Voorhees, New Jersey

Harris School of Business (Main Campus)
401 White Horse Road
Voorhees, NJ 08043
Tel: (856) 309-3701
Fax: (856) 309-3709

Dover, Delaware

Harris School of Business (Branch Campus)
97 Commerce Way, Suite 105
Dover, DE 19082
Tel: (302) 674-806
Fax: (302) 732-4160

Programs of Study

Voorhees Programs
• Dental Assisting
• Health Claims Specialist Plus
• Multi-Skill Health Technician
• Professional Medical Assistant Plus
• Surgical Technology

Dover Programs
• Health Claims Specialist Plus
• Massage Therapy
• Professional Medical Assistant Plus
• Surgical Technology

Class Schedules
Day Classes; Monday - Thursday, 8:30 am - 2:30 pm; Fridays as scheduled
Evening Classes; Tuesday - Thursday, 6:00 pm - 10:00 pm; Mondays as scheduled

Hours of Operation

Monday - Thursday
8:00 am - 8:00 pm

Friday
8:00 am - 5:00 pm

Saturday
9:00 am - 1:00 pm

State Approvals

This campus is authorized to provide training by:
New Jersey Departments of Education & Labor and Workforce Development
PO Box 500
Trenton, NJ 08625

This campus is authorized to provide training by:
Delaware Department of Education
Townsend Building
PO Box 1402
Dover, DE 19903

Accreditation

Both campuses are accredited by:
Accrediting Commission of Career Schools and Colleges (ACCSC)
2101 Wilson Boulevard, Suite 302
Arlington, VA 22201
Tel: (703) 247-4212
Fax: (703) 247-4533
www.accsc.org
# Table of Contents

Welcome 4  
Mission Statement 5  
General Information 6  
Admissions 8  
Family Educational Rights and Privacy 11  
Financial Aid Policies 12  
Financial Aid 13  
Financial Aid Programs 14  
Cancellation and Refund Policy 17  
Academic Policies 19  
Standards of Satisfactory Academic Progress 23  
Student Conduct 26  
Student Services 28  
Career Services 29  
Grievance Procedure 31  
Programs of Study 32  
  Dental Assisting 33  
  Health Claims Specialist Plus 34  
  Massage Therapy 35  
  Multi-Skill Health Technician 36  
  Professional Medical Assistant Plus 37  
  Surgical Technology 38  
Course Descriptions 39  
  Dental Assisting 40  
  Health Claims Specialist Plus 42  
  Massage Therapy 45  
  Multi-Skill Health Technician 47  
  Professional Medical Assistant Plus 49  
  Surgical Technology 52  
Schedule of Tuition and Fees 54  
Campus Calendars 55  
Staff 57
Welcome

Harris School of Business is an accredited school with a 50-year tradition of providing career-focused education to adults in the field of allied health and business management. We specialize in comprehensive, accelerated programs, which prepare our students for interesting and challenging positions in their chosen fields of study.

Our 50 years of success are a result of the successful graduates who have benefited from our programs; the history of their achievements forms the foundation on which today’s students set their goals. The administration, faculty and staff, look forward to assisting you in attaining your goals. We hope you enjoy your educational pursuits while at the Harris School of Business.

Sincerely,

Dr. Nicholas V. Hastain
President & CEO

History

Harris School of Business was founded by Mrs. Ethel S. Harris, a native of Camden, NJ, after her physician husband died at a young age, leaving her a widow at 37 with three small children. Fortunately before marrying her husband, Mrs. Harris had graduated from a business school and worked in Washington, D.C., as a secretary in various government departments during World War II. With her knowledge of office skills and the help of friends, she started her own business, founding Harris Employment Service in 1959. The Harris School of Business was founded in 1965 when it became apparent many job-seekers and applicants to her employment service needed training or review instruction to become more employable.

After serving the community as a family-owned business since 1965, Premier Education Group, L.P., acquired the school in May 2003; and in November 2003, the school relocated to One Mall Drive, Suite 700, Cherry Hill, NJ, a high-rise office building at the Cherry Hill Mall. This purchase was followed by an expansion in 2005 & 2006 to Linwood, NJ, Hamilton, NJ, and Wilmington, DE, and further expansion into Stratford, NJ (which has since relocated to Voorhees, NJ), Dover, DE, and Upper Darby, PA in 2008. The school’s longevity in the community and excellent reputation with employers are two of the reasons why an education from Harris School of Business opens doors of opportunity for its graduates.
Mission Statement

Mission

Harris School of Business is committed to providing students with the necessary skills and attitudes for securing employment in their fields of training. Through the combination of professional faculty, focused support services, and modern, well-equipped facilities, Harris School of Business strives to foster pride, dignity and self-respect in its student body. Fundamental to its mission is the emphasis on individual advising and guidance. The faculty and staff seek to empower students with industry specific knowledge, which will gain them both the respect and means of rewarding self-support. Harris School of Business provides students with a solid educational foundation with which to build their future professional development.

Institutional Objectives

• Provide curricula that meet the current standards of the industries we serve.
• Provide an environment that will foster academic and personal development.
• Help students develop proper work habits, professional attitudes, and increased confidence.
• Provide a clean, attractive and well-managed facility for the student, staff and faculty.
• Assist graduates in securing entry-level positions that will lead to fulfilling their career objectives.
• Provide business, industry, government, and professionals with well-trained personnel.

To assist students in achieving their objectives, Harris School of Business maintains a creative and innovative group of faculty and staff members who are chosen for their specialized skills. Students are sure of receiving personal attention in classes where communication between student and teacher, as well as between student and student, may flourish. Emphasis on individual growth is an essential part of our educational program.
General Information

Statement of Legal Control

The Harris School of Business is owned by Premier Education Group, L.P.; registered limited partnership in the Commonwealth of Pennsylvania. Dr. Nicholas V. Hastain is the President & CEO and Robert L. Bast, Esq., W. Roderick Gagne and The Elizabeth Brennan Family Trust #2 are limited Partners. The General Partner is incorporated.

Statement of Non-Discrimination

Harris School of Business does not discriminate on the basis of sex, age, physical handicap, race, creed or religion in its admissions to, or treatment within, its programs and activities, advertising, training, employment or placement. The Campus Director is authorized to coordinate Title IX, the Educational Amendment Act of 1972, which prohibits discrimination on the basis of sex in any educational program or activity receiving Federal financial assistance. All grievances or complaints under the sex discrimination provision of Title IX should be directed to the Campus Director. Complaints will be responded to within 10 working days and will be handled directly and equitably. Students who feel the complaint has not been adequately addressed should forward their concerns to Jessica Mastrogiovanni, Vice President/General Counsel at the corporate offices of Premier Education Group:

545 Long Wharf Drive, 5th Floor
New Haven, CT 06511
Tel: (203) 672-2300
Fax: (203) 672-2323

Facilities for the Handicapped

Harris School of Business facilities are accessible to the handicapped. Harris School follows ADA guidelines in providing reasonable accommodations for all such applicants.

School Hours

Standard day school hours are 8:30AM - 2:30PM, Monday through Thursday. Day classes canceled for holiday observance on a Monday are usually made up on Friday of the same week. The school reserves the right to utilize an extended day, occasional Fridays, or even Saturdays as make-up for snow days or other unusual circumstances. Evening classes regularly meet 6:00PM - 10:00PM, Monday through Wednesday. Evening classes canceled for holidays, weather, or other reasons are generally rescheduled for Thursday nights. Schedule will vary according to program and start date selected.

General Facilities

The Voorheese campus is located in Voorhees, NJ and conveniently located a short distance to the state border of Pennsylvania. The school is located in a professional building and is handicap-accessible. There is ample parking adjacent to the building. The school has a main reception area, large classrooms, and clinical rooms with windows.

The Dover campus is located in Dover, DE and conveniently located a short distance to the state border of Maryland. The school is located in a professional building and is handicap-accessible. There is ample parking adjacent to the building. The school has a main reception area, large classrooms, and clinical rooms with windows.
Dress Code

Students are asked to maintain personal hygiene and use good judgment, and to dress in a manner which is consistent with preparing to enter the business world. Specific information concerning what is considered appropriate attire can be found in the Student Handbook, which is provided to each new student prior to the start of classes, and can be requested from the Director of Education if needed later.

Graduation - Certificates
(Voorhees Only)

Students enrolled are awarded certificates upon successful completion of all program and graduation requirements.

Graduation - Diplomas
(Dover Only)

Students enrolled are awarded diplomas upon successful completion of all program and graduation requirements.

Accreditation & State Approvals

Accrediting Commission of Career Schools and Colleges (ACCSC)
2101 Wilson Blvd, Suite 302
Arlington, VA 22201
Tel: (703) 247-4212
Fax: (703) 247-4533

Both campuses are authorized to provide training by:

New Jersey Departments of Education & Labor and Workforce Development
PO Box 500
Trenton, NJ 08625

Delaware Department of Education
Townsend Building
PO Box 1402
Dover, DE 19903

School Closings and Emergency Circumstances

The school utilizes local network for publicizing school closings or late openings. The school reserves the right to cancel or delay the start of classes during an emergency or any other “act of God.” Under these conditions, students will not be charged with an absence. Course content will be made up to ensure completion of the student’s entire program. In the unlikely event of a catastrophe, the school reserves the right to suspend training for a period not to exceed 90 days, providing it evidences positive efforts every 30 days to reactivate the institution.

School Calendar

For a complete listing of the school’s yearly calendar, including start and end dates of programs, and school holidays, please refer to pages 57 and 58.

Harris School Philosophy

Harris School of Business is dedicated to providing students with the best quality of education available. Harris School offers a sound clinical and educational experience that produces excellence in the allied health industry. In addition, Harris School is committed to assisting each student in mastering his or her therapeutic and clinical skills, technical knowledge, personal awareness, and sensitivity needed for a successful and rewarding practice in allied health or business.
Admissions

Admissions Requirements

To qualify for admission into Harris School of Business, applicants must successfully complete the initial interview process and receive a positive recommendation from the school's Director of Admissions. Additional requirements for admissions are as follows:

- Submit a copy of a high school diploma, GED certificate, or a copy of an official transcript of post-secondary education at a recognized, degree-granting institution
- $25.00 Application Fee
- Pass the Wonderlic Assessment entrance exam (All programs in Voorhees and only for Surgical Tech in Dover Campus)
- Submit a completed enrollment package, including a signed Enrollment Agreement
- Be available for learning activities that may be scheduled evenings and/or weekends.

Ability-To-Benefit and High School Diplomas (or Equivalent)

The school does not accept Ability-To-Benefit (A.T.B.) students for admissions to full programs. Therefore, to be accepted for admission, the school must have evidence on file that a student has received a high school diploma or recognized equivalent.

The Wonderlic Scholastic Level Exam is used in determining the prospective students ability to complete the following programs of study currently offered at the campus: (Voorhees campus utilizes the entrance exam for all programs, Dover campus only utilizes the exam for Surgical Technology). Below is the minimum Wonderlic score required to enter specific programs:

- Professional Medical Assistant Plus: 13
- Health Claims Specialist Plus: 13
- Dental Assistant: 15
- Multi-Skill Technician: 13
- Surgical Technology: 19

Acceptance

Upon completion of the required documents for admission, the applicants are notified in writing of their acceptance.

Proficiency Credit (P)

For students wishing to demonstrate proficiency in a keyboarding course, the Director of Education will have the student take a proficiency exam to determine “retained knowledge” in both lecture and laboratory components. A minimum score of 75% must be achieved in lecture, and practical skills are assessed in laboratory components with a minimum score of 35 words per minute with five errors or less. The student will receive a P for the applicable course on the Harris School transcript. Proficiency credits cannot be funded with Federal Title IV financial aid. Credits will be considered for transfer credit toward graduation if all of the above procedures are completed prior to starting school. Proficiency and transfer credit will not exceed one-fourth of the programs normal length. Upon approval of course credit, appropriate tuition adjustments will occur at the current hourly rate.

Transferring Credits from Other institutions and Premier Education Group Schools

Post-Secondary institutions honor requests by applicants with previous post-secondary credits for advanced standing. Premier Education Group schools employ practices in line with other higher education institutions in assessing credits from other schools or colleges that are recognized by the US Department of Education. Credit transfer determination is made before the student starts.
Practices and Policies

Academic Transfer of Credit:
The Education department at the school will review transcripts to determine what hours/credits, if any, will be granted. Students petitioning for transfer credit must submit an official transcript and catalog from the institution.

- Prospective students may be granted transfer credit up to 25% of the total program credits from an outside institution as long as the institution is recognized by the US Department of Education.
- Premier Education Group students may be granted transfer credit up to 50% of the total program hours/credits within a Premier Education Group school (Example: Harris to Salter) if the new program and all courses are not identical. If a student comes back within 180 days, they resume their original enrollment.
- Students may transfer credits from a Premier Education School with identical curriculum based on the following:
  a. Premier Education Group students’ passing grades will be accepted, however, non passing grades will still be calculated in Satisfactory Academic Progress (SAP) and in the Cumulative Grade Point Average (CGPA).
  b. Premier Education Group students returning after one year or more will be required to take a skills assessment test.
  c. Premier Education Group students returning after one year or more with only an externship to complete will be required to take a skills assessment test prior to being placed on an externship site.

