



PITTSBURGH  
**CAREER**  
INSTITUTE

**Pittsburgh Career Institute**

**2016-17 Catalog**

## **Inside Front Cover**

This catalog is current as of the time of publication. From time to time, it may be necessary or desirable for **Pittsburgh Career Institute** ("PCI") to make revisions to this catalog.. Pittsburgh Career Institute reserves the right to make changes at any time; such changes will be published in an addendum to this publication.

Please refer to the catalog addendum for current information related to the school calendar, tuition and fees, listing of faculty, and other updates.

### **School Policies**

Students are expected to be familiar with the information presented in this catalog, in any supplements and addenda to the catalog, and with all school policies. By enrolling in Pittsburgh Career Institute, students agree to accept and abide by the terms stated in this catalog and all school policies. If there are conflicts between any statement in this catalog and the enrollment agreement signed by the student, the provision in the enrollment agreement controls and is binding.

Publication Date: **February 2017**

**c. 2017 Pittsburgh Career Institute**

# Table of Contents

## ABOUT PITTSBURGH CAREER INSTITUTE

Mission Statement .....	5
History.....	7
Educational Philosophy .....	7
Faculty .....	7
Accreditation and Affiliations .....	8
Statement of Ownership .....	10

## ADMISSIONS INFORMATION

General Admissions Requirements .....	11
Background Checks and Drug Screenings .....	12
Entrance Exam Retest Policy .....	13
Selective Admissions Criteria .....	13
Waitlists .....	14
Returning Students .....	14
Foreign Transcripts.....	14
English Proficiency .....	15

## FINANCIAL AID INFORMATION

Financial Assistance .....	16
How to Apply.....	16
Disbursement of Title IV Credit Balance .....	16
Financial Aid Programs .....	17
Cancellation Policy .....	18
Refund Policy.....	19
Return of Title IV Funds.....	19
Withdrawal Date .....	20
Exit Interview .....	21

## ACADEMIC INFORMATION

Unit of Credit.....	22
Credit Ascription Policy.....	22
Grading Scale .....	23
Grading System .....	23
Application of Grades and Credits.....	23
Drop/Add Period .....	24
Repeating Classes .....	24
Grade Disputes .....	24
Withdrawal Policy .....	25
Leave of Absence.....	25
Residency Requirements .....	26
Transfer of Credit to Pittsburgh Career Institute.....	26
Transfer of Credit to Other Schools.....	26
Proficiency Credit.....	27
Standards of Satisfactory Academic Progress .....	28
Cumulative Grade Point Average (CGPA) Requirements.....	28
Rate of Progress Toward Completion Requirements.....	28
How Transfer Credits, Course Withdrawal, and Change of Program Affect SAP .....	29
Warning and Probationary Periods (SAP) .....	30
Academic Appeal.....	31
Reinstatement.....	32
Attendance Policy .....	32

Academic Honesty Policy .....	33
Student Code of Conduct .....	34
Criminal Conviction Policy .....	38
Externship Policies .....	39
Graduation Requirements .....	40

**STUDENT SERVICES INFORMATION**

Student Orientation .....	41
Academic Assistance .....	41
Certification, Licensure and Registry Examination.....	41
Transcript Process and Fees.....	41
Career Services .....	42
Auditing Classes .....	43
Student’s Rights and Responsibilities .....	43

**GENERAL INFORMATION**

Facility.....	44
School Closings .....	44
Class Hours .....	44
Student Rights and Responsibilities of Assembly .....	44
Termination Policy .....	45
Reasonable Accommodations Policy – Individuals with Disabilities .....	45
Campus Security .....	45
Drug-Free Environment .....	46
Unlawful Harassment Policy .....	46
Internal Grievance Procedure.....	46
Family Educational Rights and Privacy Act.....	49
Changes .....	51

**PROGRAM OFFERINGS**

Program Descriptions and Curriculum Requirements .....	52
Course Numbering System .....	72
Course Descriptions .....	73

**ADDENDUM**

- Calendar
- Tuition and Fees
- Faculty and Staff Listing

# **ABOUT PITTSBURGH CAREER INSTITUTE**

## **Mission Statement**

The Pittsburgh Career Institute (PCI), prepares motivated students with knowledge and skills, the confidence to apply them dynamically, and the judgment to do so wisely. We provide them with the academic and experiential training needed for entry-level positions in the health care industry. We strive to do so in an environment that is diverse, supportive, tolerant, goal-oriented and positive.

## **Objectives**

### **Environment**

We strive to create an environment that simulates the workplace by maintaining industry-current laboratory facilities, equipment, and externship opportunities.

### **Quality**

We seek out high caliber faculty to provide education and training that focuses on the core knowledge and skills required to succeed and achieve professional recognition.

### **Service**

We recognize each of our students as individuals deserving of the highest level of customer service and satisfaction.

### **Continuous Improvement**

We utilize student outcomes and feedback from students, employers, faculty, staff, and advisory groups as a measure to continually improve our educational programs.

### **Achievement**

We provide the means to support high levels of achievement from our students, staff, and faculty.

To facilitate achievement of its Mission the Pittsburgh Career Institute fosters an environment for its faculty and staff to epitomize certain Core Values.

## **Core Values of Faculty and Staff**

**Pride:**

in the value of important work done well, in the confidence of knowing how to do the important work well; and the financial rewards and independence that comes as a result.

**Fulfillment:**

in acquiring skills and a start in the workplace to support yourself and your loved ones.

**Maturity:**

in understanding the process of working for the things we want and need, and wanting the things for which we need and work.

**Satisfaction:**

for having done something positive and empowering for oneself.

**Service:**

for turning to the person climbing the ladder behind us and helping them up to the next level, instead of pushing them down from where they've already reached.

**Success:**

in setting realistic goals and attaining them.

## **History**

The Western School of Health and Business Careers (“Western”) first opened in October of 1980 and was granted institutional accreditation by the Accrediting Bureau of Health Education Schools in April of 1982. The National Association of Trade and Technical Schools, now the Accrediting Commission of Career Schools and Colleges, became the institutional accreditor of the school in April of 1985. The Western School of Health and Business Careers opened its Monroeville Branch in February of 1989. Approval to offer specialized Associate in degrees was granted by the Pennsylvania Department of Education in July of 1987 and May of 1990. In August 2003, the Western School of Health and Business Careers was acquired by Career Education Corporation, a publicly traded company. In September 2008, Western changed its name to Sanford-Brown Institute. In 2014, New Opportunity Calling LLC purchased Sanford-Brown Institute and changed its name to Pittsburgh Career Institute, ushering in a new era of local control to meet the needs of Pittsburgh area employers, contribute to its economy, and add value to the local communities.

## **Educational Philosophy**

Our educational philosophy is based on delivering a personalized, quality education to each and every student. The programs we offer are designed to be sound in concept and geared toward individuals who are seeking a foundation in the knowledge and skills required for their chosen field. We provide students with a supportive environment to better help them gain competency in their area of study. Our classes, labs and equipment are industry-current and our instructors are dedicated professionals. The programs we offer are relevant to employers’ needs and focus on areas that offer long-term employment opportunities.

## **Faculty**

The faculty members are the keystone of Pittsburgh Career Institute’s quality. Members of the faculty have industry or professional experience, together with appropriate academic credentials. The faculty brings a high level of professionalism to the classroom. Through the guidance of the faculty, theoretical and practical applications are addressed in the curricula and reinforced by interaction with professionals in the industry for which training is offered.

Faculty members are dedicated to academic achievement, professional education and to the preparation of students for their chosen careers. It is through personal attention that students can reach their potential, and it is the dedicated faculty who provide the guidance necessary to assure students that their time in class is well spent.

A listing of our faculty may be found in the addendum to this catalog.

## **State Authorization**

Pittsburgh Career Institute is licensed by the Commonwealth of Pennsylvania State Board of Private Licensed Schools to operate at 421 Seventh Avenue, Pittsburgh, Pennsylvania 15219, 412/281-2600.

Pittsburgh Career Institute is authorized by the Commonwealth of Pennsylvania Department of Education to confer Associate in Specialized Business and Associate in Specialized Technology degrees.

## **Accreditation**

Accreditation is a voluntary process which may be undertaken by schools to demonstrate compliance with specific standards designed to indicate a level of education quality. PCI is institutionally accredited (accredited in total) by the Accrediting Council for Independent Colleges and Schools (ACICS), a national accrediting agency recognized by the United States Department of Education (USED) and the Council for Higher Education Accreditation (CHEA).

This indicates that PCI substantially meets or exceeds the stated criteria of education quality established by ACICS and approved by the USED. This recognition of institutional accreditation by ACICS entitles PCI to offer Title IV Financial Assistance to students who qualify.

The Pittsburgh Career Institute is institutionally accredited by:  
**Accrediting Council for Independent Colleges and Schools (ACICS)**  
750 First Street NE  
Suite 980  
Washington, D.C. 20002-4223  
(202) 336-6780

## **Programmatic Accreditation**

An additional form of accreditation that a school may undertake to obtain is a specific, individual accreditation of certain programs (programmatic accreditation). Institutional accreditation is not the same as, or a substitution for, programmatic accreditation. Although programmatic accreditation is not required for employment in many cases, the existence of programmatic accreditation is a further indication that a program meets the standards of the profession, and may therefore indirectly enhance employment opportunities. In some cases, programmatic accreditation will allow the graduates of the accredited program to sit for some credentialing exams immediately upon graduation without any requirement of work experience. Programmatic accreditation is not available for all programs.

The Diagnostic Medical Sonography degree program is programmatically accredited by:  
**Commission on Accreditation of Allied Health Education Programs (CAAHEP)**  
1361 Park Street  
Clearwater, Florida 33756  
(727) 210-2350  
(312) 704-5300

The Respiratory Therapy degree program is programmatically accredited by:

**Commission on Accreditation for Respiratory Care (CoARC)**

1248 Harwood Road  
Bedford, TX 76021-4244  
(817) 283-2835  
(817) 354-1063

The Surgical Technology program is programmatically accredited by:

**Accrediting Bureau of Health Education Schools (ABHES)**

7777 Leesburg Pike, Suite 314  
N. Falls Church, Virginia 22043  
(703) 917-9503

The Veterinary Technology program has initial programmatic accredited by:

**American Veterinary Medical Association (AVMA) Committee on Veterinary Technician Education and Activities (CVTEA)**

1931 N. Meacham Road  
Suite 100  
Schaumburg, Illinois 60173-4360  
(800) 248-2862

## **Affiliations, Approvals, Memberships**

The Dialysis Technology diploma program is approved by:

**The Board of Nephrology Examiners Nursing and Technology (BONET)**

100 S. Washington St.  
Rockville, MD 20850  
(202) 462-1252  
(202)463-1527

The Massage Therapist diploma program is a member of:

**American Massage Therapy Association (AMTA)**

500 Davis Street, Suite 900  
Evanston, IL 60201  
877-905-0577

## **Articulation Agreements:**

La Roche College

## **Pittsburgh Career Institute holds the following memberships:**

- Region III Coordinating Council of Proprietary Schools and Colleges
- Pennsylvania Association of Private School Administrators
- National Association of Student Financial Aid Administrators
- Association of Private Sector Colleges and Universities
- Pittsburgh Downtown Partnership
- Pittsburgh Area Chamber of Commerce

**Pittsburgh Career Institute is approved by:**

- PHEAA (Pennsylvania Higher Education Assistance Agency)
- Pennsylvania Department of Education for Training Veterans
- Pittsburgh Career Institute is eligible for participation in federal Title IV Student Assistance Programs
- Pittsburgh Career Institute participates in the Workforce Investment Act, WIA (formerly Job Training Partnership Act) and vocational rehabilitation programs. WIA may be available for those who qualify for the program only if funds are available.

**Statement of Ownership**

Pittsburgh Career Institute is a fictitious business name (“d/b/a”) of, and is owned by, New Opportunity Calling LLC, a Pennsylvania Limited Liability Corporation, with its registered office located at 421 Seventh Avenue Pittsburgh, PA 15219. The Executive Officers of New Opportunity Calling LLC are: Efreem M. Grail, President and Treasurer, and Patti L. Yakshe, Vice President and Secretary.

The Executive Officers of the Pittsburgh Career Institute are: Patti L. Yakshe, Campus President, and Paul Gelorme, Vice President and Chief Financial Officer.

## **ADMISSIONS INFORMATION**

### **Non-Discrimination**

The school admits students without regard to race, gender, sexual orientation, religion, creed, color, national origin, ancestry, marital status, age, disability, or any other factor prohibited by law.

### **Admissions Policy**

Admission to Pittsburgh Career Institute is open to all applicants who will be 18 years of age at the time the clinical/externship portion of their program begins (as applicable).

Parents, children and/or significant others are encouraged to attend admissions interviews and tour the School's facilities. This provides applicants and their families an opportunity to see and learn about the school's equipment and facilities and to ask questions relating to the school's curriculum and career objectives. Personal interviews also enable school administrators to determine whether an applicant is a qualified candidate for enrollment into the program.

Students should apply for admissions as soon as possible in order to be eligible for a specific program and class start date.

The school reserves the right to reject applicants and/or rescind eligibility for an applicant to begin classes if all general and selective admissions requirements are not successfully completed within the required timeframe.

Admission to any one program does not automatically qualify a student for admission into any other program. If a student wishes to apply to another program in the future, the individual must independently meet all the admissions requirements in place for that program at the time of the future enrollment. The student will also be subject to all selection procedures in place for admittance into the other program. Admittance into the other program is not guaranteed.

### **General Admissions Requirements**

The following items must be successfully completed prior to the first scheduled class of the program:

- Application for Admission
- Application fee <sup>(1)</sup>
- Entrance Exam (see "Entrance Exam Requirements" below)
- Enrollment Agreement (if applicant is under 18 years of age, it must also be signed by parent or guardian)
- General Student Disclosure
- Programmatic Disclosure
- Financial Aid forms (if applicant wishes to apply for Financial Aid)
- Satisfactory in-person interview
- High School diploma, certificate or other acceptable proof of graduation from an institution providing secondary education, or the equivalent of such graduation. A valid institution is one that is recognized as a provider of education by the U.S. Department of Education. <sup>(2)</sup>
- Background Check consent form

<sup>(1)</sup> Payment of the full amount of the application fee at the time of application may be waived for individuals who:

1. have previously enrolled at Pittsburgh Career Institute within 12 months or 364 days of the original enrollment date, but did not graduate
2. have graduated from Pittsburgh Career Institute
3. are in active duty, a veteran, a reservist or a spouse or dependent of any of the former.
4. are receiving financial assistance from assistance agency(ies). Proof of assistance is required.

<sup>(2)</sup> Acceptable documentation of high school graduation must be received by the institution prior to the student's first scheduled class of the program. It is the student's responsibility to provide acceptable documentation of high school graduation or its equivalency, as well as any additional documentation that may be needed to support the validity of the documentation. Any student who does not provide valid documentation of high school graduation or its equivalent within this timeframe will be unregistered from all classes and their program of study.

## **Background Checks and Drug Screenings**

PCI places the safety and welfare of its students, faculty, and staff as a highest priority. As a result, students applying to any program must successfully submit consent for a criminal background check to be eligible to begin classes. Results will be evaluated within the add/drop period. Convictions, guilty pleas or nolo contendere pleas for certain drug related, fraud based, or other serious crimes will automatically disqualify a prospective student from remaining actively enrolled: s/he will be unregistered from all courses and the institution without incurring academic or financial penalty. A listing of the specific offenses that are considered can be obtained from the institution.

If a potential applicant believes that the results of the background check are incorrect, the institution will provide the student with the contact information to appeal the institution's decision. However, the application process will not move forward until the appeal is complete and the student may need to re-apply for a future class if the appeal is accepted.

Many states, employers, and agencies impose restrictions on the employment, registration, licensure, or certification of workers with certain criminal convictions. Facilities and institutions that accept our students for clinical rotation and/or externships, as well as potential employers, may require an additional criminal and/or personal background check and may reject a student based on criteria different than those applied to the student during the enrollment process.

Additionally, some agencies and employers may require candidates to submit to a drug screening test. Students with criminal records that include felonies or misdemeanors (including those that are drug-related) or personal background issues such as bankruptcy might not be accepted by these agencies for clinical assignments, externship or employment following completion of the program. Employment and externship decisions are outside the control of the institution.

PCI cannot guarantee clinical rotation and/or externship placements for individuals with criminal, drug-related, or personal background histories that preclude them from working in a professional setting.

Applicants who have questions regarding how these issues may affect their clinical/externship placement or potential future employment should discuss this matter with a school official prior to beginning their program.

## Entrance Exam Requirements

In addition to the requirements listed above, all students will need to meet the minimum testing and/or college credit requirements.

Program	Wonderlic Score
Dental Assistant	14
Diagnostic Medical Sonography	22
Dialysis Technology	14
Massage Therapist	14
Medical Assistant Specialist	14
Medical Billing and Coding	14
Pharmacy Technician	18
Respiratory Therapy	22
Surgical Technology	18
Veterinary Technology	18

Entrance exams may be waived for individuals with a conferred Bachelor Degree (or higher degree) from a post-secondary institution accredited by an agency as recognized by the United States Department of Education.

In the event an applicant does not achieve a required score on an entrance exam, a retest may be administered after a minimum 10 minute waiting period. Should the applicant not achieve the required score on this second attempt, a third attempt may be made after a minimum 24 hour waiting period. If the applicant is unable to achieve the required score on this third attempt a fourth and final retest may be administered after a subsequent minimum 10 minute waiting period. Entrance exam scores will remain valid for one year from the date the exam was taken.

## Additional Program-Specific Selective Admissions Criteria

Applicants to the Diagnostic Medical Sonography and Respiratory Therapy programs must successfully complete the following criteria in addition to the General Admissions Requirements:

- High School CGPA of at least 2.7 or completion of 12 semester credits of post-secondary education with a CGPA of 2.7 or better. Credits must be awarded by an institution accredited by an accrediting agency recognized by U.S. Department of Education.
- For non-High School graduates, completion of 12 semester credits of post-secondary education with a CGPA of 2.7 or better. Credits must be awarded by an institution accredited by an accrediting agency recognized by U.S. Department of Education.
- Statement of Purpose: 2-5 page essay addressing your reasons for pursuing your program of choice is required after enrollment and prior to starting coursework.. The essay will be

- evaluated by a member of Academic Management This statement may be provided in person, by mail, faxed, or emailed to [ADM@pci.edu](mailto:ADM@pci.edu)
- Interview with the Program Chair. Evaluation of the Program Chair will be factored in to enrollment consideration.

## **Waitlists**

In addition to the Diagnostic Medical Sonography and Respiratory Therapy programs, PCI limits the number of students who are accepted for admission to its other programs so to maintain optimum faculty:student ratios and ensure appropriate clinical opportunity for all students. Once a class limit has been reached, additional applicants meeting all of the above General and Program Specific Selective Admission Criteria will be enrolled into the class start and will be placed on a Waitlist. These individuals must complete a Waitlist Acknowledgement form at the time of enrollment.

## **Returning Students**

Students who have previously attended Pittsburgh Career Institute but did not graduate and are returning to any program of study are subject to all admission requirements in effect at the time of re-entry except for payment of the application fee which will be waived for those returning less than 365 days from their last date of attendance. Entrance exam scores remain valid for one year from the date the exam was taken; therefore, students who withdraw from school and wish to return at a future date may be required to re-take the exam.

All re-entering students will be charged the rate of tuition and fees in effect at the time of re-entry.

## **Foreign Transcripts**

Students with foreign educational credentials must submit authentic foreign academic documents from all upper secondary and post-secondary educational institutions. Students with foreign educational credentials will not be accepted for admission prior to validation that their foreign educational credentials are authentic and meet admission requirements. Any academic documents submitted for admissions consideration will be retained as property of the school and not returned to the student.

Coursework taken at a foreign institution (excluding secondary school documents that are in English and are recognized by U.S. Network for Education Information, USNEI, U.S. Department of Education) must be evaluated for equivalence to coursework taken at a United States institution. Documents submitted in a foreign language must be both translated and evaluated for U.S. High School equivalence. Pittsburgh Career Institute accepts the evaluations of foreign coursework from the following services, which charge applicants directly for their services:

Educational Perspectives  
P.O. Box 618056  
Chicago, Illinois 60661-8056  
(312) 421-9300  
[www.edperspective.org](http://www.edperspective.org)

Josef Silny & Associates, Inc.  
International Educational Consultants  
7101 SW 102 Avenue  
Miami, FL 33173  
(305) 273-1616  
[www.jsilny.com](http://www.jsilny.com)

World Education Services, Inc.  
Bowling Green Station  
P.O. Box 5087  
New York, NY 10274-5087  
(212) 966-6311  
[www.wes.org](http://www.wes.org)

Educational Credential Evaluators, Inc.  
P.O. Box 514070  
Milwaukee, Wisconsin 53203-3470  
[www.ece.org](http://www.ece.org)

Other acceptable services are those provided by agencies approved by National Association of Credential Evaluation Services (NACES®) or Association of International Credential Evaluators, Inc. ® (AICE). Listings of approved agencies can be found at:

[www.naces.org](http://www.naces.org)  
[www.aice-eval.org](http://www.aice-eval.org)

The school is not authorized under Federal law to enroll nonimmigrant students. All eligible international applicants must meet the admission requirements as outlined in the catalog.

## **English Proficiency**

Pittsburgh Career Institute does not provide English as a second language instruction. Students are required to speak English in classes that are taught in English. A student whose native language is not English and are enrolling in programs taught in English are required to provide proof of English proficiency by one of the following:

- Test of English as a Foreign Language (TOEFL) with an Internet-Based Test (iBT) score of 61 or higher, Paper-Based Test score of 500 or higher, or Computer- Based Test (CBT) score of 173
- Advanced Placement International English Language (APIEL) with a score of 173 or higher
- International English Language Testing System (IELTS) with a level of 6 or higher
- Successful completion (i.e. grade of PASS or 'C' or Better) of accredited high school or accredited college coursework taught in English

# **FINANCIAL AID INFORMATION**

## **Financial Assistance**

Financial Aid is available for those who qualify. Pittsburgh Career Institute participates in a variety of financial aid programs for the benefit of students. Students must meet the eligibility requirements of these programs in order to participate. Pittsburgh Career Institute administers its financial aid programs in accordance with prevailing federal and state laws and its own institutional policies. Students are responsible for providing all requested documentation in a timely manner. Failure to do so could jeopardize the student's financial aid eligibility. In order to remain eligible for financial aid, a student must maintain satisfactory academic progress as defined in this catalog.

It is recommended that students apply for financial aid as early as possible in order to allow sufficient time for application processing. Financial aid must be approved, and all necessary documentation completed, before the aid can be applied toward tuition and fees. Financial aid is awarded on an award-year basis; therefore, it may be necessary to re-apply for aid for each award year. Students may have to apply for financial aid more than once during the calendar year, depending on their date of enrollment. Students who need additional information and guidance should contact the Financial Aid Office.

## **How to Apply**

Students who want to apply for federal aid (and state aid, if applicable) must complete a Free Application for Federal Student Aid (FAFSA) each year. This application is available on-line at the Pittsburgh Career Institute's website or at <http://fafsa.ed.gov>. FAFSA applications are processed through the United States Department of Education and all information is confidential. Students may have estimates prior to enrollment but must be accepted before financial aid is packaged and processed.

## **Disbursement of Title IV Credit Balance (Books)**

Regulations require that certain Pell Grant eligible students be provided by the 7<sup>th</sup> day of classes a means to obtain or purchase required books and supplies. This provision is available only to students who have submitted all required Title IV financial aid paperwork at least 10 days before the beginning of classes and who are anticipated to have a credit balance, and are subject to certain other conditions.

The amount advanced (or books provided) to eligible students for such purchases is the lesser of: the standard estimated book costs used in the school's Cost of Attendance, or the student's anticipated Title IV credit balance for the term (excluding Stafford Loans for first year- first time borrowers). Determination of delivery of books or of the credit balance is determined by the school.

Students may opt out of using the way the school has chosen to fulfill this requirement, simply by not accepting the books or credit balance. However, keep in mind that opting out does not require the school to provide the student with an alternative delivery method.

## **Financial Aid Programs**

### **Federal Pell Grant**

This grant program is designed to assist needy undergraduate students who desire to continue their education beyond high school. Every student is entitled to apply for a Federal Pell Grant. Eligibility is determined by a standard federal formula, which takes into consideration family size, income and resources to determine need. The actual amount of the award is based upon the cost of attendance, enrollment status, and the amount of money appropriated by Congress to fund the program. The Federal Pell Grant makes it possible to provide a foundation of financial aid to help defray the cost of a postsecondary education. Unlike loans, the Federal Pell Grant does not usually have to be paid back.

### **Federal Supplemental Educational Opportunity Grant (FSEOG)**

The FSEOG is a grant program for undergraduate students with exceptional need with priority given to students with Federal Pell Grant eligibility. The federal government allocates FSEOG funds to participating schools. This is a limited pool of funds and the school will determine to whom and how much it will award based on federal guidelines. Often, due to limited funding, FSEOG award resources are exhausted early in the year.

### **Federal Student and Parent Loans**

The Department's major form of self-help aid includes loans to students and parents through the William D. Ford Federal Direct Loan (Direct Loan) Program. Direct Loans include Federal Stafford, Federal Parent-PLUS, Federal Grad-PLUS and Federal Consolidation Loans and are available through the U.S. Government.

### **Federal Direct Stafford**

Federal Direct Stafford loans are low-interest loans that are made to the student. The loan must be used to pay for direct (tuition and fees, books and supplies) and indirect (room, board, transportation and personal expenses) educational expenses. Subsidized loans are based on need while unsubsidized loans are not. Repayment begins six months after the student graduates, withdraws from school, or falls below half-time enrollment status.

### **Federal Direct Parent PLUS Loans**

The William D. Ford Federal Direct PLUS Loan is a low-interest loan available to parents of dependent undergraduate students. These loans are not based on need but when combined with other resources, cannot exceed the student's cost of attendance. A credit check on the parent borrower is required and either or both parents may borrow through this program. Repayment begins within 60 days of final disbursement of the loan within a loan period. However, parents may request deferment of payments while the student is attending at least half time.

## **Federal Work Study (FWS)**

FWS is a financial aid program designed to assist students in meeting the cost of their education by working part-time while attending school. Positions may either be on-campus, off-campus, or community-service related. A candidate must demonstrate financial need to be awarded FWS. The number of positions available may be limited depending upon the institution's annual funding allocation from the federal government.

## **Pennsylvania State Grant Program**

This is a resource available for Pennsylvania state residents who are enrolled in specialized Associates degree programs at the school. Eligibility is based on income information and dependency status as reported on the FAFSA and reviewed by the Pennsylvania Higher Education Assistance Agency (PHEAA). This state grant does not usually have to be repaid.

## **Veterans' Educational Benefits**

Pittsburgh Career Institute is approved by the Pennsylvania State Approving Agency for Veterans Affairs and participates in many Veterans' Educational Benefit programs. Students interested in Veterans' Educational Benefits should contact either the campus certifying official or the Financial Aid Department. Veterans who are unsure of their benefit eligibility or have additional eligibility questions should contact the Veterans' Administration at (800) 827-1000, or 888-GI-Bill-1 (888-442-4551), or go to <http://www.gibill.va.gov/>. Eligible students must maintain satisfactory academic progress and all applicable eligibility requirements to continue receiving Veterans Educational Benefits.

## **Cancellation Policy**

An application fee is to be paid during the enrollment process. The application fee is nonrefundable except as follows:

1. If an application is not accepted by the school, all monies will be refunded to the applicant.
2. If an applicant requests cancellation within three calendar days after signing the Enrollment Agreement, the application fee is fully refundable.
3. An applicant may cancel enrollment at any time prior to the start of class. An applicant requesting such cancellation prior to the start of class, but after the time listed in (2) above, shall be entitled to a refund of all monies paid, less the nonrefundable application fee as defined above.
4. Students who have not visited the school facility prior to enrollment will have the opportunity to  
cancel their enrollment without penalty within 72 hours following attendance at a regularly scheduled orientation or following a tour of the school facilities and inspection of equipment prior to starting class.

