success Skills	4
LAS130*	Professional Development	4
PSY101*	Introduction to Psychology	4
MED110	Medical Math	4
MED120	Medical Law and Ethics	4
ANA101	Anatomy & Physiology	4
ENG101*	English	4
MED100	Medical Terminology	4
MED135	Medical Administration Procedures	4
COD128	Medical Insurance & Billing	4
MED115	Pharmacology	4
EXT200	Externship	6
Total Core Curriculum		54
Program Requirements		
COD130	Billing Certification Review	4
COD140	Basic ICD-10-CM Coding	4
COD141	Advanced ICD-10-CM Coding	4
COD145	Medical Record Auditing	4
COD153	Introduction to Procedural Coding	2
COD155	AAPC Professional Coding	10
COD175	CPC Certification Exam Review	4
PTH100	Pathology	4
Concentration credit hours required for graduation		36
Total Credit Hours		90

* General Education course

7 PROGRAMS OFFERED

Diploma In LIMITED MEDICAL RADIOGRAPHY

Objective: This diploma program is designed to train individuals for licensing as a Basic X-Ray Machine Operator (BXMO) through the Florida Department of Health Services. The Licensed Limited Medical Radiographer plays an important role in the medical team 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 physicians office as a Limited Medical Radiographer. Estimated program completion is 4 quarters.

All applicants will be required to submit a clear criminal background check prior to entering classes. Students in this program will be required to submit a clear TB Skin Test, Hepatitis B immunization and tetanus show received less than 9 years ago.

Basic Requirements		Credit Hours	Contact Hours
COM151	Interpersonal Communication	4	40
LAS120	Success Skills	4	50
LAS130	Professional Development	4	40
Program Requirements			
ANA101	Anatomy & Physiology	4	40
MED100	Medical Terminology	4	40
LMR100	Introduction to Radiography	4	40
LMR102	Radiographic Anatomy	4	40
LMR110	Principles of Radiation	4	40
LMR200L	Radiographic Positioning 1	2	40
MED150	Clinical Procedures I	3	50
LMR300L	Radiographic Positioning 2	2	40
LMR120	Radiographic Imaging	4	40
LMR145	State Exam Review	4	40
LMR400	Adv. Limited Radiography Clinical	6	180
MED120	Medical Law and Ethics	4	40
Total Credits Required for Graduation - Diploma		57	760
Outside Hours			255

*Denotes general education course

7 PROGRAMS OFFERED

Associate of Occupational Science Degree (AOS) 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 Board of Medical Imaging and Radiation Therapy 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.

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: 99

In-Class Contact Hours: 1380

Out of Class Hours: 435

Length: 70 weeks (day)

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

Total Core Curriculum 24

Program Requirements

ANA101	Anatomy & Physiology	4
ECG100	Basic Arrhythmia	3
MED100	Medical Terminology	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
LMR400	Advanced Limited Radiography Clinical	6
LMR145	State Exam Review	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 Certification Prep	4
EXT200	Externship (MA)	6

Concentration credit hours required for graduation 75

Total Credit Hours 99

*Denotes general education course
All LMR courses require a grade of "C"
or higher for successful completion.

7 PROGRAMS OFFERED

Diploma In PHLEBOTOMY TECHNICIAN

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 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.

Program completion time is 3 quarters (30 weeks).

To be eligible to enter this program, the student must be able to provide:

- a. TB skin test – within the last 12 months
- b. MMR – or proof of two (2) Vaccines, or positive titer
- c. Vanicella – history of disease, or two (2) Vaccines, or proof of positive titer

Basic Requirements		Credit Hours	Contact Hours
COM151	Interpersonal Communication	4	40
LAS120	Success Skills	4	50
LAS130	Professional Development	4	40
Program Requirements			
ANA101	Anatomy & Physiology	4	40
MED100	Medical Terminology	4	40
MED150	Clinical Procedures I	3	50
MED175P	Phlebotomy Certification Review	4	40
PHL116	Phlebotomy Techniques I	4	50
PHL117	Phlebotomy Techniques II	4	50
EXT200P	PHL Externship	6	180
Total Credits Required for Graduation - Diploma		41	580
Out of Course Hours			175

7 PROGRAMS OFFERED

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 healthcare 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. Graduates will be prepared to seek positions such as dental assistant or in the front office of a dental practice.

The laboratory component of this program is completed at Crescent Community Dental Clinic 5244 Commercial Way, Spring Hill, FL 34606

*Requirements for Admission to Program: Students are required to show proof of health insurance and immunization against Hepatitis B, Tetanus, and Diphtheria. In addition, proof of a negative 2-step TB skin test must be submitted.

Basic Requirements		Credit Hours	Contact Hours
COM151	Interpersonal Communication	4	40
LAS120	Success Skills	4	50
LAS130	Professional Development	4	40
ENG101	English 1	4	40
MED120	Medical Law and Ethics	4	40
Program Requirements			
ANA105	Basic Oral-Facial Anatomy	4	40
DEN101	Introduction to Dental Assisting	4	40
DEN110	Dental Radiography	2	20
DEN110L	Dental Radiography Lab	1	20
DEN115	Dental Materials	2	20
DEN115L	Dental Materials Lab	1	20
DEN120	Specialty Principles & Techniques	4	40
DEN125	Practice Management	4	40
DEN140	Expanded Functions	4	40
DEN140L	Expanded Functions Laboratory	2	40
DEN145	Clinical Practice	10	300
Total Credits Required for Graduation		58	830
Out of Course Hours			240

7 PROGRAMS OFFERED

Diploma In MEDICAL OFFICE SPECIALIST

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 Specialist

Credit Hours: 48

In-Class Contact Hours: 600

Length: 30 weeks day or evening

Basic Requirements		Credit Hours	Contact Hours
COM151	Interpersonal Communication	4	40
LAS120	Success Skills	4	50
LAS130	Professional Development	4	40
Program Requirements			
ANA101	Anatomy & Physiology	4	40
MED100	Medical Terminology	4	40
MED120	Medical Law and Ethics	4	40
MED135	Medical Administrative Procedures	4	50
COD128	Medical Insurance & Billing	4	50
MED110	Medical Math	4	40
MED115	Pharmacology	4	40
COD140	Basic ICD-10-CM Coding	4	50
EXT100	Externship	4	120
Total Credits Required for Graduation		48	600
Out of Course Hours			220

7 PROGRAMS OFFERED

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).