Skills Assessment Tests:
Professional Medical Assistant - Hands-on skill assessment
Health Claims Specialist Plus - Written skill assessment
Dental Assistant - Hands-on skill assessment
Surgical Technology - Hands-on skill assessment
Multi-Skill Technician - Hands-on skill assessment

(All skills assessments must be documented and graded.)
(If the skill assessment is not passed, appropriate courses will be assigned to audit or retake courses.)

The official transcript must be accompanied by a catalog of the institution, which describes the courses for which transfer hours/credits is sought. Transfer hours/credits cannot be funded with Federal Title IV financial aid. Transfer credits will count as hours/credits attempted and completed for SAP calculation.

Hours/credits will be considered for transfer hours/credits toward graduation if the following criteria are met:

1. Official transcript and catalog are reviewed
2. Course is adjudged equivalent in content, hours and credits
3. A GPA of 2.0 or better was achieved (does not apply to PEG transfers)
4. Course was completed no more than 5 years prior to “date of request”
5. All courses transferred from another institution will be marked with a “T”
6. PEG Courses that are being transferred from one enrollment at the school to a new enrollment due to program changes, schedule changes, and reentry/reenroll activity will show on the transcript with the original grade earned, including “F” and “W”’s and will also calculate for GPA and SAP using the original grade. This includes same school codes.

Tuition Credit:
Students will be charged on a pro rata credit for tuition based on number of hours remaining in the program.

Right to Appeal:
Students may appeal the transfer credit decision by writing to Premier’s Education Specialist at:

Premier Education Group
545 Long Wharf Drive, 5th Floor
New Haven, CT 06511

The Education Specialist may exercise their discretion to reevaluate the award of transfer credit.
Transfer of Harris School of Business Credit to Other Institutions

Harris School of Business does not suggest, imply or guarantee any transferability of courses or credits. The transferability of your school courses to other institutions is based on the other institution’s evaluation policies and procedures. An institution’s accreditation does not guarantee that other institutions will automatically accept another institution’s credits. Upon request, Harris School of Business will assist students looking to transfer to other institutions by providing counseling to the student, as well as a transcript of grades and applicable course descriptions to the other institution.

Remedial Education

Harris School of Business offers no remedial education or GED training programs. However, the Director of Education maintains listings of remedial and GED preparation programs which are offered at local adult learning centers and high schools.

Orientation

A mandatory orientation session for new students is held prior to the start of the programs. Students will receive advance notification of the date and time of orientation. It is each student’s responsibility to become familiar with the policies and guidelines of the school, which are contained in this catalog, official memos and supplements.

Maintenance of Academic Records

Students’ files are maintained by each respective department and school while the student is in attendance. After leaving the school, the various parts of a students file are combined into one file which is maintained by the Education Department for a period of 5 years from the date the student leaves school (a minimum of 4 years from the last financial aid award year). After this point, only the academic transcript is maintained indefinitely.

Students have the right to inspect and review their records, as well as request amendment of records which they believe to be inaccurate or misleading. Procedure requires that the student make an appointment with the Campus Director to review the documentation in his or her file; the school will need to comply within a maximum of 45 days.

Consumer Information - The Student Right to Know

Students can request to see the following consumer information from the school, which is available in either the Admissions, Financial Aid, or Director of Education’s office: evidence of accreditation and state licensing; the cost of attending, as well as the institution’s refund policy (including examples of refund calculations) in the event of withdrawal or termination; what financial assistance is available to students and how recipients are selected; how financial need is determined, including how the costs for education are calculated; information about loans, including the interest rate, the amount that must be repaid, when repayment will begin, and the conditions for deferment if necessary; how satisfactory academic progress is determined by the institution and the consequences for failing to meet those standards; information about campus security; and student completion and placement rates.

Felony Disclosure

Please be advised that if you have been convicted of a felony, you may not be eligible for certain clinical experiences, externships, internships or certifications associated with our educational programs. Those with non-felonious criminal backgrounds may also find it difficult to secure employment within a health care setting.
Family Educational Rights and Privacy

At Harris School of Business we care about privacy. Under the Family Educational Rights and Privacy Act (FERPA) of 1974 (PL 93-380) as amended by PL 93-568, Harris School of Business will provide eligible students or parents of minors with the opportunity to review the student's educational record, to seek correction of information contained in those records, and to limit disclosure of “non-directory” information from the records. FERPA also provides that an educational institution may not release information about students nor give access to any unauthorized parties without the student's written consent.

Harris School of Business requires students to give the school written permission before any “non-directory” information will be released to a parent or non-authorized party. Release forms are available from school staff.

FERPA allows schools to disclose non-directory records without student permission to the following parties or under the following conditions (34CFR 99.31):

- School officials with legitimate educational interests
- Other schools to which a student is transferring
- Specified officials for audit or evaluation purposes
- Appropriate parties in connection with financial aid to a student
- Organizations conducting certain studies for or on behalf of the school
- Accrediting organizations
- Department of Veterans Affairs
- Internal Revenue Service in compliance with the Taxpayer Relief Act
- To comply with a judicial order or lawfully issued subpoena
- Appropriate officials in cases of health and safety emergencies
- Federal, state and local authorities pursuant to specific federal and state laws

Students may also request that their “directory” information not be released, (name, address, telephone, dates of attendance, program, honors, awards, etc.), by submitting a request in writing to the Financial Aid office.

Students who wish to examine their academic files may make an appointment to do so. A student has the right to challenge and request correction of any item in the file. The Director of Education must authorize correction of any alleged inaccuracy. The Director must give final approval of the change.
Financial Aid Policies

Tuition & Fees
All students are guaranteed that tuition at the time of registration will not increase as long as they are actively and continuously enrolled in the same program. For a complete list of the tuition and fees for current programs, including the standard application, registration, and graduation fees, please refer to The Schedule of Tuition and Fees section of the catalog. Upon satisfactory completion of a program and discharge of all financial obligations, a student will be awarded a diploma or certificate.

Books & Supplies
Students will be charged for books and supplies received unless, in case of cancellation, they are promptly returned in proper condition for resale.

Methods of Payment
The school accepts cash, personal checks, certified checks, bank checks, money orders, credit/debit cards from Visa, MasterCard, and Discover as methods of payment for tuition, fees, books and supplies, in addition to Title IV student aid (Pell, SEOG, Subsidized/Unsubsidized Direct Loans, PLUS Loans), private credit-based student loans, and private scholarship funds.

Other Options

Tuition Payment Plans - a tuition deposit may be required at the time of application. Two plans are available for paying the balance of tuition.

1. Full payment of tuition on or before the date classes start.
2. Payment of tuition balance in monthly installments.

Information regarding tuition payment plans is included in the application procedure as part of the Financial Aid Interview. Installment payment plans may be arranged on an individual basis for students, which would be paid directly to the school or its agent. If a collection agency or attorney is needed as a result of non-payment, attorney's fees and collection costs will be paid by the student.

Other programs which can help students fund their education include Veterans' Benefits and state specific programs such as Workforce-In-Action (WIA), Workforce Development Programs (WDP), Trade Act, and Vocational Rehabilitation. Student eligibility for such funding is controlled by the individual funding agency, and students are encouraged to contact their local and state worker assistance offices to inquire further.
Financial Aid

Harris School of Business believes that limited resources should not limit a student's career aspirations and educational opportunities. The Financial Aid Administrator at Harris School is available to personally consult with the student (and/or parent/spouse) concerning eligibility for financial aid programs, the application process, and a payment plan that fits the student’s needs.

In general, in order to receive aid a student must be a U.S. citizen or eligible non-citizen and demonstrate financial need and eligibility for a loan, and the student must attend the school on at least a half-time basis. Financial aid recipients should be aware of the difference between a grant and a loan:

- **A grant** is an award to eligible students that does not have to be repaid.
- **A loan** is borrowed money that must be repaid with interest.

Free Application for Federal Student Aid (FAFSA)

The FAFSA must be completed by all students applying for financial aid from the U.S. Department of Education Title IV Student Assistance programs. Applications are available in the Financial Aid office and may be transmitted electronically to the Department of Education’s Central Processing System (CPS). Please consult the Financial Aid Administrator for more information.

Semester Credit Hours

Harris School has adopted the standard Federal definition of a credit hour for all Federal Financial Aid awarding using the standard Federal clock to credit hour conversion rate of 37.5 clock hours = one semester credit hour. An academic year for a fulltime equivalent student for Federal Title IV purposes is defined as a minimum of 24 credits and 30 weeks. A clock hour is defined as one actual hour of attendance (60-minute period), though each hour may include a 10-minute break. Therefore a 900 clock hour program will be awarded aid based on 24 Federal semester credits (900/37.5 = 24), one full year of Title IV eligibility.

The credits used for Title IV eligibility evaluation may differ from those used for academic transcripts.
Financial Aid Programs

Availability for financial aid is subject to change, based on state and federal regulations. The financial aid programs available to students at Harris School of Business are made available through the U.S. Department of Education and Title IV of the Higher Education Act of 1965, as amended, and the Harris School Institutional Scholarship & Grant Programs. For a more detailed explanation of Title IV Aid, students may request a copy of The Student Guide from the Financial Aid office.

Federal Pell Grant

Eligibility is established by the U.S. Department of Education from information submitted on the Free Application for Federal Student Assistance (FAFSA). The Federal Pell Grant Program is the largest Federal student aid program. For many students these grants provide a foundation that is then supplemented by other resources. Eligibility is determined by a standard formula that is developed by the Federal Government each year.

Federal Supplemental Educational Opportunity Grant (FSEOG)

The Supplemental Education Opportunity Grant (SEOG) is an additional grant that may assist qualifying students in meeting their financial obligations. Students apply through the Financial Aid Advisor. Grants are based on the funds available and do not have to be repaid. Need is determined by the financial resources of the students and their parents and the cost to attend the school.

Federal Stafford Loans

A Federal Stafford Loan (FSL) was formally known as Guaranteed Student Loan (GSL). This is a low-interest loan available to qualified students through lending agencies and institutions participating in the program and is guaranteed by the U.S. government. Repayment for these loans starts six months after the student drops below half-time status, terminates training, or graduates.

Federal Parent Loans

The Federal Parent Loan for Undergraduate Students (FPLUS) provides additional funds to help parents pay for a student’s expenses. There is a competitive interest rate charged and the repayment schedules are different for different parents. Loan origination fees may be deducted from the loan by the institution making the loan as set forth by government regulations.

William D. Ford Federal Direct Loan Program (FDLP)

Students attending school on at least a half-time basis may apply for educational funding through the FDLP. Eligibility is based on financial need as designed by a formula set forth by the U.S. Department of Education. Applicants must first submit a FAFSA to determine eligibility for the grant programs before application may be made for a loan. Loan eligibility for the grant programs must be made before application may be made for a loan. Loan Origination and Promissory Notes are generated electronically by the Financial Aid Office. Promissory Notes are distributed and signed by the applicant at the time of Loan Entrance Counseling. Federally subsidized and unsubsidized Direct Loans, as well as Direct Parent Loans for Undergraduate Students (FDPLUS) are available. Please consult the Financial Aid Director or The Student Guide for more information.

Tax-payer Credits for Educational Expenses

Students and/or the parents of dependent students may qualify for a number of tax credits as a result of attending this school. This may include the Hope or Lifelong Learning Credit. Please consult with an accountant or tax specialist regarding these programs.
GI Bill Educational Benefits

The Department of Higher Education, under Title 38 United States Code, has approved the programs at Harris School of Business for education benefits. To determine eligibility for VA benefits contact the Veterans Affairs Office to obtain the necessary application (VA Form 22-1999) or (VA Form 22-5490). Once the application is complete, the application must be submitted to the Harris School certifying official. The certifying official needs to certify the student’s enrollment at the school to the VA using (VA Form 22-1999). The application and the certification of enrollment will be submitted by the certifying official to the Regional Processing Office for payment. It is the applicant's responsibility to contact the school's certifying official to initiate the payment of benefits. It is also the applicant's responsibility to notify the certifying official of change in program, withdraw from a course or school, non-attendance, or other matters affecting academic status. The student may obtain an application by calling 800-827-1000 or by logging on to the national web site at www.gibill.va.gov.

GI Bill®

Method of Financial Aid Disbursement

Disbursements of Pell Grants and student loans are made in no less than two separate disbursements, provided that the student has completed all necessary paperwork to be eligible for the programs and is maintaining Satisfactory Academic Progress at the scheduled disbursements points.

Harris School of Business Institutional Grant

Harris School of Business makes available the Ethel S. Harris Transitional Grant funds up to $400,000. In order to be eligible for an institutional grant, a candidate must meet the qualifying criteria, as well as meet the requirements for admission that applies to all students. The Ethel S. Harris Grant is available to individuals who are experiencing a life-changing event.

The requirements are:

1. Meet the general admissions requirement for Harris School of Business
2. Be approved and funded by the Workforce Investment Act, Department of Vocational Rehabilitation, Workforce Development Partnership, or The Trade Act of 1974 to attend Harris School of Business
3. Must complete (during the general admissions application process) the Ethel Harris Grant application, including the essay section describing your use of a Harris education in meeting your goals.