## Refund Policy

Refunds are made for a student who withdraws or is withdrawn from Pittsburgh Career Institute prior to the completion of his/her program and are based on the tuition billed for the payment period in which the student withdraws, according to the schedule set forth below. The schedule of adjustments is for tuition only. Refunds will be based on the total charge incurred by the student at the time of withdrawal, not the amount the Student has actually paid. Tuition and fees attributable to any payment period beyond the payment period of withdrawal will be refunded in full. Unused uniforms are refundable; books are refundable at a rate prorated based on usage wear; equipment and supplies are nonrefundable. Pittsburgh Career Institute does not adjust tuition nor issue a refund based upon refusal to accept any books or supplies. When a student withdraws from the institution, he/she must complete a student withdrawal form with the school's Registrar. The date from which refunds will be determined is the last date of recorded attendance. Refunds will be made within 30 calendar days of the notification of an official withdrawal or date of determination of withdrawal by the institution. Students who withdraw or are withdrawn prior to the end of the payment period, are subject to the Return of Title IV Funds policy noted below which may increase his/her balance due to Pittsburgh Career Institute. If there is a balance due to Pittsburgh Career Institute after all Title IV funds have been returned, this balance will be due immediately, unless a cash payment agreement for this balance has been approved by Pittsburgh Career Institute. Credit balances due to the student of less than \$5 (after all refunds have been made) will not be refunded to the student/lender unless requested by the Student.

Refunds for students who withdraw after starting school or are terminated by the school will be computed as follows:

<u>Time of Withdrawal</u>	<u>Amount of tuition adjustment</u>
During first seven calendar days of payment period	90% of total payment period tuition price
After the first seven calendar days, but within the first 25% of the payment period	75% of total payment period tuition price
After the first 25% but within the first 50% of the payment period	40% of total payment period tuition price
After the first 50% of the payment period	0% of total payment period tuition price

## Return of Title IV Funds

A recipient of federal Title IV financial aid who withdraws or is dismissed from school during a payment period or period of enrollment in which the student began attendance will have the amount of Title IV funds they did not earn calculated according to federal regulations. This calculation will be based on the student's last date of attendance and the date the school determines that the student has withdrawn from school (see withdrawal policy), or the date of dismissal for a student who is dismissed by the institution.

The period of time in which Title IV financial aid is earned for a payment period or period of enrollment is the number of calendar days the student has been enrolled for the payment period or period of enrollment up to the day the student withdrew, divided by the total calendar days in the payment period or period of enrollment. The percentage is multiplied by the amount of Title IV financial aid for the payment period or period of enrollment for which the Title IV financial aid was awarded to determine the amount of Title IV financial aid earned. The amount of Title IV financial aid that has not been earned for the payment period or period of enrollment, and must be

returned, is the complement of the amount earned. The amount of Title IV financial aid earned and the amount of the Title IV financial aid not earned will be calculated based on the amount of Title IV financial aid that was disbursed for the payment period or period of enrollment upon which the calculation was based. A student will have earned 100% of the Title IV financial aid disbursed for the payment period or period of enrollment if the student withdrew after completing more than 60% of the payment period or period of enrollment.

For Return of Title-IV funding purposes in a term based program with semesters, a student is considered to have withdrawn, IF they do not complete all of the days they were scheduled to complete in the payment period or period of enrollment. The Return of Title-IV funding calculation is required for all students who have ceased attendance; other than those on an approved leave of absence (LOA), or those who have attested to an expected return to a future semester within the same term.

**Exception:** In order to NOT be considered withdrawn, the school must obtain a written confirmation from the student stating the student's intention of return to a future semester within the same term. The fact that the student is scheduled to attend the next semester will NOT be acceptable.

Schools are required to determine Title IV funds that must be refunded based upon the percentage of the payment period completed prior to withdrawing. Title IV funds must be returned to the program based upon a tuition refund or if the student received an overpayment based upon costs not incurred but for which Title IV was received.

Once the amount of Title IV financial aid that was not earned has been calculated, federal regulations require that the school return Title IV funds disbursed for the payment period or period of enrollment and used for institutional costs in the following order:

1. Loans
  - a. Unsubsidized Federal Direct Stafford Loans
  - b. Subsidized Federal Direct Stafford Loans
  - c. Federal Direct PLUS loans received on behalf of the student.
2. Federal Pell Grants.
3. Federal SEOG
4. Other grant or loan assistance authorized by Title IV of the HEA.

If the amount of unearned Title IV financial aid disbursed exceeds the amount that is returned by the school, then the student (or parent, if a Federal Parent-PLUS Loan) must return or repay, as appropriate, the remaining grant and loan funds. The student (or parent, if a Federal Parent-PLUS Loan) will be notified of the amount that must be returned or paid back, as appropriate.

## **Withdrawal Date**

The withdrawal date used to determine when the student is no longer enrolled at Pittsburgh Career Institute is the date indicated in written communication by the student to the Director of Education's office. If a student does not submit written notification, the school will determine the student's withdrawal date based upon federal regulations and institutional records.

For Federal student loan reporting purposes, the student's last date of attendance will be reported as the effective date of withdrawal for both official withdrawals and those who do not complete the official withdrawal process.

Please note that the above policy may result in a reduction in school charges that is less than the amount of Title IV financial aid that must be returned. Therefore, the student may have an outstanding balance due the school that is greater than that which was owed prior to withdrawal.

## **Exit Interview**

All students -- upon graduation, withdrawal, standard period of non-enrollment, as well as those students who stop attending, -- are required to receive exit counseling. Exit counseling reviews the amount of loan debt accrued while in college and provides payback and deferment options. Students can complete exit counseling in the Student Finance Office and will receive an exit counseling packet in the mail.

## **ACADEMIC INFORMATION**

### **Unit of Credit**

Credits earned at Pittsburgh Career Institute are for determining progress towards program completion. Academic credit at Pittsburgh Career Institute is measured in Semester Credits. Typically, one hour of instructional time is defined as a fifty-minute period. One semester credit is the equivalent of 15 lecture hours; 30 laboratory hours; or 45 clinical/externship hours. Please refer to the Program Description section of the catalog for information on specific programs.

### **Credit Ascription Policy**

#### **Definition of a Credit Hour – Degree and Fully Transferable Non-degree Programs**

*This policy is applicable to the following programs: Diagnostic Medical Sonography, Medical Assistant Specialist, Pharmacy Technician, Respiratory Therapy, Surgical Technology, and Veterinary Technology.*

The institution awards semester credit hours to reflect the successful completion of pre-determined course learning objectives and requirements. A semester credit hour represents an institutionally established equivalency of work or learning corresponding to intended learning outcomes and verified by evidence of student achievement. The institution has established equivalencies that reasonably approximate expected learning outcomes resulting from the following time commitments:

- (1) One hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately fifteen weeks, or the equivalent amount of work over a different amount of time; or
- (2) At least an equivalent amount of work required in paragraph (1) of this definition for other academic activities as established by the institution including laboratory work, internships, practical, studio work, and other academic work leading to the award of credit hours.

#### **Definition of Credit Hour – Non-degree Programs not Fully Transferable into Degree Programs**

*This policy is applicable to the following programs: Dental Assistant, Dialysis Technology, Massage Therapist, Medical Billing and Coding.*

### **Semester Credit Hours**

The institution may award a semester credit hour upon completion of a minimum of 37.5 instructional hours of directed instruction in lecture, laboratory, externship/internship, or combinations of any of these activities. Coursework must include at least 30 hours of supervised instruction and at least 7.5 hours of activities outside of the classroom to include, but not be limited to, homework and/or other outside preparation as determined by the institution.

## Grading System

<u>Grade</u>	<u>Grade Points</u>	<u>Percentage</u>	
<b>A</b>	4.0 Excellent	90 - 100	
<b>B</b>	3.0 Good	80 – 89.94	
<b>C</b>	2.0 Average	70 – 79.94	
<b>F</b>	0.0 Failure	Below 69.94	
<b>AU</b>	Audit	<b>I</b>	Incomplete
<b>P</b>	Pass	<b>PR</b>	Proficiency
<b>TC</b>	Transfer Credit	<b>W</b>	Withdraw
<b>WP</b>	Withdraw – LOA	<b>NP</b>	Not Pass

Grade reports are available to students at the completion of each semester. Course grades are based on the quality of work as shown by written tests, laboratory work, term papers, clinical assignments and projects as indicated on the course syllabus. Earned quality points are calculated for each course by multiplying the quality point value for the grade received for the course times the credit-hour value of the course. For example, a 4.0 credit course with a grade of “B” would earn 12.0 quality points [credit value of course (4) times quality-point value of “B” (3)]. The Cumulative Grade Point Average (CGPA) is calculated by dividing the total earned quality points by the total credits completed. Core courses must be completed with a grade of “C” or better.

## Application of Grades and Credits

The chart below describes the impact of each grade on a student’s academic progress. For calculating rate of progress (see below), grades of “F” (failure) and “W” (withdrawn), are counted as hours attempted, but are not counted as hours successfully completed. The student must repeat any required course in which a grade of “F”, “W”, “WP” or is received.

TC and PR credits are included in the maximum time in which to complete and the rate of progress calculation, but are not counted in the CGPA.

<b>Letter Code</b>	<b>Included Credits Earned</b>	<b>Included Credits Attempted</b>	<b>Included CGPA</b>	<b>Quality Points</b>
A	Yes	Yes	Yes	4.00
B	Yes	Yes	Yes	3.00
C	Yes	Yes	Yes	2.00
F	No	Yes	Yes	0.00
I (Incomplete)	No	No	No	N/A
AU (Audit)	No	No	No	N/A
PR (Proficiency)	Yes	Yes	No	N/A
TC (Transfer Credit)	Yes	Yes	No	N/A
W (Withdraw)	No	Yes	No	N/A
WP (Leave of Absence)	No	No	No	N/A

## **Drop/Add Period**

For new students and those returning to PCI after a period of non-enrollment, not including a Leave of Absence: students who post attendance for less than three of the first five scheduled days of class will be unregistered from all classes and withdrawn from the program without enrollment or financial penalty.

For all others: students who fail to attend all scheduled classes during the first five scheduled days of a module/term (do not post attendance at all) will be unregistered from all classes and withdrawn from the program, and may incur financial penalty. Once a student posts attendance during the first five scheduled days of a module/term, s/he is subject to the attendance policy for all scheduled classes.

All students are subject to the attendance, course withdrawal and course repeat policies as stated in this catalog.

## **Repeating Classes**

Students must repeat any course in which a grade of “W”, or “WP” was received, and may choose to repeat any class in which a grade of “F” was received. In order to do so, the student must submit a written appeal to their Program Chair, including the reason for the withdrawal or failure and an explanation of the student’s plan for success with the repeated attempt. Upon approval from the Program Chair, the class will be added to the student’s future schedule. If the second attempt of any course results in a grade of “F”, “W” or “WP”, and the student wishes to continue in his/her program, s/he must submit a written appeal to the Director of Education. This written appeal must indicate the extenuating reason for the second withdrawal or failure, and a detailed explanation of the student’s plan for success and overcoming any obstacle on the third and final attempt. Upon approval by the Director of Education, the class will be added to the student’s future schedule. Students will not be permitted to attempt a class more than three times, and will be withdrawn from the program and PCI should a grade of “F”, “W”, or “WP” be received three times for the same class. In these cases, students will not be permitted to re-enter the program of study.

Upon successful completion of a repeated course, both the successful passing grade and the grade of “F” will be calculated into the student’s Cumulative Grade Point Average (CGPA). Grades of “W” and “WP” are not calculated into the student’s CGPA. However, the passing grade and the grade(s) of “F”, “W”, or “WP” will all be calculated into the student’s rate of progress.

Students will be charged a fee for all repeated classes. This course retake fee is charged on a per credit basis, calculated by program, as identified on the student’s enrollment agreement.

## **Grade Disputes**

Students who disagree with a grade they have received should contact the instructor of record in writing if they wish to discuss their concern. If the student is unable to resolve the dispute with the instructor, s/he should write a letter to Program Chair no later than five school days following the end of the course explaining the reasons for the dispute. The Program Chair will either approve or deny the request after s/he investigates.

## Course Withdrawal Policy

Students who fail to meet the attendance requirement for any class will be withdrawn from the course with a grade of “W” in accordance with the Attendance Policy stated in this catalog. Students who are issued a grade of “W” for all scheduled courses will be withdrawn from the program and PCI, and may incur financial obligations. Students who are withdrawn from their program of study, and chose to pursue continuing their education at PCI, are subject to the admissions requirements for re-entering students as stated in this catalog.

Students who voluntarily withdraw from a course before the last week of class will receive a grade of “W”. The grade of “W” does not impact the student’s Grade Point Average, but does impact the student’s rate of completion.

Students must repeat all courses for which a grade of “W” or “WP” is received. While a grade of “W” or “WP” does not impact GPA, it does impact the student’s rate of progress. Students who repeat classes will be charged a fee based on the number of course credits. Please refer to the Class Repeat policy stated in this catalog.

## Leave of Absence

An approved Leave of Absence (LOA) is a temporary interruption in a student’s academic attendance for a specific period of time in an ongoing program.

### Leave of Absence Conditions

The following conditions may be considered:

- Family Care
- Medical Leave
- Military Duty
- Jury Duty

A student may be granted a Leave of Absence (LOA) under the following requirements:

A signed LOA request that includes the reason for the request is submitted in writing within 5 calendar days of the student's last date of attendance.

If extenuating circumstances prevent the student from providing a written request within 5 calendar days of the student’s last day of attendance, the institution may still be able to grant the student’s request. A signed LOA request must be provided by the last day in the school’s attendance policy (see attendance policy section) explaining the extenuating circumstance(s) that prevented submitting the request within 5 calendar days of the last date of attendance. Extenuating circumstances are typically unexpected events, such as premature delivery of a child, illness, a medical condition that deteriorates, an accident or injury or a sudden change in childcare arrangements. Students may request multiple LOAs, but the total number of days the student remains on LOA may not exceed 180 days during a consecutive 12-month time frame.

There may be limitations on LOA eligibility for a student enrolled in term-based programs due to scheduling requirements associated with the student’s return to school.

The student must have successfully completed a minimum of one semester with an academic grade or grades (A-F) before being eligible to apply for a LOA. One semester is defined as a five week class schedule.

Failure to return from an approved leave of absence or failure to return within the 180 day timeframe will result in the student being administratively withdrawn from the school and may have an impact on the financial aid a student receives, loan repayment and exhaustion of the loan grace period. A student in an LOA status will not receive further financial aid disbursements (if eligible) until returning to active status. Contact the financial aid office for more information about the impact of a LOA on financial aid.

## **Residency Requirements**

Students transferring from another institution are required to earn a minimum of 50% of their credits in residence at Pittsburgh Career Institute. Please contact the Director of Education at the receiving school to discuss the transferring of course credits.

## **Transfer of Credit to Other Schools**

The transferability of credits that a student may earn at Pittsburgh Career Institute is at the complete discretion of the institution to which they may seek to transfer. Acceptance of the degree or diploma they earn in their program listed in the student's Enrollment Agreement is also at the complete discretion of the institution to which they may seek to transfer.

Pittsburgh Career Institute does not imply, promise or guarantee that any credits earned at Pittsburgh Career Institute will transfer to or be accepted by any other institution. There is a meaningful possibility that some or all credits earned at Pittsburgh Career Institute will not transfer to or be recognized by other institutions, and it is the student's responsibility to find out in advance of enrollment whether a receiving institution will recognize a course of study or accept credits earned at Pittsburgh Career Institute.

If the credits or credential earned at Pittsburgh Career Institute are not accepted at the Institution to which the student seeks to transfer, the student may be required to repeat some or all of the coursework at that institution. For this reason, the student should make certain that their attendance at Pittsburgh Career Institute will meet their educational goals. This may include contacting an institution to which they may seek to transfer after attending the Pittsburgh Career Institute to determine if their credits or credential will transfer.

## **Transfer of Credit to Pittsburgh Career Institute**

Students who formerly attended a post-secondary institution accredited by an agency as recognized by the U.S. Department of Education may be granted transfer credit for equivalent courses taken at the previous institution. Students must submit a Request for Transfer Credit as soon as possible after being enrolled at Pittsburgh Career Institute; in addition, students are responsible for having official transcript(s) from their previous institution forwarded to Pittsburgh Career Institute. All transcripts must be received by the Institute before the first day of class for any newly enrolled students. Transcripts will not be accepted after a student has been moved to an active status from original enrollment status.

Awarding of Transfer Credit is at the sole discretion of Pittsburgh Career Institute. Pittsburgh Career Institute will determine if the course(s) completed at the previous institution are sufficiently equivalent to the course(s) in the student's program of study at Pittsburgh Career Institute. Only passing grades will be taken into consideration. Factors Pittsburgh Career Institute will use in determining whether transfer credit will be awarded include – but are not limited to – objectives and description of the previous course, length of time passed since the course was completed, and the level of the previous course (e.g. as indicated by 100, 200,... course number). To ensure an adequate and fair assessment may be made, students may be required to provide Pittsburgh Career Institute with a course catalog from the previous institution. Courses that are approved to be awarded transfer credit will show on the student's Pittsburgh Career Institute transcript with a grade of "TC".

Students who receive transfer credit will have the program tuition charge prorated based upon the remaining number of credits the student must earn in order to graduate. The Business Office will make the appropriate tuition adjustment.

Pittsburgh Career Institute does not make any representation or guarantee that coursework completed at another institution will transfer to Pittsburgh Career Institute.

## **Proficiency Credit**

A student may be proficient in a subject, but lack required academic credit. In these instances, the student may have the opportunity to petition for proficiency credit. PCI affords the opportunity for proficiency ("PR") grades to be awarded upon successful completion of a challenge exam. Pittsburgh Career Institute neither implies, nor guarantees, that "PR" credits will be accepted by other institutions. Instead, "PR" credit demonstrates that students are proficient in the specific course requirement for the respective program of study.

Students may speak with the Program Chair or Director of Education to get current information regarding challenge exams. A student may only attempt a test out on courses they have not previously attempted at Pittsburgh Career Institute.

Students will be charged a \$50 fee for each attempted challenge exam. The student may pay this fee out-of-pocket. The student may request to have it initially charged to their student account at the time the test is taken, but the fee cannot be covered by Title IV funding and must be covered by the student prior to the "PR" credit being posted to their transcript. Only one challenge exam attempt per course is allowed.

Challenge exams must be completed before the course begins. For any student wishing to challenge a particular course, the Education Department will administer an appropriate course examination to determine "retained knowledge". The student will receive academic credit for a course only if the Education Department determines that the student has passed the examination with a minimum 80% grade, and the course will be presented on the student's transcript with a letter grade of "PR". If a student receives proficiency credit, such credit will be used to determine the rate of progress calculation in satisfactory academic progress, and will also be used to determine completion of graduation requirements. A student cannot receive federal Title IV financial assistance for any credit granted as a result of a challenge exam.

All examinations and supporting documentation for proficiency credit will be retained in the student's academic file.

Students who receive proficiency credit will have the program tuition charge prorated based upon the remaining number of credits the student must earn in order to graduate. The Business Office will make the appropriate tuition adjustment.

## **Standards of Satisfactory Academic Progress (SAP)**

All students must maintain satisfactory academic progress in order to remain in attendance at Pittsburgh Career Institute. Additionally, students receiving federal financial aid assistance must meet the satisfactory academic progress requirements in order to maintain eligibility to receive these funds.

Satisfactory academic progress is determined by measuring the student's cumulative grade point average (CGPA) and the student's rate of progress (ROP) toward completion of the academic program at the end of each term (defined as 10 weeks or two consecutive five week semesters). Both the CGPA and ROP standards must be met in order to be considered as making satisfactory academic progress. These standards are outlined below.

### **Cumulative Grade Point Average (CGPA) Requirements**

Students must meet minimum CGPA requirements at specific points throughout the program in order to be considered making satisfactory academic progress. These requirements are noted in the tables below. Only those credits required in the student's program of study are used in the CGPA calculation. The CGPA will be reviewed at the end of each term after grades have been posted to determine if the student is meeting the minimum standard. Once the student reaches a new threshold, the minimum CGPA for that level must be maintained until the next level of review.

### **Rate of Progress (ROP) Toward Completion Requirements**

In addition to the CGPA requirements, a student must maintain the minimum Rate of Progress in order to be considered to be making satisfactory academic progress. The rate of progress percentage is calculated by dividing the credits earned by the credits attempted. Only those credits required in the student's program of study, including credits that were transferred from other approved institutions, and proficiency credits earned are used in the ROP calculation. As with the determination of CGPA, the completion requirements will be reviewed at the end of each term after grades have been posted to determine if the student is progressing satisfactorily.

## SAP Tables -

Diploma Programs		
Semester Hours		
Credits	ROP	CGPA
0-17	60%	1.5
18+	66.67%	2.0

Associate Degree Programs		
Semester Hours		
Credits	ROP	CGPA
0-15	50%	1.5
16-30	60%	1.75 or 2.0
31+	66.67%	2.0

### Maximum Time in Which to Complete

A student is not allowed to attempt more than 1.5 times, or 150%, of the number of credits in their program of study. These requirements for rate of progress are to assure that students are progressing at a rate at which they will complete their programs within the maximum timeframe.

### How Transfer Credit, Course Withdrawal, and Change of Program Affect SAP

Credit that has been transferred into the institution by the student is included in the Rate of Progress calculation; however it has no effect on the grade point average requirement for SAP. Transfer credit is also considered when computing the maximum timeframe allowed for a program of study. For example, a student transfers from institution A to institution B. The student is able to transfer 30 credits earned at institution A into a program at institution B. The program requires 180 credits to graduate. Thus, the maximum timeframe for this student's new program at institution B will be one and a half times (150%) x 180 = 270 credits. The 30 transfer hours will be included in the attempted and earned hours when the maximum timeframe and rate of progress is being calculated.

Students who voluntarily withdraw from a course before the last week of class will receive a grade of "W". The grade of "W" does not impact the student's GPA, but does impact the student's rate of completion.

When a student elects to change a program at Pittsburgh Career Institute the student's attempted and earned credits and grades will be transferred into the new program as applicable, including transfer credit. Credits attempted and earned at the school in the original program of study that apply to the new program of study will be used when computing grade point average, rate of progress and maximum timeframe. Transfer credits from another institution that are applicable to the new program of study will not be calculated in the grade point average but will be considered as credits attempted and earned in the maximum timeframe and rate of progress calculations. For example, a student transfers from program A to program B. The student is able to transfer 30 external credits and 10 credits earned in program A into program B. Program B requires 180 credits to graduate. Thus, the maximum time frame for this student's new program will be one and half times (150%) x 180 = 270 credits. The 30 external transfer hours will be included in the attempted and earned hours when the maximum timeframe and rate of progress are being calculated. The 10 credits earned in program A will be included in the grade point average calculation as well as the maximum timeframe and rate of progress calculation.

## **How Returning to PCI in a Different Program Affects SAP**

When a student elects to return to the Pittsburgh Career Institute the student's attempted and earned credits and grades will be transferred into the new program as applicable, including transfer credit. Credits attempted and earned at the school in the original program of study that apply to the new program of study will be used when computing grade point average, rate of progress and maximum timeframe. Transfer credits from another institution that are applicable to the new program of study will not be calculated in the grade point average but will be considered as credits attempted and earned in the maximum timeframe and rate of progress calculations. For example, a student transfers from program A to program B. The student is able to transfer 30 external credits and 10 credits earned in program A into program B. Program B requires 180 credits to graduate. Thus, the maximum time frame for this student's new program will be one and half times  $(150\%) \times 180 = 270$  credits. The 30 external transfer hours will be included in the attempted and earned hours when the maximum timeframe and rate of progress are being calculated. The 10 credits earned in program A will be included in the grade point average calculation as well as the maximum timeframe and rate of progress calculation.

## **Warning and Probationary Periods for Students Receiving Financial Aid**

At the end of each term (defined as 10 weeks or two consecutive five week semesters), after grades have been posted, each student's CGPA and ROP are reviewed to determine whether the student is meeting the above requirements.

- A student will be placed on FA (Financial Aid) Warning immediately after the first term in which the CGPA or the ROP falls below the values specified in the tables above. At the end of the next term, the student will be removed from FA Warning and returned to SAP Met Status if the minimum standards are met or exceeded. A student who continues to fall below the specified values will be placed on FA Probation. The student will be required to successfully appeal in order to maintain eligibility for federal financial assistance. (see Appeals section below)
- A student who successfully appeals and is on FA Probation will be evaluated at the end of the next term. A student who meets or exceeds the minimum standards will be removed from FA Probation and returned to a SAP Met status. If the minimum CGPA and ROP requirements are not met at the time of evaluation, the student will be placed on FA Dismissal Status and will be dismissed from school unless the student is meeting the conditions of their academic plan.

If at any point it can be determined that it is mathematically impossible for a student to meet the minimum requirements, the student will be dismissed from the school.

Notification of academic dismissal will be in writing. The Code of Conduct Policy or Grievance Policy section of this catalog describes other circumstances that could lead to student dismissal for non-academic reasons. A tuition refund may be due in accordance with the institution's stated refund policy.

During the period of FA Warning, a student is considered to be making satisfactory academic progress and remains eligible for financial aid. A student is also considered to be making

satisfactory academic progress and remains eligible for financial aid during the FA probation period if an appeal is accepted by the institution.

A student on FA Warning and FA Probation must participate in academic advising as deemed necessary by the institution as a condition of academic monitoring. A student who fails to comply with these requirements may be subject to dismissal even though their CGPA or ROP may be above the dismissal levels.

## **Warning and Probationary Periods for Students Not Receiving Financial Aid**

At the end of each term,(defined as 10 weeks or two consecutive five week semesters), after grades have been posted, each student's Cumulative Grade Point Average (CGPA) and Rate of Progress (ROP) is reviewed to determine whether the student is meeting the above requirements.

- A student will be placed on Warning immediately after the first term in which the CGPA or the ROP falls below the values specified in the tables above. At the end of the next term, the student will be removed from Warning and returned to SAP Met Status if the minimum standards are met or exceeded. A student who continues to fall below the specified values will be placed on Probation. The student will be required to successfully appeal in order to remain in attendance at the institution. (see Appeals section below)
- A student who successfully appeals and is on Probation will be evaluated at the end of the next term. A student who meets or exceeds the minimum standards will be removed from Probation and returned to a SAP Met status. If the minimum CGPA and ROP requirements are not met at the time of evaluation, the student will be placed on Dismissal Status and will be dismissed from school unless the student is meeting the conditions of their academic plan.

If at any point it can be determined that it is mathematically impossible for a student to meet the minimum requirements, the student will be dismissed from the school.

Notification of academic dismissal will be in writing. A tuition refund may be due in accordance with the institution's stated refund policy.

A student on Warning or Probation must participate in academic advising as deemed necessary by the institution as a condition of academic monitoring. A student who fails to comply with these requirements may be subject to dismissal even though their CGPA or ROP may be above the dismissal levels.

## **Academic Appeal for Academic Probation or Dismissals**

A student who has been placed on FA Probation or Probation or Dismissal may appeal the determination if special or mitigating circumstances exist. Any appeal must be in writing and must be submitted to the Director of Education within 7 calendar days of the date of the notification letter informing the student of the FA probation or Probation status. The student must explain what type of circumstances contributed to the academic problem and what action is being implemented to overcome the mitigating circumstance in the future. The Director of Education convenes the Academic Appeal committee to review each academic appeal case. The Academic

Appeal Committee will render a decision, and may provide guidance for strategies for improvement. The decision of the Academic Appeal Committee is final and may not be further appealed.

## **Reinstatement**

A student who was academically dismissed may apply for reinstatement to the institution by submitting a written appeal to the Director of Education within 7 calendar days of the date of the notification letter informing the student of his/her Academic dismissal. The appeal must be in writing and must provide detailed the reasons why the student should be readmitted. The decision regarding readmission will be based upon factors such as grades, attendance, student account balance, conduct, and the student's commitment to complete the program. Dismissed students who are reinstated are subject to the existing policy for re-entering students. Students who are interested in applying for federal financial aid may do so at this time.

Students who are academically dismissed due to failure to meet Rate of Progress may be eligible to return to their program of study upon successful appeal, but will not be eligible to receive Title IV funding.

For information on appealing for reinstatement of non-academic dismissals, please refer to the Code of Conduct and Grievance Policies within this catalog.