All courses in this curriculum transfer to the Medical Professional: Medical Coding program

		Credit Hours	Contact Hours
Basic Requirements			
LAS120	Success Skills	4	50
LAS130	Professional Development	4	40
MED120	Medical Law and Ethics	4	40
Program Requirements			
ANA101	Anatomy & Physiology	4	40
COD128	Medical Insurance & Billing	4	50
MED100	Medical Terminology	4	40
COD140	Basic ICD-10-CM Coding	4	50
COD141	Advanced ICD-10-CM Coding	4	50
COD145	Auditing	4	40
COD153	Intro. to Procedural Coding	2	20
MED135	Medical Administrative Procedures	4	50
PTH100	Pathology	4	40
COD155	AAPC Professional Medical Coding Curricular	10	100
COD175	Coding Certification Review	4	40
EXT200	Externship	6	180
Total Credits Required for Graduation - Diploma		66	830
Outside Coursework Hours			300

7 PROGRAMS OFFERED

Associates Degree Nursing LPN to REGISTERED NURSE BRIDGE

This degree program will provide an avenue of instruction for the Licensed Practical Nurse who wishes to obtain an Associate Degree in Nursing. The course will build upon previous knowledge gained from an accredited Licensed Practical Nursing (LPN) program. The LPN entering the program will have basic competencies which this program will build upon. The program includes theory on role transition in the current health care system, related professional ethical and legal issues, understanding and application of critical thinking skills, the application of the nursing process in the adult clinical setting, basic intravenous therapy, and the methods of techniques of effective interdisciplinary communication and therapeutic patient communication. The program provides the foundational understanding of the role of the Registered Nurse as the provider of care, member of the discipline and manager of care.

At the conclusion of the program the graduate will be able to apply for licensure and take the National Council Licensure Examination for Registered Nurses (NCLEX-RN). This program prepares graduates for employment in numerous health care settings. Registered Nurses hold positions in hospitals, nursing care facilities, physician offices, home health and in federal state and local government service organizations. Program completion is 70 weeks, program delivery is residential.

Basic Requirements		Credit Hours
ANA200*	Anatomy & Physiology 1	4
ANA202*	Anatomy & Physiology 2	4
ENG200*	English Composition	4
MAT200*	College Algebra	4
HUM201*	American Literature	4
SOC201*	Introduction to Sociology	4
PSY202*	Development Psychology	3
MIC202*	Microbiology	4
Program Requirements		
COM201	Nursing Informatics	4
NPN200	LPN to RN Role Transition	2
NPN203	Transcultural Nursing	4
NPN208	Medical Surgical Nursing I	4
NPN209	Mental Health Nursing	4
NPN210	Medical Surgical Nursing II	4
NPN211	Maternal Health / OB Nursing	5
NPN212	Pediatric Nursing	4
NPN213	Community Health Nursing	5
NPN214	Acute Care Nursing	7
NPN220	Leadership & Management	6
PHA202	Advanced Pharmacology	4
PRA215	Integrated Practicum	6
Total		90
Total Credits required for completion		90

*Indicates a general education course

All courses require a "c" or higher for successful completion

Any course with an NPN, COM and PHA extension require an 80% or higher average for successful completion

7 PROGRAMS OFFERED

Diploma In PRE-LICENSURE PRACTICAL NURSING

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. 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 Florida Board of Nursing (FBN). This program prepares graduates for employment in numerous healthcare 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. Program Length: 60 weeks.

Basic Requirements		Credit Hours	Contact Hours
ANA101N	Anatomy & Physiology	4	40
LAS120	Success Skills	4	50
MNA100	Nurse Aide Training	6.5	81
MED105	Nursing Mathematics	4	40
NPN100	Introduction to Practical Nursing	6	120
MED100	Medical Terminology	4	40
Program Requirements			
NPN110	Fundamentals of Practical Nursing/ Role of the Practical Nurse	6	120
NUT100	Nutrition	2	20
PHA100	Pharmacology/Medication Math I	4	40
NPN120	Medical Surgical Nursing I	6	120
PHA200	Pharmacology/Medication Math II	4	40
NPN131	Pediatric Nursing	4	70
NPN130	Medical Surgical Nursing II	6	120
NPN151	Psychiatric/Mental Health Nursing	4	70
NPN141	Maternal/Newborn Nursing	4	70
MIC100	Microbiology	2	20
NPN140	Medical Surgical Nursing III	6	120
NPN152	Long-Term Care/Geriatric Nursing/ Palliative Care/Leadership	4	70
PRA100	Integrated Practicum	4	120
Total Credits Required for Graduation - Diploma		84.5	1371
Outside Coursework Hours			287

*All courses require a grade of "C" or higher to progress forward
See Practical Nursing Student Handbook.

All NPN courses require an 80% or higher average for successful completion.

7 PROGRAMS OFFERED

Diploma In MEDICAL ASSISTANT

Objective: This diploma program is designed to train individuals for entry-level medical office positions.

A medical assistant is a medical support professional that performs a variety of tasks to assist physicians in providing patient care, while ensuring that clinics and hospitals run smoothly and efficiently. While medical assistants working in a smaller practice may be required to perform some administrative tasks, those working in larger medical facilities focus mainly on providing support services directly related to patient care. While administrative medical assistants work mainly at the front desk and reception area of a clinic or doctor's office, clinical medical assistants are more often found at the physician's side working in close contact with patients. Graduates of this program receive coursework relating to offering assistance to the physician in direct patient care. Graduates will be prepared to seek positions such as clinical/medical assistant.