These grants will be apportioned throughout the year and can only be applied to institutional charges (tuitions, books & fees). The Campus Director will be responsible for determining whether the applicant has met the eligibility requirements and the amount of the award. Recipients will meet with the Financial Aid Department where an award letter will be provided detailing the cost of attendance, the institutional grant, federal financial aid and any other funding sources. Additionally, the student must provide an approval letter from their agency.
Financial Burden Relief (FBR) Scholarship

- Must be currently attending the Voorhees or Dover campus of Harris School of Business.
- Must have applied for, been awarded and accepted all eligible Federal Financial Aid resources available.
- Must have a balance owed to the school for the direct costs of the program after all Federal and other outside financial resources are applied. Must have agreed to and signed a payment plan with the school.
- Must complete an application and submit to the financial aid office.
- Must have made a payment in December of the current year and/or be current with your student payment obligations.

The FBR Scholarship will be awarded to cover up to 30% of the difference between your current unfunded, unpaid balance and the direct costs of your program (tuition, fees, books and supplies). You will then have the option to either reduce each remaining monthly payment amount by 30% or continue paying at the current amount and complete the payment plan ahead of the original schedule. Your Financial Aid office will explain the two options so you can choose what best meets your needs.

This award is contingent upon your graduation from the program. Should you withdraw and/or fail to graduate, the scholarships funds will be refunded back to the scholarship foundation to be awarded to another future student and you will become responsible for paying your full balances with your own funds.

Entrance & Exit Counseling

All student loan recipients are required by the U.S. Department of Education to receive Entrance and Exit Counseling to ensure they are aware of their rights and responsibilities under the specific loan program which applies to them. Topics include: the lender’s name and address, amount of the loan(s) borrowed, terms of repayment, interest which will be charged, prerequisites for requesting deferment of repayment, requirements to keep the lender informed, and consequences of defaulting on repayment of a student loan.

The Financial Aid office is responsible for scheduling and conducting entrance and exit counseling with borrowers at the appropriate times.

Service Charge

In the event that a personal check rendered for payment of obligations is returned by the bank for insufficient funds or for any other reason, a $25 bookkeeping fee will be charged in addition to the bank charge.

Collections

Students in arrears with monthly payments may be sent to a collection agency. In accordance with the terms of their enrollment, interest and/or collection fees may be added to the balance owed.

Policy on Unpaid Debt

It is the policy of Harris School of Business that students or former students who have any unpaid obligations for tuition or fees due to the school who have not made acceptable arrangements for settlement of obligations, will be subject to the withholding of any grades, grade reports, transcripts, diplomas or certificates, and will not be able to participate in the externship course or continue with the program until satisfactory settlement of unpaid debts.

Right to Make Changes or Revisions

This catalog is an official publication of the Harris School of Business. The school reserves the right to make changes or revisions to the catalog at any time by means of official addendums. Such changes may include, but are not limited to, courses, methods, faculty, staff, provisions or requirements, the cancellation of courses or programs, and any other change deemed necessary in the best interests of the school and its students. It is advised that all students read and fully understand the regulations and policies stated herein.
Cancellation and Refund Policy

Return of Title IV Funds

The return of Title IV funds as described in Section 484B of the HEA Amendments determines the amount of Title IV aid a student has earned at the time a student withdraws. The amount of the Title IV aid a student has not earned is then returned to the Title IV programs. It is a proportional calculation based on the date of withdrawal through sixty percent (60%) of the payment period. The formula in brief is as follows:

1. The school will determine the withdrawal date and the percentage of the payment period attended
2. The school will determine the amount of Title IV aid for which the student was eligible
3. The school will compare the amount of aid earned to the amount disbursed. If the amount disbursed exceeds the amount earned, this amount of Title IV aid must be returned

In conformance with Federal regulations, the policy of Harris School of Business is to distribute the proceeds of return to Title IV calculation to the origination sources in the following order, up to the net amount disbursed:

- Unsubsidized Federal Stafford Loan
- Subsidized Federal Stafford Loan
- Unsubsidized Direct Stafford Loan
- Subsidized Direct Stafford Loan
- Federal PLUS Loan
- Federal Direct PLUS Loan
- Federal Pell Grant Program
- Federal SEOG

Please note, students are responsible for any balance owed to Harris School of Business as a result of the repayment of Federal aid funds.

To obtain a refund of unearned tuition, students are requested to complete a Student Withdrawal Request, available from the school office.

For a student who is dismissed or who withdraws from the program, refund of tuition due to the student for the period of training and financial obligation will be calculated by doing a detailed comparison between the institutional and state refund policies. A refund will be issued according to whichever is more lenient to the student and any overpayments will be returned within 45 days of the date of determination.

New Jersey State Refund Policy

In calculating refunds of tuition paid in advance or sums due the school where tuition is paid on a weekly, monthly, or semester basis, the following shall apply:

A. For courses of 300 hours or less, the school may retain the registration fee plus a pro-rata portion of the tuition calculated on a weekly basis
B. For full-time attendance in courses exceeding 300 hours in length, the school may retain the registration fee plus:
   1. Ten percent of the total tuition if withdrawal occurs in the first week
   2. Twenty percent of the total tuition if withdrawal occurs in the second or third week
   3. Forty-five percent of the total tuition if withdrawal occurs after the third week but prior to the completion of twenty-five percent of the program
   4. Seventy percent of the total tuition if withdrawal occurs after twenty-five percent but not more than fifty percent of the course has been completed
   5. One hundred percent of the total tuition if withdrawal occurs after completion of more than fifty percent of the course
Delaware Refund Policy

For the student who enters a private business and trade courses of not more than 12 months in length, terminates or withdraws, the school may retain $100.00 of tuition and fees and the minimum refund of the remaining tuition will be:

A. After 0.01% enrollment time of the course, 80% of the remaining tuition
B. After 5% to 9.9% enrollment time of the course, 70% of the remaining tuition
C. After 10% to 14.9% enrollment time of the course, 60% of the remaining tuition
D. After 15% to 24.9% enrollment time of the course, 55% of the remaining tuition
E. After 25% to 49.9% enrollment time of the course, 30% of the remaining tuition
F. After 50% or more enrollment time of the course, the student may be considered bligated for the full tuition

Enrollment time is the time elapsed between the actual starting date and the date of the student's last day of physical attendance in the school.

C. For part-time attendance in courses over 300 hours in length, calculation of the amount the school may retain in addition to the registration fee shall be based on:

1. Ten percent of the total tuition in withdrawal occurs in the first 25 hours of scheduled attendance
2. Twenty percent of the total tuition if withdrawal occurs between 26 and 75 hours of scheduled attendance
3. After 75 hours of scheduled attendance the amount the school retains shall be calculated on the same basis as for full-time attendance

D. In cases where other fees have been charged, the refund shall be based upon the extent to which the student has benefited. For example, the graduation fee shall be refunded; the materials fee shall be pro-rated. Plus other charges as shown on the enrollment agreement

E. The calculations of refunds will be based on the effective date of termination

F. Refunds will be processed no later than 45 days after the school determined withdrawal date. All other refunds (i.e., FFELP, FDSL,P, etc.) will be issued in accordance with applicable State and Federal mandates

G. Students who have not visited the school facility prior to enrollment will have the opportunity to withdraw without penalty within three days following either the regularly scheduled orientation date, as appropriate, or following a tour of the school facilities and inspection of equipment

H. Special cases. In case of prolonged illness or accident, death in the family, or other circumstances that make it impractical to complete the program, the school shall make a settlement, which is reasonable and fair to both parties

I. Please note, students are responsible for any balance owed to Harris School of Business as a result of the repayment of Federal aid funds
Academic Policies

Grading System

The grading system is as follows:

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Grade Range</th>
<th>GPA</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>93 - 100</td>
<td>4.00</td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>83 - 92</td>
<td>3.00</td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>70 - 82</td>
<td>2.00</td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>60 - 69</td>
<td>1.00</td>
<td></td>
</tr>
<tr>
<td>F</td>
<td>0 - 59</td>
<td>0.00</td>
<td>Fail</td>
</tr>
<tr>
<td>S</td>
<td>-</td>
<td>-</td>
<td>Satisfactory Extern</td>
</tr>
<tr>
<td>W</td>
<td>-</td>
<td>-</td>
<td>Withdrawn</td>
</tr>
<tr>
<td>T</td>
<td>-</td>
<td>-</td>
<td>Transfer</td>
</tr>
<tr>
<td>P</td>
<td>-</td>
<td>-</td>
<td>Proficiency</td>
</tr>
</tbody>
</table>

Course Repetitions

When a student receives an “F” grade in a course, the student will be required to repeat the class. The school may allow a student to continue within his/her current class as long as the class failed is not a prerequisite for subsequent courses that will be taken before the failed course is retaken. If necessary, the student’s program will be extended at no extra charge.

Harris School recognizes that students may need to retake a class/classes due to a failing grade. Harris School permits this to occur, however a student must understand the following:

- When a class is retaken, both grades will appear on the final transcript, however only the higher grade will be used to calculate the GPA on the final transcript.
- In calculating GPA for a successful repeat of a course, the new grade will replace the old grade and the hours will not be included. However for determining minimum academic achievement and successful course completion, the amount of clock hours attempted will include both the first and second attempt of the class.
- A student will be considered to be on Academic Advisement whenever retaking a class/classes. If upon completion of the class, all areas of SAP are not met, the student may be permanently dismissed.

Financial Aid eligibility may be affected. Therefore, it is the student’s responsibility to consult with a Financial Aid Advisor.

No additional tuition is charged for retaking a class/classes. However, if a student retaking a class/classes subsequently withdraws or is dismissed, all hours attended are used for calculation of the refund policy. Additionally, students will be responsible for purchasing textbooks and workbooks that have been updated.

Explanation of Credit Systems

The Voorhees and Dover campuses are approved to measure academic progress in Semester Credit Hours.

Semester Credit Hours

One academic credit is granted for every 15 hours of instructional time scheduled in lecture, 30 hours in laboratory classes, and 45 hours of externship experience. One hour is defined as no less than 50 minutes of instructional time.

Make-Up Work and Tests

All classwork and homework assignments must be made up in accordance with a schedule to be arranged with the instructor and/or academic advisor. There will be no charge for make-up work. If a student is absent for a scheduled test, a make-up test may be taken after returning to school.
Grade Appeal

Students may appeal to the registrar for review of their grades or academic status. The appeal must be made in writing within ten days of the grade determination. A designated committee consisting of the directors or their designees will review all appeals. The committee’s decision will be final.

Attendance Requirement

Attendance is recorded for each course and during each class. Students enrolled at the Harris School of Business are expected to maintain an 80% attendance rate overall for each term. Students are allowed to complete faculty-created, faculty-monitored, and course specific make-up assignments and make up time during unscheduled academic hours within the same term. No more than 10% of any individual course of study can be earned as a result of these assignments and makeup time and the work must be completed before the start of the next academic term.

Students will be notified if their attendance levels put them in academic jeopardy through an advisory form. Students falling below 80% at the mid point will be placed on Attendance Warning. Failure to maintain satisfactory attendance or to complete required make-up work and time may result in academic sanctions up to and including dismissal from the student’s program. Student's failure to meet the attendance requirements at the end of the academic year will be dismissed unless an attendance appeal is granted based on significant extenuating circumstances for all absences. The appeal must be presented to the Director of Education for approval. If, at the next measuring point, the 80% is not achieved then the student will be dismissed.

Attendance Warning

Attendance Warning serves as a warning to students that their performance in attendance is unsatisfactory and that a lack of improvement during the next period will lead to dismissal.

Failure to Attend Classes

Students who are absent for 14 consecutive days, resulting in an interruption of training, may be required to withdraw from active enrollment and re-enroll at a later date. Students should meet with the Financial Aid and Education Department personnel to understand the status and impact upon their financial aid awards and academic progress.

Change of Program

In order for a student to change from one program to another, they must be making Satisfactory Academic Progress. The student must seek the approval of the Director of Education who will make the determination based on the student's academic standing. The student’s transcript will be evaluated for the possible transfer of credits.

Certificates/Diploma & Graduation Requirements

Students enrolled are awarded certificates/diploma upon successful completion of all program and graduation requirements. Program and graduation requirements are as follows:

- Minimum cumulative GPA of 2.0
- Minimum 80% cumulative attendance of program hours
- Successful completion of all program courses (i.e., students who receive a course grade of "F" for any course must repeat and pass the applicable course)
- Fulfillment of financial obligations to the school
- Achievement of an adequate level of performance in each skill area required for graduation

Graduation Ceremonies

Formal graduation ceremonies are held for all students who have successfully completed their program of study. Family and friends are invited to attend.
Leaves of Absence

The Harris School of Business does not offer leaves of absence. Students who are unable to progress normally towards the completion of their program of study must be withdrawn, but are able to return based on the guidelines established in this catalog.