## **Attendance Policy**

Regular classroom attendance is not only an essential ingredient for academic achievement, but is also a fundamental building block for success after graduation. As part of the course requirements, students must attend at least 75 percent of the scheduled time for each on-campus course in order to achieve satisfactory attendance.

Students in any of the clinical or externship courses are required to complete all scheduled hours and record attendance throughout the scheduled course to achieve satisfactory attendance. Students who do not achieve satisfactory attendance may earn a grade of "W" on their transcripts and may be required to repeat the course. Absences will include tardiness or early departures.

Students who are not in attendance for any portion of a class will accrue time absent by the minute as reflected on each daily roster. Students who have been absent from all their scheduled classes for more than 14 consecutive calendar days, not including scheduled Institute holidays or breaks, and/or students who officially withdraw from all current courses will be administratively withdrawn.. The school reserves the right to extend the 14-day timeframe due to extraordinary circumstances that affects the entire student population.

Attendance is determined by class and semester.

1. Students who miss more than 10% of the scheduled hours in a course may be placed on attendance probation. Students on attendance probation are advised that employment potential is negatively impacted by a lack of a reliable attendance history. If conditions of the attendance probation are violated, a student may be terminated from the program.
2. Students whose absences exceed 25% of the scheduled hours in an individual course

will be dropped from the course and will receive a grade of “W”. The course must be repeated in its entirety. If a student is unable to secure a successful attendance appeal and subsequent make-up time.

- 3 .Students who absences exceed the attendance requirements may request an appeal based on extenuating circumstances. If the appeal is approved, the student is to arrange for make-up hours and time with the class instructor. The time needed for make-up hours may fall outside of the class hours as stated in the student’s enrollment agreement. A maximum percentage of allowable make-up time varies per program and is based on the approval of an appeal.
4. Externships: Students are required to complete 100% of their clinical/externship hours. If students miss any externship time, arrangements for make-up time must be made with the externship site supervisor and appropriate school personnel. Students will not be considered to have completed their clinical class or externship until the site supervisor has certified all required attendance hours.
5. Students who are issued grades of “W” for all scheduled courses will be withdrawn from school and required to fulfill re-entry requirements should they chose to return. Re-entry into the school may be dependent of a period of non-enrollment of up to 6 months and an academic appeal to the appeal committee.

For students who are receiving veterans’ benefits, the Department of Veterans Affairs will be notified whenever students are placed on attendance probation or are terminated for failure to meet attendance requirements. The Department of Veterans Affairs will also be notified if a student re-enters following such termination. NOTE: Terminated VA students are not re-admitted into their program of study for a minimum of one semester.

## **Appeals of Attendance Withdrawals**

Students who receive a course grade of “W” due to absences may submit an appeal to the Director of Education. The appeal must be in writing and submitted to the DOE within 48 hours of the “W” grade being issued. In the appeal, the student must explain the circumstances that contributed to the excessive absences and what action s/he has implemented to resolve the circumstance and prevent it from happening in the future. The Director of Education reviews each appeal case. The Director of Education will render a decision, and may provide guidance for strategies for improvement. The decision regarding readmission will be based upon factors such as grades, historic attendance record, student account balance, conduct, and the student’s commitment to complete the program.

## **Academic Honesty Policy**

All students are expected to adhere to the standards as set forth in the Student Code of Conduct and Academic Honesty Policy.

The following outlines criteria for the academic honesty policy. Students are expected to demonstrate academic integrity by completing their own work assignments and assessments. Effective planning and progress must be accomplished for students to be successful in their program of study. Submission of work from another person, whether it is from printed sources or someone other than the student, previously graded papers, papers submitted without proper

source citation, or submitting the same paper to multiple courses without the knowledge of all instructors involved can result in a failing grade or be reported to your Program Chair and/or Director of Education for appropriate sanctions or disciplinary actions.

Our administration, faculty, and students believe strongly in the concept of an honor system. This belief is based on the knowledge that in competitive professional environments, greater emphasis is placed on originality and integrity of ideas and work. All members of the academic community, including faculty, students, and administration, are expected to assist in maintaining the integrity of the school, which includes reporting incidents that violate the Code of Conduct and Academic Honesty Policy.

### **Disregard of the Academic Honesty Policy: Penalties and Procedures**

- 1<sup>st</sup> offense:
  - Student receives a zero for the assignment,
  - Instructor notifies the Program Chair of the first offense,
  - Instructor works with the student to make sure the student understands the citation and documentation requirements, and understands relevant copyright laws
- 2<sup>nd</sup> offense:
  - Student automatically fails the course,
  - Instructor notifies the Program Chair and Director of Education of the second offense, and
  - Student Advising Session is conducted by the Program Chair to review, at a minimum, further consequences of any additional repeat offenses
- 3<sup>rd</sup> offense:
  - Student is dismissed from Pittsburgh Career Institute.

### **Student Code of Conduct Policy**

Pittsburgh Career Institute is an academic community committed to the educational and personal growth of its students. Behavior that infringes upon rights, safety or privileges, or that impedes the educational process is unacceptable and may lead to sanctions up to and including expulsion from the school.

Pittsburgh Career Institute believes strongly in promoting the development of personal, professional and social responsibility. Pittsburgh Career Institute also believes in a humanistic approach to discipline conducive to academic pursuits. However, Pittsburgh Career Institute recognizes that its responsibility for the protection of personal and institutional rights and property is a primary focus of the disciplinary process.

Therefore, the Pittsburgh Career Institute administration reserves the right to develop any policy or take any action(s) deemed appropriate to maintain the safety and well-being of any or all students. Student conduct offenses may be related to persons, property, campus operations, and welfare, health or safety of students, faculty and staff.

All students are expected to respect the rights of others and are held responsible for conforming to the laws of the United States, local, and State governments. Students are expected to conduct themselves in a manner consistent with the best interests of Pittsburgh Career Institute and of the student body.

Pittsburgh Career Institute reserves the right to dismiss a student, visitor, or employee for any of the following reasons: possession of firearms on campus property; failure to maintain satisfactory academic progress (SAP); failure to pay college fees and/or tuition by applicable deadlines; disruptive behavior (continued willful noncompliance, willful and persistent profanity or vulgarity, open and/or persistent defiance of authority, and/ or persistent disrespect of personnel or students); posing a danger to the health or welfare of students or other members of the campus community; theft, on or off campus; any form of assault; State and Federal drug laws violations; electronic or social media violations; or failure to comply with the policies and procedures of Pittsburgh Career Institute.

The list of examples is not intended to be all-inclusive, and Pittsburgh Career Institute reserves the right to act in the best interest of the students, faculty, and staff and may deem actions committed by a student to be a conduct violation, although the action does not appear on a list of examples.

Violation of the conduct policy is grounds for suspension of privileges, up to and including dismissal from the institute.

Students are encouraged to share personal experiences while participating in classes at Pittsburgh Career Institute. However, students must be aware that should they disclose to any Pittsburgh Career Institute faculty members or staff information that may cause harm to themselves or others, faculty members and staff are required to report such information to the Director of Education.

Courteous behavior and professional conduct, appropriate to a professional environment, is to be displayed at all times. Inappropriate conduct and/or communication will not be tolerated and may be a cause for sanctions or dismissal.

Every student is subject to federal and state law and respective county and city ordinances. The conviction of a student for any criminal offense which interferes with the orderly operation of the school or which the administration feels would endanger members of the Pittsburgh Career Institute community shall be subject to disciplinary action.

Infringements of the Student Code of Conduct are handled by the Pittsburgh Career Institute Director of Education. Conduct decisions made by the Director of Education may be appealed to the Conduct Appeals Committee for review.

## **Student Conduct Code Offenses**

### *A. Offenses Related to Persons*

An offense related to a person is committed when a student:

1. Intentionally or knowingly and without authority or consent, limits or restricts the freedom of a person to move about in a lawful manner
2. Threatens (by any means), intimidates or uses physical or sexual force in a manner that endangers the health or safety of another person or which reasonably causes another person to be fearful of physical or emotional harm
3. Intentionally harasses another person. Harassment includes, but is not limited to, impeding another persistently or wronging or bothering another persistently
4. Engages in any activity related to other persons which is prohibited by law or court order

### *B. Offenses Related to Property*

An offense related to property is committed when a student:

1. Knowingly and without consent or authorization possesses, removes, uses, misappropriates, or sells the property or services of another person or of Pittsburgh Career Institute
2. Intentionally or negligently damages or destroys property owned or in the possession of another person or of Pittsburgh Career Institute
3. Obtains the property of another person by misrepresentation or deceptive means
4. Enters or uses the facilities or property of another person or Pittsburgh Career Institute without consent or authorization
5. Commits a computer-related offense, including but limited to use of a PCI computer to access graphically prurient or sexually explicit images of persons and/or children.

### *C. Offenses Related to the Operation of Pittsburgh Career Institute*

An offense related to the operation of the Pittsburgh Career Institute is committed when a student:

1. Engages in illegal, obscene or indecent conduct on Pittsburgh Career Institute property or at Pittsburgh Career Institute sponsored events
2. Forges, alters, possesses, duplicates, or uses documents, records, keys or identification without consent or the authorization of appropriate Pittsburgh Career Institute officials
3. Fails without just cause to comply with the lawful order of a Pittsburgh Career Institute official acting in the performance of his/her duties and authority
4. Engages in solicitation in or on Pittsburgh Career Institute property or involving the use of campus property unless such solicitation is approved by appropriate Pittsburgh Career Institute officials
5. Intentionally acts to impair, interfere with, or obstruct the orderly conduct, processes, and functions of Pittsburgh Career Institute

### *D. Offenses Related to Welfare, Health or Safety*

An offense related to welfare, health or safety is committed when a student:

1. Uses, possesses, or manufactures, without Pittsburgh Career Institute authorization, firearms, explosives, weapons, unregistered fireworks, illegal chemical or biological agents or other dangerous articles or substances injurious to persons or property
2. Falsely reports a fire, activates emergency warning equipment, or communicates false information regarding the existence of explosives or hazardous materials on Pittsburgh Career Institute property
3. Abuses, removes, or damages fire and safety equipment; or fails to vacate a building or facility when a fire alarm is activated
4. Fails to leave a building, streets, walks, driveways or other facilities of Pittsburgh Career Institute when directed to do so by an official of the campus having just cause to so order
5. Uses, possesses, distributes, sells, purchases or is under the influence of alcohol, narcotics, hallucinogens, dangerous drugs, or controlled substances, except as permitted by law

## **Disregard of the Student Code of Conduct: Penalties and Procedures**

Courteous behavior and professional conduct, appropriate to a business environment, is to be displayed at all times. Inappropriate conduct will not be tolerated, and may be a cause for dismissal. Students violating the student conduct code may be brought to the Administrative Appeals Committee for possible dismissal from Pittsburgh Career Institute.

The President has full power and authority to prescribe rules and regulations to govern student life and to take emergency measures to protect the health and safety of students and/or school employees. The President, Director of Education, and Assistant Director of Education have responsibility for administering discipline regarding student conduct, which will be exercised through the established procedures stated below.

Every student is subject to federal and state law and respective county and city ordinances. The conviction of a student for any criminal offense which interferes with the orderly operation of Pittsburgh Career Institute, or which the administration feels would endanger members of the campus community, shall be subject to disciplinary action.

The following section describes sanctions available in response to violations of any Code of Conduct that applies to students. The listing is not inclusive of all options which the Institution may choose to exercise, and the institution may impose more than one sanction for one act of misconduct:

- 1. Reprimand:** A written or verbal communication which gives official notice to the Student that any subsequent offense against a Code of Conduct may carry heavier penalties because of this prior infraction.
- 2. General Probation:** An individual may be placed on General Probation when involved in a minor disciplinary offense; General Probation has two (2) important implications: the individual is given a chance to show capability and willingness to observe the Student Code of Conduct without further penalty, and, if the individual errs again, further action will be taken. This probation will be in effect for no more than two (2) terms.
- 3. Restrictive Probation:** Restrictive Probation results in loss of good standing and becomes a matter of record in the Student's file. Restrictive conditions may limit activity in the Institution Community, including possible exclusion from class(es), program(s), and/or specific campus locations. This probation will be in effect for not less than two (2) terms. Any violation of Restrictive Probation may result in immediate suspension.
- 4. Restitution:** Students may be responsible for paying for damaging, misusing, destroying, or losing property belonging to the Institution, Institution personnel, visitors, or Students.
- 5. Loss of academic credit or reduction in grade:** Imposed as a result of academic dishonesty.
- 6. Withholding Transcript, Diploma, or Right to Register or Participate in Graduation Ceremonies:** Imposed when financial obligations are not current.
- 7. Suspension:** Exclusion from all Institution privileges and activities for a specified period of time. This sanction is reserved for those offenses warranting discipline more severe than probation, or for repeated misconduct. Students who receive this sanction must request and get specific written permission from the Institution's President or their designee before returning to campus.
- 8. Expulsion:** stripping a Student of Student status and dismissing a Student from campus for an indefinite period of time. The Student may be readmitted to the Institution only with written approval of the Appeals Committee.
- 9. Loss of Technology Privileges:** Exclusion from all privileges associated with Institution technology access, including but not limited to email and network access and storage.

**Note:** The President reserves the right to develop any policy or take any action(s) deemed appropriate to maintain the safety and well-being of any or all students, faculty, and staff.

## **Conduct Dismissals**

Students involved in an infringement of the PCI Student Code of Conduct will be suspended for up to 72 hours, pending investigation. The Director of Education will notify the student whether the outcome of the investigation warrants his/her return to, or dismissal from, school. Students will also be notified in writing of a dismissal.

## **Appeals of Conduct Dismissals**

Students have the right to appeal dismissal from school. The appeal must be in writing and must be submitted to the Director of Education within 7 calendar days of the date of the notification letter informing the student of the dismissal. The student must explain what type of circumstances contributed to the problem, what action is being implemented to mitigate against repeat behavior in the future. The Director of Education convenes the Conduct Appeal committee to review each conduct dismissal case. The Conduct Appeal Committee will render a decision, and may provide guidance for strategies for improvement. The decision regarding readmission will also take into consideration factors such as grades, attendance, student account balance, conduct history, and the student's commitment to complete the program. The decision of the Conduct Appeal Committee is final and may not be further appealed.

## **Criminal Conviction Policy**

In an effort to maintain a safe educational and working environment for students and staff, PCI does not accept applicants who are known to have certain types of criminal convictions in their backgrounds. Admitted students who are discovered to have misrepresented their criminal conviction history to PCI are subject to immediate dismissal. Similarly, students who commit certain types of crimes while enrolled are subject to immediate dismissal. As such, students convicted of any criminal offense while enrolled must report that conviction to the school within ten (10) days of receiving the conviction. Students who fail to report a criminal conviction while enrolled are subject to immediate dismissal. PCI reserves the right to conduct criminal background checks on applicants and students in circumstances deemed appropriate by the Campus President.

## **EXTERNSHIP POLICIES**

Externships are designed to be instructional in nature by providing students with hands-on experience. This experiential training is a cooperative effort between the school, student and externship facilities. Students who successfully complete all pre-requisite courses and conditions will be placed on externship at an appropriate setting. The school maintains liability insurance on all students and faculty members while at externship sites. All students on externship are supervised by qualified faculty and/or qualified on-site personnel. Adequate student supervision is provided at all times. Depending on the program, adequate student supervision may vary from a 1:1 ratio to a ratio that may be higher. These ratios are generally determined by accreditor or other regulatory requirements. Students may not substitute for, or replace, paid staff members. In most cases, students receiving education at externship sites may not be permitted to be paid for their time on-site. Students are expected to obey the rules and regulations of the externship site and program. The site has the right to remove any student who demonstrates disregard for program and/or site policies and procedures. Some job opportunities or externships may require students to pass additional criminal background checks and/or drug screenings prior to site placement or employment. Applicants with factors such as prior criminal background or personal bankruptcy may not be considered for externship or employment in some positions. Employment and externship decisions are outside the control of Pittsburgh Career Institute.

**All students enrolled in Dental Assistant, Diagnostic Medical Sonography, Dialysis Technology, Massage Therapy, Medical Assistant, Respiratory Therapy, Surgical Technology, must complete the following prior to beginning the externship or any integrated clinical experiences (whichever comes first):**

- ✓ Current CPR certification that is valid for the length of all clinical/externship components
- ✓ Documentation of a health screening. The requirements for this health screening may include various immunizations, titers and a general release from a physician or nurse practitioner. Exact requirements vary by program and the student should consult with the Program Chair in their discipline for additional details
- ✓ Clinical sites may require additional medical information, background check(s), insurance coverage and/or inoculations for the student to begin their externship training. The student is responsible for any cost associated with these additional requirements.

### **Externship Assignment**

Externship assignments are typically made near the end of the didactic portion of the program. Students must be prepared to travel to their externship assignments. The school will attempt to assign sites that are within a 60-mile radius of the School and that are convenient for the students, however, this may not always be possible. Based on site availability or program requirements, students may be required to complete their externships at more than one location. Students who decline or are removed from two sites may be required to withdraw from the program or secure their own sites, which must be approved by the Program Chair. In such an event, the school makes no assurances as to when or if other sites will be available.

## **Externship Attendance Requirements**

Students must attend their externship on the days and hours designated by the site. Days or times of externship may not be rearranged without permission from appropriate school personnel and the site supervisor. In the event a student will be absent from a site, the student must call the site and the appropriate school official in advance. If the site supervisor or school/program official determines that a student is not reliable for any reason, including absences, the student may be removed from the site and may be dismissed from the program. In any case, if a student misses three or more days of their externship assignment, the student may be dismissed from school. Students are required to complete 100% of required externship hours. Unless otherwise regulated by an applicable Programmatic Accrediting agency, Scheduled Pittsburgh Career Institute holidays do not apply to students on externship. It is the responsibility of a student to provide the School with a time sheet signed by the site supervisor documenting hours completed for a week no later than Monday of the following week. If a student has missed any time, arrangements for makeup time must be made with the site supervisor and appropriate school personnel. Students will not be considered to have completed their externship until the site supervisor and appropriate school official has certified all required attendance hours.

## **Externship Conduct**

Externship sites are professional environments where students are expected to conduct themselves in a mature, professional manner appropriate for the workplace. Students are expected to arrive and leave on time and perform their duties in a reliable and responsible manner. Students may not substitute or replace paid staff members. Students are expected to obey the rules and regulations of the externship site and program. The site has the right to remove any student who demonstrates disregard for program and/or site policies and procedures. If a student is removed from a site as a result of conduct on site or external criminal behavior, the student may not be eligible for placement at another clinical or externship site and may therefore be dismissed from the program.

## **Graduation Requirements**

In order to graduate, a student must have earned a minimum of a 2.0 CGPA and must have successfully completed all required credits within the maximum credits that may be attempted. Students must also be current on all financial obligations in order to receive official transcripts.

# **STUDENT SERVICES INFORMATION**

## **Student Orientation**

Prior to beginning classes at Pittsburgh Career Institute, all new students attend an orientation program. Orientation facilitates a successful transition into Pittsburgh Career Institute. New students are required to attend regardless of their prior college experience. At orientation, students are acquainted with the campus, the administrative staff, the faculty and their peers. The administrative departments explain the ways in which they assist students and clarify students' rights and responsibilities. In the event a student is unable to attend orientation, the Director of Admissions and Program Chair will meet with the student during the first week of class to ensure all relevant information is reviewed.

## **Academic Assistance**

Students seek help and advice during their education for many reasons. At Pittsburgh Career Institute, the student comes first. Every effort is made to develop a relationship with the student body so individuals feel comfortable in requesting and receiving assistance. The academic personnel are responsible for providing academic assistance and should be consulted when assistance is desired. Referrals to outside agencies may also be provided as needed.

## **Certification, Licensure and Registry Examinations**

Pittsburgh Career Institute is committed to preparing students with the skills and knowledge necessary to become entry-level practitioners in their field of study. Some of the programs offered by Pittsburgh Career Institute have employment outcomes where passage of a professional certification, licensure or registry examination may be required for employment or that will enhance potential employment opportunities. PCI will reimburse any graduate who successfully passes such an exam. The total reimbursement will be equal to the cost of one attempt; if the graduate needed more than one attempt to pass the exam, s/he is responsible for the fees associated with the failed attempts. To receive reimbursement, the graduate must provide PCI with a copy of the receipt of payment and a copy of the documentation that supports the passing grade. Please discuss with your Program Director which exams are relevant to employment in your field of study, and the requirements for successfully demonstrating examination preparedness.

## **Transcript Process and Fees**

An official transcript is maintained for each student. The transcript provides a complete record of all courses, grades and credits earned. If you are not current on any outstanding balance, the School will not release the diploma or official transcript, and will not allow the student to participate in the graduation ceremony. However, there are two exceptions to this policy: transcripts may be released for a student to document eligibility to sit for a licensing, certification or registry exam; or if the transcript is to be released directly to a potential/current employer. In these cases, a separate fee and/or payment toward the student's outstanding account balance may be required. Please inquire with the Director of Student Accounts for how this may apply to you.

Transcript requests are fulfilled only through a written request. Upon receipt of a written request from the student or graduate, Pittsburgh Career Institute will supply official transcripts to whomever the student or graduate has designated:

<u>Pittsburgh Career Institute transcripts:</u>	<u>\$ 15.00</u>
<u>Transcripts of Other Institutions for which PCI serves as records custodian:</u>	<u>\$ 25.00</u>

Normal processing and delivery time is approximately 2 weeks. Transcripts may be sent via express delivery only if the requestor provides a billing account number or pre-paid envelope. Please contact the Registrar office or visit the school's website for a request form.

## **Career Services**

Students enrolled in Pittsburgh Career Institute will have an opportunity for part-time employment while they pursue their studies. It is important to note that this assistance is available to all students who make satisfactory academic progress. The Career Services department is the liaison between students and employers, serving the students by promoting Pittsburgh Career Institute to prospective employers.

Graduate employment assistance intensifies as the student nears graduation. The Career Services Department assists the student with: resume writing, interviewing skills, professional networking skills and mock interviews.

The Career Services will present graduates to employer's offering entry-level positions in their field of study. Students and graduates may have the opportunity to interview on or off campus, until an appropriate position is secured. The partnership between the graduate and the Career Services department has the most potential for successful employment when the graduate maintains weekly contact with their Career Services Representative during their job search.

During the hiring and externship process, the potential employer may conduct a criminal and/or personal background check. Students/graduates with criminal records that include felonies or misdemeanors (including those that are drug-related) or with personal background issues, such as bankruptcy may not be hired. Some employers may require candidates submit to a drug screening. The student/graduate is responsible for any costs associated with the employer's additional requirements.

Some programs require additional education, licensure and/or certification for employment. Final employment and externship decisions are outside the control of Pittsburgh Career Institute.

Pittsburgh Career Institute does not guarantee employment or salaries. However, Pittsburgh Career Institute does offer career-planning assistance to students and graduates.

## **Auditing Classes**

Graduates or active students of Pittsburgh Career Institute programs who are in good standing and desire to audit any course in the program from which they graduated, may do so on a space-available basis. There is no tuition charge for this service, and all are welcome to make use of this privilege. Interested parties should contact the applicable Program Chair well in advance of a class start to ascertain if seats are available in a class and will be required to take orientation session(s) on any new generation lab equipment.

Students who are re-entering after a period of absence may wish, or be required, to audit classes they have previously successfully completed on a space-available basis. A grade of “AU” will be recorded, and a Class Audit enrollment agreement may be required. There is no Financial Aid eligibility for students auditing classes. Please contact the applicable Program Chair to discuss this opportunity.

## **Student’s Rights and Responsibilities**

### **All students have the right to know:**

- The school’s accrediting and licensing agencies
- The school’s programs, facilities and faculty
- The cost of attending Pittsburgh Career Institute
- The financial assistance available
- How the Financial Aid Office determines the student’s financial need
- Each type of aid to be received and how it will be disbursed
- How to submit appeals under various school policies
- The school’s method of determining satisfactory academic progress and how it affects the student’s financial aid eligibility
- Interest rates, repayment amounts, cancellation and deferment provisions for all loans borrowed by the student
- The criteria for continued eligibility for financial aid
- The terms of all loans borrowed by the student

### **All students have the following responsibilities:**

- To review and consider all aspects of the School or its programs before enrolling
- To complete financial aid applications accurately and truthfully
- To provide additional documentation, verification, correction, etc. as requested by the School or agency
- To read, understand and keep copies of all forms received
- To notify the school of any change in their financial circumstances
- To notify the school and the lender of a name or address change
- To understand the school’s satisfactory academic progress policy
- To understand the school’s refund policies
- To sign all required certification statements
- To repay all loans according to the promissory note(s) signed, as detailed in the Student Rights and Responsibilities.

## **GENERAL INFORMATION**

### **Facility**

Pittsburgh Career Institute is located in a historic landmark building in downtown Pittsburgh with easy access to public transportation and major expressways. The campus consists of 8 lecture rooms, 8 classroom/labs, two computer labs and four independent labs. The school is equipped with laboratories customized for each of the allied health programs. The Diagnostic Medical Sonographer lab includes six ultrasound machines for imaging and film case studies for student review. The Veterinary Technology lab maintains an X-ray lab, veterinary kennel, surgical suite and examination lab. The Medical Assistant lab houses equipment for EKGs, urinalysis, IVs, and hematology. The Massage Therapist lab houses massage tables, hot stone therapy, and Paraffin wax machines along with the current therapeutic devices. The Dental Assistant lab houses dental chairs, radiology units and various pieces of dental equipment and supplies. The Surgical Technology lab is equipped with a scrub room facility, multiple surgery tables, surgical attire, and an array of surgery instruments and supplies. The Pharmacy Technician lab houses a ventilation hood and other various pharmacy supplies. The Respiratory Therapy lab is equipped with a plethysmograph machine, nebulizer machines, and various other pieces of respiratory care equipment.

### **School Closings**

In the rare instance weather conditions or other events out of the control of PCI result in the need for class cancellation and/or school closing, Pittsburgh Career Institute will report school closings to Channel 2 (KDKA), Channel 4 (WTAE) and Channel 11 (WPXI).

### **Class Hours**

Although individual student schedules may vary, but will remain in the following timeframes:

- Day: Monday thru Friday, 8:00 AM – 5:00 PM
- Eve/Weekend: Monday thru Friday, 5:30 PM – 9:30 PM, Saturdays 8:00 AM – 4:00 PM

Clinical and Externship hours may vary and require participation outside of these timeframes.

Not all programs are offered for each class start.

### **Student Rights and Responsibilities of Assembly**

Pittsburgh Career Institute recognizes the rights of all students to seek knowledge, debate ideas, form opinions, and freely express their views. But that right must not interfere with the same rights and freedoms of others.

Also, Pittsburgh Career Institute recognizes the right of freedom of assembly, but student gatherings must not disrupt or interfere with the operation of the institution. Any recognized student organization, after receiving approval of time and space from the School President, may hold group meetings in campus facilities.

## **Termination Policy**

Pittsburgh Career Institute reserves the right to dismiss a student for any of the following reasons: failure to maintain satisfactory academic progress, failure to pay school fees and/or tuition by applicable deadlines, disruptive behavior, posing a danger to the health or welfare of students or other members of the Pittsburgh Career Institute community, or failure to comply with the policies and procedures of Pittsburgh Career Institute. Any unpaid balance for tuition, fees and supplies becomes due and payable immediately upon a student's dismissal from the school. The institution will also determine if any Title IV funds need to be returned (see Financial Aid Information section of this catalog).

## **Americans with Disabilities Act / 504/ Reasonable Accommodations**

Pittsburgh Career Institute does not discriminate against individuals on the basis of physical or mental disability and is fully committed to providing reasonable accommodations, including appropriate auxiliary aids and services, to qualified individuals with a disability, unless providing such accommodations would result in an undue burden or fundamentally alter the nature of the relevant program, benefit, or service provided by the College. To request an auxiliary aid or service, please contact the ADA/504 Coordinator at 412-281-2600.

Individuals requesting an auxiliary aid or service will need to complete an Application for Auxiliary Aid. To enable the school to provide an auxiliary aid or service, it is recommended that the Application for Auxiliary Aid be submitted to the ADA/504 Coordinator six weeks before the first day of classes, or as soon as practical. Disagreements regarding an appropriate auxiliary aid and alleged violations of this policy may be raised pursuant to Pittsburgh Career Institute's grievance procedures. It is the policy of Pittsburgh Career Institute to offer reasonable accommodations to qualified students with disabilities, in accordance with the Americans with Disabilities Act (ADA).

