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www.ameritech.edu

2010 College Year

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ABOUT THE SCHOOL

MISSION STATEMENT

Through quality training and education, the mission of AmeriTech College is to prepare graduates with the necessary knowledge, skills, and dispositions to become competent professionals in their chosen field of study.

OBJECTIVES

The objectives of AmeriTech College are to:

1. Prepare students to become an integral part of health care teams as:
 - Dental Assistants
 - Dental Laboratory Technicians
 - Medical Assistants
 - Medical Dental Office Managers
 - Associate Degree Nurses
 - Surgical Technologists
2. Provide comprehensive programs of intensive study that are focused on the contemporary skills required for the graduate's chosen profession. This includes associated business, ethical, and professional standards.
3. Provide an externship or clinical experience (where applicable) so that our graduates are well- prepared for employment in the field of their choice and confident in their abilities.
4. Prepare students for applicable credentialing requirements for employment in their chosen field of study.
5. Create an environment conducive to the learning process.
6. Employ management, staff, and faculty who support the learning and personal growth process of students and whose primary purpose is to serve students in the above-mentioned objectives.

HISTORY

AmeriTech College was founded in 1979 by Dorothea and Keith Van Soest under the school's original name, The American Institute of Medical Dental Technology, Inc. In August of 1997, Connie and Steve Garland purchased the school and took over its operation. The school expanded north of Provo, Utah and in 2005, opened a new non-main campus in Draper, Utah. This campus became the primary site for the school's Nursing Program, which started in August 2006. In an effort to more accurately reflect the school's increased scope of training, the name of the school was changed in June of 2006 to AmeriTech College. In March of 2007, IQU Corporation lead by Ken Bentley purchased AmeriTech College and assumed responsibility for the operation of both the Draper and Provo campuses.

STATEMENT OF OWNERSHIP

The American Institute of Medical Dental Technology, Inc., operating as AmeriTech College, is exclusively owned by IQU Corporation. IQU Corporation is a Utah corporation with its primary office located in North Salt Lake, Utah.

AMERITECH BOARD OF DIRECTORS

- John C Nelson, Chairman
- William Jones
- Kenneth Bentley
- Katherine Dimmock
- Kurt Horn

FACULTY

The faculty of AmeriTech College is made up of qualified and experienced professionals teaching and mentoring students today for a better and more productive life tomorrow. Please see the College Catalog Addendum for a complete listing of faculty and their credentials.

ADMINISTRATIVE STAFF

The names and titles of administrative staff are listed in the College Catalog Addendum.

ACCREDITATION AND AFFILIATIONS

There are two basic types of educational accreditation, one identified as "institutional" and one referred to as "programmatic." Institutional accreditation normally applies to an entire institution, indicating that each of an institution's parts is contributing to the achievement of the institution's objectives. Programmatic accreditation normally applies to programs that are part of an institution. Each program at AmeriTech College that has programmatic accreditation has been individually accredited by an accreditation organization recognized by the Council for Higher Education Accreditation and/or by the U. S. Department of Education.

INSTITUTIONAL ACCREDITATION

The Accrediting Bureau of Health Education Schools (ABHES) has institutionally accredited AmeriTech College since 1984. ABHES is listed by the U.S. Department of Education as a nationally-recognized accrediting agency under the provision of Chapter 33, Title 38 of the U.S. Code and subsequent legislation.

ABHES provides AmeriTech College institutional accreditation for the delivery of non-degree or diploma programs as well as an Associate of Applied Science Degree in Nursing. AmeriTech College programs are designed to lead a graduate directly into the workforce at an entry-level position.

AmeriTech College also offers some continuing education courses, which result in a certificate of completion only. These courses carry no college credits and do not lead to an occupational objective. In addition, these courses are not included within the institution's grant of accreditation from ABHES.

Accrediting Bureau of Health Education Schools (ABHES)

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

PROGRAMMATIC ACCREDITATIONS

The following programmatic accreditations apply to degree and diploma programs as delivered by AmeriTech College.

NURSING

AmeriTech College has been granted Candidacy Status from the National League for Nursing Accrediting Commission.

National League for Nursing Accrediting Commission

3343 Peachtree Road NE, Suite 500
Atlanta, GA 30326
(404) 975-5000 Voice
(404) 975-5020 Fax

DENTAL ASSISTANT

The Dental Assistant Program at Provo has been accredited by the Commission on Dental Accreditation of the American Dental Association since 1989.

Commission on Dental Accreditation of the American Dental Association (ADA)

211 E. Chicago Ave.
Chicago, IL 60611
(312) 440-2500
www.ada.org

SURGICAL TECHNOLOGIST

The Commission on Accreditation of Allied Health Education Programs (CAAHEP) accredits the Surgical Technologist Program.

Commission on Accreditation of Allied Health Education Programs (CAAHEP)

35 East Wacker Drive, Suite 1970
Chicago, IL 60601-2208
(312) 553-9355 Voice
(312) 553-9616 Fax
www.caahep.org

APPROVALS AND MEMBERSHIPS

NURSING

The Nursing Program has been granted probationary approval by the Utah State Department of Commerce, Division of Occupational and Professional Licensing, Utah State Board of Nursing, which will qualify graduates of the program for appropriate testing for Utah State Licensure as Registered Nurses.

UTAH STATE BOARD OF NURSING

Heber M. Wells Bldg., 4th Floor
160 East 300 South
Salt Lake City, UT 84111
(801) 530-6628

www.dopl.utah.gov/licensing/nursing.html

DENTAL LABORATORY TECHNICIAN

NATIONAL BOARD FOR CERTIFICATION OF THE NATIONAL ASSOCIATION OF DENTAL LABORATORIES (NADL).

Graduates of the Dental Laboratory Technician Program are prepared for the Crown and Bridge portion of the Recognized Graduate (RG) test offered by the National Board for Certification of the National Association of Dental Laboratories (NADL).

NATIONAL BOARD FOR CERTIFICATION

1530 METROPOLITAN BOULEVARD

TALLAHASSEE, FL 32308

(800) 684-5310

www.nadl.org

MEDICAL DENTAL OFFICE MANAGEMENT

Graduates from the Medical Dental Office Management Program may sit for the Certified Medical Administrative Specialist (CMAS) credential offered by the American Medical Technologist (AMT). Graduates may also sit for the Certified Professional Coder (CPC) or Certified Professional Coder-Hospital (CPC-H) exams offered by the American Academy of Professional Coders.

AMERICAN MEDICAL TECHNOLOGISTS

710 HIGGINS ROAD

PARK RIDGE, IL 60068

(847) 823-5169 OR (800) 275-1268

(847) 823-0458 FAX

WWW.AMT1.COM

AMERICAN ACADEMY OF PROFESSIONAL CODERS

309 WEST 700 SOUTH

SALT LAKE CITY, UTAH 84101

(800) 626-2633

(801) 236-2258 FAX

WWW.AAPC.COM

AMERITECH COLLEGE IS A MEMBER OF THE FOLLOWING ASSOCIATIONS:

BETTER BUSINESS BUREAU

www.bbb.org

PROVO/OREM CHAMBER OF COMMERCE

www.thechamber.org

GENERAL INFORMATION

HOURS OF OPERATION

The College administrative offices at **Provo** are open from: 8:00 A.M. until 6:00 P.M. Monday-Thursday and 8:00 A.M. – 5:00 P.M. Friday.

The College administrative offices at **Draper** are open from: 8:00 A.M. until 5:30 P.M. Monday-Thursday and 8:00 A.M. until 5:00 P.M. Friday.

SCHOOL CLOSURES/HOLIDAYS

AmeriTech College observes the following holidays:

New Years Day

Martin Luther King Jr. Day

Presidents Day

Memorial Day

Independence Day

Pioneer Day

Labor Day

Thanksgiving

Friday after Thanksgiving

Christmas Day

If a holiday falls on a Saturday, the previous Friday will be a holiday. If a holiday falls on a Sunday, the following Monday will be a holiday. Please refer to the Catalog Addendum for other scheduled class breaks.