Withdrawal

In the event of a student’s withdrawal or dismissal prior to completion of the program, the tuition charge will be computed as set forth in the Cancellation & Refund Policy, referred to in this catalog and fully explained on the back of the student enrollment agreement. A student will be expected to submit notification of his/her intent to withdraw and will be expected to complete an exit interview with the Education Department and the Business Office. The failure of a student to notify the Director in writing of withdrawal may delay refund of tuition. If a student is actively enrolled in a course of study at the time of withdrawal, a “W” will be entered for the final grade of that course.

Re-Enrollment

Any student who has withdrawn from school, or has been dismissed, may request re-enrollment. The request is to be addressed to the Director of Education. The student must satisfactorily demonstrate that any problem that caused withdrawal or dismissal during the previous enrollment has been corrected. The re-enrollment process will require that the student meet directly with the Director of Education, and may also require that the student meet with the Retention Committee, which includes the Campus Director, Faculty, Department or Program Leaders, and representatives from the Admissions, Career Services, and Financial Aid departments. Re-enrollment approval will be at the discretion of the Retention Committee, and the student will be notified of their final determination. Should a student be accepted for re-enrollment, they will immediately enter a 30-day probationary period and be required to demonstrate acceptable academic progress.

Students Returning Within 180 Days from the Last Date of Attendance

A student who returns to school within 180 days from their Last Date of Attendance (LDA) and entering into the same program at the same school, will not be charged any additional fees. Also, they will not be responsible for any tuition increase that may have occurred. The returning student will be required to meet with Financial Aid prior to re-entering school to determine his or her financial aid eligibility.

Students Returning After 180 Days from the Last Date of Attendance

If a student returns to school after 180 days from their Last Date of Attendance (LDA), transfers to a different program or campus, then the student will be considered as starting a new payment period for purposes of calculating their program costs and financial aid. The institution treats the credits remaining in the program as if they are a students’ entire program.

Also, the student will have their academic credits evaluated to determine the amount of credits that are transferable upon re-enrolling. The student will be responsible for a new enrollment fee, lab fee, books and supplies fee, and any increase in tuition.

Program Start & End Dates

New Classes begin approximately at 6-week intervals (12-week intervals in the evening) throughout the year.
Externship (Dover Campus only)
Internship (Voorhees Campus only)

Some programs of study at Harris School of Business require completion of an externship/internship. During externship/internship the student will apply his or her knowledge and skills in an actual work setting while under the supervision of qualified personnel. Successful completion of the externship/internship is a requirement for graduation. Please note that externship/internship hours are arranged according to the needs of the externship/internship sites. **Students are responsible for adjusting their schedules to the availability of externship/internship hours.**

**Student/Faculty Ratio**

The average student to faculty ratio at Harris School of Business is 15:1. Lecture classrooms maximum number of students is 40:1. Laboratory classrooms maximum number of students is 25:1.
Standards of Satisfactory Academic Progress

Satisfactory Academic Progress (SAP) Policy

Process Overview & Responsibilities

Premier Education Group Schools employ proactive strategies for effective instruction, advisement, tutoring and intervention that effectively support each student’s academic achievement and advance students toward their career goals. Students are expected to maintain SAP and progress toward graduation. Students are graded at regular intervals.

The Education Department is responsible for calculating SAP for each enrolled student according to the SAP Standards outlined in this policy and in the school catalog. The Financial Aid Office will review calculated SAP for each student to determine eligibility for Financial Aid.

Same As or Stricter Than

Premier Education Group schools employ an early intervention plan aimed at helping students achieve their best. To that end, the Education Department monitors academic success at the end of each term and intervenes as appropriate to assist students at risk of not meeting SAP standards. Students who are at risk are evaluated at the end of each term and are counseled by the Education Department. The Education Department works with at risk students to develop an academic plan. At risk students must be placed on a PASS plan (Plan for Academically Successful Students) that will help them achieve the standards necessary to meet SAP standards by their next official evaluation point. Official SAP calculations are evaluated only to coincide with the evaluation points outlined in the SAP policy.

The Satisfactory Academic Progress policy is applied to all students regardless of receipt of Title IV Financial Aid. Students must maintain Satisfactory Academic Progress to:

- Remain in their enrolled program
- Remain eligible for Title IV Financial Aid
- To determine graduation

Qualitative Measure

Students are expected to maintain a Cumulative Grade Point Average (CGPA) of at least 2.5 at the mid point of each academic year and at graduation.

Quantitative Measure

Students are expected to complete their program within 150 percent of the published length of the program. Quantitative Progress is measured at the midpoint of each academic year.

Credit Hour:

(An example would be a Professional Medical Assistant program that awards 46 credits; the maximum number of credits a student can attempt and still graduate is 69 based on 150% of the program.)

Clock hour:

(An example would be a Professional Medical Assistant program that consists of 1080 clock hours; the maximum number of clock hours a student can attempt and still graduate is 1620 based on 150% of the program.)

Quantitative progress is calculated by dividing the cumulative number of credit hours the student has completed by the cumulative number of credit hours attempted. For transfer students, credits accepted for transfer towards the students program will count towards both the credit hours earned and credit hours attempted categories. Pace is measured at midpoint of each academic year as follows:

- Upon completion of half the credit or clock hours and weeks in an academic year (whichever is greater), cumulative pace must be equal to or greater than 67%.
- Upon completion of the remaining credit or clock hours and weeks in the remainder of the academic year or remaining portion of a program, cumulative pace must be equal to or greater than 67%.
Evaluation Periods
To ensure that students are making sufficient progress both quantitatively and qualitatively, SAP is officially evaluated at each midpoint and end of each academic year.

Failure to maintain SAP
Upon determination that a student has not met the SAP requirements, they will be assigned one of three statuses. In all cases, these students will need to meet with an academic advisor to discuss their PASS plan.

Warning/Financial Aid Warning Status
Students who fail to meet either the qualitative or quantitative standards outlined above at the first evaluation point of an academic year will be automatically placed on warning/financial aid warning for the remainder of the academic year. The student will receive notification of this status and will be encouraged to meet with the Director of Education to discuss their PASS plan. Students on warning will remain eligible for financial aid for the remainder of the academic year. Students cannot be placed on financial aid warning for more than one payment period.

SAP Not Met
Students who do not meet the SAP benchmarks for a second consecutive evaluation will be placed in a “SAP Not Met” status. They are ineligible for Title IV Aid. The student must meet with the Director of Education within 7 days to avoid potential dismissal.

SAP Probation
Students in a “SAP Not Met” status will be notified in writing and given the opportunity to appeal. Successful Appeal will change their status to “SAP Probation” and they will regain Title IV eligibility.

Appeals
Students may appeal a determination they are not making SAP to the Director of Education to account for mitigating circumstances (i.e. family member’s death, illness etc.). To be eligible for an appeal, the Education Department must determine that the student will be able to meet SAP standards by the end of the academic year and develop a PASS plan which, if followed ensures the student will be making SAP by the specified point in time. Students who successfully appeal a SAP determination will be placed on SAP probation and will remain eligible for aid for the remainder of the academic year. Students who do not successfully appeal remain ineligible for aid. Students may only appeal once per program. Students must submit a written appeal to the Director of Education within 7 calendar days after the beginning of the term. The Director of Education will respond to all appeals within 7 days of receipt of a request for SAP appeal. As with any Professional Judgment decision, appeals are only considered on a case-by-case basis, to account for unusual circumstances.

Documentation
As with any use of Professional Judgment, adequate documentation is critical. A student who appeals must submit information explaining why he or she failed to meet SAP Standards, and what has changed in his or her situation which will allow him or her to make SAP by the next evaluation point.

Withdrawals/Incompletes
Withdrawals are counted as attempted but not achieved. A student must withdraw from the entire program; a student cannot withdraw from a course. Students who withdraw from a program before the end of the term will be given a grade of “W”. Premier Education Group schools do not assign “Incomplete” grades to individual classes. When the student is given permission to reenter the program, the determination is first made that the student will complete the program within the 150% timeframe. When a student reenters the program with less than a 2.0 CGPA, he/she will be put on Academic Advisement.
Audited Courses/Review Classes

Students auditing courses and/or reviewing classes will not earn a grade. Audited courses and review classes are not counted as hours attempted or achieved and are not graded.

Pass/Fail

Pass/Fail courses will be counted toward the quantitative progress only.

Completion of Diploma/Certificate Requirements

A student who has completed all of the coursework for his or her diploma or certificate but has not received the diploma or certificate can not receive further financial aid for that program.

Notices

Updates to the Title IV Satisfactory Academic Progress Policy will be published in updates to the Financial Aid Policy and Procedures Manual, School Catalog, and other manuals as applicable.

Transfer/Proficiency Credits

Transfer and Proficiency Credits will be counted as hours attempted and hours earned, but will not be counted in the CGPA.

Remedial/Non-punitive Grades

We do not offer Remedial classes or classes with non-punitive grades.

The school does not offer extended enrollment.

Academic Plans - Re-Establishment of SAP

Students who successfully appeal a determination that he or she is not meeting SAP standards must work with the Director of Education to develop an Academic Success Plan. Academic Success Plans must be developed on a student-by-student basis and designed in such a way that, if followed, the student will be meeting SAP standards by the next evaluation period. Plans may be as simple as a mathematical calculation that specifies the percentage of coursework the student must complete or as detailed as a course by course plan toward degree or certificate completion.

Regaining Eligibility

A student not making SAP may re-establish eligibility for aid and SAP by meeting qualitative and quantitative components of the SAP policy.

Categories of Students

Students who are not recipients of Title IV aid are required to meet the standards of the SAP policy to remain in their enrolled program.

Failing Grades

Grades of F are counted as hours attempted but not achieved and have a 0.00 value toward GPA. Repetitions of courses are counted as hours attempted. However, both the original credit hours and subsequent repetitions must be calculated as credits attempted in the successful course completion percentage. A student may only fail and repeat the same course once unless there are extenuating circumstances that prevent the student from successfully completing the course. Extenuating circumstances will be determined by the Campus Director and the Vice President of Education.

Repeated courses may adversely affect a student's academic progress in terms of the maximum timeframe, which is 150% of the published length of the program.
Student Conduct

Standards of Conduct & Dress

All students will be responsible for abiding by the rules, regulations, and procedures of Harris School of Business as set forth in this catalog and the Student Handbook. They will also be expected to conduct themselves at all times in an acceptable manner consistent with the best interests of the school and the student body.

Students in all programs are expected to dress in an appropriate and becoming manner consistent with the guidelines set forth in the Harris School dress code, which each student receives in advance of his/her entrance date. The school reserves the right to dismiss students who are out of dress code.

Harris School of Business reserves the right to dismiss or discontinue a student for breach of school rules and regulations, or for any cause that Harris School deems necessary for the good of the school. Student conduct in the classroom and in the school must be professional. The following list includes some, but not all, unacceptable behaviors:

- Behavior disruptive to teaching or learning
- Behavior disrespectful to a staff member
- Failure to comply with staff instructions
- Swearing, hostile arguing, violent behavior or threats of violence
- Theft, damage to private property belonging to the school, another student or staff member,
- Dishonesty, cheating, plagiarism, or providing false information
- Violating the law on school property, thereby harming the school’s reputation
- Using, possessing, or being under the influence of alcohol or illegal substances while on school property.

Violation

With regard to student conduct and perceived severity of misconduct, any staff member has the right to immediately dismiss a student engaging in the aforementioned behaviors. The student will be suspended from school for the remainder of the day. Any tests, quizzes, or homework assignments due in a class missed for reasons of suspension will receive a grade of zero and will not be allowed to be made up. Should the student refuse to comply with the suspension and attend classes for the remainder of the day, the student will not receive attendance credit for the applicable classes and will receive a grade of zero for the tests, quizzes, and assignments due in the classroom.

The staff member who dismissed the student will submit an Incident Report Form to the Campus Director, or his or her designee, who will investigate the incident. When the student returns to school the following day, the Campus Director, or designee, will meet with the student to discuss the incident. Should the investigation reveal that the student’s conduct was appropriate, the student will be allowed to make up any tests, quizzes, or homework assignments for grades and will receive attendance credit for the hours missed during his or her suspension. The Campus Director will take further action, if necessary. The Incident Report will become part of the student’s permanent file.

Alcohol & Drugs

Harris School of Business’ standards of conduct clearly prohibit the unlawful possession, use, sale, or distribution of alcohol and/or illicit drugs on its property, or as part of any school function. Should a student act in violation of this policy, disciplinary measures up to and including dismissal from the school, and notification of appropriate law enforcement authorities, will ensue. In addition, if the student wishes to remain enrolled at Harris School of Business, the student may be required to undergo professional counseling.
Sexual Harassment

As an educational institution we are committed to maintaining an atmosphere of reciprocal respect. All members of the school community have a responsibility to ensure that the work and learning environment are free from sexual harassment. Harris School of Business does not condone or tolerate sexual harassment of any kind and regards it as unacceptable behavior, subject to disciplinary measures. If a student at Harris School of Business believes that he or she has been subjected to sexual harassment, he or she should inform the Campus Director immediately.

Personal Property

Harris School of Business assumes no responsibility for loss, theft, or damage of any personal property or vehicle in, on, or adjacent to the school’s property. Students should arrange for adequate coverage of their personal belongings.