## **Campus Security**

Pittsburgh Career Institute publishes an annual security report that contains information concerning policies and programs relating to campus security, crimes and emergencies, the prevention of crimes and sexual offenses, drug and alcohol use, campus law enforcement and access to campus facilities. The annual security report also includes statistics concerning the occurrence of specified types of crimes on campus, at certain off-campus locations, and on the public property surrounding the campus. The annual security report is published each year by October 1, and contains statistics for the three most recent calendar years. The annual security report is provided to all current students and employees. A copy of the most recent annual security report may be obtained from the campus President during regular business hours.

Pittsburgh Career Institute will report to the campus community concerning the occurrence of any crime includable in the annual security report that is reported to campus security or local police and that is considered to be a threat to students or employees.

In addition to the annual security report, Pittsburgh Career Institute maintains a crime log recording all reported crimes. The crime log is available for public inspection during regular business hours at Campus President.

Pittsburgh Career Institute reminds all students that they are ultimately responsible for their own actions regarding their safety and welfare.

## **Drug-Free Environment**

As a matter of policy, Pittsburgh Career Institute prohibits the unlawful manufacture, possession, use, sale, dispensation, or distribution of controlled substances and the possession or use of alcohol by students and employees on its property and at any school activity. Any violation of these policies will result in appropriate disciplinary actions up to and including expulsion in the case of students and termination in the case of employees, even for a first offense. Violations of the law will also be referred to the appropriate law enforcement authorities. Students or employees may also be referred to abuse help centers. If such a referral is made, continued enrollment or employment will be subject to successful completion of any prescribed counseling or treatment program. Information on the school's drug-free awareness program and drug- and alcohol-abuse prevention program may be obtained from the campus President.

## **Unlawful Harassment Policy**

Pittsburgh Career Institute is committed to the policy that all members of the school's community, including its faculty, students, and staff, have the right to be free from sexual harassment by any other member of the school's community. Sexual harassment refers to, among other things, sexual conduct that is unwelcome, offensive, or undesirable to the recipient, including unwanted sexual advances.

Should a student feel that he/she has been sexually harassed; the student should immediately inform the campus Director of Education. If the matter is not resolved to the student's satisfaction, or the student is not comfortable in addressing the issue with the DOE, the student may elevate the issue to the campus President.

All students and employees must be allowed to work and study in an environment free from unsolicited and unwelcome sexual overtures and advances. Unlawful sexual harassment will not be tolerated.

## **Internal Grievance Procedure**

Many student complaints can be resolved through discussion with the appropriate instructor or staff member and the use of this grievance procedure, and we encourage students to make contact at the first indication of a problem or concern.

This section describes the steps the student should follow so that the problem can be fully and fairly investigated and addressed. The student will not be bound by any resolution unless the student agrees to accept it. If the student does not accept a proposed conclusion or resolution, then the student may pursue the matter in arbitration as provided for in the student's Enrollment Agreement. However, the student must pursue his or her claim through this grievance procedure first.

**Please note that this grievance procedure is intended for problems concerning a student's recruitment, enrollment, attendance, education, financial aid assistance, or career service assistance, or the educational process or other school matters. It does not apply to student**

**complaints or grievances regarding grades or sexual harassment, which are addressed in other sections of this catalog.**

Pittsburgh Career Institute and the student agree to participate in good faith in this grievance procedure. We will receive all information submitted by the student concerning a grievance in strict confidence and we and the student agree to maintain confidentiality in the grievance procedures. No reprisals of any kind will be taken by any party of interest or by any member of the Pittsburgh Career Institute administration against any party involved. We will investigate all complaints or grievances fully and promptly. So long as the student pursues this grievance procedure to its conclusion, the period during which the student is pursuing this process will not count toward any statute of limitations relating to the student's claims.

Step 1 – Grievances or complaints involving an individual instructor or staff member should first be discussed with the individual involved. Grievances or complaints involving a policy or class should first be discussed with the individual enforcing that policy, the class instructor, or the Program Chair. Alternatively, the student may submit the complaint to the campus Director of Education.

Step 2 – If the matter is not resolved to the student's satisfaction in Step 1, the student may submit a written, dated and signed statement of the grievance or complaint and a description of the actions that have taken place thus far to the next level of authority directly or through the Director of Education.

Step 3 – If the matter is not resolved to the student's satisfaction in Step 2, the student's next step is to submit a written, dated and signed statement to the campus President. Within five (5) days of the President's receipt of the written statement, the President will arrange for a preliminary meeting with the student to discuss the grievance, and the President will thereafter conduct an investigation, including providing the student with a full and fair opportunity to present evidence relevant to the matter. The President will render his/her decision in writing within ten (10) business days after concluding his/her investigation, setting out the President's findings, conclusions, and reasoning. The President's decision will be final. The student's written complaint, together with the President's decision, will become a permanent part of the files of the parties involved.

This grievance procedure is designed to address problems promptly and without undue delay. In order to achieve that, the student must initiate Step 1 within ten (10) business days of the incident or circumstance(s) giving rise to the complaint, and must initiate each other Step within ten (10) business days after receiving a response or if more than twenty (20) business days have passed with no response. If the student fails to take any of the steps in this procedure within the required timeframes, then the student will be deemed to have accepted the resolution last proposed by Pittsburgh Career Institute. If Pittsburgh Career Institute fails to act within the timeframes described in this procedure, then the student may elect to forgo any further steps in the grievance procedure and choose to go directly to arbitration as provided in the student's enrollment agreement. The time periods set forth in these procedures can be extended by mutual consent of Pittsburgh Career Institute and the student.

If a student does not feel that the school has adequately addressed a complaint or concern, the student may contact the Accrediting Council for Independent Colleges and Schools. All complaints must be in written form, with permission from the complainant(s) for the Council to forward a copy of the complaint to the school for a response. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Council. Please direct all inquiries to:

**Accrediting Council for Independent Colleges and Schools**

Email: [complaints@acics.org](mailto:complaints@acics.org)

Fax: 202-842-2593

Mail: 750 First Street NE, Suite 980  
Washington, D.C. 20002-4223

The student may also file a complaint directly with the Commonwealth of Pennsylvania Board of Private Licensed Schools:

**Pennsylvania Department of Education**

333 Market Street

Harrisburg, Pennsylvania 17126-0333

Students may submit any grievances regarding the Diagnostic Medical Sonography program to:

**Commission on Accreditation of Allied Health Education Programs (CAAHEP)**

1361 Park Street

Clearwater, Florida 33756

(727) 210-2350

Students may submit any grievances regarding the Dialysis Technology program to:

**Board of Nephrology Examiners Nursing and Technology (BONENT)**

100 S. Washington St.

Rockville, MD 20850

(202) 462-1252

(202)463-1527

Students may submit any grievances regarding the Massage Therapist program to:

**American Massage Therapy Association (AMTA)**

500 Davis Street, Suite 900

Evanston, IL 60201

877-905-0577

Students may submit any grievances regarding the Surgical Technology program to the

**Accrediting Bureau of Health Education Schools (ABHES)**

7777 Leesburg Pike

Suite 314

N. Falls Church, Virginia 22043

(703) 917-9503

Students may submit any grievances regarding the Respiratory Therapy program to:

**Commission on Accreditation for Respiratory Care (CoARC)**

1248 Harwood Road

Bedford, TX 76021-4244

(817) 283-2835

Students may submit and grievances reagrding the Veterinary Technology program to:

**American Veterinary Medical Association**

1931 N. Meacham Road

Suite 100

Schaumburg, Illinois 60173-4360

(800) 248-2862

## Family Educational Rights and Privacy Act Notice

The Family Educational Rights and Privacy Act (FERPA) afford eligible students certain rights with respect to their education records. An “eligible student” under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution. These rights include:

1. The right to inspect and review the student's education records within 45 days after the day Pittsburgh Career Institute receives a request for access. A student should obtain a *Request to Inspect and Review Education Records* form from the Academic Department and submit to the Director of Education, a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. Students are not entitled to inspect and review financial records of their parents. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the school to amend a record should write the Director of Education, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before Pittsburgh Career Institute discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The school 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 institution in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of Pittsburgh Career Institute who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of the education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. 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 institution.

Parental access to a student's record will be allowed by Pittsburgh Career Institute without prior consent if: (1) the student has violated a law or the institution's rules or policies governing alcohol or substance abuse, if the student is under 21 years old; or (2) the information is needed to protect the health or safety of the student or other individuals in an emergency.

Upon request, the school also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Pittsburgh Career Institute to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

Below is a listing of the disclosures that postsecondary institutions may make without consent:

FERPA permits the disclosure of education records, without consent of the student, if the disclosure meets certain conditions found in the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose education records without obtaining prior written consent of the student in the following instances:

- To other school officials, including teachers, within Pittsburgh Career Institute whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions.
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer.
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the institution's State-supported education programs. Disclosures under this provision may be made, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid.
- To organizations conducting studies for, or on behalf of, the school, in order to: (a)

develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. To accrediting organizations to carry out their accrediting functions.

- To comply with a judicial order or lawfully issued subpoena.
- To appropriate officials in connection with a health or safety emergency.

Information the school has designated as “directory information” may be released at the school’s discretion. Pittsburgh Career Institute has defined directory information as the student’s name, address(es), telephone number(s), e-mail address, birth date and place, program undertaken, dates of attendance, honors and awards, photographs and credential awarded. If a student does not want his or her directory information to be released to third parties without the student’s consent, the student must present such a request in writing to the Director of Education within 45 days of the student’s enrollment or by such later date as the institution may specify. Under no circumstance may the student use the right to opt out to prevent the institution from disclosing that student’s name, electronic identifier, or institutional e-mail address in a class in which the student is enrolled.

- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding.
- To the general public, the final results of a disciplinary proceeding if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school’s rules or policies with respect to the allegation made against him or her. To parents of a student regarding the student’s violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of twenty-one.

## **Changes**

Pittsburgh Career Institute reserves the right to make changes in equipment and instructional materials, to modify curriculum and to combine or cancel classes.

Please refer to the catalog addendum for information related to and changes, the school calendar, tuition and fees, listing of faculty and staff.

## **PROGRAM OFFERINGS**

### **Dental Assistant**

Diploma Program

50 Semester Credits 1210 Clock Hours

40 Instructional Weeks – Day

60 Instructional Weeks – Night/Weekend

### **PROGRAM DESCRIPTION**

The Dental Assistant program at Pittsburgh Career Institute is designed to prepare students to assist in a variety of dental office situations. Students receive training in dental anatomy, pathology and terminology, dental instruments and materials, X-rays and radiography, chair side assisting techniques, as well as dental laboratory and office administration procedures. The core curriculum is structured to include a lecture component, a laboratory component, and a clinical component. The final externship portion of the curriculum consists of supervised experiences in a clinical environment, which requires competencies, logs, and evaluations completed by the student. At the conclusion of the program, graduates who have diligently attended class and their externship, studied, and practiced their skills should have the skills to seek entry-level employment as dental assistants.

Theory/lecture classes will be limited to 50 students. Laboratory courses will be limited to a faculty to student ratio of 1:10

### **STATE LICENSURE/REGISTRATION INFORMATION**

Licensure and/or registration requirements are controlled by the individual states and are subject to change without notice. In Pennsylvania, dental assistants are not required to take and pass a state certification exam in order to work as dental assistants. PCI does not control state licensure and/or registration requirements and cannot guarantee that graduates will be eligible to work as dental assistants in Pennsylvania or other states, at all or at any specific time, regardless of their eligibility status upon enrollment.

## Dental Assistant Diploma Curriculum Requirements

<b>COURSE NUMBER</b>	<b>COURSE TITLE</b>	<b>COURSE HOURS</b>	<b>SEMESTER CREDITS</b>
ALH-111	Healthcare Computer Applications	40	1.5
ALH-155	Career Success	40	2.5
DD-101A	Anatomy for Dental Assistants	35	2.0
DD-106	Oral Anatomy	45	3.0
DD-110	Dental Radiology	80	4.0
DD-105	Introduction to Dental Radiology	40	1.5
DD-113	Dental History and Ethics	40	2.5
DD-115A	Dental Materials	65	2.0
DD-118	Dental Specialties	100	3.5
DD-121	Pharmacology/Diet and Nutrition	25	1.5
DD-125A	Oral Pathology	20	1.0
DD-128	Microbiology/Infection Control	20	0.5
DD-130A	Dental Office Management	55	2.0
DD-135A	Dental Emergencies	40	2.5
DD-150	Chairside Assisting: Preparing Instruments	40	1.5
DD-155	Chairside Assisting: Four-Handed	65	2.5
DD-198	Dental Assistant Externship I	150	3.0
DD-199	Dental Assistant Externship II	150	3.0
GS-101	Strategies for Success	40	2.5
GS-105A	Introduction to Psychology	40	2.5
GS-151	Communication Skills	40	2.5
GS-201	Human Relations	40	2.5
	<b>TOTAL:</b>	<b>1210</b>	<b>50</b>

## **Diagnostic Medical Sonography**

Associate in Specialized Technology Degree Program (AST)

99 Semester Credits 2505 Clock Hours

100 Instructional Weeks – Day

### **PROGRAM DESCRIPTION**

The Diagnostic Medical Sonography program is designed to prepare competent entry-level general sonographers in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. The Diagnostic Medical Sonography program at Pittsburgh Career Institute, Pittsburgh (PCI) is designed to prepare students to perform diagnostic ultrasound examinations required of an entry-level general sonographer to include, but not be limited to, the abdomen, pelvis, pregnant female pelvis, and superficial structures. Students are also introduced to vascular ultrasound. The student will have the opportunity to study the anatomy, physiology and pathophysiology of scanned organ systems, recognize the sonographic patterns of the organs, learn the protocols for a logical and thorough survey of the organs, and provide accurate and technical impressions to the interpreting physician. The core curriculum is structured to include an on-campus lecture component, an on-campus imaging laboratory component, and an off-campus integrated clinical component. The clinical portion of the curriculum is structured to include supervised experiences in the clinical environment that require competencies, logs, and evaluations completed by the student. At the conclusion of the program, graduates who have diligently attended class and their externship, studied, and practiced their skills should have the skills to seek entry-level employment as diagnostic medical sonographers.

Theory/lecture classes will be limited to 30 students. Laboratory courses will be limited to a faculty to student ratio of 1:16.

### **ACCREDITATION/CERTIFICATION INFORMATION DISCLOSURE**

The Diagnostic Medical Sonography program at PCI is programmatically accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP). Therefore, graduates of the program are eligible for and encouraged to take the Registered Diagnostic Medical Sonographer (RDMS) exam offered by the American Registry of Diagnostic Medical Sonographers (ARDMS). This credential is a nationally recognized voluntary certification that could enhance employment opportunities. Registration requirements for taking and passing this examination are not controlled by PCI but by outside agencies and are subject to change by the agency without notice. Therefore, PCI cannot guarantee that graduates will be eligible to take this registration exam, or any other registration or certification exam, at all or at any specific time, regardless of their eligibility status upon enrollment.

### **STATE LICENSURE/REGISTRATION INFORMATION**

Licensure and/or registration requirements are controlled by the individual states and are subject to change without notice. Although Pennsylvania does not require sonographers to obtain state licensure and/or registration at this time, some states may require this. Pittsburgh Career Institute does not control state licensure and/or registration requirements and cannot guarantee that graduates will be eligible to work as sonographers in Pennsylvania or any other state, at all or at any specific time, regardless of their eligibility status upon enrollment.

## Diagnostic Medical Sonography Degree Curriculum Requirements

COURSE NUMBER	COURSE TITLE	CLOCK HOURS	SEMESTER CREDITS
<b>Core Curriculum Requirements</b>			
AH-135	Medical Terminology	40	2.5
ALH-166	Human Anatomy and Physiology - All Body Systems	60	3.5
DMS-206	Ultrasound Terminology	40	2.5
DMS-220	Introduction to Clinical Education	229	5.0
DMS-225	Ultrasound Case Review	50	3.0
DMS-226	ARDMS Registry Exam Seminar	40	2.5
DMS-230	Clinical Education I	229	5.0
DMS-234	Clinical Education IV	229	5.0
DMS-240	Clinical Education II	229	5.0
DMS-250	Clinical Education III	229	5.0
DMS-300	Abdominal Ultrasound I	80	4.0
DMS-301	Abdominal Ultrasound II	40	2.5
DMS-310	Superficial Anatomy	60	3.0
DMS-320	Physics and Instrumentation II	40	2.5
DMS-340	Abdominal Pathology I	40	2.5
DMS-341	Abdominal Pathology II	40	2.5
DMS-350	Abdominal Doppler	60	3.0
DMS-400	Obstetrical Pathology I	50	3.0
DMS-401	Gynecology and Obstetric Ultrasound	40	2.5
DMS-410	Vascular Ultrasound I	60	3.0
DS-101	Ultrasound Lab I	60	2.0
DS-102	Ultrasound Lab II	60	2.0
DS-104	Ultrasound Lab III	60	2.0
DS-110	Introduction to Ultrasound	40	2.5
DS-120	Physics and Instrumentation I	40	2.5
	<b>Total Required Core Curriculum</b>	<b>2265</b>	<b>78.5</b>
<b>General Education Requirements</b>			
ALH-155	Career Success	40	2.5
GS-100A	English Composition	40	2.5
GS-105A	Introduction to Psychology	40	2.5
GS-116	Computer Concepts I	40	1.5
GS-117	Computer Concepts II	40	1.5
GS-140	Biomedical Ethics	40	2.5
GS-211	Algebra	40	2.5
GS-270	Patient Care/Hospital Policies	40	2.5
PHY-113	Introduction to Physics	40	2.5
	<b>Total Required General Education</b>	<b>240</b>	<b>20.5</b>
	<b>TOTAL:</b>	<b>2505</b>	<b>99.0</b>

## **Dialysis Technology**

Diploma Program

47 Semester Credits 1020 Clock Hours

40 Instructional Weeks – Day

70 Instructional Weeks – Evening/Weekend

### **PROGRAM DESCRIPTION**

The Dialysis Technology program at Pittsburgh Career Institute, Pittsburgh provides students with the opportunity to study dialysis, principles of dialysis, anatomy and physiology of the kidney, fluid and electrolyte balance, hematologic aspects, infectious diseases, dialysis systems and equipment, vascular access to circulation, dietary regulation, blood chemistries, complications of renal failure, psychosocial aspects, and an overview of peritoneal dialysis and renal transplantation. The program seeks to prepare students to work under the supervision of other medical professionals such as physicians and registered nurses. The core curriculum is structured to include a lecture component, a laboratory component, and a clinical component. The final externship portion of the curriculum consists of supervised experiences in a clinical environment, where the student will practice physical assessments, universal precautions, fluid management, initiating and concluding dialysis, access to circulation, patient equipment monitoring, and the treatment of routine hemodialysis problems in accordance with dialysis procedures. The externship requires competencies, logs, and evaluations completed by the student. At the conclusion of the program, graduates who have diligently attended class and their externship, studied, and practiced their skills should have the skills to seek entry-level employment as dialysis technicians.

Theory/lecture classes will be limited to 50 students. Laboratory courses will be limited to a faculty to student ratio of 1:25.

### **APPROVAL/CERTIFICATION INFORMATION**

The Dialysis Technology program is approved by the The Board of Nephrology Examiners Nursing and Technology(BONENT). Therefore, graduates of the program are eligible for and encouraged to take the The BONENT Certified Hemodialysis Technologist/Technician examination. This is a nationally recognized voluntary certification that could enhance employment opportunities. Registration requirements for taking and passing this examination are not controlled by PCI but by outside agencies and are subject to change by the agency without notice. Therefore, PCI cannot guarantee that graduates will be eligible to take this exam, or any other registration or certification exam, at all or at any specific time, regardless of their eligibility status upon enrollment.

### **STATE LICENSURE/REGISTRATION INFORMATION**

Dialysis Technicians are required to be certified to work in the Commonwealth of Pennsylvania within 18 months of graduation.

## Dialysis Technology Diploma Curriculum Requirements

<b>COURSE NUMBER</b>	<b>COURSE TITLE</b>	<b>CLOCK HOURS</b>	<b>SEMESTER CREDITS</b>
AH-188	Human Anatomy and Physiology I	60	3.5
AH-189	Human Anatomy and Physiology II	60	3.5
ALH-101	Health Information Technology	40	2.5
ALH-120	Medical Terminology – All Body Systems	40	2.5
ALH-140	Pharmacology	60	4.0
DT-100	Introduction to Dialysis Technology	40	2.0
DT-101	Laboratory Procedures	60	2.0
DT-103	Diet and Nutrition	40	2.5
DT-105	Transplantation	40	2.5
DT-120	Dialysis Clinical Skills I	90	2.0
DT-130	Dialysis Clinical Skills II	90	2.0
DT-140	Dialysis Technical Skills	45	1.0
DT-150	Certification Review	35	2.0
DT-199	Dialysis Technology Externship	120	2.5
GS-101	Strategies for Success	40	2.5
GS-105A	Introduction to Psychology	40	2.5
GS-106	Psychology of Disease	40	2.5
GS-140	Biomedical Ethics	40	2.5
GS-195	Math and Metrics	40	2.5
	<b>TOTAL:</b>	<b>1020</b>	<b>47.0</b>

## **Massage Therapist**

Diploma Program

36 Semester Credits 900 Clock Hours

40 Instructional Weeks – Day

60 Instructional Weeks – Evening/Weekend

### **PROGRAM DESCRIPTION**

The Massage Therapist program at Pittsburgh Career Institute, Pittsburgh (PCI) provides students with instruction in both practical and theoretical massage, anatomy, physiology, pathology, ethics, clinical practice, and hygiene. The program offers training in therapeutic massage principles, hydrotherapy and allied therapeutic modalities, including massage techniques, the external application of water, heat, cold, topical preparations, and mechanical devices. The core curriculum is structured to include a lecture component and a clinical component. The final externship portion of the curriculum consists of supervised experiences in a clinical environment, which requires competencies, logs, and evaluations completed by the student. At the conclusion of the program, graduates who have diligently attended class and their externship, studied, and practiced their skills should have the skills to seek entry-level employment as massage therapists.

Theory/lecture classes will be limited to 50 students. Laboratory courses will be limited to a faculty to student ratio of 1:20.

### **STATE LICENSURE/REGISTRATION INFORMATION**

Effective January 1, 2011, the Commonwealth of Pennsylvania requires massage therapists be licensed by the State Board of Massage Therapy in order to practice in the state. Passage of the Massage and Bodywork Licensure Examination (MBLEx) offered by the Federation of State Boards of Massage Therapy is one of the requirements for state licensure. Pittsburgh Career Institute does not control state licensure in Pennsylvania or in any other state, and cannot guarantee that graduates will be eligible to work as massage therapists in Pennsylvania or any other state, at all or at any specific time, regardless of their eligibility status upon enrollment.

## Massage Therapist Diploma Curriculum Requirements

<b>COURSE NUMBER</b>	<b>COURSE TITLE</b>	<b>CLOCK HOURS</b>	<b>SEMESTER CREDITS</b>
ALH-120	Medical Terminology-All Body Systems	40	2.5
ALH-165	Anatomy and Physiology for Health Professionals	40	2.5
GS-101	Strategies for Success	40	2.5
MT-121	Massage Therapy Foundations	80	3.5
MT-123	Deep Tissue Massage	40	1.5
MT-124	Muscle Anatomy for Massage Therapists	40	1.5
MT-125	Hydrotherapy and Spa Modalities	40	1.5
MT-126	Kinesiology and Joint Movement	40	1.5
MT-127	Sports Massage	40	1.5
MT-128	Energy Bodywork	40	1.5
MT-129	Massage for Special Populations	40	1.5
MT-130	Pathology for Massage Therapists	40	2.0
MT-131	Therapeutic Massage Applications	40	1.5
MT-132	Seated Massage	40	1.5
MT-133	Neuromuscular Therapy	40	1.5
MT-137	Building a Massage Therapy Practice	40	2.5
MT-140	Student Clinic	40	1.5
MT-199A	Massage Therapy Externship	180	4.0
	<b>TOTAL:</b>	<b>900</b>	<b>36.0</b>

## **Medical Assistant Specialist**

Associate in Specialized Technology Degree Program (AST)

67 Semester Credits 1500 Clock Hours

60 Instructional Weeks – Day

### **PROGRAM DESCRIPTION**

The Medical Assistant Specialist program at Pittsburgh Career Institute is designed to prepare students to assist medical providers by performing administrative duties and basic clinical duties in an office and/or medical center. The core curriculum covers a variety of subjects, including medical practice, medical law and ethics, medical communications, medical records, insurance, patient preparation, and basic laboratory procedures and tests. The courses are grouped around knowledge and skills required for administrative and clinical medical assisting. Students are required to complete a supervised clinical externship at a medical facility that includes competencies, logs and evaluations completed by the student. At the completion of the program, graduates who have diligently attended class and their externship, studied, and practiced their skills should have the necessary skills to seek entry-level employment as medical assistants.

Theory/lecture classes will be limited to 50 students. Laboratory courses will be limited to a faculty to student ratio of 1:20.

### **STATE LICENSURE/REGISTRATION INFORMATION**

Licensure and/or registration requirements are controlled by the individual states and are subject to change without notice. Although Pennsylvania does not require medical assistants to obtain state licensure and/or registration at this time, some states may require this. Pittsburgh Career Institute does not control state licensure and/or registration requirements and cannot guarantee that graduates will be eligible to work as medical assistants in Pennsylvania or any other state, at all or at any specific time, regardless of their eligibility status upon enrollment.

## Medical Assistant Specialist Degree Curriculum Requirements

COURSE NUMBER	COURSE TITLE	CLOCK HOURS	SEMESTER CREDITS
<b>Core Curriculum Requirements</b>			
ALH-101A	Health Information Management: Healthcare Data	40	1.5
ALH-106	Healthcare Law and Ethics	40	2.5
ALH-107	Health Information Technology: Computer Applications	40	1.5
ALH-111	Healthcare Computer Applications	40	1.5
ALH-117	Safety in the Healthcare Environment	40	1.5
ALH-120	Medical Terminology - All Body Systems	40	2.5
ALH-126	Health Records, Coding and Reimbursement	40	1.5
ALH-155	Career Success	40	2.5
ALH-160	The Human Body: Cardiovascular, Pulmonary And Lymphatic Systems	40	2.5
ALH-165A	The Human Body: Respiratory, Digestive and Urinary Systems	40	2.5
ALH-175	The Human Body: Endocrine and Reproductive Systems and Nutrition	40	2.5
ALH-185	The Human Body: Musculoskeletal, Nervous and Integumentary Systems	40	2.5
GS-101	Strategies for Success	40	2.5
MA-100	Introduction to Customer Service	40	2.5
MA-105	Transcription	40	1.5
MA-120A	Clinical Skills	40	1.5
MA-141	Clinical Procedures	40	1.5
MA-151	Electrocardiography	40	1.5
MA-156	Pharmacology	40	1.5
MA-161	Medical Laboratory Procedures	40	1.5
MA-165	Hematology	40	1.5
MA-180	Medical Office Administration	40	2.5
MA-190	Medical Assistant Clinical Review	40	1.5
MA-197	Medical Assistant Externship	180	4.0
MA-197B	Medical Assistant Externship II	160	3.5
<b>Total Required Core Curriculum</b>		<b>1260</b>	<b>52.0</b>
<b>General Education Requirements</b>			
GS-100A	English Composition	40	2.5
GS-105A	Introduction to Psychology	40	2.5
GS-151	Communication Skills	40	2.5
GS-195	Math and Metrics	40	2.5
GS-230	Business Correspondence	40	2.5
SOC-101	Introduction to Sociology	40	2.5
<b>Total Required General Education:</b>		<b>240</b>	<b>15.0</b>
<b>TOTAL:</b>		<b>1500</b>	<b>67.0</b>

## **Medical Billing and Coding**

Diploma Program

43 Semester Credits 940 Clock Hours

40 Instructional Weeks- Day

60 Instructional Weeks – Evening/Weekend

### **PROGRAM DESCRIPTION**

The Medical Billing and Coding program at Pittsburgh Career Institute is designed to prepare students for careers in a variety of healthcare settings, including medical offices, hospitals, clinics and skilled-care facilities. The curriculum is structured to include didactic instruction in several areas, including, but not limited to, billing practices and systems, coding and reimbursement systems, data abstracting, health record maintenance, or healthcare computer applications. The final portion of curriculum includes a supervised clinical externship at a medical facility. At the completion of the program, graduates who have diligently attended class and their externship, studied, and practiced their skills should have the necessary skills to seek entry-level employment in the field of medical billing and coding. Student class size will be limited to 50 students.