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

Medical Assistant

Credit Hours: 57

In-Class Contact Hours: 800

Length: 40 weeks day or evening

Basic Requirements		Credit Hours	Contact Hours
LAS120	Success Skills	4	50
LAS130	Professional Development	4	40
Program Requirements			
ANA101	Anatomy & Physiology	4	40
MED100	Medical Terminology	4	40
MED135	Medical Administrative Procedures	4	50
MED110	Medical Math	4	40
MED175	Medical Assisting Certification Prep	4	40
PTH100	Pathology	4	40
ECG100	Basic Arrhythmia	3	40
MED115	Pharmacology	4	40
MED150	Clinical Procedures 1	3	50
MED155	Clinical Procedures 2	3	50
MED160	Laboratory Procedures 1	3	50
MED165	Laboratory Procedures 2	3	50
EXT200	Externship	6	180
Total Credits Required for Graduation		57	800
Out of Course Hours			255

7 PROGRAMS OFFERED

Diploma In PATIENT CARE TECHNICIAN

This program trains graduates for entry level employment to work alongside doctors and nurses to provide the day-to-day care that patients need. PCT's are called upon to perform vital clinical, laboratory and office tasks to ensure the smooth operation of the healthcare facility. The graduate will be trained in monitoring patients for changes in condition and recording and reporting these changes to the doctor or the nurse. Graduates will be able to set up and operate therapeutic equipment, instructing and supervising patients with rehabilitative therapy, including carrying out planned patient care programs, and assisting medical staff in changing dressings and conducting patient examinations. The PCT is also a vital part in the pre-operative and post operative care of patients. Patient Care technicians play a vital role in hospitals (ER, ICU, CCU, and the floor), rehabilitation centers, nursing homes and private practices.

Estimated program completion is 4 quarters (40 weeks).

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

Program Requirements		Credit Hours	Contact Hours
ANA101	Anatomy & Physiology	4	40
LAS120	Success Skills	4	50
MED100	Medical Terminology	4	40
MNA100	Nurse Aide Training	6.5	81
MED150	Clinical Procedures 1	3	50
MED160	Laboratory Procedures 2	3	50
MED120	Medical Law & Ethics	4	40
PHL116	Phlebotomy Techniques 1	4	50
PHL117	Phlebotomy Techniques 2	4	50
LAS130	Professional Development	4	40
PCT100	Patient Care Review	4	40
PCT140	Patient Care Clinical	4	120
NUT100	Nutrition	2	20
ECG100	Basic Arrhythmia	3	40
Total Credits Required for Graduation - Diploma		53.5	711
Additional Outside Hours			245

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

COURSE DESCRIPTIONS

8

8 COURSE DESCRIPTIONS

* ALL COURSES OFFERED IN A RESIDENTIAL FORMAT

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

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

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. Instruction in HIV/AIDS training is included in this course. Prerequisite: None

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 the claim form, coding classifications, collection strategies and various health care payers. Prerequisites: None

COD130 Cert. Professional Biller Review

4 Credit Hours

40 Lecture Hours

This course is designed to prepare the student for the Certified Professional Biller (CPB™) credential. It will prepare medical billers with skills to maintain all aspects of the revenue cycle.

8 COURSE DESCRIPTIONS

COD140 Basic ICD 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 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: COD140

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: COD155

COD153 Introduction to Procedural Coding

2 Credit Hours
20 Lecture Hours

This course develops skills in the use of CPT: Current Procedural Coding and HCPCS: Healthcare Common Procedure Coding System. The text will assist the student to learn proper use of the CPT and HCPCS coding manuals, including the organization of the manuals, common conventions and Iconography, Guidelines and the various sections found within the manual. Also, the use of coding modifiers will be discussed. Instructional Goals: The primary goal of this course is to introduce the procedural coding systems that the student's will be using in addition to the knowledge they have already obtained from ICD-10-CM coding.

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: COD141, COD128, MED135

8 COURSE DESCRIPTIONS

* ALL COURSES OFFERED IN A RESIDENTIAL FORMAT

COD175 CPC 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 comprehensive review: Medical Terminology & Anatomy, ICD-9-CM Coding Guidelines/Application, CPT Coding Guidelines/Application, HCPCS Coding Guidelines/Application & Reimbursement Guidelines/Application. Prerequisite: COD155

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

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. Prerequisite: None

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

8 COURSE DESCRIPTIONS

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. Prerequisite: None

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 Expanded Functions Dental Assisting

4 Credit Hours
40 Lecture Hours

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

DEN140L Expanded Functions Dental Assisting Lab

2 Credit Hours
40 Lab Hours

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

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. Prerequisite: Successful completion of all DEN coursework. Must be taken in the last quarter of the program.

ECG100 Basic Arrhythmia/ECG

3 Credit Hours
20 Lecture Hours
20 Lab Hours

This course is designed to introduce the student to basic arrhythmias and function of the electrical conduction of the heart, in order to aid in proper administration of ECGs.