CLASS HOURS

Class, lab, and/or clinical hours will vary by campus and program.

FACILITIES

The Provo Main Campus is located in the Village Green Complex. The campus occupies approximately 12,000 square feet of well-lighted, air-conditioned classrooms and supporting facilities. The campus consists of the following:

- Three classrooms
- Two computer laboratories equipped with networked PCs; printers and network access
- Dental laboratory with sterilization and appropriate equipment
- Medical laboratory with diagnostic and laboratory testing equipment

- Simulated dental clinic with three chair-side stations and diagnostic radiographic equipment
- Simulated operating room with supporting equipment
- Student lounge
- Faculty offices
- Administrative offices

The Draper Campus is located in the Business Park Complex. The instructional classrooms, campus admissions and financial aid areas are divided between three separate spaces in a two-story commercial building. The campus occupies approximately 26,000 square feet of well-lighted, air-conditioned space consisting of the following:

- Six classrooms
- Nursing lab with a METI human patient simulator
- Nursing lab with NOEL and HAL human patient simulators
- Nursing clinical lab with hospital beds and supporting equipment
- Nursing skills lab with various models and equipment
- Dental technician model and die laboratory with supporting equipment
- Three dental technician laboratories with the appropriate equipment to fabricate crowns and bridges from metal, wax, and ceramic materials
- Student lounge areas
- Faculty offices
- Administrative offices
- Learning Resource Center

PARKING

Student parking is assigned to specific areas within both the Provo and Draper Campus areas.

LEARNING RESOURCE CENTER

The Draper Campus Learning Resource Center (LRC) contains both a physical and an online library. Students have access to a number of relevant reference books that cover the spectrum of courses offered by AmeriTech College, wireless internet access, as well as computers that have online access to multiple libraries and supplemental research tools.

ADDITIONAL LRC RESOURCES:

The Salt Lake County Library system is available online and in 18 branches throughout the county. The online component includes Health and Medical full-text databases that can be accessed by all library cardholders. AmeriTech College has made arrangements for all students to have this database access.

Salt Lake County residents may visit www.slcolibrary.org/librarycardonline.htm for information on library card registration.

Non Salt Lake County residents please contact Student Services for information regarding registration for an out-of-county library card.

CATALOG ADDENDUM

See the catalog addendum for current information regarding the AmeriTech College academic calendar, tuition and fee schedules, listing of faculty and administrative staff, and other necessary updates.

ADMISSIONS INFORMATION

ADMISSIONS POLICY

AmeriTech College does not discriminate on the basis of age, race, gender, religion, national origin, or disability for admission to its programs. However, AmeriTech College also strives to be objective, honest, and fair in assessing the potential of applicants to succeed in their course of study and to become employed in their new profession. The administration reserves the right to require additional evaluation to determine an applicant's ability to complete program requirements and to benefit from their chosen field of study. Applicants should be aware that factors outside of their education might affect a graduate's ability to work in his/her chosen field (such as prior or concurrent legal issues and health issues related to abilities or general health). The programs offered by AmeriTech College are rigorous and demanding; therefore, additional preparation prior to enrollment is encouraged.

ACCEPTANCE

With the exception of the Nursing Program, acceptance to programs will be on a first-come, first-enrolled basis for those who have completed the specified admissions requirements.

Nursing applicants will have an admissions deadline for which applications must be submitted. The AmeriTech Selections Committee will review all qualified nursing applications and offer admission to select applicants (consult with an AmeriTech Admissions Consultant for details).

ADMISSIONS PROCEDURE

1. ***All prospective students must interview with an Admissions Consultant prior to enrollment.***

During the interview, the goals, objectives, motivations and commitment level of the applicant will be discussed. Additionally, the program details including schedule, uniform, tuition, and other associated costs will be reviewed.

2. ***All prospective students must complete and receive an acceptable score on the "Wonderlic SLE" exam.***

This exam is administered at no cost to the applicant. In an effort to maintain integrity in the admissions process, test scores proctored at institutions other than AmeriTech College are not acceptable. Prospective students who do not achieve an acceptable score on their first attempt may retake another version of the exam. If a prospective student does not achieve an acceptable score on the second exam, administration will allow a third test after five business days. A prospective student may test a maximum of three times in a three month period. Passing exam scores are valid for one year from the date administered.

The following are considered acceptable SLE scores:

Dental Assistant	13	Medical-Dental Office Management	13
Dental Lab Technician	13	Nursing	18
Medical Assistant	13	Surgical Technologist	16

3. ***Some programs require additional testing for admission.***

DENTAL LABORATORY TECHNICIAN APPLICANTS

Dental Laboratory Technician applicants must complete and receive a passing score on a dexterity and aptitude exam.

- A prospective student who does not pass the dexterity and aptitude exam may retake the exam after 30 days; however, the test may only be taken twice per semester.
- This exam may be taken at the Draper campus at no cost to the applicant.
- Passing exam scores are valid for one year from the date administered.
- Any exceptions must receive the written approval of the Program Director.

NURSE APPLICANTS

Nursing applicants must complete and obtain an acceptable score on the Admission Assessment Exam by HESI.

- Proof of identification and a non-refundable testing fee will be collected at the time of testing.
- Practice for this test is highly recommended. Although AmeriTech College does not officially endorse any particular test preparation method, the following book is the official preparation tool from the test publisher:

Ables, Louise, MS et al. *Evolve Reach Admission Assessment Exam Review*, 2nd Edition. St. Louis: MOSBY Elsevier, 2009.

- The Admission Assessment Exam can only be taken once every 30 days with a maximum of three times in a one year period. *Multiple test scores will be averaged.*
- Passing exam scores are valid for one year from the date administered.
- Test scores proctored at institutions other than AmeriTech College will not be accepted.
- Any exceptions must receive the written approval of the Program Director.

4. ***Applicants must provide evidence of a High School Diploma, GED equivalent for admittance, or signed attestation of High School Graduation/GED completion.***

If it is discovered that an attestation was falsely signed, the student may be immediately terminated from AmeriTech College or denied admissions if discovery is made prior to program start. Students may also submit evidence of a college degree from a postsecondary institution whose accreditation is recognized by the United States Department of Education.

At this time, AmeriTech College does not accept students under “Ability to Benefit” arrangements.

5. ***All applicants must pay the required application fee of \$50 prior to enrolling.***

6. *All applicants must sign and complete an Enrollment Packet which includes the AmeriTech Enrollment Agreement.*

Applicants who agree to all requirements and commitments outlined in the Enrollment Packet by signing all admissions paperwork are considered “Enrolled” and granted “Provisional Application Status” in their respective program.

At the time of enrollment, applicants are provided a list of all items required for “Complete Application Status” into their respective program by a member of the College Admissions Department.

7. *All enrolled students must meet with a member of the Campus Financial Aid Department (FA) to make satisfactory financial arrangements to cover the cost of their education.*

Acceptable financial arrangements Include but are not necessarily limited to:

- Title IV funds
- Alternative Funding Loans
- Cash Payment
- Govt. Funding (WIA, DWS, Voc Rehab, etc.)

Satisfactory financial arrangements must be made with the Financial Aid Department prior to starting classes.

8. *Individual programs may have additional requirements for admissions*

Consult with the campus Admissions Department for admissions requirements for specific programs

9. *All accepted students, regardless of program are required to attend a mandatory program orientation.*

BACKGROUND CHECK

Applicants to the Medical Assistant, Medical Dental Office Management, Nursing, and Surgical Technologist programs must submit to a Pre-Check background check. Individual program requirements are as follows:

Medical Assistant, and Surgical Technologist students must complete the Pre-Check background check within two weeks of starting classes. The cost of this background check is included in student program fees.

Medical Dental Office Management student requirements for background checks will vary depending on the externship site. Students will meet with program director for requirements.