### **STATE LICENSURE/REGISTRATION INFORMATION**

Licensure and/or registration requirements are controlled by the individual states and are subject to change without notice. Although Pennsylvania does not require state licensure and/or registration at this time, some states may require this. PCI does not control state licensure and/or registration requirements and cannot guarantee that graduates will be eligible to work in the field of medical billing and coding in Pennsylvania or any other state, at all or at any specific time, regardless of their eligibility status upon enrollment.

## Medical Billing and Coding Diploma Curriculum Requirements

<b>COURSE NUMBER</b>	<b>COURSE TITLE</b>	<b>CLOCK HOURS</b>	<b>SEMESTER CREDITS</b>
ALH-101A	Health Information Management: Healthcare Data	40	1.5
ALH-103	Healthcare Delivery Systems	40	2.5
ALH-107	Health Information Technology: Computer Applications	40	1.5
ALH -109	Reimbursement Methodologies	40	1.5
ALH-120	Medical Terminology - All Body Systems	40	2.5
ALH-125	Introduction to Medical Coding and Reimbursement	40	1.5
ALH-155	Carer Success	40	2.5
ALH-160	The Human Body: Cardiovascular, Pulmonary And Lymphatic Systems	40	2.5
ALH-165A	The Human Body: Respiratory, Digestive and Urinary Systems	40	2.5
ALH-175	The Human Body: Endocrine and Reproductive Systems and Nutrition	40	2.5
ALH-185	The Human Body: Musculoskeletal, Nervous and Integumentary Systems	40	2.5
GS-101	Strategies for Success	40	2.5
GS-141	Ethics and Cultural Diversity	40	2.5
GS-151	Communication Skills	40	2.5
MBC-160A	Diagnostic and Procedure Coding for Cardiovascular, Pulmonary and Lymphatic Systems	40	1.5
MBC-165	Diagnostic and Procedure Coding for Respiratory, Digestive and Urinary Systems	40	1.5
MBC-175	Diagnostic and Procedure Coding for Endocrine and Reproductive Systems and Nutrition	40	1.5
MBC-185	Diagnostic and Procedure Coding for Musculoskeletal, Nervous and Integumentary Systems	40	1.5
MBC-195A	Medical Billing and Coding Seminar	40	2.0
MBC-199	Medical Billing and Coding Externship	180	4.0
	<b>TOTAL:</b>	<b>940</b>	<b>43</b>

## **Pharmacy Technician**

Associate in Specialized Technology Degree Program (AST)

76 Semester Credits 1510 Clock Hours

60 Instructional Weeks – Day

### **PROGRAM DESCRIPTION**

The Pharmacy Technician program at Pittsburgh Career Institute provides students with the technical and practical training necessary for work as an entry-level assistant to a licensed pharmacist. Students will study pharmacy computing, medication preparation, inventory and billing, and quality customer service care. The program seeks to prepare students to work under the supervision of a licensed Pharmacist in the preparation and dispensing of medications; maintaining patient records; setting up, packaging, and labeling routine orders from stock supplies; and mixing drugs with parenteral fluids. The core curriculum is structured to include a lecture component, a laboratory component, and a clinical component. The final externship portion of the curriculum consists of supervised experiences in a clinical environment, which requires competencies, logs, and evaluations completed by the student. At the conclusion of the program, graduates who have diligently attended class and their externship, studied, and practiced their skills should have the skills to seek entry-level employment as pharmacy technicians.

Theory/lecture classes will be limited to 50 students. Laboratory courses will be limited to a faculty to student ratio of 1:30.

### **STATE LICENSURE/REGISTRATION INFORMATION**

The state of Pennsylvania does not require pharmacy technicians to be registered, licensed, or PTCB-certified in order to practice in the state. However, PTCB certification and/or state licensure/registration may be required to practice in other states. PCI does not control state licensure or certification requirements in Pennsylvania or in any other state, and cannot guarantee that graduates will be eligible to work as pharmacy technicians in Pennsylvania or any other state, at all or at any specific time, regardless of their eligibility status upon enrollment.

## Pharmacy Technician Degree Curriculum Requirements

<b>COURSE NUMBER</b>	<b>COURSE TITLE</b>	<b>CLOCK HOURS</b>	<b>SEMESTER CREDITS</b>
<b>Core Curriculum Requirements</b>			
AH-188	Human Anatomy and Physiology I	60	3.5
AH-189	Human Anatomy and Physiology II	60	3.5
ALH-120	Medical Terminology - All Body Systems	40	2.5
GS-101	Strategies for Success	40	2.5
GS-190	Introduction to Chemistry	80	5.0
GS-145	Accounting	40	2.0
PY-100	Introduction to Pharmacy Technology	40	2.5
PY-200	Dosage Forms	60	3.0
PY-205	Inventory and Cost Control	40	2.5
PY-210	Pharmacy Administration	40	2.5
PY-300	Pharmacy Math	90	6.0
PY-305	Pharmacy Terminology and Communication	40	2.5
PY-310	Admixture and Aseptic Technique	60	3.0
PY-315	Basic Pharmacy Law	40	2.5
PY-400	Pharmacology	120	8.0
PY-406	Clinical Problem Solving	60	3.0
PY-410	Dispensing Safety	40	2.5
PY-906	Pharmacy Technician Externship	360	8.0
<b>Total Required Core Curriculum</b>		<b>1310</b>	<b>65</b>
<b>General Education Requirements</b>			
GS-100A	English Composition	40	2.5
GS-116	Computer Concepts I	40	1.5
GS-130	Public Speaking	40	2.0
SOC-101	Introduction to Sociology	40	2.5
GS-195	Math and Metrics	40	2.5
<b>Total Required General Education:</b>		<b>200</b>	<b>11.0</b>
<b>TOTAL:</b>		<b>1510</b>	<b>76.0</b>

## **Respiratory Therapy**

Associate in Specialized Technology Degree Program (AST)

94 Semester Credits 2380 Clock Hours

90 Instructional Weeks – Day

### **PROGRAM DESCRIPTION**

The Respiratory Therapy program at Pittsburgh Career Institute is designed to provide students with the technical and practical training necessary to work as respiratory therapists in a variety of healthcare settings. The program is designed to teach students the ability to comprehend, apply and evaluate clinical information relevant to their roles as respiratory therapists, as well as show the technical proficiency and the professional behavior consistent with employer expectations. The core curriculum is structured to include a lecture component, a laboratory component, and an integrated clinical component. The clinical portion of the curriculum consists of supervised experiences in a clinical environment, which requires competencies, logs and evaluations completed by the student. At the conclusion of the program, graduates who have diligently attended class, their clinical requirements, studied and practiced their skills should have the skills to seek entry-level employment as respiratory therapists.

Theory/lecture classes will be limited to 50 students. Laboratory courses will be limited to a faculty to student ratio of 1:20. Clinical courses will be limited to a faculty to student ratio of 1:6.

### **ACCREDITATION/CERTIFICATION INFORMATION DISCLOSURE**

The Respiratory Therapy program at Pittsburgh Career Institute is programmatically accredited by the Commission on Accreditation for Respiratory Care (CoARC). Therefore, graduates of the program are eligible for and encouraged to take the Certified Respiratory Therapy (CRT) and Registered Respiratory Therapy (RRT) exams offered by the National Board for Respiratory Care (NBRC), which may enhance employment opportunities. Certification requirements for taking and passing this examination are not controlled by, Pittsburgh Career Institute and are subject to change without notice. Therefore, Pittsburgh Career Institute cannot guarantee that graduates will be eligible to take this certification exam, or any other certification exam, at all or at any specific time, regardless of their eligibility status upon enrollment.

### **STATE LICENSURE/REGISTRATION INFORMATION**

In the state of Pennsylvania, graduates must apply for and receive state certification to practice respiratory therapy. Passage of the CRT examination offered by the NBRC is required for state certification in Pennsylvania. Pittsburgh Career Institute does not control state licensure or certification requirements in Pennsylvania or in any other state, and cannot guarantee that graduates will be eligible to work as respiratory therapists in Pennsylvania or any other state, at all or at any specific time, regardless of their eligibility status upon enrollment.

## Respiratory Therapy Degree Curriculum Requirements

COURSE NUMBER	COURSE TITLE	CLOCK HOURS	SEMESTER CREDITS
<b>Core Curriculum Requirements</b>			
AH-188	Human Anatomy and Physiology I	60	3.5
AH-189	Human Anatomy and Physiology II	60	3.5
ALH-120	Medical Terminology - All Body Systems	40	2.5
ALH-180	Microbiology	40	1.5
RR-100	Cardiopulmonary Anatomy and Physiology	80	5.0
RR-105	Introduction to Respiratory Care	40	2.5
RR-120	Patient Management	50	2.5
RR-210	Pharmacology	80	5.0
RR-215	Respiratory Therapy Equipment	60	3.0
RR-220	Introduction to Clinic	20	1.0
RR-300	Clinical Education I	128	2.5
RR-305	Cardiopulmonary Resuscitation (CPR)	20	0.5
RR-315	Cardiopulmonary Diseases	75	5.0
RR-321	Airway Management	30	0.5
RR-400	Clinical Education II	128	2.5
RR-410	Pulmonary Function Testing	60	2.5
RR-421	EKG's	25	1.0
RR-500	Clinical Education III	128	2.5
RR-506	Neonatal/Pediatrics I	30	1.5
RR-507	Neonatal/Pediatrics II	30	1.5
RR-511	Mechanical Ventilation I	60	2.0
RR-521	Neonatal/Pediatrics Lab I	15	0.5
RR-522	Neonatal/Pediatrics Lab II	15	0.5
RR-600	Clinical Education IV	192	4.0
RR-605	CRRT Preparation	20	1.0
RR-611	Mechanical Ventilation II	60	2.5
RR-615	Rehabilitation and Home Care	20	1.0
RR-620	Critical Care Monitoring	30	1.5
RR-700	Clinical Education V	192	4.0
RR-800	Clinical Education VI	192	4.0
RR-810	RRT Preparation	30	2.0
RR-825	ACLS/PALS	60	3.0
RR-830	Mechanical Ventilation III	30	1.5
	<b>Total Required Core Curriculum</b>	<b>2100</b>	<b>77.5</b>
<b>General Education Requirements</b>			
GS-100A	English Composition	40	2.5
GS-116	Computer Concepts I	40	1.5
GS-140	Biomedical Ethics	40	2.5
GS-191	Introduction to Chemistry	40	2.5
GS-195	Math and Metrics	40	2.5
GS-201	Human Relation	40	2.5
PHY-113	Introduction to Physics	40	2.5
	<b>Total Required General Education:</b>	<b>280</b>	<b>16.5</b>
	<b>TOTAL:</b>	<b>2380</b>	<b>94.0</b>

## **Surgical Technology**

Associate in Specialized Technology Degree Program (AST)

67.5 Semester Credits 1600 Clock Hours

60 Instructional Weeks – Day

### **PROGRAM DESCRIPTION**

The Surgical Technology program at, Pittsburgh Career Institute is designed to provide students with the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains necessary for employment as an entry level surgical technologist. The Association of Surgical Technology (AST) Core Curriculum 6<sup>th</sup> Edition was used as a guideline to facilitate the formation of the surgical technology program curriculum, which includes an on-campus lecture component, an on-campus laboratory component, and an off-campus integrated clinical component. The curriculum is designed to provide instruction in anatomy and physiology, medical terminology, surgical pharmacology and microbiology, surgical procedures, aseptic technique, surgical instrumentation, and medical legal components of the practice of surgical technology. Students are also taught necessary skill sets, such as critical thinking under pressure, case preparation and management, and anticipation of patient needs and safety. The final externship portion of the curriculum is structured to include supervised experiences in the clinical environment that require competencies, logs, and evaluations completed by the student. At the conclusion of the program, graduates who have diligently attended class and their externship, studied, and practiced their skills should have the skills to seek entry-level employment as surgical technologists.

Theory/lecture classes will be limited to 50 students. Laboratory classes will be limited to a faculty to student ratio of 1:12.

### **ACCREDITATION/CERTIFICATION INFORMATION DISCLOSURE**

The Surgical Technology program is programmatically accredited by the Accrediting Bureau of Allied Health Education Schools (ABHES). Therefore, graduates of the program are eligible for and encouraged to take the certification exam offered by the National Board of Surgical Technology and Surgical Assisting (NBSTSA), formerly the Liaison Council on Certification for the Surgical Technologist (LCC-ST). This credential is a nationally recognized voluntary certification that could enhance employment opportunities or income potential. However, certification requirements for taking and passing this examination are not controlled by PCI but by outside agencies and are subject to change by the agency without notice. Therefore, PCI cannot guarantee that graduates will be eligible to take this certification exam, at all or at any specific time, regardless of their eligibility status upon enrollment.

### **STATE LICENSURE/REGISTRATION INFORMATION**

Licensure and/or registration requirements are controlled by the individual states and are subject to change without notice. Although Pennsylvania does not require surgical technologists to obtain state licensure and/or registration at this time, some states may require this. Pittsburgh Career Institute does not control state licensure and/or registration requirements and cannot guarantee that graduates will be eligible to work as surgical technologists in Pennsylvania or any other state, at all or at any specific time, regardless of their eligibility status upon enrollment.

## Surgical Technology Degree Curriculum Requirements

<b>COURSE NUMBER</b>	<b>COURSE TITLE</b>	<b>CLOCK HOURS</b>	<b>SEMESTER CREDITS</b>
<b>Core Curriculum Requirements</b>			
AH-188	Human Anatomy and Physiology I	60	3.5
AH-189	Human Anatomy and Physiology II	60	3.5
AH-250	Pathophysiology	35	2.0
ALH-120	Medical Terminology – All Body Systems	40	2.5
ALH-180	Microbiology	40	1.5
ST-100	Introduction to Surgical Technology	40	2.5
ST-140	Bioethics and Law for Surgical Technologists	40	2.5
ST-190	Foundations for Assessment	20	1.0
ST-200	Fundamentals of Surgical Care	60	3.0
ST-210	Surgical Instruments	40	2.0
ST-215	Preparation for Surgery	30	1.0
ST-220	Surgical Equipment and Supplies	30	1.5
ST-301	Process of Surgery	50	2.5
ST-305	Surgical Procedures I	60	3.0
ST-320	Surgical Procedures II	60	3.0
ST-400	Surgical Procedures III	85	3.5
ST-500	Surgical Procedures IV	85	3.5
ST-511	Clinical Operation Room Rotation	225	5.0
ST-905	Surgical Technology Externship	300	6.5
<b>Total Required Core Curriculum</b>		<b>1360</b>	<b>53.5</b>
<b>General Education Requirements</b>			
GS-100A	English Composition	40	2.5
SOC-101	Introduction to Sociology	40	2.5
GS-105A	Introduction to Psychology	40	2.5
GS-116	Computer Concepts I	40	1.5
GS-195	Math and Metrics	40	2.5
GS-401	Pharmacology	40	2.5
<b>Total Required General Education</b>		<b>200</b>	<b>14.0</b>
<b>TOTAL:</b>		<b>1600</b>	<b>67.5</b>

## **Veterinary Technology**

Associate in Specialized Technology (AST)

88 Semester Credits 1880 Clock Hours

70 Instructional Weeks – Day

### **PROGRAM DESCRIPTION**

The Veterinary Technology program at Pittsburgh Career Institute Pittsburgh is designed to provide students with the technical and practical training necessary to work as veterinary technicians who provide competent and humane care toward the emotional and physical well-being of animals. The core curriculum is structured to include a lecture component and a laboratory component. The final externship portion of the curriculum consists of supervised experiences in a clinical environment, which requires competencies, logs, and evaluations completed by the student. At the conclusion of the program, graduates who have diligently attended class and their externship, studied, and practiced their skills should have the skills to seek entry-level employment as veterinary technicians.

Theory/lecture classes will be limited to 30 students. Laboratory courses will be limited to a faculty to student ratio of 1:15.

### **ACCREDITATION/CERTIFICATION AND STATE REGISTRATION DISCLOSURE**

The Veterinary Technology program is programmatically accredited from the American Veterinary Medical Association (AVMA). This means that graduates of the program are eligible to apply to the Pennsylvania Medical Veterinary Board for registration and take the Veterinary Technician National Examination (VTNE) and the State Board examination. The requirements for taking and passing the VTNE and the State Board examination are not controlled by PCI and are subject to change without notice. Therefore, PCI cannot guarantee that graduates will be eligible to take the VTNE or State Board examination, at all or at any specific time, regardless of their eligibility status upon enrollment. Further, PCI does not control the state registration for veterinary technicians in Pennsylvania or in any other state. Thus, PCI cannot guarantee that graduates will be eligible to work as veterinary technicians in Pennsylvania or any other state, at all or at any specific time, regardless of their eligibility status upon enrollment.

### **STATE LICENSURE/REGISTRATION INFORMATION**

Licensure and/or registration requirements are controlled by the individual states and are subject to change without notice. Although Pennsylvania does not require veterinary technicians to obtain state licensure and/or registration at this time, some states may require this. Pittsburgh Career Institute does not control state licensure and/or registration requirements and cannot guarantee that graduates will be eligible to work as veterinary technicians in Pennsylvania or any other state, at all or at any specific time, regardless of their eligibility status upon enrollment.

## Veterinary Technology Degree Curriculum Requirements

<b>COURSE HOURS</b>	<b>COURSE TITLE</b>	<b>CLOCK HOURS</b>	<b>SEMESTER CREDITS</b>
<b>Core Curriculum Requirements</b>			
VT- 100	Introduction to Veterinary Science	40	2.5
VT-101	Veterinary Medical Terminology	30	2.0
VT-105	Veterinary Nursing Procedures I	60	2.5
VT-111	Kennel Management and Nutrition	30	2.0
VT-200	Veterinary Anatomy and Physiology I	80	4.5
VT-205	Veterinary Nursing Procedures II	60	2.5
VT-211	Specialized Nutrition	30	2.0
VT-216	External Parasitology	30	1.5
VT-300	Veterinary Anatomy and Physiology II	60	4.0
VT- 311	Breeds/ Preventative Medicine	50	2.5
VT-316	Internal Parasitology	50	2.0
VT-320	Pharmacology and Disease Procedures I	70	4.5
VT-406	Veterinary Nursing Procedures III/Internship	150	6.0
VT-416	Hematology and Urinalysis Techniques	50	2.0
VT-420	Pharmacology and Disease Procedures II	70	4.5
VT-506	Radiographic and Imaging	80	3.5
VT- 516	Microbiology Techniques	50	2.5
VT-601	Avian and Exotic Care	80	3.5
VT-606	Veterinary Surgical Nursing	150	6.0
VT-610	Registry Preparation Seminar	40	2.5
VT-905	Veterinary Technology Externship	300	6.5
	<b>Total Required Core Curriculum</b>	<b>1560</b>	<b>69.5</b>
<b>General Education Requirements</b>			
GS-100A	English Composition	40	2.5
GS-101	Strategies for Success	40	2.5
GS-116	Computer Concepts I	40	1.5
GS-130	Public Speaking	40	2.0
GS-191	Introduction to Chemistry	40	2.5
GS-195	Math and Metrics	40	2.5
GS-201	Human Relations	40	2.5
GS-205	Biology	40	2.5
	<b>Total Required General Education</b>	<b>320</b>	<b>18.5</b>
	<b>TOTAL:</b>	<b>1880</b>	<b>88</b>

## **Course Numbering System**

Pittsburgh Career Institute uses a course numbering system that consists of a two to three-letter prefix followed by three numbers which indicates both the general area of study and general freshman or sophomore level of the course.

Courses numbered 100-199 are generally taken during a student's first academic year. Course numbers in the 200+ range identify more advanced courses typically taken after the completion of prerequisite courses in the first or second year of study. Students will not be scheduled to start a class with prerequisites unless s/he has successfully completed the prerequisite courses.

Although the course number indicates the general level of study, courses may be completed out of sequence with a student's current study level, upon approval from the Director of Education. The unit of credit is the semester credit hour.

**Note:** The institution reserves the right to reschedule any course that is scheduled for fewer than ten students. Due to course scheduling and student demand, not all courses are available or offered every term.

## Course Descriptions

### **AH-135 Medical Terminology**

**2.5 Semester Credits**

**40 Clock Hours (40 Lecture)**

**Prerequisites: None**

This course is designed to provide the student with a functional and practical use of medical vocabulary. The student will be expected to identify prefixes, suffixes, root words and their definitions.

### **AH-188 Human Anatomy and Physiology I**

**3.5 Semester Credits**

**60 Clock Hours (45 Lecture, 15 Lab)**

**Prerequisites: None**

This is a course in systemic human biology for students in allied health requiring a background in human biology. The focus of this course is normal anatomy and physiology. This course includes body planes, tissues, integumentary system, skeletal system, articulations, muscular system, nervous system, and the endocrine system.

### **AH-189 Human Anatomy and Physiology II**

**3.5 Semester Credits**

**60 Clock Hours (45 Lecture, 15 Lab)**

**Prerequisites: None**

This course provides an overview of the human body systems and their relationship and differences regarding structure and function. The course will identify and define the general function and nature of various body systems, organs, and structures incorporated within the body systems

### **AH-250 Pathophysiology**

**2.0 Semester Credits**

**35 Clock Hours (35 Lecture)**

**Prerequisite: None**

This course will provide basic information about common medical conditions and diseases that are frequently first diagnosed or treated in ambulatory healthcare. Surgical Technology students will consider what a disease is, how the physician might diagnose and treat the disease and the likely consequences of the disease for the person experiencing it. Following an overview of the disease process, infectious diseases, neoplasms, and congenital diseases, the coverage of major conditions will be discussed by body system.

### **ALH-101 Health Information Technology**

**2.5 Semester Credits**

**40 Clock Hours (40 Lecture)**

**Prerequisites: None**

This course introduces healthcare data and data sets and how these components relate to primary and secondary record systems and to introduce legal, ethical, privacy, security and confidentiality issues and practices applicable to health information.

## **ALH-101A Health Information Technology: Healthcare Data**

**1.5 Semester Credits**

**40 Clock Hours (20 Lecture, 20 Lab)**

**Prerequisites: None**

This course introduces the generic components of the content, use and structure of healthcare data and data sets and how these components relate to primary and secondary record systems and to introduce legal, ethical, privacy, security and confidentiality issues and practices applicable to health information.

## **ALH-103 Healthcare Delivery Systems**

**2.5 Semester Credits**

**40 Clock Hours (40 Lecture)**

**Prerequisite: None**

This course introduces the organization, financing, regulatory bodies and delivery of different healthcare services, as well as the “continuum of care” concept.

## **ALH-106 Healthcare Law and Ethics**

**2.5 Semester Credits**

**40 Clock Hours (40 Lecture)**

**Prerequisites: None**

This course explores legal and ethical issues in healthcare delivery. The course will review and discuss legal principles, professional liability, informed consent, medical documentation, confidentiality, and the Health Insurance Portability and Accountability Act. Ethical discussion will focus on recognizing various patient needs, respecting the cultures and values of patients and their families, and appropriate communication based on context. Concepts relating to patient safety, therapeutic communication, and evidence based care are introduced.

## **ALH 107 Health Information Technology: Computer Applications**

**1.5 Semester Credits**

**40 Clock Hours (20 Lecture, 20 Lab)**

**Prerequisites: None**

This course is an overview of commonly available software tools used in healthcare, including introduction to encoding tools and computer assisted coding software used in health care data processing today. The electronic health record process and the unique systems environment found in the U.S. healthcare delivery is also discussed.

## **ALH-109 Reimbursement Methodologies**

**1.5 Semester Credits**

**40 Clock Hours (20 Lecture, 20 Laboratory)**

**Prerequisite: None**

This course is a study of the uses of coded data and health information in reimbursement and payment systems appropriate to all healthcare settings and managed care. Includes contemporary prospective payment systems and key health plans, charge-master maintenance, and evaluation of fraudulent billing practices.

### **ALH-111 Healthcare Computer Applications**

**1.5 Semester Credits**

**40 Clock Hours (20 Lecture, 20 Lab)**

**Prerequisites: None**

This course provides students with a general overview of computers and related information technology, with a focus on data-entry, communication, and practical skill development. Students will explore computer hardware and software, commonly used office applications, and the role of computer technology in the field of healthcare.

### **ALH-117 Safety in the Healthcare Environment**

**1.5 Semester Credits**

**40 Clock Hours (10 Lecture, 30 Lab)**

**Prerequisites: None**

This course addresses employee and patient safety concerns in the healthcare environment. Vital signs, medical office emergencies, OSHA, MSDS, blood borne pathogens, medical/surgical asepsis, minor surgery instrumentation and set-up, suturing, and personal protective equipment are among topics taught and practiced.

### **ALH-120 Medical Terminology – All Body Systems**

**2.5 Semester Credits**

**40 Clock Hours (40 Lecture)**

**Prerequisites: None**

This course introduces the major body structures and functions through the study of medical terminology. Terminology related to diagnosis and treatment is also presented.

### **ALH-125 Introduction to Medical Coding and Reimbursement**

**1.5 Semester Credits**

**40 Clock Hours (20 Lecture, 20 Laboratory)**

**Prerequisite: None**

This course familiarizes students with medical insurance reimbursements. Performing procedural and diagnostic coding, applying managed care policies and procedures, calculating deductibles, completing insurance claims for reimbursement and third party guidelines are covered.

### **ALH-126 Health Records, Coding and Reimbursement**

**1.5 Semester Credits**

**40 Clock Hours (20 Lecture, 20 Lab)**

**Prerequisites: None**

This course familiarizes students with medical insurance reimbursements. Performing procedural and diagnostic coding, applying managed care policies and procedures, calculating deductibles, completing insurance claims for reimbursement and third party guidelines are covered.

### **ALH-140 Pharmacology**

**4.0 Semester Credits**

**60 Clock Hours (60 Lecture)**

**Pre-requisites: None**

This course introduces the student to the drugs commonly used in the practice of hemodialysis. The students will be expected to learn to identify these drugs by trade and generic name, the basic pharmacological action, and how each is used in the dialysis setting.

**ALH-155 Career Success****2.5 Semester Credits****40 Clock Hours (40 Lecture)****Prerequisites: None**

This course examines the process of finding a first job and starting a career. Topics include developing self-awareness, researching opportunities, communicating effectively in the search process, writing and circulating a résumé, navigating the interview process, and negotiating offers and handling rejection.

**ALH-160 The Human Body: Cardiovascular, Pulmonary and Lymphatic Systems****2.5 Semester Credits****40 Clock Hours (40 Lecture)****Prerequisites: None**

This course introduces the student to diseases and methods of diagnosis and treatment of the cardiac, circulatory, pulmonary and lymphatic systems. Emphasis is placed on understanding the impact of disruption in normal body system functions across the lifespan. Pharmacology related to these systems is also covered.

**ALH-165 Anatomy and Physiology for Health Professionals****2.5 Semester Credits****40 Clock Hours (40 Lecture)****Prerequisites: None**

This course introduces the student to general human anatomy and physiology. The study of cells, tissues and systems will be covered in this course. The students will be presented with a basic understanding of the Skeletal, Muscular, Integumentary, Nervous, Endocrine, Cardiovascular, Respiratory, Lymphatic/Immune, Gastrointestinal, Urinary, and Reproductive Systems.

**ALH-165A The Human Body: Respiratory, Digestive and Urinary Systems****2.5 Semester Credits****40 Clock Hours (40 Lecture)****Prerequisites: None**

This course introduces the student to the structure, function, diseases, and methods of diagnosis and treatment of the respiratory, digestive, and urinary systems.

**ALH-166 Human Anatomy and Physiology – All Body Systems****3.5 Semester Credits****60 Clock Hours (45 Lecture, 15 Lab)****Prerequisites: None**

This course provides an overview of the human body systems and their relationship and differences regarding structure and function. This course will identify and define the general function and nature of various body systems, organs and structures incorporated within the body systems.