8 COURSE DESCRIPTIONS

* ALL COURSES OFFERED IN A RESIDENTIAL FORMAT

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 Professional 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

LAS120 Success Skills

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

LAS120A Success Skills

4 Credit Hours

30 Lecture Hours

20 Lab Hours

The development of self-reliance through understanding and utilizing the concepts of self-esteem, self-efficacy, goal setting, and accountability. Includes development of study skills, including library utilization, test taking, note taking, time management and critic thinking. This course also teaches introductory Microsoft Word 2013 and Microsoft Office Excel 2013 skills and how to apply them in a medical office setting. 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. This course covers the development of basic keyboarding skills to improve speed and accuracy. Prerequisite: None

LAS130 Professional Development

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 resume. Interviewing skills, referral letters, cover letters and other professional areas will be discussed. Prerequisite: None

8 COURSE DESCRIPTIONS

LAS130A Professional Development

4 Credit Hours

40 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. In addition, it covers professionalism in the workplace and the importance of the externship. 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. Prerequisite: 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. Prerequisite: LMR100

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 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

8 COURSE DESCRIPTIONS

* ALL COURSES OFFERED IN A RESIDENTIAL FORMAT

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. Prerequisites: LMR100

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. Prerequisites: LMR200L

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, LMR110, LMR200, MED100, MED101

MED100 Medical Terminology

4 Credit Hours
40 Lecture Hours

This course provides the student with an understanding of the medial 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

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

8 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 rates 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

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 Word 2007 skills and Excel 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 practice management software program. Prerequisite: MED100

8 COURSE DESCRIPTIONS

* ALL COURSES OFFERED IN A RESIDENTIAL FORMAT

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. 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 emergencies. Additionally, the student will be provided with an opportunity to learn how to provide care and treatment to children and infants. 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. Instruction in HIV/AIDS training is included. Prerequisite: ANA101, MED100

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. Blood Born Pathogens Certification. Prerequisite: MED160

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

8 COURSE DESCRIPTIONS

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, PHL 103

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

PCT100 Patient Care Technician Certification Review

4 Credit Hours
40 Lecture Hours

This course is a capstone course which will be utilized to review concepts and skills learned during the program. Upon completion of the course the student will be prepared to seek certification as a PCT.

PCT140 Patient Care Clinical

4 Credit Hours
120 Clinical Hours

Clinical observation provides the student an opportunity to visit and work in a healthcare facility under supervision. The student will be exposed to day-to-day operations of the medical facility. 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 other medical personnel in an actual work setting.

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. Prerequisite: None

PHL102 Phlebotomy Lab II

4 Credit Hours
20 Lecture Hours
40 Lab Hours

This course 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

8 COURSE DESCRIPTIONS

* ALL COURSES OFFERED IN A RESIDENTIAL FORMAT

PHL103 Phlebotomy Lab III

4 Credit Hours
30 Lecture Hours
20 Lab Hours

This course 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

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.

PHL116 Phlebotomy Technician Lab I

4 Credit Hours
30 lecture hours
20 lab hours

This course provides a history of the phlebotomist's role in healthcare as well as quality assurance, legal issues and infection control surrounding phlebotomy. The theory content of capillary, venipuncture, and the correct order of blood draw are emphasized. Hands-on experience in a laboratory setting allows the student the opportunity to perform capillary and venipuncture techniques. The course also covers collection of non-blood specimens and considerations surrounding specimen collection.

PHL117 Phlebotomy Techniques II

4 Credit Hours
30 lecture hours
20 lab hours

This course provides a review of concepts learned in Phlebotomy Techniques I (PHL 116). It also introduces procedures as they relate to the pediatric and geriatric populations. Arterial blood gases will be discussed as well as specialty tests. The student will gain further experience in venipuncture techniques as well as lab requisition. Different roles available surrounding phlebotomy will be discussed.

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

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

8 LPN TO RN BRIDGE PROGRAM COURSE DESCRIPTIONS

* ALL COURSES OFFERED IN A RESIDENTIAL FORMAT

SOC201 Introduction to Sociology*

4 Credit Hours

40 Contact Hours: 40 Lecture

This course provides a broad overview of sociology and how it applies to everyday life. Major theoretical perspectives and concepts are presented, including sociological imagination, culture, deviance, inequality, social change, and social structure. Students also explore the influence of social class and social institutions, such as churches, education, healthcare, government, economy, and environment. The family as a social structure is also examined. Course Length: 10 weeks. Pre-requisites: ANA200, ENG200, MAT200, NPN200. Co-requisites: HUM201, PSY202, ANA202

ANA200 Anatomy & Physiology I

4 Credit Hours

50 Contact Hours: 30 Lecture / 20 Lab

This is the first course in a two-course sequence designed to provide the student with knowledge of human anatomy and physiology starting from the molecular level and progressing to the level of integrated systems. Emphasis is on normal structure and homeostatic function of the human organism, although some clinical examples are included. Scientific criteria and methods are explored as they relate to natural knowledge of the human organism and health sciences. Introductory content includes basic anatomical terminology, basic and biochemistry, cell structure and function, and tissues. The anatomy, histology, and physiology of the following body systems are addressed in both lecture and lab: integumentary system, skeletal system, muscular system, and nervous system. Laboratory sessions include histological examination of tissues, mammalian anatomical dissections, and physiological exercises appropriate to each system. Course Length: 10 weeks. Pre-requisite: none. Co-requisites: ENG200, MAT200, NPN200

ANA202 Anatomy & Physiology II

4 Credit Hours

50 Contact Hours: 30 Lecture / 20 Lab

This anatomy and physiology class is a second quarter equivalent of the two quarter course dealing with structure and function of the human body and mechanisms for maintaining homeostasis within it. Topics include the study of blood, cardiovascular system including lymphatic system, immune system, respiratory system, digestive system, urinary system and male and female reproductive systems. Emphasis is placed on the integration of systems as they relate to normal health. Laboratory exercises provide first-hand experience with the structure and processes discussed in lecture. Course Length: 10 weeks. Pre-requisite: ANA200, ENG200, MAT200, NPN200. Co-requisites: HUM201, SOC201, PSY202

COM201 Nursing Informatics

4 Credit Hours

40 Contact Hours: 40 Lecture

This course focuses on understanding the fundamentals of computer systems and how they might be applied to support nursing and health care administration. It emphasizes the use of computer applications software for Internet research as well as data analysis and reporting. Basic knowledge of computers and Windows environment is required for this course. Course Length: 10 weeks. Pre-requisites: ANA200, ENG200, MAT200, NPN200, HUM201, SOC201, PSY202, ANA202. Co-requisites: PHA212, NPN203

8 LPN TO RN BRIDGE PROGRAM COURSE DESCRIPTIONS

* ALL COURSES OFFERED IN A RESIDENTIAL FORMAT

ENG200 English Composition*

4 Credit Hours

40 Contact Hours: 40 Lecture

This 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, dictions and mechanics. Course Length: 10 weeks. Pre-requisites: none. Co-requisites: none

MIC212 Microbiology*

4 Credit Hours

50 Contact Hours: 30 Lecture / 20 Lab

Basic concepts of microbiology with emphasis on microbial pathogenesis and immunity. Medically important microorganisms including bacteria, fungi, viruses, rickettsia, protozoa, and the diseases which they produce will be studied. Laboratory exercises develop fundamental skills in aseptic technique, microscopy, pure culture study, and the isolation and identification of pathogenic microorganisms. Course Length: 10 weeks. Pre-requisites: none.