Nursing students are required to submit the results of their Pre-Check background check in order for the application to be considered by the Selections Committee. The cost of the Pre-Check background check is the responsibility of the prospective student.

Applicants to the *Nursing* program are also required to submit the results of a post-enrollment fingerprint search through the files of the Federal Bureau of Investigation (FBI) as part of their application. The cost of the FBI search is the responsibility of the student.

Considering that final results may take several months, *Nursing* students may submit proof of payment of FBI background check in lieu of final background results in order for the application to be considered by the Selections Committee. However, once a student receives the final results of their FBI background check, they must be immediately submitted to AmeriTech. Failure to do so may result in dismissal from the program.

DRUG SCREENING

Nursing students must complete the urine drug screening within three business days of signing an enrollment agreement. Only students meeting the drug screening requirement and receiving negative screening results will be permitted to maintain enrollment in the Nursing program.

All students enrolled at AmeriTech College may be asked to submit periodic samples during their educational period. Random and for cause screenings may be requested. Testing has been arranged through any WorkMed facility at various locations in Utah. Please note that an applicant may obtain a urine drug screen at any facility so long as the test meets the minimum requirements. Please obtain a form from campus administration for directions.

CPR

Dental Assistant, Medical Assistant, Medical Dental Office Management, Nursing, and Surgical Technologist students are required to provide proof of current Cardio Pulmonary Resuscitation (CPR) certification. Certification must include **BASIC LIFE SUPPORT (BLS) FOR THE HEALTHCARE PROVIDER WITH AED** and be accepted by the American Heart Association or the American Red Cross. CPR classes may be offered during each semester for *Dental Assistant, Medical Assistant, Medical Dental Office Management, and Surgical Technologist* students. It is the responsibility of the student to sign-up and attend.

Nursing students are required to complete the above CPR requirements and submit proof that certification meets required admissions standards prior to attending classes (not all CPR certifications are accepted). CPR certification must remain current throughout matriculation from AmeriTech College.

IMMUNIZATIONS

Nursing students must provide documentation that they have begun the Hepatitis B series and have completed all other required immunizations and tests (listed below) prior to starting classes.

Medical Assistant, and Surgical Technologist students must provide documented proof of completion of required immunizations prior to beginning externships. *Medical Dental Office Management* student requirements may vary depending upon externship site. Students will meet with the program director for requirements.

The Hepatitis B series must be completed as determined by the administering medical facility. Additional immunizations may be required at individual externship or clinical sites. Please check with individual program handbook for any additional requirements.

Required immunizations and tests include but may not be limited to:

- Tetanus, Diphtheria and acellular Pertussis (DTaP)
- Varicella (Chickenpox)
- Measles, Mumps and Rubella (MMR)
- Hepatitis B series
- Two-Step Tuberculosis (TB) Test (will require four visits)

Consult the Admissions Department for required immunization specifications.

UNIFORMS

Dental Assistant, Dental Lab Technician, Medical Assistant, Medical Dental Office Management, and Surgical Technologist students are required to wear a scrub top with matching bottoms in navy blue, khaki (tan), or red (not maroon).

Nursing students need to consult the program student handbook for the professional dress policy.

Please note: For all programs, only solid colored scrubs are allowed. The scrub top must be long enough to tuck into scrub pants. Low-rise scrub pants are not allowed. Labs require complete coverage at all times.

PATCH

An AmeriTech College identification patch is required on all uniforms. Students will be provided with two patches at enrollment. Please permanently attach the patch to the left sleeve, approximately two inches above the bottom of the sleeve. If additional patches are required, please make a request from the Institution.

IDENTIFICATION BADGE

All students are required to wear assigned identification badges while on campus or at clinical/externship sites.

SHOES

Shoes worn with the uniform must cover and protect the foot and be neat in appearance.

POTENTIAL EXPOSURE TO BIOHAZARDS BLOOD-BORNE PATHOGENS

Universal precautions are used on all invasive procedures where contamination could occur. Modern sterile techniques are taught and always utilized to prevent the transmission of disease.

AmeriTech College endeavors to ensure a safe environment for patients, students, faculty and staff. It also ensures that the confidentiality of information pertaining to the health status of each infected individual, whether patients, students, faculty or staff, will be strictly maintained.

Reasonable accommodation will be made for individuals with disabilities, including but not limited to persons with HIV, HBV, immune-suppression, TB, etc. All student, staff, and patient personal information are held in strictest confidence. HIPAA regulations are taught and followed.

The institution does not discriminate on the basis of race, color, creed, gender, age, national origin, or disability in taking such precautions or making said accommodations.

FINANCIAL AID INFORMATION

The Financial Aid Office will personally work with prospective students to ensure that multiple options for covering the cost of their education are explored. All financial arrangements must be made prior to the first day of class and students must be meeting satisfactory financial aid requirements at the time of graduation for release of transcripts or participation in graduation activities. For more details, please contact the Financial Aid Office. There are several options for financing education at AmeriTech College including but not limited to:

- Cash Payment
- Federal Title IV Aid, PELL Grants & Student/Parent Loans (for those who qualify)
- Scholarship and Grants (for those who qualify)
- Federal and State Benefits (for those who qualify)
- VA Educational Benefits
- Alternative Education Loans

See the Financial Aid Office for information on any of the above programs.

HOW TO APPLY FOR FINANCIAL AID

Prospective students interested in applying for Federal Title IV Student Financial Aid Programs must complete the Free Application for Federal Student Aid (FAFSA) online at www.fafsa.ed.gov. To ensure acceptance into their program (or review of application for Nursing students), applicants are encouraged to complete financial aid no later than three weeks of their enrollment date or prior to applicable deadlines.

FEDERAL FINANCIAL AID

Federal Financial Aid is available to those who qualify. AmeriTech College participates in the Federal PELL Grant and Federal Family Education Loan Programs that include Subsidized Stafford Loans, Unsubsidized Stafford Loans, and Parent PLUS Loans.

VETERANS BENEFITS

AmeriTech College is approved for Veterans benefits including GI Bill. Specific information is available through the Financial Aid Office.

SUPPLEMENTAL FINANCIAL ASSISTANCE

Students at AmeriTech College may be eligible to apply for Alternative Education Loans. For more detailed information concerning the above methods of payment, the AmeriTech College financial aid programs, policies, procedures, and disbursements, please contact the Financial Aid Office.

SCHOLARSHIPS

AmeriTech accepts all valid outside scholarships. Arrangements must be made with the Financial Aid Department to apply scholarship monies to a student's ledger card.

In addition, AmeriTech College offers certain Institutional Scholarships for recent High School graduates who are interested in applying to one of the college's Allied Health programs (institutional scholarships are not offered for Nursing Program Applicants). Specific information is available through the campus Admissions Office.

INSTITUTIONAL REFUND POLICY FOR CANCELLATION OF ENROLLMENT

An applicant who provides written notice of cancellation within three days (excluding Saturday, Sunday, and federal or state holidays) of signing an enrollment agreement is entitled to a refund of all monies paid including the application fee. Application fees will not be refunded if cancellation of enrollment occurs after three days of enrollment.

A student canceling enrollment in a course of study on or before the first calendar day of the class start will not be charged tuition and will receive a refund of all monies paid (less the application fee if cancellation occurs after three days of enrollment). A student may notify the Campus Administration Office orally or in writing of her/his intent to officially cancel her/his enrollment.

INSTITUTIONAL REFUND POLICY FOR WITHDRAWAL

Withdrawal after the student's first day of class will result in a tuition charge equal to the percentage of time attended. This is calculated by dividing the number of calendar days from the semester/term start date to the student's last day of attendance by the total number of calendar days in the semester/term. Once a student completes 60 percent or more of the semester/term, full tuition is charged. The student is responsible for paying any balance owed to AmeriTech College within 30 days.

Please contact the College if a balance remains as third party arrangements may be available. AmeriTech College does not provide funding, but may assist in solving financial issues.