**ALH-175 The Human Body: Endocrine and Reproductive Systems and Nutrition****2.5 Semester Credits****40 Clock Hours (40 Lecture)****Prerequisites: None**

This course introduces the student to the structure, function, diseases, and methods of diagnosis and treatment of the endocrine and reproductive systems, including principles of nutrition, metabolism, growth and genetics.

**ALH-180 Microbiology****1.5 Semester Credit****40 Clock Hours (10 Lecture, 30 Lab)****Prerequisite: None**

This course is designed to enable the student to practice aseptic techniques when preparing supplies and equipment for the patient and will give the student a working knowledge of organisms and their modes of transference

**ALH-185 The Human Body: Musculoskeletal, Nervous and Integumentary Systems****2.5 Semester Credits****40 Clock Hours (40 Lecture)****Prerequisites: None**

This course introduces the student to the structure, function, diseases, and methods of diagnosis and treatment of the musculoskeletal, nervous and integumentary systems.

**DD-101A****Anatomy for Dental Assistants****2.0 Semester Credits****35 Clock Hours (35 Lecture)****Prerequisite: None**

This course is a study of the skeleton, tissues, and systems of the body.

**DD-105 Introduction to Dental Radiology****1.5 Semester Credits****40 Clock Hours (10 Lecture, 30 Lab)****Prerequisite: None**

This course provides an introductory study of the dental X-ray equipment, purpose, danger and use. This includes preparation of the technique of actually exposing a complete dental series of periapical radiographs

**DD-106 Oral Anatomy****3.0 Semester Credits****45 Clock Hours (45 Lecture)****Prerequisite: None**

This course is a study of the structures of the head with emphasis on the mouth and neck. This course also covers dental anatomy and charting.

**DD-110 Dental Radiology****4.0 Semester Credits****80 Clock Hours (50 Lecture, 30 Laboratory)****Prerequisite: DD-105**

This course provides a detailed study of the dental X-ray equipment, its purpose, danger, and use. This includes studying the technique of actually exposing a complete dental series of periapical radiographs. This class will be limited to a faculty-to-student ratio of 6:1.

**DD-113 Dental History and Ethics****2.5 Semester Credits****40 Clock Hours (40 Lecture)****Prerequisite: None**

In this course, the student will have the opportunity to learn early indication and historical significance of oral disease, names of individuals who had a great impact upon the profession of dentistry, and those who promoted education and organized dentistry. The student can learn the difference between civil and criminal law, the definition of a dental practice act and what it entails, and responsibilities of the dental team with regard to dental records, implied and informed consent. The student will be expected to define ethics and provide examples of the ADA's and ADAA's principles of ethics, state how dentistry adheres to ethical principles in advertising, professional fees and responsibilities.

**DD-115A Dental Materials****2.0 Semester Credits****65 Clock Hours (5 Lecture, 60 Laboratory)****Prerequisite: None**

This course covers the study and use of all restorative materials.

**DD-118 Dental Specialties****3.5 Semester Credits****100 Clock Hours (10 Lecture, 90 Laboratory)****Prerequisite: None**

This course provides a basic description and comprehensive study of all specialties of dentistry: Pedodontics, Periodontics, Orthodontics, Prosthodontics, Endodontics, Oral and Maxillofacial Surgery.

**DD-121 Pharmacology/Diet and Nutrition****1.5 Semester Credits****25 Clock Hours (25 Lecture)****Prerequisite: None**

This course is a study of drugs and written prescriptions with emphasis on Federal laws and licensure. This course is also a basic study of nutrition and its relation to the development of the primary and permanent dentitions.

**DD-125A Oral Pathology****1.0 Semester Credit****20 Clock Hours (20 Lecture)****Prerequisite: None**

This course is designed to enable students to identify diseases of the oral cavity. Included are the causes and effects of conditions the Dental Assistant will be in contact with at chairs.

**DD-128 Microbiology/Infection Control****0.5 Semester Credits****20 Clock Hours (20 Laboratory)****Prerequisite: None**

In this course, the student will have the opportunity to obtain a basic understanding of microbiology. Students will have the opportunity to see under microscopic enlargement those microorganisms found in the normal mouth flora.

**DD-130A Dental Office Management****2.0 Semester Credits****55 ClockHours (25 Lecture, 30 Laboratory)****Prerequisite: None**

This course is a basic study of the dental front office; pegboard accounting, billing and filing, scheduling, processing/completing third party insurance forms, and obtaining the medical/dental patient history.

**DD-135A Dental Emergencies****2.5 Semester Credits****40 Clock Hours (40 Lecture)****Prerequisite: None**

This course is a basic informational study of on job responsibilities in handling the dental office emergency. In addition, the student is required to complete a basic CPR training program.

**DD-150 Chairside Assisting: Preparing Instruments****1.5 Semester Credits****40 ClockHours (10 Lecture, 30 Laboratory)****Prerequisite: None**

This course provides a comprehensive study of sterilization using autoclave, Driclave, cold sterilization, and endodontic sterilization with the preparation of instruments and armamentarium.

**DD-155 Chairside Assisting: Four-Handed****2.5 Semester Credits****65 Clock Hours (20 Lecture, 45 Laboratory)****Prerequisite: None**

This course provides clinical practice where the student and instructor review all procedures with instrument transfer and all dental restorative materials.

**DD-198 Dental Assistant Externship I****3.0 Semester Credits****150 Clock Hours (150 Clinical)****Prerequisites: Successful completion of all didactic and laboratory courses**

This course is an opportunity to observe and assist in a realistic dental setting. Practical application of dental assisting principles and theory taught in the classroom. The Externship supervisor will evaluate the student's dependability, professionalism, and skills.

**DD-199****Dental Assistant Externship II****3.0 Semester Credits****150 Clock Hours (150 Clinical)****Prerequisite: DD-198**

This course is an opportunity to observe and assist in a realistic dental setting different from that of DD 198. Practical application of dental assisting principles and theory taught in the classroom. The Externship supervisor will evaluate the student's dependability, professionalism, and skills.

## **DMS-206 Ultrasound Terminology**

**2.5 Semester Credits**

**40 Clock Hours (40 Lecture)**

**Prerequisites: AH-135**

This course is designed to introduce the student to the diagnostic foundations of clinical medicine pertinent to Sonography. Therefore, medical terms pertaining to Sonography are defined and discussed. The “hour” of obtaining a clinical history, the pathologic basis for disease, and the evaluation of clinical signs and symptoms are also presented at an introductory level. Abnormalities commonly seen and diagnosed with Sonography are discussed. Some basic physical principles of ultrasound are discussed.

## **DMS-220 Introduction to Clinical Education**

**5.0 Semester Credits**

**229 Clock Hours (229 Clinical)**

**Prerequisites: Successful completion of all prior didactic and laboratory coursework**

This course is the student’s first clinical education rotation. The student will be trained the day to day operations of an ultrasound lab. The student will have the opportunity to observe experienced technologists and develop their scanning skills in the clinical setting. Attendance at an assigned clinical affiliate for 24 hours per week is required.

## **DMS-225 Ultrasound Case Review**

**3.0 Semester Credits**

**50 Clock Hours (50 Lecture)**

**Prerequisites: DMS-250**

The student will have the opportunity to prepare and present ultrasound case studies with abnormal findings. Discussions of clinical symptoms, patient history, disease process and technical pitfalls will be included. An emphasis is placed on the importance of patient confidentiality.

## **DMS-226 ARDMS Registry Exam Seminar**

**2.5 Semester Credits**

**40 Clock Hours (40 Lecture)**

**Prerequisites: Successful Completion of all prior didactic and laboratory coursework**

This course provides a review of the didactic knowledge and clinical skills necessary to help prepare students for opportunities in diagnostic medical sonography field.

## **DMS-230 Clinical Education I**

**5.0 Semester Credits**

**229 Clock Hours (229 Clinical)**

**Prerequisites: DMS-220**

This course provides observation of all clinical duties performed in the Ultrasound Department, as well as basic instruction and scanning experience in abdominal, obstetrical, gynecological, small parts, and other aspects of sonography. Attendance at an assigned clinical affiliate for 24 hours per week is required.

### **DMS-234 Clinical Education IV**

**5.0 Semester Credits**

**229 Clock Hours (229 Clinical)**

**Prerequisites: DMS-250**

This course is a continuation of practical clinical experience in all aspects of ultrasonography. The student is encouraged to scan more challenging examinations and to fully participate in the clinical setting as a sonographer. The student is required to complete assigned competencies before completion of clinical education. Attendance at an assigned clinical affiliate for 24 hours per week is required.

### **DMS-240 Clinical Education II**

**5.0 Semester Credits**

**229 Clock Hours (229 Clinical)**

**Prerequisites: DMS-230**

This course provides continued observation of all clinical duties performed in the Ultrasound Department, as well as basic instruction and scanning experience in abdominal, obstetrical, gynecological, small parts and other aspects of Sonography. Attendance at an assigned clinical affiliate for 24 hours per week is required.

### **DMS-250 Clinical Education III**

**5.0 Semester Credits**

**229 Clock Hours (229 Clinical)**

**Prerequisites: DMS-240**

This course is a continuation of practical clinical experience in all aspects of abdominal and OB-GYN Sonography. Students are encouraged to present cases to the interpreting physician. Attendance at an assigned clinical affiliate for 24 hours per week is required.

### **DMS-300 Abdominal Ultrasound I**

**4.0 Semester Credits**

**80 Clock Hours (45 Lecture, 35 Lab)**

**Prerequisites: DS-110**

This course will review basic human anatomy and physiology of the aorta, portal system, liver, gallbladder, and pancreas with emphasis on sonographic appearance of abdominal viscera in accepted scan planes. An emphasis is placed on the sonographic appearance of the abdomen and pelvic viscera. The anatomy and sonographic appearance of a first, second and third trimester fetus is also an important aspect of this course. Proper scan techniques and protocols for the aorta and liver, and introduction to the gallbladder, are presented during the laboratory component of this course.

### **DMS-301 Abdominal Ultrasound II**

**2.5 Semester Credits**

**40 Clock Hours (40 Lecture)**

**Prerequisites: DMS-300**

This course is the didactic continuation of DMS 300. This course will present basic human anatomy and physiology of the Gastrointestinal system, Spleen, Adrenals and Kidneys/Bladder. Related diagnostic and laboratory testing, patient history, sonographic appearance and congenital anomalies are also covered. Pathology of the gastrointestinal system and spleen is introduced.

### **DMS-310 Superficial Anatomy**

**3.0 Semester Credits**

**60 Clock Hours (30 Lecture, 30 Lab)**

**Prerequisites: DMS-206**

Various pathologies and disease processes of the thyroid, para-thyroid, breast, scrotum and prostate will be discussed. Lectures will include the importance of: laboratory values, patient history and other diagnostic testing. This class has a lab component.

### **DMS-320 Physics and Instrumentation II**

**2.5 Semester Credits**

**40 Clock Hours (40 Lecture)**

**Prerequisites: DS-120**

Lectures and related exercises covering the areas of ultrasonic propagation principles, Imaging artifacts, spectral and colorflow Doppler. Lectures will also include the interactive properties of ultrasound with human tissue, possible biologic effects, types of equipment and instrumentation, and safety and quality control.

### **DMS-340 Abdominal Pathology I**

**2.5 Semester Credits**

**40 Clock Hours (40 Lecture)**

**Prerequisites: DMS-301**

The student is expected to learn how pathology and disease affect the abdominal organs: aorta, liver, gallbladder, and pancreas. Lectures will include the importance of: laboratory values, patient history, sonographic appearance, and prior test results. Ultrasound images and case studies with abnormal findings will be presented.

### **DMS-341 Abdominal Pathology II**

**2.5 Semester Credits**

**40 Clock Hours (40 Lecture)**

**Prerequisites: DMS-301, DMS-340, DMS-401**

The student is expected to learn how pathology and disease affect the adrenal, renal/bladder and pelvic viscera. Lectures will include the importance of: laboratory values, patient history, sonographic appearance, and prior test results. Ultrasound images and case studies with abnormal findings will be presented.

### **DMS-350 Abdominal Doppler**

**3 Semester Credits**

**60 Clock Hours (30 Lecture, 30 Lab)**

**Prerequisites: DMS-300, DMS-301**

Lectures on abdominal and pelvic Doppler will be presented. Topics include, but are not limited to, Doppler of the portal system, hepatics, IVC, Aorta, Renal arteries, mesenteric and pelvic structures. The students will have the opportunity to reinforce the theory taught in lecture with hands-on scanning in the lab component to this class.

### **DMS-400 Obstetrical Pathology I**

**3.0 Semester Credits**

**50 Clock Hours (50 Lecture)**

**Prerequisites: DMS-401**

This course will present lectures on fetal anomalies involving: cranial, facial, spinal, thoracic, skeletal, gastrointestinal, genitourinary, chromosomal and cardiac. First trimester and maternal complications, multiple gestations and fetal testing are also covered. Images and case studies with abnormal findings will be presented.

## **DMS-401 Gynecology and Obstetric Ultrasound**

**2.5 Semester Credits**

**40 Clock Hours (40 Lecture)**

**Prerequisite DMS-301**

This course will present the anatomy, physiology, congenital anomalies of the female pelvis. Obstetrical embryology and fertilization, 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> trimester fetal anatomy is also covered. Fetal biometry and routine ultrasound evaluation of the fetus is covered as well. The student is expected to have an understanding of fetal and placental circulation. Lectures include the importance of patient history, laboratory and other clinical information. Sonographic evaluation of the normal female reproductive structures and all three trimesters of pregnancy are also covered.

## **DMS-410 Vascular Ultrasound I**

**3.0 Semester Credits**

**60 Clock Hours (30 Lecture, 30 Lab)**

**Prerequisites: DS-110, DMS-206, Successful completion of all prior didactic coursework**

Lectures on carotid and peripheral vascular arterial and venous Doppler will be presented. Vascular physical principles and instrumentation will also be included. Anatomy, hemodynamics, patient history, clinical manifestations, non-invasive techniques, interpretation will be discussed. The students will have the opportunity to reinforce the theory taught in lecture with hands-on scanning in the lab component to this class.

## **DS-101 Ultrasound Lab I**

**2.0 Semester Credits**

**60 Clock Hours (60 Lab)**

**Prerequisites: DMS-300**

This lab is a continuation of DMS-300. The basic procedures in performing ultrasound examinations are demonstrated, practiced and evaluated in the lab setting. Basic patient rapport and interactions are emphasized. Proper scan technique and protocols for the gallbladder, pancreas, and spleen are presented. A cumulative scan review is also introduced.

## **DS-102 Ultrasound Lab II**

**2.0 Semester Credits**

**60 Clock Hours (60 Lab)**

**Prerequisites: DS-101**

This lab is a continuation of DS-101. Cumulative scan review is completed at the beginning of this course. The basic procedures in performing ultrasound examinations are demonstrated, practiced and evaluated in the lab setting. Basic patient rapport and interactions are emphasized. Proper scan technique and protocols for the kidneys, bladder and adrenal glands are presented. Scanning technique of the female reproductive structures is also completed.

## **DS-104 Ultrasound Lab III**

**2.0 Semester Credits**

**60 Clock Hours (60 Lab)**

**Prerequisites: DS-102**

This lab is a continuation of DS-102. Cumulative scan review is completed at the end of this course. The basic procedures in performing ultrasound examinations are demonstrated, practiced and evaluated in the lab setting. Basic patient rapport and interactions are emphasized. Complete abdominal scans are required prior to clinical education.

### **DS-110 Introduction to Ultrasound**

**2.5 Semester Credits**

**40 Clock Hours (40 Lecture)**

**Prerequisites: Successful completion of all prior didactic coursework**

This course is designed to provide the student with an overview of the theoretical, clinical and ethical aspects of ultrasound. The student will have the opportunity to familiarize themselves with ultrasound related topics including: history, physics, cross-sectional anatomy, elementary scan interpretation and sonographic terms. The student is introduced to the laboratory and various ultrasound machines.

### **DS-120 Physics and Instrumentation I**

**2.5 Semester Credits**

**40 Clock Hours (40 Lecture)**

**Prerequisites: AH-135, PHY-113, DS-110**

This course explains how the pulse-echo principle is used in sonography. Basic sound and ultrasound physics are covered including: frequency, wavelength, propagation speed, reflection and resolution. The components and function of the ultrasound transducer and equipment are explored.

### **DT-100 Introduction to Dialysis Technology**

**2.0 Semester Credits**

**40 Clock Hours (30 Lecture, 10 Lab)**

**Prerequisites: None**

The course provides the student with the background of dialysis including history, use, and theory. The course will define dialysis as well as the mechanics and theory of dialysis. Causes of end stage renal failure and its signs and symptoms are also identified. Specific renal A & P is also covered as well as arteriovenous access and problems unique to the ESRD patient.

### **DT-101 Lab Procedures**

**2.0 Semester Credits**

**60 Clock Hours (10 Lecture, 50 Lab)**

**Prerequisites: DT-100**

This course will provide students with the knowledge and skills necessary for providing professional, accurate, and safe care for patients in a dialysis setting. Topics covered include professionalism, triage, water treatment, dialyzer function and reuse, and dialysis machine function and setup. Also Included is CPR training.

### **DT-103 Diet and Nutrition**

**2.5 Semester Credits**

**40 Clock Hours (40 Lecture)**

**Prerequisites: None**

The course provides an overview of the nutritional needs and concerns of the dialysis patient. Food and fluid restrictions are covered as well as how to educate the dialysis patient about nutrition concerns and restrictions.

**DT-105 Transplantation****2.5 Semester Credits****40 Hours (40 Lecture)****Prerequisites: AH-188, AH-189, DT 100**

The course identifies and defines transplantation, focusing on renal transplantation. Items covered include qualification for transplantation, risks, and compliance. Patient education issues are also identified.

**DT-120 Dialysis Clinical Skills I****2.0 Semester Credits****90 Clock Hours (90 Clinical)****Prerequisites: DT-100, DT-101, DT-103, DT-105**

The course provides the student with the background and skill set needed to perform the clinical functions of a Dialysis Technician. Items covered include vital signs, monitoring, access cannulation, catheter use, aseptic technique, and medication administration.

**DT-130 Dialysis Clinical Skills II****2.0 Semester Credits****90 Clock Hours (90 Clinical)****Prerequisites: DT-120**

The course provides the student with the background and skill set needed to perform the technical functions of a Dialysis Technician. Items covered include set-up & use of the dialysis equipment, preparation of the extracorporeal circuit, troubleshooting, emergency procedures, ending the dialysis treatment, and post treatment patient care.

**DT-140 Dialysis Technical Skills****1.0 Semester Credits****45 Clock Hours (45 Clinical)****Prerequisites: DT-101**

This Course Provides students with the theory and skills of direct patient care. Content includes aseptic technique and OSHA safety standards, central venous catheter care and use, cannulation techniques, decannulation techniques, complications during treatment, treatment initiation and termination. Also included is a review of skills learned and practiced during DT-101.

**DT-150 Certification Review****2.0 Semester Credits****35 Clock Hours (35 Lab)****Prerequisites: All previous coursework**

This course will help prepare the student to pursue entry-level employment opportunities as a Dialysis Technician. A review of all aspects of the curriculum will be conducted. Also included in the course will be clinical assessments and case studies.

### **DT-199 Dialysis Technology Externship**

**2.5 Semester Credits**

**120 Clock Hours (120 Clinical)**

**Prerequisites: GS-101, GS-105A, GS-106, GS-140, DT-103, DT-105, DT-140**

This course presents the opportunity to observe and practice the role of a dialysis technician in a professional setting. The student will demonstrate practical application of principles and theory taught in the dialysis technology classroom. The Externship Supervisor will evaluate the student's dependability, professionalism and skills.

### **GS-100A English Composition**

**2.5 Semester Credits**

**40 Clock Hours (40 Lecture)**

**Prerequisites: None**

This course emphasizes the ability to write clearly and effectively by applying composition principles to a variety of writing modes. Focus is on the writing process, intended audience, consistent point of view, correct grammar usage, concise language, appropriate style, and effective organizational strategies.

### **GS-101 Strategies for Success**

**2.5 Semester Credits**

**40 Clock Hours (40 Lecture)**

**Prerequisites: None**

This course is designed to increase the student's success in his/her professional and personal life through discussions and activities that promote achievement of career skills. Topics covered include time management, test-taking skills, goal setting, study habits and techniques, self-esteem, image, and motivation. Strategies to strengthen reading, writing, and mathematics abilities are emphasized.

### **GS-105A Introduction to Psychology**

**2.5 Semester Credits**

**40 Clock Hours (40 Lecture)**

**Prerequisites: None**

This course examines the biological and mental processes that are related to human and animal behavior. Topics include psychological and physiological development, sensation, perception, motivation, emotion, memory, learning, thinking, language, and behavior.

### **GS-106 Psychology of Disease**

**2.5 Semester Credits**

**40 Clock Hours (40 Lecture)**

**Prerequisites: None**

This course identifies the major disease processes prevalent in North America, focusing on the risk factors, psycho/social issues, long term issues, and family impact. Patient education issues are also identified.

**GS-116 Computer Concepts I****1.5 Semester Credits****40 Clock Hours (25 Lecture, 15 Lab)****Prerequisites: None**

This course is a study of the basic fundamentals of computer hardware and related software. The course will instruct on the essentials of Windows 8 along with Microsoft Office 2013, Folder & File Management, Outlook, exploring the internet, and Word.

**GS-117 Computer Concepts II****1.5 Semester Credits****40 Clock Hours (25 Lecture, 15 Lab)****Prerequisites: None**

This course will instruct in advance functions of Microsoft Office 2013, Word, Excel, Basic Intranet Networking Concepts and PowerPoint.

**GS-130 Public Speaking****2.0 Semester Credits****40 Clock Hours (30 Lecture, 10 Lab)****Prerequisites: None**

This course is designed to provide the student the basic skills necessary to prepare and present speeches in a public forum. Students are assessed on organization, appearance and presentation of ideas and themes.

**GS-140 Biomedical Ethics****2.5 Semester Credits****40 Clock Hours (40 Lecture)****Prerequisites: None**

In this course, the student is introduced to a historical perspective and definition of medical ethics and professional liability in medicine. Through a variety of case studies, emphasis is placed on complex moral and legal issues created by modern medical technology.

**GS-141 Ethics and Cultural Diversity****2.5 Semester Credits****40 Clock Hours (40 Lecture)****Prerequisite: None**

In this course, the student is introduced to a historical perspective and definition of medical ethics and professional liability in medicine. Through a variety of case studies, emphasis is placed on complex moral and legal issues created by modern medical technology.

**GS-145 Accounting****2 Semester Credits****40 Clock Hours (30 Lecture, 10 Lab)****Prerequisites: None**

This course provides presentation and practice of various accounting techniques commonly applied in the management of general business. The instruction and practice of general ledger, balance sheet, T accounts and trial balances is among the topics covered.

**GS-151 Communication Skills****2.5 Semester Credits****40 Clock Hours (40 Lecture)****Prerequisites: None**

This course examines perspectives and recent research on verbal and non-verbal elements affecting communication between individuals in a variety of contexts.

**GS-190 Introduction to Chemistry****5.0 Semester Credits****80 Clock Hours (80 Lecture)****Prerequisite: None**

In this course, students will be introduced to the mathematical and physical features that govern the laws of chemistry. Emphasis is placed on the metric system, atomic structure, chemical notation, equations and acidbase ionic exchange.

**GS-191 Introduction to Chemistry****2.5 Semester Credits****40 Clock Hours (40 Lecture)****Prerequisites: None**

In this course, students will be introduced to the mathematical and physical features that govern the laws of chemistry. Emphasis is placed on the metric system, atomic structure, chemical notation, equations and acid-base ionic exchange.

**GS-195 Math and Metrics****2.5 Semester Credits****40 Clock Hours (40 Lecture)****Prerequisites: None**

This course provides the student the opportunity to obtain the necessary mathematical skills to solve a variety of problems encountered in the day-to-day performance of his/her duties. Areas covered include arithmetic, ratio and proportion, graphs, and the metric system.

**GS-200 Human Relations****4.0 Semester Credits****60 Clock Hours (60 Lecture)****Prerequisite: None**

In this course, Respiratory Therapy students explore the problems faced by the aging population and the services society needs to provide this growing majority. Overviews various types of services available for older citizens. Covers current topics such as euthanasia and respite care.

**GS-201 Human Relations****2.5 Semester Credits****40 Clock Hours (40 Lecture)****Prerequisites: None**

This course is the basic study of effective interpersonal communications and relationships. Topics of discussion include professionalism, client communication and interpersonal relations. This course includes a discussion of discrimination, prejudice, sexual harassment, client education and other contemporary issues. Emphasis is placed on client reception, telephone techniques, and grief counseling. Students will be instructed in greeting the client, obtaining pertinent information, handling difficult situations, time management and problem solving.

**GS-205 Biology****2.5 Semester Credits****40 Clock Hours (40 Lecture)****Prerequisites: None**

This course is an introduction to the study of life. The course will focus on the characteristics of life and how different organisms manipulate these characteristics to maintain life.

**GS-211 Algebra****2.5 Semester Credits****40 Clock Hours (40 Lecture)****Prerequisites: None**

This course involves the study of linear and quadratic algebraic expressions. Students have the opportunity to develop problem-solving skills through the study of absolute values, graphs, quadratic and fractional equations, inequalities, rational and inverse functions, polynomials, and exponential and logarithmic functions.

**GS-230 Business Correspondence****2.5 Semester Credits****40 Clock Hours (40 Lecture)****Prerequisites: None**

In this course, the student will be introduced to principles of proper punctuation, grammar, sentence formation, and spelling with the focus on general business correspondence.

**GS-270 Patient Care/Hospital Policies****2.5 Semester Credits****40 Clock Hours (40 Lecture)****Prerequisites: None**

This course presents the concepts of physical and psychological patient cares, as well as routine and emergency patient care procedures including CPR and first aid. This course also discusses the abnormalities commonly seen and diagnosed with Sonography, as well as professional scopes of practice and hospital regulatory standards and guidelines. The students will also have the opportunity to learn about records keeping and paperwork pertinent to clinical setting.

**GS-401 Pharmacology****2.5 Semester Credits****40 Clock Hours (40 Lecture)****Prerequisite: None**

This course introduces the student to the drugs commonly used in the practice of anesthesia. The student is expected to learn to identify these drugs by trade and generic name, their basic pharmacological action, and how they are used in a clinical setting.

**MA-100 Introduction to Customer Service****2.5 Semester Credits****40 Clock Hours (40 Lecture)****Prerequisites: None**

This course is designed to prepare the student for advanced study in customer service. Students are expected to develop an extensive vocabulary of relevant terms as well as understand the basics of credit service, retail sales, credit collection and fraud control.

**MA-105 Transcription****1.5 Semester Credits****40 Clock Hours (20 Lecture, 20 Lab)****Prerequisites: None**

In this course, students are expected to learn techniques of electronic transcription. Dictaphone equipment and cassette educational materials will be used to train students in relation to their specialty. Emphasis is placed on accurate typing and the correct usage of grammar, punctuation, spelling, terminology and format.

**MA-120A Clinical Skills****1.5 Semester Credits****40 Clock Hours (10 Lecture, 30 Lab)****Prerequisites: ALH-117**

This workshop will consist of instruction and student practice in medication injection techniques, venipuncture, electrocardiography and vital signs.

**MA-141 Clinical Procedures****1.5 Semester Credits****40 Clock Hours (10 Lecture, 30 Lab)****Prerequisites: ALH-117**

This course examines clinical procedures common to the medical office, including preparing and positioning patients, determining height and weight, documenting patient histories, setting up and using equipment, and assisting with general and specialty examinations. Focus will be on practical skill development and adherence to OSHA and PPE guidelines.

**MA-151 Electrocardiography****1.5 Semester Credits****40 Clock Hours (10 Lecture, 30 Lab)****Prerequisites: ALH-117**

This course covers various cardiopulmonary diagnostic testing methods including 12-lead EKG procedures, rhythm interpretation, and respiratory testing. Students will also have the opportunity to practice taking patient vital signs, including temperature, pulse, respiration and blood pressure.