Institutional Penalties for Copyright Infringement

Students who use the school’s network to engage in unauthorized distribution of copyrighted material are in violation of the student code of conduct and will be disciplined accordingly.

Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than $750 and not more than $30,000 per work infringed. For "willful" infringement, a court may award up to $150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to $250,000 per offense.

For more information, please see the Web site of the U.S. Copyright Office at www.copyright.gov, especially their FAQ's at www.copyright.gov/help/faq.
Student Services

Guidance/Student Advisement

The school administration maintains an “open-door” policy with its students. The Campus Director and Director of Education are available for personal and academic advisement at any time during the student’s course of study. Information about various community resources is maintained by the Director of Education for the benefit of students with personal problems who may benefit from professional or other outside assistance.

Tutoring and Student Make-Up

All student make-up as well as individualized and small group assistance may be required by the school or requested during designated hours at no additional charge.

Resources

Students have the benefit of an active Career Services department which is dedicated to assisting each graduating student to conduct an active job search in his or her areas of interest. In addition, job postings for part-time positions are maintained by the Career Services department to assist students who are seeking employment while still in school.

Refresher Courses

To help our graduates maintain their skills, Harris School of Business makes refresher sessions available in courses previously taken at no additional cost, whenever needed. Graduates may audit classes or use the lab facilities and resource centers (subject to availability of space). Furthermore, graduates may return at any time for career consultations.

Parking

The Harris School of Business offers ample, convenient parking for students at no additional cost.

Student Activities

A well-rounded educational experience includes time for occasional special events such as picnics, a holiday party, or participation in local civic functions. Visiting speakers are invited to the school periodically to reinforce personal and professional development for students, and educational field trips are occasionally arranged.

Transcripts

Transcripts are available upon request. Requests are made at the front desk. There is a processing fee of $10 for each official transcript. There is no fee for an unofficial transcript. Transcripts are not released until money owed to the school is paid in full. Transcripts will be processed within one week of the request.

Campus Security

In compliance with the Student Right to Know Security Act, Public Law 101-542, as amended by the Higher Education Technical Amendments of 1991, Public Law 102-26, Harris School of Business provides campus crime statistics and procedures for reporting and deterring criminal activity to a federal website. Students may secure the crime data by going to www.ope.ed.gov/security. Click on the link “Get data for one institution/campus”, and then use the search interface to find your specific campus. Students who are unable to access this information are advised to see their Campus Director to obtain a printed copy of this information.
Completion/Graduation Data

Students may secure the completion/graduation data for their school by going to http://nces.ed.gov/ipeds/cool. Click on the State section and select your city and state. Then click on “search” at the bottom of the screen and select your school from the results. Graduation rates are reached via the menu at the bottom of the screen. Any students not able to access this information are advised to see their Campus Director to obtain a printed copy of this information.

Career Services

Graduate Placement Assistance/Career Services Department

All graduates in good financial standing are entitled to receive assistance from the Career Services department upon completion of the programs. While the school does not guarantee employment, a reasonable effort will be made to assist all graduates in securing training-related employment in a position of their choosing. The placement assistance services provided by the school will include, but not be limited to:

- Assistance in preparing a professional resume
- Instruction in techniques of interviewing and conducting an active job search
- Assistance with completing application and employment forms
- Making contacts with employers to identify job openings
- Marketing resumes on the student’s behalf and endeavoring to promote job interviews with prospective employers
- Assisting students by faxing their resumes and providing references to employers when asked
- Follow-up and documentation of interviews, job search activity, job placement and retention

Full participation by the student is necessary to achieve positive results. It is only through the combined efforts of the student and the school that job placement for graduates is accomplished. The Career Services department has established procedures outlining the student’s responsibilities in the job placement process, a copy of which is given to graduating students.
Continuous Placement Assistance

Eligibility for continuous assistance from the Career Services department is given to all former graduates who have cooperated with the policies and procedures of the school's Career Services department. If more than a year has elapsed since attending Harris School of Business, graduates in need of assistance are advised to personally meet with the Director of Career Services in order to update the school about their current skills and job search goals. While the school continually gives assistance as needed to all graduates in good standing who request it, the best job opportunities are available to those who possess current software skills at the time of seeking a job. Therefore, considering the rapidity with which software programs change in the hiring community, graduates need to make efforts to remain current with software programs in order to achieve desired salary goals and gain maximum benefit from the continuous placement assistance offered by the school.

Eligibility for Placement Assistance

The Career Services department assists graduates in securing employment within their fields of study by providing employment referrals and training on career search techniques. Through a comprehensive Career Development effort, students are instructed on how to conduct an effective career search. Topics include goal setting, resume and cover letter writing, informational interviewing, networking, career search methods, interviewing techniques and follow-up. The Career Services Department works closely with the Career Development instructors to ensure that students are given the most updated career information and are properly prepared for their career search. Prior to graduation, all students are required to complete an exit interview with the Career Services Department.

While the exit interview is mandatory prior to graduation, all students are encouraged to meet with Career Services early and often throughout their program to discuss individual career strategies and objectives. Some of the services available to graduates include resume and cover letter writing assistance, “mock” interviews, employment referrals, and individual career guidance throughout the career search. Employment is not guaranteed.

CORI/SORI and Drug and Alcohol Screening Statement

Externship sites and employers may require a Criminal/Sexual Offender Records Information (CORI or SORI) check as a condition of employment or granting of externship. In addition, students may be required to participate in drug and alcohol screening as part of the externship process.
Students should inform the school of any concerns they may have regarding any aspect of their educational experience. Students seeking to resolve problems should contact the instructor in charge first. If unresolved, they should contact the Department Chair or Director of Education. Request for further action may be directed to the Campus Director. Should satisfaction not be obtained by the decisions or directives of the administrators, student may file formal complaints with Premier Education Group’s corporate administration. Please send complaints to Dr. Nicholas V. Hastain, President & CEO at the address shown below:

Premier Education Group
545 Long Wharf Drive, 5th Floor
New Haven, CT 06511
Tel: (203) 672-2300
Fax: (203) 672-2323

A student has the right to contact ACCSC at any time or if a student does not feel that the corporate administration has adequately addressed a complaint or concern, the student may consider contacting the Commission. All complaints considered by the Commission must be in written form, with permission from the complainant(s) for the Commission to forward a copy of the complaint to the school for response. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

Accrediting Commission of Career Schools and Colleges (ACCSC)
2101 Wilson Blvd., Suite 302
Arlington, VA 22201
Tel: (703) 247-4212
Fax: (703) 247-4533
www.accsc.org
Programs of Study
Dental Assisting (Voorhees Campus Only)
900 Hours - 33 Semester Credits
37½ Weeks/Day - 75 Weeks/Evening

**Educational Objectives:** Dental Assistants perform a wide array of duties within the dental office, from chair side assisting to patient care and clerical office tasks. This program is designed to provide the students with a solid foundation in the field of Dental Assisting. Students will study all phases of Dental Assisting, with courses in history, ethics, chair side dental assisting, pharmacology, dental office procedures, and a 180 hour externship.

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Hours</th>
<th>Semester Credits</th>
<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>DA102</td>
<td>Dental Office Procedures</td>
<td>30 Hours</td>
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<tr>
<td>DA103</td>
<td>Psychology and Dental Communications</td>
<td>60 Hours</td>
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</tr>
<tr>
<td>DA104</td>
<td>Microbiology, Infection Control and Hazard Communication</td>
<td>60 Hours</td>
<td>2.5</td>
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<tr>
<td>DA105</td>
<td>Preventive Dental Education</td>
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<td>DA106</td>
<td>Dental Materials and Lab</td>
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<tr>
<td>DA107</td>
<td>Dental Anatomy</td>
<td>60 Hours</td>
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</tr>
<tr>
<td>DA108</td>
<td>Pharmacology</td>
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<td>1.0</td>
</tr>
<tr>
<td>DA109</td>
<td>Dental History and Ethics</td>
<td>30 Hours</td>
<td>1.0</td>
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<tr>
<td>DA110</td>
<td>Dental Emergencies</td>
<td>30 Hours</td>
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<tr>
<td>DA200</td>
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<tr>
<td>DA201</td>
<td>A &amp; P and Dental Specialties</td>
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<tr>
<td>DA202</td>
<td>Chair Side Dental Assisting II</td>
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<td>Career Development</td>
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<tr>
<td>DA203</td>
<td>Dental Radiography</td>
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<tr>
<td>DA204</td>
<td>Chair Side Dental Assisting III</td>
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<tr>
<td>DA206</td>
<td>Dental Assisting Externship</td>
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<td>DA207</td>
<td>Dental Radiography Clinic</td>
<td>30 Hours</td>
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</table>

Total 900 Hours 33 Credits

* Please see course descriptions for additional prerequisite information.
Course numbers listed herein are for reference only. The sequence of course offerings may vary depending upon scheduling needs.
Health Claims Specialist Plus
1,110 Hours - 35 Semester Credits
46½ Weeks/Day - 93 Weeks/Evening

**Educational Objective:** Health Claims Specialist is designed to provide individuals with the basic knowledge and competencies necessary to prepare, submit, and/or process medical insurance claims in a myriad of environments related to the health care and insurance industries. Such environments could include physicians’ offices, hospitals, extended care facilities, diagnostic centers, and insurance companies.

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Hours</th>
<th>Semester Credits</th>
<th>Prerequisites</th>
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<tbody>
<tr>
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<tr>
<td>110BM</td>
<td>30 Hours</td>
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</tr>
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<td>110CD</td>
<td>30 Hours</td>
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<td>110FL</td>
<td>30 Hours</td>
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<tr>
<td>111CDP</td>
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<td>1.0</td>
<td>110BKB</td>
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</tr>
<tr>
<td>110PP</td>
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<tr>
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<tr>
<td>510CE</td>
<td>30 Hours</td>
<td>1.0</td>
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<tr>
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<td>510INS</td>
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<td>510MCD</td>
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<td>510MCD</td>
</tr>
<tr>
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<tr>
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<td>531MCD</td>
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<tr>
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<tr>
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<tr>
<td>561MCD</td>
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<tr>
<td>515EXT</td>
<td>180 Hours</td>
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<td>All Courses</td>
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</tbody>
</table>

**Total:** 1,110 Hours 35 Credits

*Please see course descriptions for additional prerequisite information. Course numbers listed herein are for reference only. The sequence of course offerings may vary depending upon scheduling needs.*
**Massage Therapy (Dover Campus Only)**

650 Hours - 30 Semester Credits

27 Weeks/Day - 54 Weeks/Evening

**Educational Objective:** In our 650 Hour Massage Therapy program students will be immersed in courses ranging from Anatomy and Physiology to Advanced Therapeutic Techniques all while incorporating alternative styles such as chair massage, Reflexology, spa body techniques, and aromatherapy. Included in the student’s studies will be eastern practices and business courses, which include preparation for the National Exam and equipping the students for their career as a Massage Therapist. This program is structured into five modules which progressively build upon the student’s knowledge base.

**Educational Goal:** The goal of the program is to prepare competent entry-level Massage Therapy graduates.

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
<th>Semester Credits</th>
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</thead>
<tbody>
<tr>
<td>AM101 Alternative Modalities</td>
<td>75 Hours</td>
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<tr>
<td>TP101 Theory and Practice I</td>
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<tr>
<td>BUS101 Business Course</td>
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<tr>
<td>T1P102 Theory and Practice II</td>
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<tr>
<td>AP101 Anatomy and Physiology I</td>
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<tr>
<td>AP201 Anatomy and Physiology II</td>
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<tr>
<td>CL201 Swedish Clinics</td>
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<tr>
<td>TP201 Theory and Practice III</td>
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<tr>
<td>APK301 Advanced Anatomy, Physiology, and Kinesiology I</td>
<td>45 Hours</td>
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<tr>
<td>TP301 Theory and Practice IV</td>
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<tr>
<td>CL301 Therapeutic Clinic I</td>
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<tr>
<td>APK401 Advanced Anatomy, Physiology, and Kinesiology II</td>
<td>38 Hours</td>
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<td>TP401 Theory and Practice V</td>
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<tr>
<td>CL401 Therapeutic Clinic II</td>
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<tr>
<td>PR500 Clinical/Practicum</td>
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</tbody>
</table>

**Total 650 Hours 30 Credits**

*Please see course descriptions for additional prerequisite information.*

Course numbers listed herein are for reference only. The sequence of course offerings may vary depending upon scheduling needs.
Multi-Skill Health Technician
(Voorhees Campus Only)
750 Hours - 23.5 Semester Credits
36 Weeks/Day - 72 Weeks/Evening

Educational Objective: Multi-Skill Health Technicians provide clinical and technical functions in today’s medical office hospital. This program is designed to provide students with strong foundations in patient care procedures and theory, clinical procedures such as electrocardiography, and laboratory tests for an entry level position.