If all tuition is paid in cash and the student does not receive any federal or state financial aid, then excess fees are refunded to the student. If a state agency pays for the program, the proper agency is refunded before the student. For students with financial aid, the Federal Return of Title IV Funds hierarchy is adhered to.

WITHDRAWAL “DATE OF DETERMINATION”

The last date of attendance is determined by the last day a student participated in an academically-related activity, including projects, clinical experience, or examinations. If a student fails to return to College after a leave of absence, the effective date and the refund calculations will be based on the last day of attendance. For a student who officially withdraws, (i.e., notified the Campus Administration Office orally, or in writing, of his/her intent to withdraw) the “date of determination” is the date administration becomes aware the student ceased attending. If an unpaid balance remains after withdrawal, the student is responsible for paying the balance in full upon request. Non-sufficient fund fees and collection fees will also apply.

REFUND ON BOOKS

Refunds for books will be evaluated on a case-by-case basis.

FEDERAL RETURN OF TITLE IV FUNDS POLICY

All Title IV Aid recipients will be held to the same Title IV Refund Policy, which is in addition to the institutional refund policy. AmeriTech College and the student will be required to return—to the Federal Financial Aid programs—the amount of aid received that was in excess of the aid “earned” for the period of time that the student remained enrolled. AmeriTech College will return funds to the Title IV aid programs, and the student will then owe the College any remaining balance originally paid by Title IV funds. The student may be required to return funds released to them for living expenses to the Federal Financial Aid programs. Please note that the student is responsible for paying any balance owed to AmeriTech College within thirty days.

A student who remains enrolled more than 60 percent of the semester/term is considered to have earned 100 percent of the aid received for that period.

POST-WITHDRAWAL FUNDS

Undisbursed financial aid which the student was eligible to receive prior to withdrawing, but was not actually disbursed, is considered a “post-withdrawal” disbursement. In order for PELL Grants to be disbursed, the College must receive an Intuitional Student Information Record (ISIR). In addition, verification must be completed, if required. In order for Stafford Loans and PLUS Loans to be eligible for disbursement, the loan application must be completed and must be certified prior to the student’s last date of attendance.

The College will provide written notification for the student or parent to receive any post-withdrawal disbursements within 30 days of the date of determination of withdrawal. The student or parent must respond within 14 days of notification to request some or all of the funds. The College must disburse the funds requested within 90 days of the determination date of withdrawal. If a response is not received within 14 days of the notification, the post-withdrawal disbursements of Title IV funds cannot be credited to the student’s account.

REFUND TIME LINE AND REFUND ALLOCATION

The Business Office will perform the refund calculation once notified of the student’s last date of attendance. If the student pays tuition and fees with Federal Financial Aid, *unearned* federal funds will be returned to the Title IV programs and not to the student. AmeriTech College will return its share of unearned Title IV funds no later than 30 days after it determines the student withdrew or the date the

College determines the student has unofficially withdrawn. Fees returned to the Title IV programs will first be applied to loans to reduce loan debt of the student or parent borrower. The remaining amount must be returned to the appropriate programs in the following order:

- Unsubsidized Federal Stafford Loans
- Subsidized Federal Stafford Loans
- Federal PLUS Loans
- Federal PELL Grant Program**

**The student is only required to return 50 % of the PELL grant assistance received as living expenses.

Note: When the total amount of unearned aid is greater than the amount returned by AmeriTech College from the student's account, the student is responsible for returning unearned aid to the appropriate program(s) in the same order as indicated above. The student will have 30 days to repay in full any overpayment of grants. However, if no payment is received after the 30-day period has elapsed, AmeriTech College will refer an overpayment to the U.S. Department of Education Student Credit Management Collections; subsequently, the student will be ineligible for Title IV aid.

APPEALS PROCESS

A student with financial aid or a parent with a PLUS loan may appeal any determination of a refund. A written request must be made to the Financial Aid administrator stating the individual circumstances believed to warrant exception from the published College policy. An appeals committee will review the case and will inform the student or parent of its decision.

ACADEMIC INFORMATION

UNIT OF CREDIT

AmeriTech College defines an academic semester credit hour as 15 hours of lecture instruction, 30 hours of laboratory instruction, or 45 hours of clinical/externship instruction.

TRANSFER OF CREDIT

During the application process, students are strongly encouraged to submit transfer credit(s). However, all transfer credit must be submitted and approved prior to registration of the student's second semester. Credit will be awarded based on official transcripts and proof of applicable course content. Transfer credit will not be awarded for any subject in which a student has attended one or more class sessions at AmeriTech College. Transfer credit will be considered if prior credit was awarded by an institution that is accredited by an agency recognized by the United States Department of Education (USDOE) or the Council for Higher Education Accreditation (CHEA). Transfer credit must be at a "B-" grade or higher and earned within the last five years. Academic credit must have been received; audit courses, remedial courses (usually 001-099), proficiency exams (CLEP), etc. are not eligible for transfer.

AmeriTech College does not accept any transfer credits for the Nursing core courses. AmeriTech College may accept transfer credit for subjects or courses completed at another accredited institution, however, 25% or more of required program credits must be completed at the institution awarding the degree. AmeriTech College reserves the right to accept or reject any and all credits earned at other post-secondary institutions. AmeriTech College does not give academic credit for experiential learning. Transfer credits will be posted as a "TC" on the student's academic transcript.

TRANSFER OF CREDITS TO OTHER INSTITUTIONS

Transferability of AmeriTech College course credit is at the discretion of the receiving institution. AmeriTech College is an accredited College, and some institutions accept all or part of the College's offerings; however, others may not. AmeriTech College does not imply, promise, or guarantee transferability of credits earned to any other institution. The degree/diploma programs of AmeriTech College are designed to lead to employment upon graduation. However, AmeriTech maintains articulation agreements with multiple institutions offering baccalaureate and graduate level programs for students who choose to further their education.

TEST OUT POLICY (NURSING ONLY)

AmeriTech College allows nursing students to test out of general education courses (except COM110 Oral Communications). Challenge exams are given in the form of a comprehensive exam and, if passed, the awarded credits are listed as "T" on the student transcript. Fees paid for challenge exams are non-refundable and are calculated at \$50 per semester credit. If a student fails the challenge examination, the student is required to take the course. If a student attends a course for more than one class period or does not successfully complete a course, the student may not subsequently attempt a challenge exam for the course. Test out and challenge of required courses must be completed prior to the first day of that course. Testing out of a class may have an impact on financial aid. Please check with the campus Financial Aid Office.

SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY

All students are expected to maintain satisfactory academic progress toward graduation. In addition, satisfactory academic progress must be maintained in order to remain eligible to continue receiving federal financial assistance.

Satisfactory Academic Progress is measured using maximum time frame, successful course completion rate (qualitative measure) and cumulative grade point average (CGPA) standards (quantitative measure). These standards are outlined below and are considered minimum requirements; an individual program may require more stringent policies in regard to academic progress, attendance or related requirements. Students are advised to consult with their Program Director for specific programmatic requirements.

MAXIMUM TIME FRAME

Each student must successfully complete the educational objectives of the program, including the externship (if applicable), within a maximum time frame not to exceed 150% of the normal program length. This will be measured by limiting students to attempting 1.5 times, or 150% of the number of credits in their program of study. For example: the total credits that may be attempted (maximum program length) for a 60 semester-credit program is 90 semester credits (150% of 60).

SUCCESSFUL COURSE COMPLETION RATE

A student must complete a certain percentage of the credits attempted to be considered to be making satisfactory academic progress. A course is successfully completed if a grade of C (75%) or above has been earned. The successful course completion rate is calculated as the cumulative number of credit hours of courses successfully completed divided by the cumulative number of credit hours attempted for all courses. Courses with a grade of "I" and courses withdrawn from before completion are counted as attempted credits that are not successfully completed for purposes of calculation of the successful course completion rate. Both failed courses and repeated courses are counted in the calculation as credits attempted. AmeriTech College has no provisions for remedial course work, non-credit courses, or pass/fail grades and these activities have no effect on SAP. The successful course completion rate requirements are detailed in the tables below.