NPN200 LPN Role Transition

2 Credit Hours

20 Contact Hours: 20 Lecture

This course is designed to augment the Licensed Practical Nurses' basic knowledge and skills with professional concepts and skills required of a registered nurse. The nursing process is used throughout to enhance the student's knowledge of assessment and the accompanying skills that reflect professional practice. Nursing care plans with teaching plans are developed to enhance critical thinking. The realm of the registered professional nurse will be provided through theoretical content. The LPN student will identify appropriate nursing responses to the client's self-care deficits by utilizing Dorothea Orem's Nursing Theory. Course Length: 10 weeks. Pre-requisites: none.

NPN203 Trans-Cultural Nursing

4 Credit Hours

40 Contact Hours: 40 Lecture

This course will offer an introduction to the concepts of trans-cultural nursing originally developed by Madeleine Leininger. The course will focus on cultural and spiritual differences and similarities related to human health and illness, among individuals, families and communities across the lifespan. The course will provide the learner with specific, competent, and congruent nursing interventions to care for people of diverse cultures. An overview of important terminology such as race, ethnicity, culture, cultural values, ethnography, and diverse nursing care, with the course goal being culturally specific healthcare, will be the framework for this course. Course Length: 10 weeks.

Pre-requisites: SOC201, PSY202. Co-requisites: none

PSY202 Developmental Psychology*

3 Credit Hours

30 Contact Hours: 30 Lecture

This course provides an introduction to physical, cognitive, social, and emotional development from conception through adolescence by means of lectures, in-class participation, assignments, and exams. Course Length: 10 weeks. Pre-requisites: none

8 LPN TO RN BRIDGE PROGRAM COURSE DESCRIPTIONS

* ALL COURSES OFFERED IN A RESIDENTIAL FORMAT

PHA202 Advanced Pharmacology

4 Credit Hours

40 Contact Hours: 40 Lecture

This course will offer a clear approach explaining drug prototypes and how they work to include drug mechanisms and effects. It will provide the background needed to understand related drugs currently on the market, as well as drugs yet to be released. In simplifying a complex subject, this course focuses on the essentials of pharmacology and will identify the major nursing implications and their application to the clinical setting. Specifically this course will focus on the following: central nervous system, autonomic nervous system, cardio-pulmonary system, anti-microbials, anti-inflammatory and endocrine agents. A review of over the counter and herbal preparations will also be discussed. Course Length: 10 weeks. Pre-requisites: ANA200, NPN200, ANA202. Co-requisites: none

MAT200 College Algebra*

4 Credit Hours

40 Contact Hours: 40 Lecture

This course is a functional approach to algebra that incorporates the use of appropriate technology. Emphasis will be placed on the study of functions, and their graphs, inequalities, and linear, quadratic, piece-wise defined, rational, polynomial, exponential, and logarithmic functions. Appropriate applications will be included. Course Length: 10 weeks.

NPN208 Medical Surgical Nursing I

4 Credit Hours

60 Contact Hours: 30 Lecture / 30 Clinical

This course will build on concepts from previous courses, focusing on health management, maintenance and prevention of illness; care of the individual as a whole and deviations from the normal state of health. The administration of patient care includes using the nursing process, performing focused assessments, using critical thinking, and assisting with patient education. The systems included are integumentary, musculoskeletal, respiratory, cardiac, vascular and hematology. The concepts of patient care; treatments, pharmacology, and diet therapy are included within each system. Content is presented from a patient-centered approach based on Maslow's Hierarchy of Needs. Patient care includes consideration of physiological, cognitive, psychosocial, and spiritual needs. Consideration is also given to the impact of health issues; the potential physical and mental adjustments as well as diversional and rehabilitative activities.

NPN209 Mental Health Nursing

4 Credit Hours

60 Contact Hours: 30 Lecture / 30 Clinical

This course provides an overview of selected theories of human behavior which guide the nursing care of persons across the lifespan who are on various points of the mental health –illness continuum. Emphasis is placed on the therapeutic use of self in the application of the Nursing Process. The student has opportunities to participate as a member of the interdisciplinary mental health team and to provide nursing care to individuals who have acute and or severely disabling mental disorders. Clinical experience is provided in both public and private, acute and community mental health facilities. Students will be assigned to either the public or private acute setting. Course Length: 10 weeks. Pre-requisites: SOC201, PSY202, NPN203.