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Hours</th>
<th>Semester Credits</th>
<th>Prerequisites</th>
</tr>
</thead>
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<tr>
<td>MST150</td>
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<td></td>
</tr>
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<td>1.0</td>
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<tr>
<td>MST110</td>
<td>30 Hours</td>
<td>1.0</td>
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<tr>
<td>MST300</td>
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<td>MST403</td>
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<td>MST404</td>
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<tr>
<td>MST500</td>
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<tr>
<td>MST600</td>
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Total 750 Hours 23.5 Credits

* Please see course descriptions for additional prerequisite information. Course numbers listed herein are for reference only. The sequence of course offerings may vary depending upon scheduling needs.
### Educational Objective:
Medical Assistants perform a wide array of clinical, clerical, and human relations functions, which ultimately contribute to fostering a sense of confidence among patients in the operation of the medical office. This program is designed to provide students with strong foundations in patient care procedures and theory, medical office administration, and communication skills necessary for thorough, successful integration into any medical office.

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Name</th>
<th>Hours</th>
<th>Credits</th>
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<tbody>
<tr>
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<td>Medical Law &amp; Ethics</td>
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<tr>
<td>410PS</td>
<td>Psychology for Medical Assistant</td>
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<tr>
<td>410MOM</td>
<td>Medical Office Manager</td>
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<tr>
<td>110CD</td>
<td>Career Development</td>
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<td>1.0</td>
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<tr>
<td>110FL</td>
<td>Financial Literacy</td>
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</tr>
<tr>
<td>410APA</td>
<td>Anatomy &amp; Physiology A</td>
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<tr>
<td>410MCA</td>
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<td>Medical Terminology A</td>
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**Total** 1,110 Hours 35.0 Credits

*Please see course descriptions for additional prerequisite information. Course numbers listed herein are for reference only. The sequence of course offerings may vary depending upon scheduling needs.*
Educational Objectives: The Surgical Technology Program is designed to prepare the student with the necessary knowledge and skills needed to gain employment as a Surgical Technologist. Students will study all aspects within the field of perioperative services including, but not limited to, perioperative environments, medical law and ethics, pharmacology, sterilization, anatomy and physiology, sterile technique, OSHA regulations, anesthesia, instrumentation, communication skills, medical terminology, and procedures within the medical specialties.

Educational Goal: The goal of the program is to prepare competent entry-level surgical technologists in the cognitive, psychomotor and affective learning domains.

### Course Information

<table>
<thead>
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<th>Course Code</th>
<th>Course Name</th>
<th>Hours</th>
<th>Semester Credits</th>
<th>Prerequisites</th>
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<tr>
<td>SRT120</td>
<td>Anatomy &amp; Physiology I</td>
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<td>2.5</td>
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<td>SRT110</td>
<td>Fundamentals of Patient Care</td>
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<td>SRT112</td>
<td>Medical Terminology</td>
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<td>SRT210</td>
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Total 1,460 Hours 53.5 Credits

* Please see course descriptions for additional prerequisite information. Course numbers listed herein are for reference only. The sequence of course offerings may vary depending upon scheduling needs.
Dental Assisting

DA102 Dental Office Procedures
1.0 Credits/30 Hours

In this course, the student will learn overall aspects of dental office management including, patient reception, marketing, telephone techniques, business office systems, patient scheduling, records management, accounts receivable, management of patient’s accounts, and accounts payable. Inventory control and recall systems management is also emphasized.

DA103 Psychology and Dental Communications
2.5 Credits/60 Hours

In this course, the student will learn how to identify how patient care is an integral part of providing quality dental service. Topics of discussion will include effective interpersonal communication skills, professionalism, discrimination, and prejudice, sexual harassment and patient education. The student will learn how to aid the dentist in evaluation of the patient, recognize levels of patient fear and stress.

DA104 Microbiology, Infection Control, and Hazard Communication
2.5 Credits/60 Hours

This course prepares students with an understanding of infections diseases and their relationship to patient education and safety. Students will also learn the universal precautions and prevention of disease transmission and the guidelines of occupational safety for dental office personnel.

DA105 Preventive Dental Education
2.5 Credits/60 Hours

This course covers the development of a caries control program, with an emphasis on oral hygiene. Topics include the study of dental plaque, proper brushing methods, the latest methods of preventing decay, and equipment and methods preventing dental disorders. Students will also learn about the role of nutrition in dental health and participate in dentistry-related nutritional counseling.

DA106 Dental Materials and Lab
2.5 Credits/60 Hours

This course covers the materials used in the dental laboratory in support of treatment. Students learn the characteristics, use, control, storage and appropriate delivery of dental materials.

DA107 Dental Anatomy
2.5 Credits/60 Hours

In this course, the student will learn about prenatal growth and development, function of tissues and structures in the oral cavity surrounding teeth. The study of the structure and forms of human teeth and their location in the mouth are learned. The student will learn the eruption schedule and function of each tooth in the primary and permanent dentition and related terminology.

DA108 Pharmacology
1.0 Credits/30 Hours

In this course, the student will learn pharmacology and drugs associated with treating diseases, the importance of reference texts relating to pharmacology and drug enforcement, their use in dentistry, related terms, and parts of prescription.

DA109 Dental History and Ethics
1.0 Credits/30 Hours

Differentiate between the tasks a dental assistant is legally allowed to perform between several different local states.

DA110 Dental Emergencies
1.0 Credits/30 Hours

The student will learn preparedness in dealing with common medical and dental emergencies and be familiar with contents of an office emergency kit. The student will become certified in cardiopulmonary resuscitation (CPR) and learn to handle common dental emergencies.

DA200 Chairside Dental Assisting I
2.5 Credits/60 Hours

In this course, the student will learn about dental office-design and working environments, how to sit and dismiss patients, necessary positioning of operator (dentist) and assistant for performance of fourhanded dental procedures.

Pre-requisite: DA105
DA201 A & P and Dental Specialties  
1.5 Credits/40 Hours

In this course, the student will become familiar with terminology and body systems. The student will learn specific terms relative to general human anatomy and physiology, including basic units, planes, cavities, and body systems. The student will also learn the distinction between DDS and DMD, the eight specialties of dentistry.  
Prerequisite: DA107

DA202 Chairside Dental Assisting II  
2.5 Credits/60 Hours

A continuation of Chairside Assisting I, this course includes restorative and surgical procedures, specific surgical and restorative instruments, vital signs and all dental specialties procedures.  
Prerequisite: DA200

DA203 Dental Radiography  
2.5 Credits/60 Hours

This course introduces the student to the principles of dental radiology to include associated dental terminology, safety precautions, protection and monitoring and the effects of exposure. The student will also learn how to apply intraoral radiograph techniques, process and mount radiographs and discuss the difference between manual and automatic processing. Panoramic, other oral, digital radiograph techniques and special x-ray techniques used in a variety of dental specialties are addressed. All students are prepared for the testing processes based on individual state’s dental practicing acts.  
Prerequisite: DA200, DA202

DA204 Chairside Dental Assisting III  
2.5 Credits/60 Hours

This course provides the principles and practices of chairside assisting. Emphasis is placed on care of the equipment and instruments, oral examination and histories, dental charting, oral evacuation, four-handed dentistry, local anesthetics, rubber dam placement, cavity preparation and sterilization and infection control procedures.  
Prerequisite: DA200, DA202

DA206 Dental Assisting Externship  
3.5 Credits/150 Hours

This course provides an opportunity for practical application of information and skills learned in the on campus portions of the Dental Assisting Program. Students are assigned to the externship sites for program completion.  
Prerequisite: All courses  
Co-requisite: DA207

DA207 Dental Radiography Clinic  
1.0 Credits/30 Hours

This course provides an opportunity for practical of information and skills learned in DA203. Students are assigned to a dental radiography clinic for program completion.  
Prerequisite: DA203  
Co-requisite: DA206

110CD Career Development  
0.5 Credits/20 Hours

Students concentrate on understanding the importance of technical competencies in the health care setting; perform procedures learned throughout the program; and demonstrate proficiency in performing technical tasks.
Health Claims Specialist Plus

110BKB Basic Keyboarding
1.0 Credits/30 Hours
This course introduces students to correct position and techniques, alphabetic keys, number keys, and special symbol keys.

110BM Basic Math
1.0 Credits/30 Hours
This course will teach students basic mathematical skills used in today's business office. Topics will include: basic addition, subtraction, multiplication, and division of whole numbers and decimals; banking; percent’s; patient ledger cards; and metric system.

110CD Career Development
1.0 Credits/30 Hours
The students will concentrate on various strategies that include job search, resume formats, necessary pre-employment letters, and interview techniques. The student will develop effective communication skills in order to interact professionally with colleagues.

110FL Financial Literacy
1.0 Credits/30 Hours
This course will provide students with the basics of creating a budget, planning and saving for the future, and maintaining good credit or rebuilding credit. Students will develop effective money management skills.

111CBS Computerized Billing Simulation
1.0 Credits/30 Hours
This course introduces and simulates situations using Medical Manager, widely used medical administrative software. Students are taught to input patient information, schedule appointments, and handle billing. In addition, students produce various lists and reports and learn to handle insurance claims both on forms and electronically. Prerequisite: 110BKB

111MOA Microsoft Office Applications
1.0 Credits/30 Hours
This introductory “hands-on” computer course will be devoted to the design, utilization, and application the Microsoft Office suite including Excel and Outlook. The goal of this course is to enable the student to learn the basic functions of how to utilize these programs effectively in an office environment through a series of lectures and labs. Prerequisite: 110BKB

111SMR Health Claims Seminar & Certification Prep
1.0 Credits/30 Hours
This course is a summation of the Health Claims program and provides the opportunity for discussion of externship experience as well as a review of any area that students deem appropriate to improve their skills in the field of health claims processing. At this time students are also provided with a review of various course materials in preparation for national certification exams.

121WPW Word Processing I for Windows
1.0 Credits/30 Hours
Students are taught word processing concepts and vocabulary and how to operate the keyboard and its function keys. The Microsoft Word software will be used to learn the hands-on functions and features of word processing. Business documents will be stressed. Keyboarding practice will also be done to develop speed and accuracy to the highest possible level through MAP (Mis-stroke Analysis Prescription), Skill-building, and Timing sections of the software. Prerequisite: 110BKB
110OA Office Administration  
1.0 Credits/30 Hours

This course is designed to introduce the student to recruiting medical staff, orientation of staff, training for staff, staff evaluations, salary reviews, staff records, hiring staff, supervising staff, and dismissing staff.

110PP Psychology  
1.0 Credits/30 Hours

This course introduces students to the concepts of self-assessment and self-esteem. It is meant as a guide for making the changes necessary in the students’ own lives in order to facilitate success in their chosen careers.

510INS Introduction to Insurance  
1.0 Credits/30 Hours

This course is designed to familiarize students with insurance terminology, types of insurance, eligibility and benefit structures, as well as workers’ compensation, managed care plans and cost containment issues. Medical law and ethics pertaining to health care providers and insurance companies and careers in the medical billing/health claims processing fields will also be topics for discussion.

510MCD Medical Coding I  
1.0 Credits/30 Hours

This course emphasizes the basic transformation of verbal descriptions of diseases, injuries, and procedures into numeric designations (coding) by the provider rendering medical care.

510MTA Medical Terminology & Anatomy I  
1.0 Credits/30 Hours

This course is specially designed for the Health Claim Specialist student, who, through this course, will gain a thorough understanding of the human body and medical terminology. As the student, you will learn how to divide words into their component parts (namely prefixes, suffixes, root words, combination forms), spelling and definitions, along with an understanding of how the body works, and how different diseases have symptoms that could cause complications.

510BCF Billing and Coding Forms  
1.0 Credits/30 Hours

An in-depth study and practical application of the processing of claims submitted on a UB-92 form. Its diversity in types of services as well as payer specific requirements are defined. Complicated coding logic is simplified as well as technique. A systematic practice pattern is designed in the use of ICD-10-CM diagnostic and procedural coding along with CPT coding.

510CE Coder’s English  
1.0 Credits/30 Hours

This course is designed to enable the student to refresh their grammar and punctuation skills used to perform daily office procedures. The students will study sentence structure and paragraph organization, as well as develop effective editing, proofreading, and revising skills.