CUMULATIVE GRADE POINT AVERAGE (CGPA) REQUIREMENTS

Students must meet specific CGPA requirements at specific points during their enrollment in order to be considered to be making satisfactory academic progress. These requirements are detailed in the tables below. Students are required to achieve a cumulative grade point average of at least 2.0 (75%) to graduate from a program. Additionally, students are required to achieve a cumulative grade point average of at least 2.0 as measured at the end of each grading period (block or semester depending on program). At the time a student begins a program of study, the satisfactory academic progress policy goes into effect. The above standards will be evaluated at the end of each grading period after grades have been posted. The grading period may vary in length depending on the course schedule and program. The end of the grading period is the end of the five-week block or the end of the semester for programs offering courses over a full semester respectively.

SATISFACTORY ACADEMIC PROGRESS TABLES

72 Semester Credit Hours

The total credits that may be attempted (maximum program length) for a 72-credit program is 108 (150% of 72).

Total Credits attempted	Probation if CGPA is below:	Suspension if CGPA is below:	Probation if course completion rate is below:	Suspension if course completion rate is below:
1 - 12	2.0	1.0	66%	N/A
13 - 24	2.0	1.5	66%	50%
25 - 36	2.0	1.75	66%	55%
37 - 48	N/A	2.0	66%	60%
49 - 60	N/A	2.0	66%	65%
61 - 72	N/A	2.0	N/A	66%
73 - 108	N/A	2.0	N/A	66%

60 Semester Credit Hours

The total credits that may be attempted (maximum program length) for a 60-credit program is 90 (150% of 60).

Total Credits attempted	Probation if CGPA is below:	Suspension if CGPA is below:	Probation if course completion rate is below:	Suspension if course completion rate is below:
1 -12	2.0	1.0	66%	N/A
13 - 24	2.0	1.5	66%	N/A
25 - 36	2.0	1.75	66%	50%
37 - 48	N/A	2.0	66%	60%
49 - 60	N/A	2.0	66%	65%
61 - 90	N/A	2.0	N/A	66%

45.5 Semester Credit Hours

The total credits that may be attempted (maximum program length) for a 45.5-credit program is 68.25 (150% of 45.5).

Total Credits attempted	Probation if CGPA is below:	Suspension if CGPA is below:	Probation if course completion rate is below:	Suspension if course completion rate is below:
1 -16	2.0	1.0	66%	N/A
17 – 28	2.0	1.5	66%	60%
29 – 40	2.0	1.75	66%	65%
41 – 52	N/A	2.0	N/A	66%
53 – 69	N/A	2.0	N/A	66%

34 – 36.5 Semester Credit Hours

The total credits that may be attempted (maximum program length) for a 34-credit program is 51 (150% of 34).

Total Credits attempted	Probation if CGPA is below:	Suspension if CGPA is below:	Probation if course completion rate is below:	Suspension if course completion rate is below:
1 -10	2.0	1.0	66%	N/A
11 – 20	2.0	1.5	66%	60%
21 – 30	2.0	1.75	N/A	66%
31 – 40	N/A	2.0	N/A	66%
41 – 55	N/A	2.0	N/A	66%

ACADEMIC PROBATION AND SUSPENSION

At the end of each grading period after grades have been posted, each student's CGPA and rate of progress is reviewed to determine if the student is meeting Satisfactory Academic Progress (SAP) as defined above. Students will be placed on academic probation when the CGPA and/or the rate of progress falls below the values specified in the tables above as the minimum progress required. During the period of academic probation, students are considered to be making satisfactory progress for both academic and financial aid eligibility. Students will remain on academic probation as long as their CGPA and/or rate of progress remain in the probation range. However, the law specifies that by the end of the second academic year (regardless of how many credits a student has accrued), the student must have a "C" average or its equivalent, or have an academic standing consistent with the requirement for graduation from the program in order to remain eligible for financial aid. Students must participate in academic advising with their Program Director for the duration of their probationary period. If a student needs tutoring, she/he will need to contact the Program Director.

Students whose CGPA and or rate of progress falls below the minimum probation range as delineated in the Satisfactory Progress Tables will be placed on academic suspension and withdrawn from school. Students placed on academic suspension are no longer eligible to receive financial aid. Students may appeal the academic suspension (see Appeals Procedure).

READMITTANCE FOLLOWING SUSPENSION

Students who have been suspended may apply for readmittance to AmeriTech College after at least one academic semester/term following the academic semester/term in which they were suspended, according to the readmission policy. Students readmitted at this point are considered to be on probation but must bring CGPA and/or rate of progress out of the suspension range by the end of the first academic semester/term after being readmitted. If it is mathematically impossible for the student to improve the CGPA and/or rate of progress out of suspension range by the end of the first academic semester/term after readmittance or if, in the judgment of the Readmittance Committee, it is highly improbable for the student to improve out of the suspension range, the student will not be readmitted.

APPEALS

Students who wish to appeal the determination of an action regarding failure to maintain satisfactory progress may appeal to the College administration either in writing or in person within ten calendar days of signing the Probation Notice or Withdrawal Form. The administration must respond to a student appeal within ten calendar days of an appeal filing. In the case of extenuating circumstances, special arrangements may be made with College officials. The AmeriTech College Appeals Committee will handle appeals on an individual basis.

GRADING SYSTEM

Each student is responsible for maintaining a cumulative minimum average academic grade of 75% or above for the semester and must receive a passing grade in each course. Failure to achieve satisfactory minimum grade levels will result in probation. Incomplete coursework may prevent a student from progressing in a course should the cumulative grade drop below 75%. Should a student need to repeat a course, that student is responsible for the associated costs; however, Federal Financial Aid may be available. Final program grades are computed from various elements and competencies mastered within the course and reflected individually and collectively on each student's final transcript.

Letter Grade	Percentage	GPA Equivalent	Status	Letter Grade	Percentage	GPA Equivalent	Status
A	94 – 100%	4.0	Passing	D+	67 – 69%	1.3	Not Passing
A-	90 – 93%	3.7	Passing	D	64 – 66%	1.0	Not Passing
B+	87 – 89%	3.3	Passing	D-	60 – 63%	0.7	Not Passing
B	84 – 86%	3.0	Passing	F	0 – 59 %	0	Not Passing
B-	80 – 83%	2.7	Passing	I	Incomplete	**	
C+	77 – 79%	2.3	Passing	T	Test Out	**	
C	75 – 76%	2.0	Passing	TC	Transfer Credit	**	
C-	70 – 74%	1.7	Not Passing	W	Withdrawal	**	

** not computed in GPA

I – INCOMPLETE - is given when a student is unable to complete the coursework by the end of the term/grading period.

If a student fails to complete a required segment of a course by the end of the term (grading period) and believes that with additional time he/she could reasonably pass the course, the student should approach the instructor and request the grade of “I” (incomplete). The decision to grant this request is at the discretion of the instructor.

When the grade “I” (incomplete) is granted, both the student and the instructor must agree on provisions for the make-up work. The grade “I” cannot extend beyond five weeks following the end of the grading period. When the work is completed in a satisfactory manner (within five weeks), the instructor will complete a Grade Change form and the “I” grade will be changed to the grade earned. Failure to complete the work will result in failure of the class, at which time the “I” grade will be changed to an F. The F grade will be computed in the GPA.

T – TEST OUT – indicates a student has tested out of a course. A T grade has no effect on GPA.

TC – TRANSFER CREDIT – refers to transfer credit and is an indication of a transfer credit allowance. A TC grade has no effect on GPA.

W – WITHDRAWAL – Given when a student withdraws from a course through 60%. Withdrawals have no effect on GPA. However, course credits will be considered as “attempted” but not “completed” for purposes of calculating Satisfactory Academic Progress.