8 LPN TO RN BRIDGE PROGRAM COURSE DESCRIPTIONS

* ALL COURSES OFFERED IN A RESIDENTIAL FORMAT

NPN210 Medical Surgical Nursing II

4 Credit Hours

60 Contact Hours: 30 Lecture / 30 Clinical

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 the Registered Nurse. Selected topics of system disorders include: neurologic, sensory, renal, reproductive, digestive and gastrointestinal function/disorders, and oncology. 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. Course Length: 10 weeks. Pre-requisites: none

NPN211 Maternal Health/OB Nursing

5 Credit Hours

80 Contact Hours: 30 Didactic / 20 Lab / 30 Clinical

Maternal-Infant Nursing is a course designed to correlate theory and clinical practice in providing care during the antepartum, intrapartum, and postpartum periods for the child and family. Physiological, psychosocial needs, as well as developmental tasks of the mother, father, infant and the Childbearing family is emphasized. Health perception -health management, nutritional metabolic, role-relationship, sexuality-reproduction, and coping stress tolerance are the functional health patterns addressed. The student assists the registered nurse using the systematic problem – solving approach (nursing process) to meet the basic health and educational needs of the childbearing family. Course Length: 10 weeks. Pre-requisites: NPN210

NPN212 Pediatric Nursing

4 Credit Hours

60 Contact Hours: 30 Lecture / 30 Clinical

Emphasizes family-centered nursing care of the child rearing family through a combination of preventative, maintenance, and restorative nursing measures. The student is provided with multiple opportunities to implement nursing care to child rearing families and to look at developmental milestones, family, and applicable research findings. Course Length: 10 weeks. Pre-requisites: NPN211

NPN213 Community Health Nursing

5 Credit Hours

80 Contact Hours: 40 Lecture / 30 Clinical

This course focuses on health promotion, disease prevention, and the health maintenance needs of aggregates in populations. Emphasis is placed on application of nursing process, case management, and health teaching for groups of clients in a variety of community agencies. A major focus of the course will be to participate in community assessments and establishment of statistical databases to promote analysis and development of interventions to achieve positive outcomes for change. Analysis of the acceptability, availability, and accessibility of needed services to improve the health status of aggregates and to identify barriers to health care will be studied. Course Length: 10 weeks. Pre-requisites: NPN210

8 LPN TO RN BRIDGE PROGRAM COURSE DESCRIPTIONS

* ALL COURSES OFFERED IN A RESIDENTIAL FORMAT

ANA101N Anatomy and Physiology

4 Credit Hours

40 Contact Hours: 40 Lecture

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 Cardiovascular, Respiratory, Urinary, Reproductive, Integumentary, Skeletal, Muscular, and Nervous systems. It includes examination of the basic structure and physiology, including the structure and function of cellular metabolism, chemistry and an introduction to microbiology. Course Length: 10 weeks. Pre-requisites: none.

MNA100 Certified Nurse Assistant

6.5 Credit Hours

81 Contact Hours: 55 Lecture / 10 Lab / 16 clinical

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. Course Length: 10 weeks. Pre-requisites: none.

MED100N Medical Terminology

4 Credit Hours

40 Contact Hours: 40 Lecture

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. Course Length: 10 weeks. Pre-requisites: none.

MED105N Medical Mathematics

2 Credit Hours

20 Contact Hours: 20 Lecture

This course offers a review of the math skills and understanding other mathematical processes needed for healthcare mathematics and related courses. Mathematical operations covered include: whole numbers, fractions, decimals, percentages and algebra. Course Length: 5 weeks. Pre-requisites: none.

MIC100 Microbiology

2 Credit Hours

20 Contact Hours: 20 Lecture

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, and Health and Safety measures in health care arena. Course Length: 10 weeks. Pre-requisites: ANA101N

8 LPN TO RN BRIDGE PROGRAM COURSE DESCRIPTIONS

* ALL COURSES OFFERED IN A RESIDENTIAL FORMAT

NPN100 Introduction to Practical Nursing

6 Credit Hours

120 Contact Hours: 30 Lecture / 90 clinical

Introduction to history of nursing, healthcare 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 regulations, development awareness of culture and diversity, importance of professional and student organization, safety and hygiene, infection control/ asepsis, standard precaution, isolation, and vital signs pertaining to physical assessment skills. Course Length: 10 weeks. Pre-requisites: MED100, MNA100, MED105. Co-requisites: ANA101N.

NPN110 Fundamentals of Practical Nursing

6 Credit Hours

120 Contact Hours: 30 Lecture / 90 clinical

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 at area hospitals, long term care facilities, rehabilitation units, clinics and community settings. Course Length: 10 weeks. Pre-requisites: NPN100, MED105, ANA101N. Co-requisites: PHA100.

NPN120 Medical Surgical Nursing I

6 Credit Hours

120 Contact Hours: 30 Lecture / 90 clinical

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 health care setting. Course Length: 10 weeks. Pre-requisites: NPN100, NPN110.

NPN130 Medical Surgical Nursing II

6 Credit Hours

120 Contact Hours: 30 Lecture / 90 clinical

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. Course Length: 10 weeks. Pre-requisites: NPN100, NPN110, PHA100, NPN120, PHA200.

8 LPN TO RN BRIDGE PROGRAM COURSE DESCRIPTIONS

* ALL COURSES OFFERED IN A RESIDENTIAL FORMAT

NPN131 Pediatric Nursing

4 Credit Hours

70 Contact Hours: 25 Lecture / 45 clinical

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. Course Length: 10 weeks. Pre-requisites: NPN141, PHA200

NPN140 Medical Surgical Nursing III

6 Credit Hours

120 Contact Hours: 30 Lecture / 90 clinical

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 complement, 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. Course Length: 10 weeks. Pre-requisites: NPN100, NPN110, NPN120, NPN130, NPN131, NPN141.

NPN141 Maternal/Newborn Nursing

4 Credit Hours

70 Contact Hours: 25 Lecture / 45 clinical

This course introduces the concepts of the reproductive processes. This course presents essential information necessary for understanding health and the issues in the wellbeing 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 post-partum period in a variety of clinical settings. Course Length: 10 weeks. Pre-requisites: NPN,110, PHA100.

NPN151 Psychiatric/Mental Health Nursing

4 Credit Hours

70 Contact 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. Course Length: 10 weeks. Pre-requisites: NPN120, PHA200. Co-requisite: NPN130.