511CRC Collection and Reimbursement Concepts  
1.0 Credits/30 Hours

Students are taught about the insurance industry, the responsibilities of departments within insurance companies and of claims processors, to interpret insurance contracts, how to calculate UCR and fee schedules, utilizing RBRVS, as well as process health claims.  
Prerequisites: 510INS, 521INS

521INS Insurance  
1.0 Credits/30 Hours

This course is designed to continue to familiarize students with the health care language of Medicare, Medicaid, Blue Cross/Blue Shield, Workers’ Compensation, CHAMPUS, CHAMPVA and Tricare.  
Prerequisite: 510INS

521MCD Medical Coding II  
1.0 Credits/30 Hours

This course is a continuation of Medical Coding I with an emphasis on the basic transformation of verbal descriptions of diseases, injuries, and procedures into numeric designations (coding) by the provider rendering medical care.  
Prerequisite: 510MCD
521MTA Medical Terminology & Anatomy II
1.0 Credits/30 Hours
This course is specially designed for the Health Claims Specialist student to gain a thorough understanding of the digestive system, urinary system, respiratory system, integumentary system and musculoskeletal system covered in this term. Prefixes, suffixes, root words, word parts, spelling, diseases and common symptoms occurring in each system will be discussed.
Prerequisite: 510MTA

531MCD Medical Coding III
1.0 Credits/30 Hours
This course provides further utilization of the methodology of coding utilizing CPT procedural coding. As a coder, it is important to remember that using a CPT code does not guarantee that the provider will receive payment from the insurance company. The purpose of CPT coding is to provide a means to report services provided to the patient.
Prerequisite: 521MCD

531MTA Medical Terminology & Anatomy III
1.0 Credits/30 Hours
This course is specially designed for the Health Claims Specialist student to gain a thorough understanding of the male reproductive system, female reproductive system, endocrine system, lymphatic and immune system and nervous system covered in this term. Prefixes, suffixes, root words, word parts, spelling, diseases and common symptoms occurring in each of the systems will be discussed.
Prerequisite: 521MTA

541MCD Medical Coding IV
1.0 Credits/30 Hours
This course provides a continuation to procedural coding. The more informed the coder becomes, the more valuable his or her services will be. As a coder, it is important to remember that using a CPT code does not guarantee that the provider will receive payment from the insurance company. The purpose of CPT coding is to provide a means to report services provided to the patient.
Prerequisite: 531MCD

541MTA Medical Terminology & Anatomy IV
1.0 Credits/30 Hours
This course is specially designed for the Health Claims Specialist student, who through this course will gain a thorough understanding of the body systems covered in this term. Prefixes, suffixes, root words, word parts, spelling, diseases and common symptoms occurring in each of the systems will be discussed.
Prerequisite: 531MTA

551MCD Medical Coding V
1.0 Credits/30 Hours
This course is designed to further increase the student’s knowledge of ICD-10-CM, CPT, and HCPCS. The emphasis will be on proficiency as well as accuracy in the completion of all claims.
Prerequisite: 541MCD

111EHR Electronic Health Records I
2.0 Credits/60 Hours
This course will cover the usage and management of health information and the electronic health record (EHR). This course will introduce the students to the use of health information and the electronic health record for any setting within the health care industry from acute, ambulatory, long term, home health, specialty, population health, and personal health that encompass the continuum of care. This course will provide students with a practical understanding of what an electronic health record specialist is and how important they are in the job market today.

121EHR Electronic Health Records II
2.0 Credits/60 Hours
This course will provide students with a comprehensive overview of electronic health records management and provide students with the basic knowledge required to utilize health information system software to maintain patient health records.
Pre-requisite: 111EHR
**561MCD Medical Coding VI**  
*1.0 Credits/30 Hours*

This course is designed to further increase the student's knowledge of ICD-10-CM, CPT, and HCPCs. The emphasis will be on proficiency as well as accuracy in the completion of all claims through practical application of case studies.  
*Prerequisite: 551MCD*

**515EXT Externship**  
*4.0 Credits/180 Hours*

This course is designed for Health Claims students to apply theory and clinical skills learned in the classroom.  
*Prerequisite: All courses*

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**Massage Therapy**

**AP101 Anatomy and Physiology I**  
*3.0 Credits/50 Hours*

This course will introduce students to medical terminology, joint movement, endangerment sites, and basic information on cells and tissues. Also included in this course is detailed information on the skeletal, muscular, and nervous systems.  
*Prerequisite: 551MCD*

**AP201 Anatomy and Physiology II**  
*0.5 Credits/10 Hours*

This course provides the student with a basic understanding of the circulatory, lymphatic and immune, respiratory, urinary, endocrine, and reproductive systems. The student will also practice circulatory massage.  

**AP301 Advanced Anatomy, Physiology, and Kinesiology I**  
*3.0 Credits/45 Hours*

This course will advance the student’s understanding of anatomy, kinesiology, palpation, and pathologies of the cervical, shoulder girdle, shoulder joint, and elbow/wrist units. Included is detailed knowledge of muscular origin, insertion, and actions.

**AP401 Advanced Anatomy, Physiology, and Kinesiology II**  
*2.5 Credits/38 Hours*

This course will advance the student’s understanding of anatomy, kinesiology, palpation, and pathologies of the thoraco-lumbar, hip, knee, and ankle units. Included is detailed knowledge of muscular origin, insertion, and actions.

**TP101 Theory and Practice I**  
*1.5 Credits/45 Hours*

This course will introduce the students to Biotone Spa Body techniques, wellness and nutrition, and self-care for massage therapists. Students will also be learn and be certified in CPR and First Aid.

**TP102 Theory and Practice II**  
*3.0 Credits/60 Hours*

Students will gain understanding of the benefits, indications/contraindications of massage, and universal precautions (hygiene, infectious control). Students will also learn proper body mechanics, draping, Swedish massage techniques, and full body massage protocol.
TP201 Theory and Practice III
3.5 Credits/75 Hours
In this course students will be instructed in proper SOAP note procedures, enhancing their palpation skills, physiology of injury, and cancer theory. The student's will also learn therapeutic techniques: connective tissue, deep tissue, hydrotherapy, stretching/ROM, neuromuscular techniques, muscle energy techniques, and orthopedic techniques.

TP301 Theory and Practice IV
3.0 Credits/60 Hours
This course will advance the student's understanding of assessment, Special Regional Orthopedic Testing, and adapted massage techniques for the cervical, shoulder girdle, shoulder joint, and elbow/wrist units.

TP401 Theory and Practice V
3.0 Credits/67 Hours
This course will advance the student's understanding of assessment, Special Regional Orthopedic Testing, and adapted massage techniques for the thoraco-lumbar, hip, knee, and ankle units.

CL201 Swedish Clinics
0.5 Credits/15 Hours
This course provides students with supervised clinical Swedish massage and record keeping theory and practice.

CL301 Therapeutic Clinic I
0.5 Credits/15 Hours
This course provides students with supervised clinical massage therapy, client assessment, and record keeping theory and practice.

CL401 Therapeutic Clinic II
0.5 Credits/15 Hours
This course provides students with supervised clinical massage therapy, client assessment, and record keeping theory and practice.

PR500 Clinical/Practicum
1.0 Credits/50 Hours
This course provides the students with supervised clinical massage therapy, client assessment, and record keeping theory and practice. Also included will be participation in decisions about booking of appointments, advertisement, and financial transactions.

BUS101 Business Courses
1.0 Credits/30 Hours
Students will concentrate on various strategies including job search, resume formats, necessary pre-employment letters, and interview techniques. Students will develop effective communication skills in order to interact professionally with colleagues.

AM101 Alternative Modalities
3.5 Credits/75 Hours
This course provides students with a basic understanding of aromatherapy, reflexology, and eastern practices. The students will also explore the theory, practice, and business of chair massage.
**Multi-Skill Health Technician**

**MST100 Medical Law/Ethics and Special Procedures**  
1.0 Credits/30 Hours  
This course acquaints students pursuing the health and legal professions with issues involving medicine, law and ethics.

**MST150 Anatomy and Physiology**  
1.0 Credits/30 Hours  
Students concentrate on identifying the organs of the body to include: body cells, planes and surfaces, skeletal, urinary, digestive, nervous, reproductive, muscular, endocrine and cardiovascular systems; become familiar with common lab test; and define and understand word structures, roots/prefixes.

**MST200 Intro to Basic Patient Care Skills**  
1.5 Credits/40 Hours  
Students concentrate on strategies that define the patient care technician’s role within the community: demonstrate the concepts and principles of medical asepsis, technical skills in isolation techniques, environmental control and safety, long-term patient care and emergencies and their procedures.

**MST201 Expanded Functions of Patient Care**  
1.0 Credits/30 Hours  
Students will concentrate on describing conditions and disorders of the endocrine, nervous, reproductive, gastrointestinal, and circulatory, the role of the patient care technician, and special procedures.

**MST300 Intro to Phlebotomy**  
1.5 Credits/50 Hours  
Students will concentrate on laboratory personnel and their duties. Students will learn about the medical lab including the care and use, safety practices and procedures, handling of infectious diseases and their control, various blood tests and slipper preparation; and the various departments for special tests.

**MST301 Phlebotomy Clinical Procedures I**  
2.0 Credits/60 Hours  
Students concentrate on knowing and using the proper technique to obtaining capillary collection that include the heel and finger; venous collection using a vaccutainers; making blood slides; and understanding transportation and processing specimen.

**MST302 Phlebotomy Clinical Procedures II**  
1.0 Credits/30 Hours  
In this course students concentrate on knowing and using the proper technique to obtain capillary collection that include the heel and finger; venous collection using a vaccutainers; making blood slides; and understanding transportation and processing of specimen.

**MST450 Anatomy and Electrophysiology**  
1.5 Credits/40 Hours  
This course provides students with an understanding of how the blood flows through the heart structures. Students will describe and label the EKG cycle, describe repolarization and depolarization and perform vital signs.

**MST451 Cardiac Terminology and Pharmacology**  
0.5 Credits/20 Hours  
Students will concentrate on defining cardiac terminology associated with the cardiovascular system; and defining medical terminology associated with the cardiovascular system including root, prefixes and suffixes.
MST400 Fundamentals of EKG  
1.5 Credits/40 Hours

Students will concentrate on describing the function of the EKG machine; understanding the EKG paper, voltage, time, and all controls; Identify and demonstrate procedures in performing an EKG and the correct placement and mounting of EKG tracers; and identifying all forms of interference, technical errors and machine functions by exhibiting proficiency in problem solving and machine utilization.

MST452 Introduction to Holter Monitors  
0.5 Credits/20 Hours

This course concentrates on the principles of testing patients; electrode placement; proper preparation and hook ups; proper cable usage and how to make proper entries.

MST401 Cardiac Rates and Rhythms  
1.0 Credits/30 Hours

Students will concentrate on determining heart rates, normal sinus rhythms, knowledge, location and function of ectopic foci; and recognize the signs of rapid ectopic rates and rhythms, irregular rhythms, escape beats, premature beats, bundle branch blocks and hemi blocks.

MST402 Cardiac Pathology and EKG I  
1.0 Credits/30 Hours

Students will demonstrate and understanding of the bodies processes of dealing with signs and symptoms of myocardial infarction and its’ effect on the heart. Long-term care is discussed along with care and treatment plans.

MST403 Cardiac Pathology and EKG II  
1.5 Credits/40 Credits

Students will discuss acute coronary syndrome and its effects on the heart and an EKG tracing. Clinical manifestations and fibrin lytic therapy is also discussed as well as treatment plans and medication management.

MST404 EKG Procedures  
1.0 Credits/30 Hours

Students concentrate on demonstrating the proper procedures of performing ECG’s and braking down rhythms. They will also identify irregularities in rhythms and what the possible causes for those irregularities could be.

MST500 Program Review  
1.5 Credits/40 Hours

Students concentrate on understanding the importance of technical competencies in the health setting; perform procedures learned throughout the program and demonstrate proficiency in performing technical tasks.

MST600 Externship  
3.5 Credits/160 Hours

This course is designed for Multi-Skilled Health students to apply theory and clinical skill learned during the program.
Professional Medical Assistant Plus

110BS Basic Skills
0.5 Credits/20 Hours
This course provides students with a basic knowledge of First Aid Techniques and CPR certification.

110CD Career Development
1.0 Credits/30 Hours
Students will concentrate on various strategies that include job search, resume formats, necessary pre-employment letters, and interview techniques. Students will develop effective communication skills to interact professionally with colleagues.

110FL Financial Literacy
1.0 Credits/30 Hours
This course will provide students with the basics of creating a budget, planning and saving for the future, and maintaining good credit or rebuilding credit. Students will develop effective money management skills.

111CDP Career Development Practicum
1.0 Credits/30 Hours
Students will concentrate on various strategies that include job search, resume formats, necessary pre-employment letters, and interview techniques. Students will develop effective communication skills to interact professionally with colleagues.

111EHR Electronic Health Records I
2.0 Credits/60 Hours
This course will cover the usage and management of health information and the electronic health record (EHR). This course will introduce the students to the use of health information and the electronic health record for any setting within the health care industry from acute, ambulatory, long term, home health, specialty, population health, and personal health that encompass the continuum of care. This course will provide students with a practical understanding of what an electronic health record specialist is and how important they are in the job market today.  
Prerequisites: 431MTC, 410MCA

121EHR Electronic Health Records II
2.0 Credits/60 Hours
This course will provide students with a comprehensive overview of electronic health records management and provide students with the basic knowledge required to utilize health information system software to maintain patient health records.  
Prerequisite: 111EHR

210CBS Computerized Billing Simulation
1.0 Credits/30 Hours
This course introduces and simulates situations using computerized software. Students learn to input patient information, schedule appointments, and handle billing. In addition, students produce various lists and reports and learn to handle insurance claims both on forms and electronically. 
Prerequisite: 412MOS

410APA Anatomy & Physiology A
1.0 Credits/30 Hours
This course provides students with an understanding of the anatomy and physiology of the human body. Medical assistant students will review: structural units, chemistry of living things, cells, tissues and membranes, integumentary system, respiratory system, and special senses.

410MCA Medical Assisting & Clinical Procedures A
1.5 Credits/40 Hours
This course expands on the theoretical knowledge and skills in clinical laboratory procedures. Topics include: medical asepsis, medical charting and taking patient histories, vital signs and physical measurements, surgical asepsis and sterilization, and minor office surgery.