INSTITUTIONAL ATTENDANCE POLICY

Class attendance is recorded at AmeriTech College. Students are expected to attend all lectures, labs and clinicals/externships. Complete attendance ensures full exposure to competencies and skills. Instructors will deliver the program as scheduled and have no obligation to tutor a student who has not attended class. Students must maintain a minimum average cumulative attendance for each course of 85% per semester/term. If a student’s attendance falls below 85%, the student will be placed on attendance probation. While on probation, if a student misses any additional class time during the semester, he or she may be dismissed from the program.

If a student fails to attend for fourteen consecutive calendar days, including his/her externship/clinical, AmeriTech College will consider the student to have unofficially withdrawn. *Individual College Programs may enforce stricter attendance policies than those outlined in this catalog. Students are advised to consult with their program director on programmatic attendance policies.*

TUTORING

Tutoring is available to AmeriTech College students upon request.

TRANSFER BETWEEN COURSES OR CAMPUSES

In the course of his/her study, a student may find that a chosen program does not suit him/her. A student may change to another program better suited to his/her personality and aptitude. Students may transfer between campuses if a written request is made to the Campus Administrator that includes a valid reason for the change. Transfers are at the sole discretion of campus administration and are not valid without a formal signed “Letter of Transfer.” Additionally, students wishing to transfer must meet all of the admissions requirements of the receiving campus.

If a student transfers to another program within 30 calendar days from the first day of class, previously paid tuition will be credited to the new program, book costs will be adjusted, and students will be required to complete the enrollment agreement for the new program.

WITHDRAWAL PROCEDURES

A student who discontinues program attendance must:

1. Give an oral or written withdrawal notification to the Campus Administrator, and
2. Complete an exit interview with the Financial Aid Office, if federal loans were disbursed.

If a student fails to attend for fourteen consecutive calendar days, including her/his externship/clinical, AmeriTech College will consider the student to have unofficially withdrawn. If termination occurs, the administration will complete the withdrawal request, and the Financial Aid Administrator will mail online access for exit counseling to the withdrawn student.

READMISSION

If the student wants to return, he/she must reapply, and reestablish eligibility for financial aid if applicable. College administration will adjust the fees/tuition to be charged at readmission. Students who have been denied financial aid as a result of not making satisfactory progress may apply for reinstatement without financial aid but are still subject to the Satisfactory Academic Progress policy. Readmission is subject to space availability.

LEAVE OF ABSENCE POLICY

In the event of a prolonged illness, serious accident, death in the immediate family, or other special circumstances that makes it impractical for the student to complete current courses, the student has the option of terminating enrollment or taking a leave of absence from the program. A student may not take a leave of absence if he/she has not maintained a 2.0 CGPA or any other stipulations the College deems appropriate on the day of the request. First semester/term students must obtain a signed progress report from each instructor demonstrating an academic average of 75% or higher.

A student who has been granted a leave of absence by the College is not considered to have withdrawn from the College and is considered to be on a leave of absence under the following conditions:

1. The student must make a signed and dated written request to be granted a leave of absence and the request must include the reason for the leave.
2. The College may grant multiple leaves of absence to a student not to exceed 180 days in any twelve-month period.
3. If a student fails to return from an approved leave of absence, he/she will be withdrawn. The “date of determination” will be the day she/he should have returned to College.
4. During a leave of absence, no additional charges will be generated. Also, the student will retain in-school status for student loan purposes. *However, if the student fails to return, the withdrawal date will be retroactive to the student’s last day of attendance.*

GRADUATION

Graduation ceremonies are held three times per year. This is a dignified occasion where academic achievement is celebrated. When all program requirements have been fulfilled, including satisfactory completion of all coursework, final exams, payments of fees, etc., the student may participate in the graduation ceremony. Formal caps and gowns are worn at the graduation ceremony. Special awards are given to students with outstanding achievements in attendance and academic excellence.

EXTERNSHIP AND CLINICAL EXPERIENCE (DOES NOT APPLY TO ALL PROGRAMS)

Upon satisfactory completion of all exams, and being current on all College costs and fees, students become eligible for an externship. The externship/clinical portion of the program can only begin if, in the view of the Program Director, the student is fully prepared, able, and willing to appropriately represent AmeriTech College. Nursing students participate in clinical experiences throughout their education at AmeriTech College. Externship and clinical placements are arranged at appropriate facilities. The student is responsible for transportation to and from externship and clinical sites. No guarantees or concessions can be made in regard to distance, day, time, instructor, facility or other student preference. The externship/clinical experience is a period of learning, observing and practicing the skills learned in the student's program. Upon completion of an externship/clinical site rotation, the extern/clinical supervisor will complete an evaluation report of the student's performance. Externships and clinical experiences are a mandatory part of the educational program and participating students may not receive compensation during the externship/clinical experience. Failure to perform professionally while on externship/clinical including speech or demeanor which reflects poorly on the College or affiliated extern/clinical site may result in dismissal from the extern/clinical site and dismissal from the College.

Students are expected to complete their externship experience within the time frame allotted, at a full time rate each week. Students should not schedule or anticipate breaks between the end of the classroom portion and the externship period.

PROFESSIONAL STUDENT BEHAVIOR

Students are expected to show professionalism and courtesy in their behavior toward the teaching and administrative staff, externship/clinical facilities and fellow students. They are also expected to be on task or otherwise engaged in the dynamics of the classroom, lab, or externship/clinical at all times. Students are being prepared to enter a professional health-care environment with all the necessary skills to demonstrate the behavior expected by externship/clinical sites and by prospective employers. Students who are in violation of these standards may be dismissed from the program.

Professional behavior includes but is not limited to compliance with the following standards:

STUDENT CODE OF CONDUCT

AmeriTech College strives to create an environment that facilitates learning and academic growth. Students are expected to act in a professional and courteous manner at all times. Students shall not engage in any of the unacceptable behaviors that are identified below, or that are otherwise prohibited by AmeriTech College. Engaging in any of these activities can lead to disciplinary action up to and including expulsion from AmeriTech College:

- Insubordination to faculty or administration, conduct contrary to the best interests of the College or that reflects poorly on the College or affiliated clinical site;
- Possessing or bringing weapons or explosive materials on to AmeriTech College or affiliated clinical premises;
- Use, possession, sale or transfer of illegal drugs or alcohol on AmeriTech College or clinical premises;
- Being under the influence of alcohol or illegal drugs while on AmeriTech College or clinical premises;
- Cheating or intentionally assisting another student or employee in utilizing unauthorized materials;
- Stealing or willfully damaging AmeriTech College's property, another student's or an employee's equipment or personal property;
- Using abusive, foul or threatening language towards students, faculty or administration;
- Inappropriate use of AmeriTech College or clinical sites electronic or computer equipment including, but not limited to: sending, accessing or storing discriminatory, harassing, defamatory or pornographic material, duplicating or distributing copyrighted material without permission; or transmitting confidential information;
- Engaging in sexual or any other form of harassment, whether verbal, written or physical;
- Violating safety requirements or regulations;
- Violating building regulations;
- Performing any type of immoral or indecent act on AmeriTech College or clinical premises;
- Refusal to comply with a directive from faculty or administration;
- Dressing inappropriately or not using proper personal hygiene while representing AmeriTech College or an affiliated clinical site;
- Use of electronic devices while in class for texting, games or any other non-course related activity.

The above list should be considered illustrative, and not comprehensive. Other actions and violations of a similar nature may also result in disciplinary action, up to and including expulsion. AmeriTech College reserves the right to amend the Student Code of Conduct at any time without notice.