8 PN PROGRAM COURSE DESCRIPTIONS

* ALL COURSES OFFERED IN A RESIDENTIAL FORMAT

NPN152 Long Term Care/Geriatric Nursing PN Leadership Role

4 Credit Hours

70 Contact Hours: 25 Lecture / 45 clinical

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. Course Length: 10 weeks. Pre-requisites: Final quarter of PN coursework.

NPN214 Acute Care Nursing

7 Credit Hours

130 Contact Hours: 40 Lecture / 90 Clinical

This course focuses on the care of adult patients experiencing complex, multi-system health problems, including shock, and trauma, Designed to refine, deepen, and extend critical thinking skills in situations where dynamics of core survival are threatened. Guided by established professional standards, guidelines, competencies, and best practices, clinical experiences provide learners the opportunity to apply psychomotor skills, psychosocial concepts, communication, legal and ethical responsibilities, and the nursing process to provide safe, quality, and patient centered nursing care for adult patients. Course Length: 10 weeks. Pre-requisites: NPN210, PHA202.

NPN220 Leadership and Management

6 Credit Hours

100 Contact Hours: 40 Lecture / 60 Clinical

Leadership/Management in Nursing is a quarter long course designed to prepare the Licensed Practical Nursing student to function as Registered Nurse. Focus includes the managerial/leadership role, interdisciplinary practice, legal challenges of clinical practice, and trends within the nursing profession. Critical thinking and problem solving skills will be employed through group exercises and independent study with consideration for the Registered Nurse scope of practice. Course Length: 10 weeks. Pre-requisites: ANA200, ENG 200, MAT200, NPN200, HUM201, SOC201, PSY202, ANA202, COM201, PHA202, COM201, PHA202, NPN203, MIC212, NPN 208, 209, 210, 211, 212, 213, 214.

HUM201 American Literature*

4 Credit Hours

40 Contact Hours: 40 Lecture

American Literature surveys a range of work produced in the United States of America from the time of the European immigrations of the 1600s through the post-Civil War era. Representative literary works by men and women from diverse ethnic, racial, and social groups are studied in their historical, social, political, and economic context for what they both reflect and reveal about the evolving American experience – including fiction, nonfiction and writings from the American Revolution. This course is writing intensive. Course Length: 10 weeks. Pre-requisites: none.

8 LPN TO RN BRIDGE PROGRAM COURSE DESCRIPTIONS

* ALL COURSES OFFERED IN A RESIDENTIAL FORMAT

PRA215 The Integrated Practicum

6 Credit Hours

160 Contact Hours: 120 Clinical / 40 Lab

This course builds on the knowledge and skills obtained in the nursing curriculum concepts. In varied/diverse practice settings. Synthesis of management, organizational culture and Interpersonal, relationship principles are applied with developing independence in the practice of nursing. This course facilitates the student's evaluation of principles and practices of the profession of nursing while assisting in the role transition to a practice registered nurse. Clinical environments could be, but are not limited to: medical-surgical, mental health, pediatric, maternity, critical care, nursing home and extended or ambulatory care units. Course Length: 10 weeks. Pre-requisites: ANA200, ENG200, MAT200, NPN200, HUM201, SOC201, PSY202, ANA202, COM201, PHA202, NPN203, MIC212, NPN208, NPN209, 210, 212. Co-requisite: NPN220.

PHA100 Pharmacology/Medication Math 1

4 Credit Hours

40 Contact Hours: 20 Lecture

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, contra-indications, 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 procedures with pharmacological implications. Pre-requisites: MED105.

PHA200 Pharmacology/Medication Math II

4 Credit Hours

40 Contact Hours: 20 Lecture

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 Florida Board of Nursing guidelines for administration of medications within the scope of Practical Nursing. Course Length: 10 weeks. Pre-requisites: PHA100.

PRA100 Integrated Practicum

4 Credit Hours

120 Contact Hours: 120 Clinical

This clinical provides essential information relative to the management of patients with health and mental needs resulting from alterations in various body systems. Emphasis is placed on providing these individuals with safe and competent nursing care to all while incorporating critical thinking strategies within the nursing process while practicing within the scope of Practical Nursing. This practicum must be completed within a nine week period during the final quarter of the nursing program and is regulated by the Florida Board of Nursing. It is described as "capstone experience" which is defined as an opportunity for students to demonstrate that they have achieved their goals for learning established by their educational institution and major.. Pre-requisites: Final 10 weeks of the program.

**STUDENT COMPLAINT/
GRIEVANCE POLICY**

9

9 STUDENT COMPLAINT / GRIEVANCE POLICY

FOR ALL STUDENTS AT ALL CAMPUSES

A student may not always agree with a decision or policy. Students have the right to air their concerns or complaints through the following procedures.

Concerns should first be brought to the attention of an instructor, then the Director of Education in an attempt to resolve the situation. Any discussions must be documented. Complaints that are not satisfactorily resolved in this manner should be submitted in writing to the Campus Director. Written responses to such complaints shall be given within five working days.

Any complaint still not satisfactorily resolved in this manner must be forwarded in writing to the ATA Executive Committee. A written response to such a complaint will be given within 10 working days.

If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Bureau of Health Education Schools, (ABHES). Inquiries may be directed to the following:

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

Florida Commission for Independent Education
325 W. Gaines St, Suite 1414 Tallahassee, FL. 32399-0400
Phone: 1-888-224-6684 (Toll Free)
850-245-3200

ADDENDUM A

FACULTY

Core Course Instructors

Barbara Dandro, Adjunct

MBA - University of South Florida, FL
BA - English - University of South Florida, FL
BA - Art History - Dickinson College, PA

Nina Etienne

MBA – Management – Grand Canyon University, AZ
BAS – Business Administration – Grand Canyon University, AZ

Beverly Gay

BA – Psychology/Sociology - College of New Rochelle, NY

Melvin Geloneck, Adjunct

BSE - Engineering Technology - University of South Florida, FL
BA - Marketing - University of South Florida, FL
BA - sociology - University of South Florida, FL