410MLE Medical Law & Ethics
1.0 Credits/30 Hours
This course acquaints students pursuing the health and legal professions with issues involving medicine, law, and ethics.
410MOM Medical Office Manager
1.0 Credits/30 Hours
This course is designed to introduce the student to recruiting medical staff, orientation of staff, training for staff, staff evaluations, salary reviews, staff records, hiring staff, supervising staff, and dismissing staff.

410MTA Medical Terminology A
1.0 Credits/30 Hours
This course provides medical assistant students with a comprehensive background of medical root words, prefixes and suffixes. The course introduces the composition of living things such as structural units, chemistry of living things, cells, tissues and membranes. The course also provides medical assistant students with the study of medical terms for the following body systems: integumentary, respiratory, and special senses.

410PHA Pharmacology A
0.5 Credits/20 Hours
This course introduces the basics of pharmacology which entail the uses, sources, forms, routes of delivery, actions of drugs, as well as the legal role and responsibilities of the Medical Assistant. Chemotherapy drugs, drugs of the respiratory and integumentary systems along with those for the eyes and ears will also be discussed.

410PS Psychology for the Medical Assistant
1.0 Credits/30 Hours
This course introduces the student to the study of behavior and the factors that influence it.

411BIC Billing, Insurance & Coding
1.0 Credits/30 Hours
This course introduces medical assisting students to various kinds of billing systems and medical insurance, as well as giving a brief overview of codes for procedures, codes for diseases, methods of payments, and the use of the CPT-4 Code Book, the ICD-10CM, and HCPC coding book.

412MOP Medical Office Procedures
1.5 Credits/50 Hours
This course teaches students basic medical office procedures. Topics include: medical office accounting systems, patient ledger cards, professional fees, credit arrangements, petty cash, posting of daily patient charges, making bank deposits, billing practices, delinquent collection practices, payroll for the medical office, filing in a medical office, and proper telephone techniques in a medical office.

421MTB Medical Terminology B
1.0 Credits/30 Hours
This course for medical assistant students continues with the study of medical terms and abbreviations. Topic areas for medical terminology include the following systems: muscular, skeletal, nervous, endocrine, and digestive.
Pre-requisite: 410MTA

421PHB Pharmacology B
0.5 Credits/20 Hours
This course expands on the knowledge of origins, classifications, administration and use of medications. Medical assistant students review pharmaceuticals for the endocrine, musculoskeletal, nervous, and digestive systems.
Pre-requisite: 410PHA

421APB Anatomy & Physiology B
1.0 Credits/30 Hours
This continuation of anatomy gives students understanding of the anatomy and physiology of the human body. Medical assistant students review the following main topic areas: skeletal system, muscular system, nervous system, endocrine system, and digestive system.
Pre-requisite: 410APA

421MCB Medical Assisting and Clinical Procedures B
1.5 Credits/40 Hours
This course expands on the theoretical knowledge and skills in clinical laboratory procedures. Topics include: medical specialty exams, venipuncture, rehabilitative practices, and hematology.
Pre-requisite: 410MCA
431APC Anatomy & Physiology C  
1.0 Credits/30 Hours
This continuation gives students understanding of the anatomy and physiology of the human body. Medical assistant students review the following main topic areas: male and female reproductive systems, urinary system, cardio/circulatory systems.
Pre-requisite: 421APB

431MCC Medical Assisting & Clinical Procedures C  
1.5 Credits/40 Hours
Students will further their theoretical knowledge and skills in clinical laboratory procedures. Topics include: EKG, urinalysis, gynecological exam with Pap, self breast exams, STD testing, and testicular exams.
Pre-requisite: 421MCB

431MTC Medical Terminology C  
1.0 Credits/30 Hours
This course provides medical assistant students with a continuation in the study of medical terms for the following body systems: male reproductive, female reproductive, and cardiovascular.
Pre-requisite: 421MTB

431PHC Pharmacology C  
0.5 Credits/20 Hours
This course continues to expand upon the knowledge of origins, classifications, administration and uses of medications. Medical Assistant students review pharmaceuticals for the urinary system, reproductive systems, and cardio/circulatory systems.
Pre-requisite: 421PHB

441MCD Medical Assisting & Clinical Procedures D  
1.5 Credits/40 Hours
Medical Clinical Lab continues to further the student's theoretical knowledge and skills in clinical laboratory procedures. Topics include: EKG, phlebotomy, vital signs, urinalysis, injections, cultures, and other clinical simulations.
Pre-requisite: 431MCC

411MAR Medical Assisting Review  
1.0 Credits/30 Hours
This course is a summation of the Medical Assisting program. The course covers final certification exam review and externship experience discussions.
Prerequisite: All courses  
Co-requisite: 413EXT

412CR Clinical Review  
1.0 Credits/30 Hours
This course is the final review of all clinical skills for each student.
Prerequisite: 441MCD

413EXT Professional MA Externship  
4.0 Credits/180 Hours
This course is designed for medical assistant students to apply theory and clinical skills learned in the classroom.
Prerequisite: All courses  
Co-requisite: 411MAR
Surgical Technology

SRT101 Introduction to Surgical Technology
3.0 Credits/70 Hours
This course provides an orientation to surgical technology and an introduction to instrumentation, supplies and equipment. The physical environment, safety standards, preoperative surgical case management as well as cardiopulmonary resuscitation (CPR) are the main focus of this course.

SRT110 Fundamentals of Patient Care
2.5 Credits/60 Hours
This course covers the characteristics of surgical practices. Topics include surgical consent, standards of conduct/legal issues, physiological diversities, special patient population needs, and the role of the surgical technologist as the circulator's assistant.

SRT112 Medical Terminology
2.0 Credits/50 Hours
This course provides an opportunity for understanding the language of medicine. The student studies basic prefixes, suffixes, word roots, and plural rules, along with word analysis, word building, spelling, and pronunciation. These principles are applied to the study of the following systems: integumentary, respiratory, urinary, male and female reproduction, obstetrics and neonatology, cardiovascular, lymphatic, digestive, sensory, musculoskeletal, nervous, and endocrine. Each body system is reviewed with regard to anatomy and physiology; diagnostic lab, and surgical procedures; and pharmacology.

SRT120 Anatomy and Physiology I
2.5 Credits/60 Hours
This course explores the structure and function of cells, the tissue, and organ systems. Topics covered include skin and skeletal muscle, the organization of the body (body planes), blood and the lymphatic system, and the cardiothoracic and vascular systems.

SRT140 Law and Ethics
0.5 Credits/20 Hours
This course covers the legal limitations, professionalism, responsibilities, accountability, and ethics involved with being a surgical technologist. Principles of laws, areas of criminal liability, civil liability, malpractice, patient confidentiality, Patient Care Partnership, documentation, and incident reporting are studied and analyzed.

SRT150 Microbiology
3.5 Credits/80 Hours
This hands-on course provides students with a basic understanding of microbiology with regard to the overall care of patient safety and surgical procedures outcomes. Topics include the characteristics and classification of microorganisms, the principles of growth and the reproduction of microorganisms, wound healing, the identification of microorganisms using staining and culture, epidemiology, control of microbial growth and aseptic technique, lab diagnosis, and diseases caused by viruses, bacteria, fungi, protozoa, and parasites.

SRT160 Surgical Technology Procedures I
4.0 Credits/90 Hours
This course covers surgical sequencing for operative procedures, specifically preoperative diagnosis and surgical specialties. Topics include: general surgery, OB-GYN, the male reproductive/genitourinary system, orthopedics, and diagnostic procedures. The student has the opportunity to practice and perform mock surgeries related to these specialties.
Prerequisite: SRT101, SRT220

SRT210 Surgical Technology Practices
4.0 Credits/90 Hours
This course focuses on the principles and practices of surgical technology. The course includes in-depth instruction regarding care and handling of instrumentation, equipment, and supplies related to surgery. Homeostasis, wound healing, sutures, needles, and stapling devices are discussed at length. The student is expected to describe and demonstrate counts, case management, and the assisting circulator and scrub roles within the surgical room. Lab competencies must be passed within this course in order to continue within the surgical technology program.
Prerequisite: SRT101, SRT110

SRT220 Anatomy and Physiology II
2.5 Credits/80 Hours
This course is a continuation of Anatomy and Physiology I. Topics include: the structure and function of the nervous, sensory, respiratory, digestive, urinary, reproductive, and endocrine systems.
Prerequisite: SRT120
SRT230 Pharmacology for Surgical Technologist
3.0 Credits/60 Hours
This course deals with the classification, actions, and uses of drugs. The emphasis is on drugs associated with various surgical and emergency care procedures. Additionally, this course covers calculation of dosages and drug preparation.

SRT240 Sterilization Techniques
2.5 Credits/60 Hours
This course examines disinfection, decontamination, and sterilization techniques associated with surgical instrumentation, equipment and supplies. Sterilization standards and procedures are explained and practiced. This course also covers disinfection techniques and terminal cleaning of the operating room and patient care equipment.
Prerequisite: SRT150

SRT250 Biomedical Sciences
2.0 Credits/50 Hours
This course provides a broad base of knowledge for the entry-level surgical technologist in the area of computers, electricity, physics, and robotics. As surgical equipment becomes more sophisticated, understanding the fundamental principles of these technologies is essential.

SRT260 Surgical Technology Procedures II
7.0 Credits/150 Hours
This course is a continuation of Surgical Technology Procedures I. The course encompasses the practice of the surgical technologist’s role in neurosurgery, cardiothoracic surgery, peripheral vascular surgery, otorhinolaryngology and maxillofacial surgery, plastic and reconstructive surgery, and ophthalmic surgery. The student is expected to explain theory and practice/maintain skills of the surgical technologist.
Prerequisite: SRT160

SRT290 Surgical Technology Seminar
1.5 Credits/40 Hours
This course is a review of the program as it prepares the student to take the National Certification Exam for Surgical Technology. In addition, the student prepares for resume writing, job interview skills and how to research job listings. Each student will present a surgical procedures to the class as if presenting at a professional organization conference. Outstanding papers and presentations will be offered by the instructor of the Association of Surgical Technology (AST) for publication on behalf of the student.
Co-Requisite: SRT300

SRT300 Surgical Technology Practicum
12.5 Credits/500 Hours
This course exposes students to surgical technology in a hospital setting or outpatient surgical center. Students are expected to function in the roles of the scrub and the assistant circulator preoperatively, intraoperatively, and postoperatively. The students have the opportunity to apply the knowledge and skills acquired in the classroom and lab to gain practical experience. Topics include a physical orientation to the operating room and other patient care areas, and basic surgical procedures in case management (scrub and assistant circulator roles). All student activities are under direct supervision of the clinical preceptor.
Prerequisite: All courses
Co-Requisite: SRT290
## Schedule of Tuition and Fees

### Voorheese Campus

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<tr>
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## Campus Calendars

### Dover Campus Start and Graduation Dates

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**Voorhees Campus Start and Graduation Dates**

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Staff

**Key Administrative Staff - Voorhees**

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<tbody>
<tr>
<td>Dawn Reese</td>
<td>Sr. Campus Director</td>
</tr>
<tr>
<td>Sharmone Woods</td>
<td>Director of Education</td>
</tr>
<tr>
<td>BJ Torres</td>
<td>Director of Admissions</td>
</tr>
<tr>
<td>Eugenie Pentimalli</td>
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<tr>
<td>Lori Bilder</td>
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**Key Administrative Staff - Dover**

<table>
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<tr>
<td>Erika Winans</td>
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<td>LaTasha Stamas</td>
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<td>Francine Fennell</td>
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<td>Tammi White</td>
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<td>Nikole Schriefer</td>
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**Faculty**

Please see insert for most recent faculty listing.

**Central Services Staff**

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<thead>
<tr>
<th>Name</th>
<th>Position</th>
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<tbody>
<tr>
<td>Dr. Nicholas V. Hastain</td>
<td>President &amp; CEO</td>
</tr>
<tr>
<td>Michele Sinusas</td>
<td>Chief Information Officer</td>
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<tr>
<td>Joseph Cicchetto</td>
<td>Chief Financial Officer</td>
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<tr>
<td>Tim James</td>
<td>President - Southern Division</td>
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<tr>
<td>Jessica Mastrogianni</td>
<td>Vice President/General Counsel</td>
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<tr>
<td>Tony McPeck</td>
<td>Vice President Marketing</td>
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<tr>
<td>Paul Somogyi</td>
<td>Vice President of Information Technology</td>
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<td>Ruthann Wolverton</td>
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<td>Christie DeGregorio</td>
<td>Vice President of Education</td>
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<td>Peter Karas</td>
<td>Regional Vice President of Operation - Southern Division</td>
</tr>
<tr>
<td>April Lupinacci</td>
<td>Assistant Vice President of Accreditation &amp; Compliance</td>
</tr>
<tr>
<td>Shannon Guida</td>
<td>Executive Student Finance Director</td>
</tr>
<tr>
<td>Karen Kendall</td>
<td>Student Accounts Manager</td>
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<tr>
<td>Adelia Silva Palmieri</td>
<td>Registrar Manager</td>
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</tbody>
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