UNLAWFUL OR UNPROFESSIONAL CONDUCT

Students should be aware that past, present, or future unlawful and/or unprofessional conduct could render a student ineligible for certification, licensure, or employment in many fields of study offered by AmeriTech College. In addition, unlawful and/or unprofessional conduct could result in suspension or dismissal from school. Examples of such conduct include, but are not limited to, arrest and/or conviction for any felony or misdemeanor, as well as the possession or distribution of controlled substances. Students should also be aware that past, present or future unlawful conduct involving the possession or distribution of controlled substances might result in the loss or suspension of eligibility for student financial assistance and the loss of the right to continue their education. Prospective students who are concerned that they may not qualify for certification, licensure, employment, or financial assistance for these or other reasons are encouraged to inquire prior to enrollment. AmeriTech College shall not be responsible for any student's inability or ineligibility to secure student financial assistance, certification, licensure, or employment in his or her field of study as a result of disqualification.

HARASSMENT

AmeriTech College has a zero tolerance policy toward harassment of any type. Harassment is defined as any conduct, physical, verbal, written or electronic, on or off campus, that has the intent or effect of unreasonably interfering with an individual's or group's educational or work performance at AmeriTech College. Unwanted comments and advances of a sexual nature directed toward faculty, staff members, or other students will not be tolerated. Such behavior is grounds for immediate dismissal. Sexual harassment includes the following types: gender harassment, seductive behavior, sexual bribery, sexual coercion, and sexual imposition. Anyone who believes he/she is a victim of sexual harassment needs to: 1) keep a record of events; including dates, times, places, names of persons involved, witnesses, and comments made by the participants; 2) report the incident immediately to an instructor, Program Director, or any other Campus Administrator; and 3) understand that all reports will be fully investigated; and 4) understand confidentiality will be respected.

TARDINESS

Tardiness is unacceptable. Tardiness reflects an unprofessional attitude and causes disruptions to the class. Grades given for professionalism may be negatively impacted by both tardiness and early departures from class.

UNIFORMS

Students are required to wear a uniform or be in compliance with programmatic dress standards while attending College to initiate the habit of maintaining a standard professional appearance. The official uniform consists of the standard medical uniform commonly known as "scrubs." Uniforms are to be purchased from a private uniform supplier. The required color, style, arm patch, and supplying vendor information are available from the administrative office. Shoes must completely protect the foot, have non-marking soles, and be neat in appearance. **Students may be asked to leave class if they do not wear the appropriate uniform.** The time that it takes for a student to leave and retrieve a proper uniform will be deducted from the day's attendance. Additionally, students are required to comply with all OSHA standards.

Students in the Nursing Program will need to review the program student handbook for the professional dress policy.

PERSONAL APPEARANCE AND CLEANLINESS

The highest possible standards of personal hygiene and cleanliness must be observed while working and studying with fellow students and participating in the externship/clinical. AmeriTech College supports medical facility policies regarding body art and/or tattooing, which is that body art and/or tattooing must be concealed and not visible when wearing the official uniform. A long-sleeved shirt can be worn under the uniform to conceal body tattooing.

- **Hair**

Hair must be worn short or pulled back away from the face when students are in the laboratories in order to conform to regular laboratory safety standards. Facial hair must be kept neat and trimmed.

- **Nails**

Fingernails must be kept short, trimmed, and clean. Artificial nails are not allowed.

- **Jewelry**

Jewelry will be limited to a watch with a second hand, a wedding ring, and one pair of post earrings. Students are being prepared to represent the professional community and must project such an image. Visible body piercings or excessive jewelry are not considered professional and may not be worn while attending class, in labs, or while participating in externship or clinical experiences.

- **Hats or Caps**

No caps or hats may be worn in class, in labs, or while attending externship or clinical experiences.

ELECTRONIC EQUIPMENT

Cell phones, MP3 players, and other personal electronic devices present a distraction for the entire class and are prohibited from use during classroom, clinic, or lab instruction. Instructors may enforce this standard by taking possession of disrupting devices.

TELEPHONE CALLS

Emergency phone calls to students in class will be handled immediately by administrative staff. However, all other telephone calls for students during scheduled class time will not be forwarded, nor will messages be taken.

FOOD AND DRINK

Food and drinks are not permitted in the labs at any time. Drinks are permitted in the classrooms if in closed containers. Food and drink is not permitted in the Learning Resource Center.

USE OF TOBACCO, ALCOHOL, AND ILLEGAL DRUGS

The use of alcohol and illegal drugs, as well as abuse of prescription medications, on campus or during externship and clinical hours is prohibited. Drug testing, either at random or with cause, may take place from time to time. Students who refuse to submit to a drug test when asked will face disciplinary action up to and including termination. There is no smoking within 25 feet of any campus door or window. Refer to the official AmeriTech Drug and Alcohol Prevention Policy for more information.

ACADEMIC INTEGRITY

Academic integrity is highly valued at AmeriTech College. Students are expected to adhere to the highest possible academic standards while attending AmeriTech College. The following are minimal guidelines that students are required to follow. These guidelines should be considered illustrative, and not comprehensive:

DISHONESTY

Students will adhere to the principles and rules of the college and pursue academic work in a straightforward and truthful manner, free from deception or fraud. Any attempt to deviate from these principles is academic dishonesty and sanctions may include, but are not limited to, failing grade for the assignment; failing grade for the course; probation; suspension; or expulsion from the program. *These sanctions do not need to follow in any specific order.*

Examples of Academic Dishonesty

Cheating: Presenting another's work as one's own or assisting another student to do so in the classroom, lab or any other location. Cheating may also occur when a student violates the conditions governing an examination. Examples of cheating include, but are not limited to, the following:

- using oral, written, visual, or other forms of communication intended to give or receive improper assistance;
- looking at or copying another's work;
- use of unauthorized materials (texts, notes, calculators, etc.);
- taking an exam for another student;
- having someone else take an exam for you; or
- obtaining and/or using an upcoming exam ahead of test time.

Misrepresentation: Falsifying information. This includes, but is not limited to, the following:

- having another person represent or stand in for oneself in circumstances where one's attendance and/or performance are required;
- misrepresenting class, clinical or externship attendance;
- presenting false academic credentials;
- submitting someone else's work as one's own;
- submitting work originally submitted for one course to satisfy the requirements of another course without prior consent of the current instructor. (It is assumed that the current instructor expects the work to be original.);
- forging or using another's signature;
- altering or destroying academic records and documents; or
- presenting false data, experimental or physical results.

Out-of-Class Work: Collaborating on or aiding out-of-class work when prohibited by the instructor. Such unauthorized activity includes, but is not limited to, the following:

- receiving unauthorized outside help on take-home exams;
- consulting with others about homework, laboratory reports, etc.; or
- copying another's homework, laboratory reports, etc. and submitting it as one's own.

Plagiarism: Using another person's ideas, evidence, or words without proper acknowledgment or conveying the false impression that the arguments and writing in a paper are one's own. A student must always submit work that represents his or her original words or ideas. Words or ideas that do not represent the original work of a student must be cited to include all relevant sources. The extent to which such sources were used should also be made clear. All submissions provided in any AmeriTech class forum fall within the scope of words and ideas that require citations if used by someone other than the original author. The work of a student that does not follow these standards will be considered plagiarism and violates the spirit of academic integrity.

Plagiarism includes, but is not limited to, the following:

- acquiring by purchase or otherwise, a part of or an entire document of work which is represented as one's own;
- representing the ideas, data, or writing of another person as one's own work, even though some wording, method of citation, or arrangement of evidence, ideas, or arguments have been altered;
- concealing the true sources of information, ideas, or argument in any piece of work.

Other Academic Violations: Violations of academic policy considered as academic dishonesty include, but are not limited, to the following:

- removing materials from the Learning Resource Center without proper authority;
- infringing on the rights of other students to fair and equal access to academic resources;
- duplicating course materials expressly forbidden by the instructor;
- using tape recorders, cameras, video recorders, or other recording devices in a classroom when not specifically authorized to do so by the faculty member; or
- ignoring or willfully violating class or laboratory instructions or policies.