Holly Imfeld

MA – TESOL – University of South Florida, FL
BA – Criminology – University of South Florida, FL

Jeri Mikosz, Adjunct

MS – Counselor Education, Canisius College
BA – Interdisciplinary Social Sciences, University of Buffalo,
The State University of New York

Paula Navarrete, Adjunct

Doctor of Education- Education Leadership,
Nova Southeastern University, FL,
MS – TESOL (Teaching English for Speakers
of Other Languages),
Nova Southeastern University, FL,
BA – English, Florida Atlantic University, FL,
BS – Early Childhood Education,
Institute of Higher Education, Portugal

Sheri Padgett

Ed.S. – Educational Leadership – Florida State University, FL
MA – Communication Arts – University of West Florida, FL
BS – English – Florida State University, FL

Edward Pedrero

Master of Law – Taxation - Washington School of Law, UT
Juris Doctor – Loyola University – LA
BA – Speech Communication – University of Florida, FL

Watson Ragin

MBA – Business Administration – East Carolina University, NC
BS – Business Administration – South Carolina State
University, SC

Tom Sanders, Adjunct

MA - Organizational Management - University of Phoenix, FL
BS - Management - Trinity College, FL

Tiffany Vincent, Adjunct

MS - Homeland Security - Pennsylvania State University,
BS - Geography - University of South Florida, FL

Medical Assisting Instructors

Mary Brunner, Adjunct

BSN - Villa Maria College, Erie, PA

Elaine Coleman, Adjunct

MA Diploma – Pasco Hernando Community College
EMT Diploma – Portsmouth Community College, Certified
Phlebotomist, Certified Medical Assistant, NCPT-certified,
MCMA-certified

Michael Franklin

Certificate – Juvenile Justice – Marist College, NY
Certified BLS Instructor

Thomas Jacques, Adjunct

AS - Emergency Medical Services - City College, Fort Lau-
derdale, FL., Paramedic - Coral Springs Fire Academy - Coral
Springs, FL

Susan Perreira, Adjunct

MA Diploma - Ross Medical Education Center

John Ramirez, Adjunct

AA Pasco Hernando Comm. College, EMT,
EMS, Paramedic
OSHA- General Industry- San Diego State University, Ameri-
can Heart Association Site Coordinator, PHCC

Veronica Rodriguez

AOS – Medical Assisting – ATA Career Education, FL
Diploma – Phlebotomy – ATA Career Education, FL
Certified Med. Asst. – NCMA

ADDENDUM A

Medical Coding Instructors

Mary Risk, CPC

Certified Professional Coder
Medical Coding/Billing Diploma – Career Institute of Florida

Danielle Price – CPC, Full-Time

Associate Degree – Medical Administrative Assistant,
Ultimate Medical Academy
Diploma – Medical Coding and Billing, Career Institute
of Florida

Amber Hewitt – CPC, Adjunct

Associates Degree- Medical Coding, ATA Career Education

Dental Assisting Instructors

Tracy Gonyer, RDA, Adjunct

Diploma – Pasco Hernando Community College

Lisa Little – RDA, RDH, Adjunct

BA – Hodges University
AS – Pasco Hernando Community College

Lori Scribner – CDA, Full-Time

M.Ed. – University of South Florida
BAS – Health Services Administration,
St. Petersburg College
AS – Dental Assisting, Manor Junior College

Shandell Verrengia – EFDA, RDA, Adjunct

Diploma – Dental Assisting Institute

Limited Medical Radiography Instructors

Barbara Barritt-Jarosch, Adjunct

BS – Education, University of Wisconsin
ARRT – Ohio Valley General Hospital Radiology

Jo Perrone, Adjunct

Diploma, ARRT - Basic X-Ray Machine Operator - ATA Career
Education, FL

John Spencer

AS – Basic X-Ray Machine Operator – High-Tech Institute, FL

Gina Staland, Adjunct

Diploma, RT-ARRT – South Georgia Technology College

Linda Woodall – ASRT, RT-ARRT Full-Time

AS – University of Virginia Hospital Radiology

Nursing Faculty

Joanne Abbene, Adjunct

BSN - Southern Adventist Univ., TN
ASN - Queensborough Comm. College, NY

Suellen Black, Adjunct

MSN - University of Rochester, NY
BSN - Cedarville University, OH
LPN - Wayne County Cooperative Education, NY

Ruth Branson, Adjunct

BSN - University of South Florida, FL
ASN - St. Petersburg Junior College, FL

Susan MaWhinney Brignola – JD, MSN, MBA

J.D. – Concord Law School, Los Angeles California,
MBA – Rutgers University, Newark, NJ
MSN – Columbia University, New York, NY

Joann Gomez

AS – Nursing – Northampton Community College, PA
Certificate Vocational Teaching – Temple University, PA

Rochelle Palm

Diploma, RN - Bethesda Hospital School of Nursing, OH

Sandra Phalen – RN, MSN

MSN – Grand Canyon University, Phoenix, AZ
BSN – Jacksonville University, Jacksonville, FL

Kelly Sanford

BSN - Texas Woman's University, TX

Diane Scheidt, Adjunct

MSN - Indiana Wesleyan University, IN
BSN - Indiana Wesleyan University, IN
ASN - Pasco Hernando Comm. College, FL


Staff**Campus Director**

Kyle Weber

Academic Affairs/Student Services

Mike Mandl

Paula Navarete, Registrar

Admissions

Nachelle Johnson

Vickie DeSosa

Financial Aid

Tiffany Vincent

Ernie Machado

Career Services

Kayla Vermeulen

Kay Carter

Learning Resource Center

Ruth Diggory

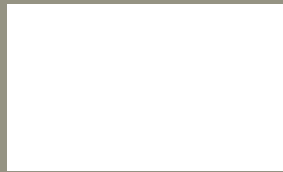
Front desk

Anthony Geronimo

Angela Padurano, Administrative Assistant

IT

Brian Hamilton



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