**MA-156 Pharmacology****1.5 Semester Credits****40 Clock Hours (10 Lecture, 30 Lab)****Prerequisites: ALH-117**

A study of the classification and administration of medications, with a focus on safety, accuracy, and skill development. Topics include pharmacology mathematics, dosage calculations, medication preparation, patient education, common medications and side effects, and proper documentation and inventory.

**MA-161 Medical Laboratory Procedures****1.5 Semester Credits****40 Clock Hours (10 Lecture, 30 Lab)****Prerequisites: ALH-117**

This course introduces students to essential laboratory assisting skills, with a focus on microbiology and urinalysis. Students will have the opportunity to practice techniques used to collect and analyze bacterial specimens and urine samples, including the physical, chemical, and microscopic examination of urine and streptococci testing and plating. Other point of care testing is included.

**MA-165 Hematology****1.5 Semester Credits****40 Clock Hours (10 lecture, 30 Lab)****Prerequisites: ALH 117**

This course examines principles and procedures involved in blood specimen collection and laboratory testing. Topics include blood structure and components, blood grouping, the analysis of venous and capillary blood specimens, vacutainer systems and syringe methods, hematocrit, hemoglobin, RBC morphology, WBC differential and platelet estimation, CBC, and other point of care testing.

**MA-180 Medical Office Administration****2.5 Semester Credits****40 Clock Hours (40 Lecture)****Prerequisites: None**

This course examines principles of financial and practice management and administrative medical assisting common to healthcare settings. Topics include communication and interpersonal relations; patient reception, education and processing, supervision and training of personnel, equipment and supply inventory, accounts payable and receivable, and liability and risk management.

**MA-190 Medical Assistant Clinical Review****1.5 Semester Credits****40 Clock Hours (20 Lecture, 20 Lab)****Prerequisites: All MA titled coursework except MA-100, MA-180, MA-197, MA-197B**

This course provides a review of the clinical skills necessary to prepare students for successful employment and certification/registration opportunities as a medical assistant.

**MA-197 Medical Assistant Externship****4.0 Semester Credits****180 Clock Hours (180 Clinical)****Prerequisites: Successful Completion of All Prior Didactic Coursework**

This course provides an opportunity to observe and assist in a realistic medical setting. Practical application of principles and theory taught in the classroom. The Externship Supervisor will evaluate the student's dependability, professionalism and skills.

**MA-197B Medical Assistant Externship II****3.5 Semester Credits****160 Clock Hours (160 Clinical)****Prerequisites: Completion of all courses**

This course provides the opportunity for students to gain practical experience in a selected healthcare setting. Students will be evaluated by both qualified medical personnel from the site and program faculty, and will document observed and performed procedures.

**MBC-160A Diagnostic and Procedure Coding for Cardiovascular, Pulmonary and Lymphatic Systems****1.5 Semester Credits****40 Clock Hours (10 Lecture, 30 Laboratory)****Prerequisites: ALH-120, ALH-160**

This course assists students in developing an understanding of coding and classification systems in order to assign valid diagnostic and procedure codes to the cardiovascular, pulmonary and lymphatic systems using both print and computer based systems.

**MBC-165 Diagnostic and Procedure Coding for Respiratory, Digestive and Urinary Systems**

**1.5 Semester Credits**

**40 Clock Hours (10 Lecture, 30 Laboratory)**

**Prerequisites: ALH-120, ALH-165A**

This course assists students in developing an understanding of coding and classification systems in order to assign valid diagnostic and procedure codes to neoplasms and the gastrointestinal and integumentary systems using both print and computer based systems.

**MBC-175 Diagnostic and Procedure Coding for Endocrine and Reproductive Systems and Nutrition**

**1.5 Semester Credits**

**40 Clock Hours (10 Lecture, 30 Laboratory)**

**Prerequisites: ALH-120, ALH-175**

This course assists students in developing an understanding of coding and classification systems in order to assign valid diagnostic and procedure codes to the gastrointestinal, urinary, endocrine and reproductive systems using both print and computer based systems.

**MBC-185 Diagnostic and Procedure Coding for Musculoskeletal, Nervous and Integumentary Systems**

**1.5 Semester Credits**

**40 Clock Hours (10 Lecture, 30 Laboratory)**

**Prerequisites: ALH-120, ALH-185**

This course assists students in developing an understanding of coding and classification systems in order to assign valid diagnostic and procedure codes to the musculoskeletal and nervous systems using both print and computer based systems.

**MBC-195A Medical Billing and Coding Seminar**

**2.0 Semester Credits**

**40 Clock Hours (30 Lecture, 10 Laboratory)**

**Prerequisites: Successful completion of all prior didactic and laboratory courses**

This course provides the students with a review of medical billing and coding program material in preparation for selected employment opportunities.

**MBC-199**

**Medical Billing and Coding Externship**

**4.0 Semester Credits**

**180 Clock Hours (180 Clinical)**

**Prerequisites: Successful completion of all prior coursework except MBC-195A**

This course provides the opportunity for students to gain experience integrating the theoretical knowledge of the medical billing and coding program into real-world practice. Students will be supervised in a selected physician's office or other healthcare facility and will be evaluated by personnel from the site and program faculty. The students will document coding and billing activities they perform on a weekly basis.

## **MT-121 Massage Therapy Foundations**

**3.5 Semester Credits**

**80 Clock Hours (40 Lecture, 40 Lab)**

**Prerequisites: None**

This course introduces the student to the practice of massage therapy, including basic theory and skills. Topics covered are benefits, contraindications, professional ethics, SOAP charting, client intake and medical history, safety/sanitation, equipment and supplies, history, bodywork systems, professional boundaries, transference, energy boundaries, informed consent, intervention model, self-care, art & science of massage, and meditation centering. Skills include yoga, centering, and self-care, draping, body mechanics, palpation, basic massage techniques; special needs positioning, integration techniques, and full body massage routine. The history of massage therapy is also covered.

## **MT-123 Deep Tissue Massage**

**1.5 Semester Credits**

**40 Clock Hours (20 Lecture, 20 Lab)**

**Prerequisites: MT-121**

This course focuses on the development of knowledge and massage techniques to affect deep layers of tissues, and specific muscular structures. Topics include the use of pressure, specificity, and monitoring pain. Physical skills focus on body mechanics, palpation skills, tissue assessment, and deep tissue massage techniques.

## **MT-124 Muscle Anatomy for Massage Therapists**

**1.5 Semester Credits**

**40 Clock Hours (20 Lecture, 20 Lab)**

**Prerequisites: None**

This course directs the student in the detailed study of the muscular system of the human body by region, including muscle origin/insertion/action (O/I/As), (i.e. head and neck, upper extremities, torso, and lower extremities). Topics include locating and palpating specific structures.

## **MT-125 Hydrotherapy and Spa Modalities**

**1.5 Semester Credits**

**40 Clock Hours (20 Lecture, 20 Lab)**

**Prerequisites: MT-121**

This course focuses on the therapeutic use of water and common spa modalities. Topics include the therapeutic properties of water, physiological effects of hydrotherapy, and the effects of heat and cold. Techniques studied include applications of hot and cold packs, Epsom salts, body wraps (clay, seaweed), paraffin treatments, stone massage, aromatherapy principles, and full-body tandem massage.

## **MT-126 Kinesiology and Joint Movements**

**1.5 Semester Credits**

**40 Clock Hours (20 Lecture, 20 Lab)**

**Prerequisites: MT-121**

This course provides a detailed study of the skeletal system, joints of the body, and posture including bone identification and bony landmark palpation. Also includes range of motion evaluation, and addressing muscle imbalances with massage.

**MT-127 Sports Massage****1.5 Semester Credits****40 Clock Hours (20 Lecture, 20 Lab)****Prerequisites: MT-121**

This course will present effective techniques for preventing injuries and enhancing athletic performance. Students will be taught the theory and basic strokes of Sports Massage, as well as a complete pre- and post- event massage routine.

**MT-128 Energy Bodywork****1.5 Semester Credits****40 Clock Hours (20 Lecture, 20 Lab)****Prerequisites: MT-121**

This course introduces the student to forms of energy bodywork including polarity therapy, Asian bodywork therapy, and reflexology. This course includes theory, basic techniques, routines, and integration into massage sessions.

**MT-129 Massage for Special Populations****1.5 Semester Credits****40 Clock Hours (20 Lecture, 20 Lab)****Prerequisites: MT-121**

This course focuses on considerations for giving massage to special populations including athletes, pregnant women, infants, elderly and the terminally ill. Coursework includes specific approaches for each population, their special needs, contraindications and cautions, and massage applications.

**MT-130 Pathology for Massage Therapists****2.0 Semester Credits****40 Clock Hours (30 Lecture, 10 Lab)****Prerequisites: MT-121**

This course will cover common pathologies of the human body and emotional and mental disorders. Topics include medical terminology, inflammation, wound healing, and common diseases and dysfunctions of each system. The course includes relevant anatomy review, indications and contraindications for massage, massage applications, basic pharmacology and SOAP note documentation.

**MT-131 Therapeutic Massage Applications****1.5 Semester Credits****40 Clock Hours (20 Lecture, 20 Lab)****Prerequisites: MT-121**

This course focuses on the applications of therapeutic massage for common health problems, and on the development of treatment plans using a goal-oriented process. Students can gain an understanding of qualitative and quantitative research for an evidence-based approach, with a specific focus on the case study.

**MT-132 Seated Massage****1.5 Semester Credits****40 Clock Hours (20 Lecture, 20 Lab)****Prerequisites: MT-121**

This course focuses on the applications of western massage and shiatsu for the client in a seated position on both regular and special massage chairs. Topics include history, equipment, positioning, adapted massage techniques, and business considerations. Students have the opportunity to learn about the techniques and applications for special events, office workers, shiatsu, integrated seated massage; and special seated positioning.

**MT-133 Neuromuscular Therapy****1.5 Semester Credits****40 Clock Hours (20 Lecture, 20 Lab)****Prerequisites: MT-121**

This course presents soft tissue manipulation techniques that balance the central nervous system with the structure and form of the musculoskeletal system.

**MT-137 Building a Massage Therapy Practice****2.5 Semester Credits****40 Clock Hours (40 Lecture)****Prerequisites: MT-121**

This course introduces the student to the process of developing a successful massage therapy practice. Topics include organizational, legal, and financial factors of employment and self-employment. Ethical considerations of employment and business ownership will be discussed. This course also will discuss various state licensing laws and provide the student with an overview of basic tax information for employment, self-employment, and business ownership.

**MT-140 Student Clinic****1.5 Semester Credits****40 Clock Hours (10 Lecture, 30 Lab)****Prerequisites: ALH-165, MT-121, MT-123, MT-124, MT-125, MT-126, MT-127, MT-128, MT-129, MT-130, MT-131, MT-132, MT-133, MT-137**

In this course, students will have the opportunity provide massage therapy in a clinic setting under faculty supervision. Review and practice in the following areas will be covered: space setup and clean-up, client file reviews, client intake and interviews, session planning and implementation, writing notes, self-evaluation reports, and minor office emergencies. CPR will be taught, and students will take the exam for CPR certification. This course will also provide preparation for the student to participate in standardized exams for certification. This course will review topics covered within the curriculum and include practice exams and test-taking strategies.

**MT-199A Massage Therapy Externship****4.0 Semester Credits****180 Clock Hours (180 Clinical)****Prerequisites: ALH-165, MT-121, MT-123, MT-124, MT-125, MT-126, MT-127, MT-128, MT-129, MT-130, MT-131, MT-132, MT-133, MT-137;**

This course presents the opportunity to observe and practice massage therapy in a professional setting. Application of principles and theory taught in the classroom will be practiced.

**PHY-113 Introduction to Physics****2.5 Semester Credits****40 Clock Hours (40 Lecture)****Prerequisites: None**

This course provides an introduction to motion, gravity, work, energy, power, rotation, states of matter, waves, light, illumination, reflection, refraction, lenses, optical instruments, interference, diffraction, and polarization.

**PY-100 Introduction to Pharmacy Technology****2.5 Semester Credits****40 Clock Hours (40 Lecture)****Prerequisite: None**

This course provides an overview of the practice of pharmacy as an introduction to students as to their role within the larger concept of the contemporary healthcare delivery system. This course discusses work schedules, job responsibilities, skills required, the relationship to other healthcare personnel and an organizational chart outlining responsibilities within the institutional pharmacy environment.

**PY-200 Dosage Forms****3.0 Semester Credits****60 Clock Hours (50 Lecture, 10 Laboratory)****Prerequisite: PY-100,**

This course will describe and analyze dosage forms, medication delivery systems, and drug packaging. Lab includes practical applications of course.

**PY-205 Inventory and Cost Control****2.5 Semester Credits****40 Clock Hours (40 Lecture)****Prerequisite: PY-100**

This course provides an introduction to the various elements of inventory control. The student will also be introduced to the fundamental aspects of purchasing, ordering, receiving, drug returns, and the vendors' role in a contemporary pharmacy atmosphere as related to the heightened awareness of cost control.

**PY-210 Pharmacy Administration****2.5 Semester Credits****40 Clock Hours (40 Lecture)****Prerequisite: PY-100**

This course provides a structural study of institutional and retail pharmacy administrative principles and procedures including: administrative structure, accreditation, the formulary system, financial management, pricing practices, reimbursement and insurance practices.

**PY-300 Pharmacy Math****6.0 Semester Credits****90 Clock Hours (90 Lecture)****Prerequisite: PY-100**

This course describes the mathematical principles in the practice of pharmacy and emphasizes the student's ability to utilize these principles in practice.

**PY-305 Pharmacy Terminology and Communication****2.5 Semester Credits****40 Clock Hours (40 Lecture)****Prerequisite: PY-100**

This course is designed to study the terminology unique to pharmacy practice in order to improve the technicians' ability to effectively communicate with peers and other healthcare personnel. Concepts involved include the interpretation of physician's orders, written, oral and telephone communications and the ability to efficiently interact with healthcare personnel and the public in a professional manner.

**PY-310 Admixture and Aseptic Technique****3.0 Semester Credits****60 Clock Hours (50 Lecture, 10 Laboratory)****Prerequisite: PY-100**

This course describes and analyzes the various uses of I.V. solutions and how they are prepared and handled. Lab includes practical aspects of the course.

**PY-315 Basic Pharmacy Law****2.5 Semester Credits****40 Clock Hours (40 Lecture)****Prerequisite: PY-100**

This course provides a general overview of Federal and State laws governing pharmacy practices.

**PY-400 Pharmacology****8.0 Semester Credits****120 Clock Hours (120 Lecture)****Prerequisite: PY-100**

This course describes the basic pharmacologic principles of therapy from the vantage of the major categories of drugs.

**PY-406 Clinical Problem Solving****3.0 Semester Credits****60 Clock Hours (50 Lecture, 10 Laboratory)****Prerequisite: PY-100**

This course describes and analyzes common clinical problems in the pharmacy, with an emphasis on the student having the opportunity to learn problem-solving skills and prescription medication order interpretation.

**PY-410 Dispensing Safety****2.5 Semester Credits****40 Clock Hours (40 Lecture)****Prerequisite: PY-100**

This course looks at the common problems of medication errors from a system perspective and a personal perspective. The course identifies methods to minimize the risk of medication errors.

## **PY-906 Pharmacy Technician Externship**

**8.0 Semester Credits**

**360 Clock Hours (360 Clinical)**

**Prerequisites: Successful Completion of All Prior Didactic Coursework**

This pharmacy technician externship is conducted in a facility where there is an opportunity to observe, assist, learn, and perform in a pharmacy setting. The externship is mandatory and must be completed satisfactorily before the student is issued a specialized associate's degree. The student's externship site supervisor will confirm, in writing, the student's attendance and submit an evaluation of performance to the school.

## **RR-100 Cardiopulmonary Anatomy and Physiology**

**5.0 Semester Credits**

**80 Clock Hours (80 Lecture)**

**Prerequisites: AH-188; AH-189**

This course is designed to provide the student with information about the anatomy and physiology of the cardiopulmonary system, including the circulatory system, applied physiology of gas laws, physical principles of gases found in the respiratory system and how they relate to other systems in the body.

## **RR-105 Introduction to Respiratory Care**

**2.5 Semester Credits**

**40 Clock Hours (40 Lecture)**

**Prerequisite: None**

This course is designed to introduce the students to the basic fundamentals of respiratory care. Topics to be discussed include: historical development, organizational structure, role of the respiratory care practitioner, medical legal ethics, terms, symbols and units of measure, physical principles of respiratory care and infection control.

## **RR-120**

**Patient Management 2.5 Semester Credits**

**50 Clock Hours (30 Lecture, 20 Laboratory)**

**Prerequisite: None**

This course is designed to teach the student different aspects of patient care. Topics covered will include the patient interview process (obtaining a pulmonary history), physical assessment of the patient, patterns of cardiopulmonary dysfunction, laboratory assessment techniques and values, ABG's and chest radiography assessment.

## **RR-210 Pharmacology**

**5.0 Semester Credits**

**80 Clock Hours (80 Lecture)**

**Prerequisite: None**

This course teaches general principles of pharmacology: encompassing drug types, dispensing, dosing, mode of action and effects, including contraindications. This course also emphasizes drug groups relating to the pulmonary system with an overview of the drugs affecting the cardiac and renal systems.

## **RR-215 Respiratory Therapy Equipment**

**3.0 Semester Credits**

**60 Clock Hours (30 Lecture, 30 Laboratory)**

**Prerequisite: None**

This course is designed to teach the students basic theory of respiratory equipment found in the clinical setting. The student will receive instruction in the production, storage and delivery of medical gasses, medical gas therapy, aerosol and humidity therapy, and hyperinflation therapy.

## **RR-220 Introduction to Clinic**

**1.0 Semester Credit**

**20 Clock Hours (20 Lecture)**

**Prerequisite: None**

This course is designed to prepare the student to function in the clinical environment. They will be instructed to perform basic respiratory care procedures such as charting, spontaneous aerosol therapy, oxygen set-ups, incentive spirometry, intermittent positive pressure breathing (IPPB) chest physiotherapy (CPT), and the use of flutter valves, oxygen analyzers, pressure manometers, respirometers and peak flow meters. This course will be integrated with respiratory care equipment to increase laboratory exposure. OSHA standards and guidelines will also be covered.

## **RR-300 Clinical Education I**

**2.5 Semester Credits**

**128 Clock Hours (128 Clinical)**

**Prerequisites: RR-100, RR-105, RR-120, RR-210, RR-215, RR-220, RR-305**

This course provides the students with practical clinical experience in an approved off-campus clinical site performed in a general care setting. The clinical training plans for this rotation will include caring for patients receiving drug aerosol treatments and/or oxygen therapy, chart review, chart documentation, and patient monitoring. The Clinical Director through site visitation will supervise and evaluate clinical activity.

## **RR-305 Cardiopulmonary Resuscitation (CPR)**

**0.5 Semester Credits**

**20 Clock Hours (20 Laboratory)**

**Prerequisite: None**

In this course, students are expected to learn to identify emergency situations and administer CPR essential to the patient's immediate needs. Certification in cardiopulmonary resuscitation for the adult, child and infant including obstructed airway is awarded upon successful completion. This is the American Heart Association BCLS course.

## **RR-315 Cardiopulmonary Diseases**

**5.0 Semester Credits**

**75 Clock Hours (75 Lecture)**

**Prerequisite: RR-100**

This course is designed to instruct the student in the diagnostics, monitoring, interpretation and treatment of pulmonary, cardiovascular, and neurologic pathologies. Pathophysiology and treatment are stressed.

**RR-321 Airway Management****0.5 Semester Credits****30 Clock Hours (30 Clinical)****Prerequisite: RR-215**

This course is a study of artificial airways. Topics of discussion include the construction, identification, selection, indications, hazards, and methods of insertion and maintenance of the airways.

**RR-400 Clinical Education II****2.5 Semester Credits****128 Clock Hours (128 Clinical)****Prerequisite: RR-300, RR-315, RR-321, RR-421**

This course provides the students with practical clinical experience in an approved off-campus clinical site performed in a general care setting. The clinical training plans for this rotation will include caring for patients receiving bronchial hygiene therapy, tracheotomy care, suctioning, chart review, chart documentation, and patient monitoring. The Clinical Director through site visitation will supervise and evaluate student clinical activity.

**RR-410 Pulmonary Functions Testing****2.5 Semester Credits****60 Clock Hours (15 Lecture, 45 Laboratory)****Prerequisite: None**

In this course, the student is expected to learn the assessment of bedside spirometry and detailed pulmonary function studies to include: lung volumes loops, maximum voluntary ventilation, FRC measurements and diffusion capacity. The student is expected to master the techniques of calculation and maintenance of pulmonary function equipment. Other diagnostic areas include bronchial challenge testing, exercise testing and arterial blood gas analysis.

**RR-421 EKGs****1.0 Semester Credit****25 Clock Hours (25 Lecture)****Prerequisite: None**

This course is designed to teach the student basic electrophysiology, telemetry and interpretation. Upon completion of the course the student is expected to be able to recognize junctional, atrial, ventricular dysrhythmias, and heart blocks. The student will be required to demonstrate competency performing a 12 lead EKG.

**RR-500 Clinical Education III****2.5 Semester Credits****128 Clock Hours (128 Clinical)****Prerequisite: RR-400**

This course provides the students with practical clinical experience in an approved off-campus clinical site performed in a general care setting. The clinical training plans for this rotation will include caring for patients receiving ABG's and Hyperinflation Therapy (BiPAP/CPAP & IPPB) chart review, chart documentation, and patient monitoring. The Clinical Director through site visitation will supervise and evaluate student clinical activity.

**RR-506 Neonatal/Pediatrics I****1.5 Semester Credits****30 Clock Hours (15 Lecture, 15 Laboratory)****Prerequisite: None Co-requisite: RR-521**

This course is a study of the principles relative to the fetal and neonatal lung development, anatomical and physiological changes that occur with the fetal and neonatal transition, and physiological lab assessments of the newborn. Students are instructed in diagnosing, interpreting, monitoring and treating breathing disorders of the pulmonary and cardiovascular systems of the newborn, infant and pediatric patients. Infant pulmonary and cardiac pathophysiology is stressed.

**RR-507 Neonatal/Pediatrics II****1.5 Semester Credits****30 Clock Hours (15 Lecture, 15 Laboratory)****Prerequisite: RR-506; Co-requisite: RR-522**

This course is a continuation of RR-506.

**RR-511 Mechanical Ventilation I****2.0 Semester Credits****60 Clock Hours (20 Lecture, 40 Laboratory)****Prerequisite: None**

This course contains an overview of mechanical ventilation that encompasses classification of ventilators and modes of ventilation. Indications, applications, physical effects and complications of mechanical ventilation are also included.

**RR-521 Neonatal/Pediatrics Lab I****0.5 Semester Credits****15 Clock Hours (15 Laboratory)****Prerequisite: None; Co-requisite: RR-506**

In this course, the student is expected to utilize the relevant laboratory equipment and concepts in support of course RR-506.

**RR-522 Neonatal/Pediatrics Lab II****0.5 Semester Credits****15 Clock Hours (15 Laboratory)****Prerequisite: RR-521; Co-requisite: RR-507**

In this course, the student is expected to utilize the relevant laboratory equipment and concepts in support of course RR-507.

**RR-600 Clinical Education IV****4.0 Semester Credits****192 Clock Hours (192 Clinical)****Prerequisite: RR-500, RR-507, RR-511, RR-522, RR-620**

This course provides the students with practical clinical experience in an approved off-campus clinical site performed in an intensive care setting. The clinical training plans for this rotation will include caring for patients receiving mechanical ventilation and includes ventilator maintenance, chart review, chart documentation, and patient monitoring. The Clinical Director through site visitations will supervise and evaluate student clinical activity.

**RR-605 CRRT Preparation****1.0 Semester Credit****20 Clock Hours (20 Lecture)****Prerequisite: None**

This course is designed to review the theoretical material in prior coursework.

**RR-611 Mechanical Ventilation II****2.5 Semester Credits****60 Clock Hours (15 Lecture, 45 Laboratory)****Prerequisite: RR-511**

This course is a continuation of Mechanical Ventilation I. Areas of discussion include: review of modes of mechanical ventilation, effects and complications of mechanical ventilation, stabilization of the patient on mechanical ventilation, weaning the patient and other advanced forms of mechanical ventilation. (CV, HFJV, IRV). Pediatric and neonatal ventilation are also discussed.

**RR-615 Rehabilitation and Home Care****1.0 Semester Credit****20 Clock Hours (20 Lecture)****Prerequisite: None**

This course is designed to teach the student appropriate delivery of respiratory care in the home. The student will receive instruction on home care equipment, therapeutic modalities, patient selection, discharge and potential problems. The student will also receive instruction on the concept of developing a pulmonary rehabilitation program. This will include patient selection, content, program implementation and evaluation.

**RR-620 Critical Care Monitoring****1.5 Semester Credits****30 Clock Hours (15 Lecture, 15 Laboratory)****Prerequisite: None**

This course includes a review of myocardial structure, function and patient assessment methods. The student is expected to learn the setup, maintenance and troubleshooting of pressure transducers. Discussion will also include insertion, monitoring and maintenance of invasive catheters. Indications, uses and complication of each of the different catheters will be discussed. The focus of the class will be interpreting hemodynamic values and applications to cardiopulmonary disease.

**RR-700 Clinical Education V****4.0 Semester Credits****192 Clock Hours (192 Clinical)****Prerequisite: RR-600**

This course provides the students with practical clinical experience in an approved off-campus clinical site performed in an intensive care setting. The clinical training plans for this rotation will include caring for patients receiving mechanical ventilation and includes ventilator weaning and discontinuation, chart review, chart documentation, and patient monitoring. The Clinical Director through site visitation will supervise and evaluate student clinical activity.

**RR-800 Clinical Education VI****4.0 Semester Credits****192 Clock Hours (192 Clinical)****Prerequisite: RR-700**

This course provides the students with practical clinical experience in an approved off-campus clinical site performed in an intensive care setting. The clinical training plans for this rotation will include caring for patients receiving mechanical ventilation and includes hemodynamic profiles/assessment and transport of the ventilator patient, chart review, chart documentation, and patient monitoring. The Clinical Director through site visitation will supervise and evaluate student clinical activity.

**RR-810 RRT Preparation****2.0 Semester Credits****30 Clock Hours (30 Lecture)****Prerequisite: RR-605**

This course is designed to prepare the student for professional employment opportunities in respiratory therapy.

**RR-825 ACLS/PALS****3.0 Semester Credits****60 Clock Hours (30 Lecture, 30 Laboratory)****Prerequisite: RR-305**

This course will be taught in accordance with the American Heart Association guidelines for ACLS and PALS. The ACLS course will concentrate on the actions that take place during the first 10 minutes of a witnessed, adult, cardiac arrest. Subjects covered will be ACLS algorithms, pharmacology, EKG recognition, airway management, intravenous techniques, defibrillation, cardioversion and essentials of ACLS. The PALS course will concentrate on recognition of respiratory failure and shock, prevention of cardiopulmonary arrest, fluid therapy and mediations, BLS review, airway management, vascular access, EKG recognition, resuscitation outside the delivery room and newborn resuscitation.

**RR-830 Mechanical Ventilation III****1.5 Semester Credits****30 Clock Hours (15 Lecture, 15 Laboratory)****Prerequisite: RR-611**

This is a continuation of Mechanical Ventilation II. Advanced concepts of mechanical ventilation will be discussed including: high frequency ventilation, high frequency oscillatory ventilation, liquid ventilation, tracheal gas insufflation, extracorporeal gas exchange, nitric oxide, and noninvasive cardiac output assessment. This course will also cover advanced modes of ventilation including pressure regulated volume control, SIMV (PRVC) + PS, SIMV (PC) + PS, Volume support, Pressure Control, and Bivent/Bilevel. The principles and techniques of neonatal and pediatric ventilation will also be discussed.

**SOC-101 Introduction to Sociology****2.5 Semester Credits****40 Clock Hours (40 Lecture)****Prerequisites: None**

This course involves the study of society, social behavior, human interaction, and cultural patterns. Topics include the analysis of social conflict, the structure and function of institutions, the dynamics of individual and group interactions, and social stratification and diversity.

### **ST-100 Introduction to Surgical Technology**

**2.5 Semester Credits**

**40 Clock Hours (40 Lecture)**

**Prerequisite: None**

This course is designed to familiarize the student with basic surgical protocols and procedures. Course components include functions and responsibilities of the Surgical Technologist, historical development of the surgical technologist, surgical conscience and ethics in the operating room, structure and design of the operating room, and occupational hazards and safety methods.

### **ST-140 Bioethics and Law for Surgical**

**Technologists**

**2.5 Semester Credits**

**40 Clock Hours (40 Lecture)**

**Prerequisite: None**

This course will discuss the role of the medical professional in protecting our community within an ever changing society. The student will have the opportunity to be trained on how to interact with individuals from all types of backgrounds. Lectures will present cultural issues, not only common to that geographic location, but also the changing nature of society. The class will also explore ethical dilemmas commonly experienced in the surgical technologist role.

### **ST-190 Foundations for Assessment**

**1.0 Semester Credit**

**20 Clock Hours (20 Lecture)**

**Prerequisite: ST-500**

This course will review all aspects of the curriculum. Students will complete assessments in preparation for clinical and entry-level employment opportunities.

### **ST-200 Fundamentals of Surgical Care**

**3.0 Semester Credits**

**60 Clock Hours (30 Lecture, 30 Laboratory)**

**Prerequisite: ST-100**

This course will introduce the student to the fundamental concepts and procedures of surgical care. Course components include the relation of microbiology concepts to the surgical environment, wound infection: control protocols and disinfectant techniques, environmental control, patient care equipment, decontamination and sterilization procedures and aseptic techniques, disposal of bio hazardous materials according to appropriate government guidelines such as OSHA and CDC guidelines. The course will also include traffic patterns in the surgical suite and discussions and exercises in hand washing, scrub and gowning techniques, as well as concepts of anesthesia and medication use in surgery, and procedures for transporting and positioning patients.

### **ST-210 Surgical Instruments**

**2.0 Semester Credits**

**40 Clock Hours (30 Lecture, 10 Laboratory)**

**Prerequisite: ST-100**

In this course, the student is expected to become familiar with the basic instruments used for surgery. Topics include three main areas: Sutures, General Surgical Instruments and Stapling Instruments with emphasis in classification, use, care and safety precautions. This course includes hands-on practice selecting sutures, instruments and accessories required for general surgery where the student will get an understanding of intraoperative and postoperative instrument routines. Laboratory exercises will be conducted to provide hands-on practice.

### **ST-215 Preparation for Surgery**

**1.0 Semester Credit**

**30 Clock Hours (10 Lecture, 20 Laboratory)**

**Prerequisite: ST-100**

This course is designed to familiarize the student with procedures for preparing the patient for surgery. It will include preparation of the surgical site, surgical draping, wound management, psychological concerns of the patient, and patient's emotional response to surgery. Draping procedures will be practiced using hands-on exercises.

### **ST-220 Surgical Equipment and Supplies**

**1.5 Semester Credits**

**30 Clock Hours (15 Lecture, 15 Laboratory)**

**Prerequisite: ST-100**

In this course, the student is expected to become familiar with the various equipment and supplies used in the surgical room. The course will cover equipment used in electrosurgery and the precautions necessary to use them, as well as homeostatic agents, laser surgery, and other equipment such as anesthesia machines, vacuums, image intensifiers, catheters and drains. Emphasis will be placed on conducting sponge counts with the circulator.

### **ST-301 Process of Surgery**

**2.5 Semester Credits**

**50 Clock Hours (30 Lecture, 20 Laboratory)**

**Prerequisites: ST-200; ST-210; ST-215; ST-220**

This course covers the daily procedures and protocols that are the foundation of the surgical process. First the student will be familiarized with the surgical routines in the operation room such as case assignments, gathering supplies, Surgeon's Preference Cards, operation room records, back table and Mayo Stand setup, hand signals, handling of specimens and required counts. The student will then be introduced to Emergency Procedures in the operating room such as massive hemorrhage, malignant hyperthermia, endotracheal tube fire, cardiac arrest, power failures, fire safety and evacuation procedures and triage during major disasters.

### **ST-305 Surgical Procedures I**

**3.0 Semester Credits**

**60 Clock Hours (30 Lecture, 30 Laboratory)**

**Prerequisites: ST-200; ST-210; ST-215; ST-220**

This is the first in a series of four courses that will cover the main surgical procedures to familiarize the students with the specific requirements for each procedure. For each procedure the course will cover the surgical anatomy, surgical prefixes and suffixes, incisions, instruments and suture materials used, methods of anesthesia, patient positioning, skin preparation, draping, preoperative routines, surgical tray and equipment, procedure description, and pathology that prompts the surgical intervention. This first course covers general and gastrointestinal surgery, Biliary Tract, Pancreas and Spleen surgery, rectal surgery, hernia repair, surgical stapling procedures, breast and thyroid surgery. Laboratory exercises are an integral part of instruction to provide the student hands-on experience preparing the surgical trays and following the steps of a procedure from beginning to end.

## **ST-320 Surgical Procedures II**

**3.0 Semester Credits**

**60 Clock Hours (30 Lecture, 30 Laboratory)**

**Prerequisite: ST-200, ST-210, ST-215, ST-220**

This course covers minimal access surgery, OB/GYN surgery and surgical procedures in Urology. Laboratory exercises are an integral part of instruction to provide the student hands-on experience preparing the surgical trays and following the steps of a procedure from beginning to end.

## **ST-400 Surgical Procedures III**

**3.5 Semester Credit**

**85 Clock Hours (35 Lecture, 50 Lab)**

**Prerequisite: ST-200, ST-210, ST-215, ST-220**

This course covers orthopedic surgery, neurosurgery, cardio-thoracic surgery, and peripheral-vascular surgery. Laboratory exercises are an integral part of instruction to provide the student hands-on experience preparing the surgical trays and following the steps of a procedure from beginning to end.

## **ST-500 Surgical Procedures IV**

**3.5 Semester Credit**

**85 Clock Hours (35 Lecture, 50 Lab)**

**Prerequisite: ST-200, ST-210, ST-215, ST-220**

This course covers ENT surgery, eye, dental, oral and maxillofacial surgery and pediatric surgery. Laboratory exercises are an integral part of instruction to provide the student with hands-on experience preparing the surgical trays and following the steps of a procedure from beginning to end.

## **ST-511 Clinical Operation Room Rotation**

**5.0 Semester Credits**

**225 Clock Hours (225 Clinical)**

**Prerequisite: all ST courses with the exception of ST-140 and ST-190**

The clinical experience provides the student with the opportunity to perform within an operating room at a clinical affiliate hospital. The student will experience an array of operating room situations. The student will be called upon to incorporate the didactic and laboratory principles taught in class to an actual setting. Exposure to a variety of surgical procedures will provide the student with an opportunity to work with specialized equipment. Students are required to attend classes at the affiliate site Monday through Friday. The student will be evaluated on a daily basis by the hospital staff and the clinical instructor, and on a weekly basis by the clinical instructor.

## **ST-905 Surgical Technology Externship**

**6.5 Semester Credits**

**300 Clock Hours (300 Clinical)**

**Prerequisites: Successful completion of all prior didactic, laboratory, and clinical coursework**

This course is conducted in a facility where there is an opportunity to observe, assist, learn, and perform in an on-the-job setting. Externship is mandatory and must be completed satisfactorily before a student is issued a degree. The student's supervisor will confirm, in writing, the student's attendance and submit an evaluation of performance to the school.

**VT-100 Introduction to Veterinary Science****2.5 Semester Credits****40 Clock Hours (40 Lecture)****Prerequisites: None**

This course is an orientation to the field of Veterinary Technology. This course introduces students to the role of the veterinary technician in the field of veterinary medicine, professional attitudes and ethical responsibilities of veterinary personnel, employment opportunities, and potential job duties. Additional topics will include the study of normal behavioral characteristics of domestic animals, the study of medical abbreviations, safety in the work place, human-animal bonds and pet loss.

**VT-101 Veterinary Medical Terminology****2.0 Semester Credits****30 Clock Hours (30 Lecture)****Prerequisites: None**

This course is designed to provide the student with a functional and practical use of medical vocabulary. The student will be expected to identify prefixes, suffixes, root words and their definitions.

**VT-105 Veterinary Nursing Procedures I****2.5 Semester Credits****60 Clock Hours (25 Lecture, 35 Lab)****Prerequisites: None**

This course will introduce concepts of hospital record maintenance, history taking, animal restraint, syringe/needle identification and handling, and venipuncture procedures. Techniques emphasized will include initial physical examinations, bathing, nail trimming, dermatological applications of medications, treatments of eyes, ears, and skin, injection techniques and restraint.

**VT-111 Kennel Management and Nutrition****2.0 Semester Credits****30 Clock Hours (30 Lecture)****Prerequisites: None**

This course will introduce concepts of the necessary care of kennel animals. Husbandry techniques, kennel management, and sanitation of animal facilities will be emphasized for dogs and cats. Regulations that affect animal care in the veterinary workplace will be introduced. Basic concepts of animal nutrition will be introduced.

**VT-200 Veterinary Anatomy and Physiology I****4.5 Semester Credits****80 Clock Hours (60 Lecture, 20 Lab)****Prerequisites: GS-205**

This course is designed to prepare the student to be able to compare and identify anatomical structures of domestic animals. Body systems discussed will include: skeletal, muscular, integumentary, special sense organs, respiratory, nervous, cardiovascular, urinary, reproductive and digestive. A virtual dissection lab will be completed.

## **VT-205 Veterinary Nursing Procedures II**

**2.5 Semester Credits**

**60 Clock Hours (25 Lecture, 35 Lab)**

**Prerequisites: VT-105**

This course is a continuation of the nursing skills and techniques begun in Veterinary Nursing Procedures I. Techniques covered will include restraint, behavior identification, complete physical examination, wound management, and nursing care procedures for small animals. Emphasis will be placed on venipuncture, blood vessel catheterization, fluid therapy and bandaging. Introduced topics will include first aid, CPR, EKGs, toxicology and oncology.

## **VT-211 Specialized Nutrition**

**2.0 Semester Credits**

**30 Clock Hours (30 Lecture)**

**Prerequisites: VT-111**

This course deals with large animal nutrition, nutrition of cancer patients and puppy and kitten nutrition. Various prescription diets are also discussed.

## **VT-216 External Parasitology**

**1.5 Semester Credits**

**30 Clock Hours (15 Lecture, 15 Lab)**

**Prerequisites: None**

This course will introduce the student to the clinical laboratory, microscopes, and other equipment and basic laboratory procedures. Maintenance of the clinical laboratory will be emphasized. Various external parasites and their life cycles will be discussed. Techniques will be utilized for the identification of external parasites of domestic animals.

## **VT-300 Veterinary Anatomy and Physiology II**

**4.0 Semester Credits**

**60 Clock Hours (60 Lecture)**

**Prerequisites: VT-200**

This course is designed to prepare the student to be able to compare and identify anatomical structures and basic physiological body functions of domestic animals. Body systems discussed will include: urinary, reproductive, endocrine, nervous, respiratory, muscles, cardiovascular, digestive, immune skeletal, integumentary, and special sense organs.

## **VT-311 Breeds/Preventative Medicine**

**2.5 Semester Credits**

**50 Clock Hours (30 Lecture, 20 Lab)**

**Prerequisites: VT-105**

This course emphasizes mentoring techniques, teamwork, communication, preventive healthcare, health problem assessment. Common canine and feline breeds will be identified and studied.

## **VT-316 Internal Parasitology**

**2.0 Semester Credits**

**50 Clock Hours (20 Lecture, 30 Lab)**

**Prerequisites: VT-216**

In this course, students will study techniques such as testing for internal parasites. Internal parasite types and life cycles will be covered. The course also provides an introduction to blood sample collection and handling, serological testing and other laboratory skills utilized in veterinary hospitals.

## **VT-320 Pharmacology and Disease Procedures I**

**4.5 Semester Credits**

**70 Clock Hours (70 Lecture)**

**Prerequisites: GS-195**

This course will introduce basic pharmacological concepts including the procedures used for choosing pharmaceutical treatments and how drugs work in the animal body. Additional topics will involve the regulations controlling the use of pharmaceuticals, routes of administration, labeling, packaging and dispensing of veterinary products. Classifications of pharmaceuticals with examples of each and dosage calculations will be emphasized.

## **VT-406 Veterinary Nursing Procedures III/Internship**

**6.0 Semester Credits**

**150 Clock Hours (45 Lecture, 60 Lab, 45 Clinical)**

**Prerequisites: VT-105**

This course covers nursing skills for large animal species including bovine, caprine, equine, ovine, porcine, poultry, and swine. Techniques studied include restraint, behavior, and nursing care. Emphasis will include preventive medicine, large animal nutrition and feedstuffs, large animal medical and surgical procedures, large animal breeds, lameness examinations and conditions, and necropsy procedures. The student will visit a large animal affiliate.

## **VT-416 Hematology and Urinalysis Techniques**

**2.0 Semester Credits**

**50 Clock Hours (20 Lecture, 30 Lab)**

**Prerequisites: VT-216**

Techniques covered in this course include urinalysis, blood chemistries, cytology, review of hematology and serology, and other laboratory skills utilized in Veterinary Hospitals.

## **VT-420 Pharmacology and Disease Procedures II**

**4.5 Semester Credits**

**70 Clock Hours (70 Lecture)**

**Prerequisites: VT-320**

This course is a continuation of Pharmacology and Disease Procedures I. Topics will include additional classifications of pharmaceuticals, rationale and precautions for therapeutic use, organization of the veterinary pharmacy, inventory control and more dosage calculations. Diseases discussed will emphasize the awareness of the cause of disease, the effects of disease on the body, as well as disease control and management procedures.

## **VT-506 Radiographic and Imaging**

**3.5 Semester Credits**

**80 Clock Hours (40 Lecture, 40 Lab)**

**Prerequisites: VT-105**

This course includes the basic principles of the production of x-rays, use of radiographic equipment and accessories, processing, identification and storage of radiographic films, patient positioning, the issue of legal records and the practice of radiation safety. Students may be required to attend an affiliate site.

## **VT-516 Microbiology Techniques**

**2.5 Semester Credits**

**50 Clock Hours (30 Lecture, 20 Lab)**

**Prerequisites: VT-216**

In this course, application of microbiological techniques utilized in veterinary practice is covered. Multiple types of bacteria and their importance in veterinary medicine are discussed.

**VT-601 Avian and Exotic Care****3.5 Semester Credits****80 Clock Hours (40 Lecture, 40 Lab)****Prerequisites: VT-105**

This course covers principles and practices of laboratory animal care. This course also includes topics of the care and management of common species of birds, reptiles and exotic pets. Discussion will include common diseases, nursing procedures, and preventative health care and handling techniques. The student will have the opportunity to care for laboratory animals and some exotics on the site. Students will also tour a local zoo and avian facility.

**VT-606 Veterinary Surgical Nursing****6.0 Semester Credits****150 Clock Hours (50 Lecture, 100 Lab)****Prerequisites: VT-205, VT-320**

This course will cover anesthesia principles, procedures, systems, classifications of anesthetic drugs, use of anesthesia equipment and maintenance of patients undergoing anesthesia. Also included will be presurgery preparation and post-surgical care of small animals, principles of surgery and sterilization, surgical assisting, and identification and care of surgical equipment. Dental prophylaxis procedures will be completed in this class.

**VT-610 Registry Preparation Seminar****2.5 Semester Credits****40 Clock Hours (40 Lecture)****Prerequisites: VT-300, VT-320; Students must also have previously successfully completed VT-420 and VT-606, or must be taking them concurrently.**

This course is designed to provide students with a comprehensive review of Veterinary Technology program content in preparation for professional employment and continuing education opportunities.

**VT-905 Veterinary Technology Externship****6.5 Semester Credits****300 Clock Hours (300 Clinical)****Prerequisites: Successful completion of all didactic, laboratory, and clinical coursework**

This course is conducted in a facility where there is an opportunity to observe, assist, learn, and perform in a veterinary technology setting. Externship is mandatory and must be completed satisfactorily before a student is issued a degree. Review of program content will also continue in this course.

**Academic Calendar  
 As of 11/30/2016**

**2016-17 Academic Calendar**

<b>Semester Start Date</b>	<b>Semester End Date</b>
11/14/2016	12/25/2016
01/09/2017	02/12/2017
02/13/2017	03/19/2017
03/20/2017	04/30/2017
05/01/2017	06/04/2017
06/05/2017	07/09/2017
07/10/2017	08/13/2017
08/14/2017	09/17/2017
09/18/2017	10/22/2017
10/23/2017	11/26/2017
11/27/2017	01/07/2018
01/08/2018	02/11/2018

**Observed Holidays-No Classes**

<b>Holiday</b>	<b>Date(s) of Break: Classes Resume:</b>
Martin Luther King Jr. 2017	Monday, 01/16/2017 Classes resume Tuesday, 01/17/2017 Make up day on Friday, 01/20/2017
Spring Break 2017 (5 week term)	Monday, 04/03/2017 – Sunday 4/09/2017 Classes resume Monday, 04/10/2017
Memorial Day 2017	Monday, 05/29/2017 Classes resume Tuesday, 05/30/2017 Make up day on Friday, 06/02/2017
Summer Break 2017 (4 week term, classes on Fridays for day student; classes on Wednesday for evening students)	Monday, 07/03/2017 – Sunday, 07/09/2017 Classes resume Monday, 7/10/2017
Labor Day 2017	Monday, 09/04/2017 Classes resume on Tuesday, 09/05/2017 Make up day on Friday, 09/08/2017
Thanksgiving 2017 (4 week term, classes on Fridays for day student; classes on Wednesday for evening students)	Monday, 11/20/2017 – Sunday, 11/26/2017 Classes resume Monday, 11/27/2017
Winter Break 2017 (4 week term, classes on Fridays for day student; classes on Wednesday for evening students)	Monday, 12/25/2017 – Sunday, 1/7/2018 Classes resume Monday, 01/08/2019

**Tuition and Fees**  
 as of 02/18/2016

The costs of the programs are for a normally progressing student, and are subject to the policies stated in the Enrollment Agreement and Catalog.

<b>Dental Assistant</b>	
Tuition:	14,750.
Application Fee:	25.
Books (estimated):	850.
Supplies and Fees: *	925.
<b>Total Cost:</b>	<b>\$ 16,550.</b>

<b>Diagnostic Medical Sonography</b>	
Tuition:	41,877.
Application Fee:	50.
Books (estimated):	2,975.
Supplies and Fees: *	1,125.
<b>Total Cost:</b>	<b>\$ 46,027.</b>

<b>Dialysis Technology</b>	
Tuition:	13,818.
Application Fee:	25.
Books (estimated):	1,625.
Supplies and Fees: *	150.
<b>Total Cost:</b>	<b>\$ 16,318.</b>

<b>Massage Therapist</b>	
Tuition:	11,340.
Application Fee:	25.
Books (estimated):	1,050.
Supplies and Fees: *	1,445.
<b>Total Cost:</b>	<b>\$ 13,860.</b>

<b>Medical Assistant Specialist</b>	
Tuition:	25,996.
Application Fee:	25.
Books (estimated):	2,795.
Supplies and Fees: *	1,100.
<b>Total Cost:</b>	<b>\$ 29,916.</b>

<b>Medical Billing and Coding</b>	
Tuition:	13,889.
Application Fee:	25.
Books (estimated):	1,680.
Supplies and Fees: *	200.
<b>Total Cost:</b>	<b>\$ 15,794.</b>

<b>Pharmacy Technician</b>	
Tuition:	23,864.
Application Fee:	50.
Books (estimated):	2,735.
Supplies and Fees: *	650.
Total Cost:	\$ 27,229.

<b>Respiratory Therapy</b>	
Tuition:	38,728.
Application Fee:	50.
Books (estimated):	3,465.
Supplies and Fees: *	1,240.
Total Cost:	\$ 43,483.

<b>Surgical Technology</b>	
Tuition:	29,025.
Application Fee:	50.
Books (estimated):	2,780.
Supplies and Fees: *	1,050.
Total Cost:	\$ 32,905.

<b>Veterinary Technology</b>	
Tuition:	26,400.
Application Fee:	50.
Books (estimated):	2,975.
Supplies and Fees: *	1,150.
Total Cost:	30,575.

\*Fees include applicable Lab Fee, Test Fee (if applicable), Insurance Fee, Uniforms, and Graduation Fee.

<b>Faculty</b> as of 2/9/2017			
<b>Name</b>	<b>Primary Discipline</b>	<b>Education &amp; Professional Licensure/Certification</b>	<b>Status</b>
Askins, William	General Education	<ul style="list-style-type: none"> <li>• J.D.- Vermont Law School</li> <li>• M.S.E.L.- Vermont Law School</li> <li>• B.S.- Pennsylvania State University</li> </ul>	Adjunct
Baker, Damien	Allied Health	<ul style="list-style-type: none"> <li>• D.C. – National University of Health Sciences</li> <li>• B.S. – University of Maryland</li> <li>• B.S. – National University of Health Sciences</li> <li>• RMA – American Association of Medical Technologists</li> </ul>	Adjunct
Barnes, James	Applied General Education	<ul style="list-style-type: none"> <li>• B.S. – ITT Technical Institute</li> <li>• A.S. – ITT Technical Institute</li> </ul>	Adjunct
Bouchat-Friedman, Adam	General Education	<ul style="list-style-type: none"> <li>• M.L.I.S- University of Pittsburgh</li> <li>• B.A.- Denison University</li> </ul>	Adjunct
Buchi, Abdullah	Dental Assistant	<ul style="list-style-type: none"> <li>• D.D.S.- Damascus University, Syria</li> <li>• CDA- Dental Assisting National Board, Inc.</li> </ul>	Adjunct
Breakiron, Ronna	Surgical Technology	<ul style="list-style-type: none"> <li>• B.S. – Colorado Technical University</li> <li>• A.S.T. – Western School of Health and Business Careers</li> <li>• A.A. – Allegheny Community College</li> <li>• CST – NBSTSA</li> </ul>	Full-Time
Brinton, Peggy	Respiratory Therapy	<ul style="list-style-type: none"> <li>• B.S.-Carrington College</li> <li>• M.S.- Northeastern University</li> <li>• A.S.-Western School of Health and Business</li> <li>• RRT-National Board for Respiratory Care</li> <li>• CRT-National Board for Respiratory Care</li> </ul>	Full-Time
Chiarini, Alicia	Diagnostic Medical Sonography	<ul style="list-style-type: none"> <li>• A.S.T.- Western School of Health and Business Careers</li> <li>• RDMS- American Registry for Diagnostic Sonography</li> </ul>	Adjunct
Clemmons, Whanda	Medical Assistant	<ul style="list-style-type: none"> <li>• Diploma- North Hills School of Health Occupations</li> </ul>	Adjunct
Cousineau, Samantha	Dialysis Technology	<ul style="list-style-type: none"> <li>• A.S.T- Career Training Academy</li> <li>• Certified Clinical Hemodialysis Technician</li> </ul>	Adjunct
Farfan, Loni	Surgical Technology	<ul style="list-style-type: none"> <li>• A.S.T.- Sanford-Brown Institute</li> </ul>	Full-Time
Frydrych, Nancy	Diagnostic Medical Sonography	<ul style="list-style-type: none"> <li>• B.S. – Seton Hill University</li> <li>• A.S. – Community College of Allegheny County</li> <li>• RDMS-American Registry for Diagnostic Sonography</li> <li>• RVT-American Registry for Diagnostic Sonography</li> </ul>	Full-Time
Gosnell, Sandra	Diagnostic Medical Sonography	<ul style="list-style-type: none"> <li>• A.S. – Community College of Allegheny County</li> <li>• RDMS – American Registry for Diagnostic Sonography</li> </ul>	Full-Time
Lacek, Michelle	Massage Therapy	<ul style="list-style-type: none"> <li>• Diploma – Sanford-Brown Institute</li> </ul>	Adjunct

<b>Faculty</b> as of 2/9/2017			
Lavery, Sarah	Veterinary Technology	<ul style="list-style-type: none"> <li>• D.V.M. – Michigan State University</li> <li>• B.S. – Michigan State University</li> </ul>	Adjunct
McKeag, Kristen	Dental Assistant	<ul style="list-style-type: none"> <li>• A.S.T. – Community College of Allegheny County</li> <li>• A.S.T. – Median School of Allied Health</li> </ul>	Adjunct
Pollard, Elaine	Pharmacy Technician	<ul style="list-style-type: none"> <li>• A.S. – Community College of Allegheny County</li> </ul>	Adjunct
Heather Powell	General Education	<ul style="list-style-type: none"> <li>• M.A.- Point Park University</li> <li>• B.S.- Point Park University</li> <li>• A.S.T- Western School of Health and Business Careers</li> </ul>	Adjunct
Rice, Stephanie	Veterinary Technology	<ul style="list-style-type: none"> <li>• A.S.T. – Sanford-Brown Institute</li> </ul>	Adjunct
Reed, Monique	Pharmacy Technician	<ul style="list-style-type: none"> <li>• A.S.- Community College of Allegheny County</li> <li>• CPhT- Pharmacy Technician Certification Board</li> </ul>	Adjunct
Sakach, Nancy	General Education	<ul style="list-style-type: none"> <li>• M.S. – California University of PA</li> <li>• B.S. – California University of PA</li> </ul>	Full-Time
Schmucker, Maria	Respiratory Therapy	<ul style="list-style-type: none"> <li>• A.S.T.- Western School of Health and Business Careers</li> <li>• RRT National Board for Respiratory Care</li> </ul>	Full-Time
Seibert, Salita	General Education	<ul style="list-style-type: none"> <li>• Ph.D.- Carnegie Mellon University</li> <li>• M.A.- Slippery Rock University</li> <li>• B.A.- Slippery Rock University</li> </ul>	Adjunct
Smith, Melanie	Respiratory Therapy	<ul style="list-style-type: none"> <li>• A.S.T. – Sanford-Brown Institute</li> <li>• RRT- National Board for Respiratory Care</li> </ul>	Adjunct
Snowden, Georgette	Surgical Technology	<ul style="list-style-type: none"> <li>• A.S. – Community College of Allegheny County</li> <li>• Diploma – Connelly Trade School</li> <li>• CST – Association of Operating Room Technicians Inc.</li> </ul>	Adjunct
Sparks, Irene	General Education	<ul style="list-style-type: none"> <li>• M.B.A. – University of Phoenix</li> <li>• B.S. – Carlow University</li> <li>• A.S. – Community College of Allegheny County</li> </ul>	Adjunct
Turner, Jaime	Medical Assistant	<ul style="list-style-type: none"> <li>• M.B.A. – American Intercontinental University</li> <li>• B.S. – American Intercontinental University</li> <li>• A.S. – International Academy of Design and Technology</li> <li>• Diploma – Duff’s School of Business</li> <li>• RMA – American Association of Medical Technologists</li> </ul>	Full-Time
Twiss, Aimee	Massage Therapy	<ul style="list-style-type: none"> <li>• B.S.- Carlow University</li> <li>• Diploma- Pittsburgh School of Massage Therapy</li> </ul>	Adjunct
Williams, Lynn	Veterinary Technology	<ul style="list-style-type: none"> <li>• A.S.T. – Median School of Allied Health Careers</li> <li>• CVT – Commonwealth of Pennsylvania</li> </ul>	Full-Time

<b>Staff</b>	
as of 2/09/2017	
<b>Name</b>	<b>Position</b>
Bennett, Jason	Director of Admissions
Bouchat-Friedman, Adam	Librarian
Brown, Stacy	Admissions Representative
Clark-Enos, Erica	Admissions Representative
Dropp, Jessica	Custodian
DuBrosky, Shondra	Financial Aid Officer
Gelorme, Paul	Vice President , Chief Financial Officer
Gregurich, Thomas	Enrollment Coordinator
Marshall, Germelle	Custodian
Junstrom, Ernie	Director of Student Affairs
Lerza, Jaime	Human Resources
Long, Charles	Director of Education ADA/504 Coordinator
Mays, Erin	Student Accounts Representative
McSparran, Scott	Social Media Coordinator
Milliron, Lacy	Career Services Advisor
O'Rourke, Patty	Director of Career Services
Pinno, Darlene	Receptionist
Sakach, Nancy	Title IX Coordinator
Scott, Larry	Information Technology Support
Smith, Cynthia	Registrar
Stainbrook, Donna	Financial Aid Officer
Yakshe, Patti	President
Yakshe, William	Security