COMPUTER TECHNOLOGY AND THE INTERNET

RIGHTS AND RESPONSIBILITIES

Computers and networks can provide access to resources on and off campus, as well as the ability to communicate with other users worldwide. Such open access is a privilege, and requires that individual users act responsibly. Users must respect the rights of other users, respect the integrity of the systems and related physical resources, and observe all relevant laws, regulations, and contractual obligations.

Students may have rights of access to information about themselves contained in computer files, as specified in federal and state laws. Files may be subject to search under court order. In addition, system administrators may access user files as required to protect the integrity of computer systems. For example, following organizational guidelines, system administrators may access or examine files or accounts that are suspected of unauthorized use or misuse, or that have been corrupted or damaged.

EXISTING LEGAL CONTEXT

All existing laws (federal and state) and College regulations and policies apply, including not only those laws and regulations that are specific to computers and networks, but also those that may apply generally to personal conduct.

Misuse of computing, networking, or information resources may result in the restriction of computing privileges. Additionally, misuse can be prosecuted under applicable statutes. Users may be held accountable for their conduct under any applicable College or campus policies, procedures, or collective bargaining agreements. Complaints alleging misuse of campus computing and network resources will be directed to those responsible for taking appropriate disciplinary action. Reproduction or distribution of copyrighted works, including, but not limited to, images, text, or software, without permission of the owner is an infringement of U.S. Copyright Law and is subject to civil damages and criminal penalties including fines and imprisonment.

EXAMPLES OF MISUSE

- Examples of misuse include, but are not limited to, the activities in the following list:
- Using a computer account that you are not authorized to use;
- Obtaining a password for a computer account without the consent of the account owner;
- Using the campus network to gain unauthorized access to any computer systems;
- Knowingly performing an act which will interfere with the normal operation of computers, terminals, peripherals, or networks;
- Knowingly running or installing on any computer system or network, or giving to another user, a program intended to damage or to place excessive load on a computer system or network. This includes but is not limited to programs known as computer viruses, Trojan horses, and worms;
- Attempting to circumvent data protection schemes or uncover security loopholes;
- Violating terms of applicable software licensing agreements or copyright laws;
- Deliberately wasting computing resources, or viewing inappropriate content;
- Using electronic mail to harass others;

- Masking the identity of an account or machine;
- Posting materials on electronic bulletin boards that violate existing laws or the College codes of conduct;
- Attempting to monitor or tamper with another user's electronic communications, or reading, copying, changing, or deleting another user's files or software without the explicit agreement of the owner;
- Creating media representing AmeriTech College on the internet or through other medium without the express consent of AmeriTech College;
- Activities will not be considered misuse when authorized by appropriate College officials for security or performance testing.

ADDITIONAL USE POLICIES

The Computer Use Policy applies to use of all AmeriTech College computing resources. Additional computer and network use policies and terms and conditions may be in place for specific electronic services offered by the campus.

APPROPRIATE USE

AmeriTech College extends to students, faculty, and staff the privilege to use its computers and network. When provided access to the campus network, users are enabled to send and receive electronic mail messages around the world, share in the exchange of ideas through electronic news groups, and use Web browsers and other Internet tools to search and find needed information.

The Internet is a very large set of connected computers, whose users make up a worldwide community. In addition to formal policies, regulations, and laws which govern the use of computers and networks, the Internet user community observes informal standards of conduct. These standards are based on common understandings of appropriate, considerate behavior which evolved in the early days of the Internet, when it was used mainly by an academic and highly technical community. The Internet now has a much wider variety of users, but the early codes of conduct persist, crossing boundaries of geography and government, in order to make using the Internet a positive, productive, experience. You are expected to comply with these informal standards and be a "good citizen" of the Internet.

ENFORCEMENT

Penalties may be imposed under one or more of the following: AmeriTech College regulations, Utah law, or the laws of the United States.

Minor infractions of this policy or those that appear accidental in nature are typically handled informally by electronic mail or in-person discussions. More serious infractions are handled via formal procedures. In some situations, it may be necessary to suspend account privileges to prevent ongoing misuse while the situation is under investigation.

Infractions by students may result in the temporary or permanent restriction of access privileges, notification to College administration, and a may result in termination from program.

Offenses which are in violation of local, state, or federal laws may result in the restriction of computing privileges, and will be reported to the appropriate College and law enforcement authorities.

STUDENT SERVICES

AmeriTech College students have access to the following services: designated break area with vending machines, local phone service, rest rooms, academic and financial advising, upon request, career advisement, placement assistance, access to the Internet and the Learning Resource Center and facilities that are readily accessible for students with disabilities.

STUDENT ORIENTATION

Students are required to attend the AmeriTech College New Student Orientation prior to attending classes. Please see the Academic Calendar in the Catalog Addendum for specific dates.

CAREER SERVICES

AmeriTech College strives to assist each graduating student in finding a job. No guarantees for placement can be given, but the College receives many requests from professional offices for graduates from the various programs. Program Directors maintain close contact with employers and stay up-to-date on possible job openings. Graduates are asked to keep the College informed of their credentialing status, employment achievements, and contact information. Placement assistance is always available to graduates and is offered free of charge. The College takes great pride in the accomplishments of its graduates.

ACADEMIC COUNSELING SERVICES

AmeriTech College takes personal interest in student academic progress and advancement. Class sizes are designed to provide an interactive relationship between the student and the teaching staff. Students are encouraged to first discuss any problems with the Instructor, Program Director, and then with Campus Administration. A listing of local outside counseling resources is available upon request.

STUDENT GRIEVANCES

A student who has a concern, complaint, or problem will discuss it first with the involved instructor. If the concern, complaint, or problem is not resolved after this discussion, or if the issue is program-related, the student should discuss such issue with the Program Director. If a student feels that the problem is still unresolved, the student may file a complaint.

Students who wish to file a complaint for an unresolved issue may do so to the College administration in writing within ten calendar days of the incident. The College administration must respond to a student's request within ten calendar days of filing the complaint. The AmeriTech College Appeals Committee will handle actions on an individual basis.

If a student continues to feel that the issue remains unresolved after the decision of the AmeriTech College Appeals Committee, the student may submit the concern in writing to the AmeriTech Corporate Office.

AmeriTech College
ATTN: AmeriTech Corporate Office
12257 Business Park Dr. Ste. 108
Draper, UT 84020-6545
FAX: (801) 816-1456

The AmeriTech Corporate Office will review the submitted material and may schedule a personal interview with the student and/or any staff or faculty involved in the situation. Interviews may be conducted in person or over the phone. The AmeriTech Corporate Office will make a recommendation to the campus Executive Director in response to the complaint. The student will be informed of any decision in writing within ten calendar days of receipt of the complaint.

If the student continues to feel that the issue remains unresolved after submission to the AmeriTech Corporate Office, the student may contact the ABHES Accrediting Commission. Please direct all inquiries to :

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

A copy of the accrediting commission's complaint form and procedures is available and may be obtained by contacting the Registrar's Office.

PRIVACY AND CONFIDENTIALITY

Strong federal statutes protect the privacy and confidentiality rights of all individuals associated with any educational institution. These statutes regulate the gathering, disclosure, and circulation of records of any person associated with the institution. As such, all individuals are guaranteed both freedom from intrusion and protection from unauthorized disclosure of personal data from their personal, health, academic, disciplinary, attendance, and employment records.

The Family Educational Rights and Privacy Act (FERPA) of 1974, as amended sometimes referred to as the Buckley Amendment, is a federal law that protects the privacy of education records of all students enrolled in school. Schools are required to maintain that privacy, primarily by restricting release of records and the access provided to those records. Education Records at AmeriTech College include: grades, attendance, enrollment status, holds, class schedules, financial aid information, or any other personally identifiable information, and are records that are directly related to a student and are maintained by an education agency or institution or by a party acting for the agency or institution. A "FERPA

Authorization” form must be filled out if a student wishes to authorize a specific individual/entity to receive their personal education record.

FERPA allows schools to disclose student education records and directory information without consent, to the following parties or under the following Prescribed Circumstances: School officials with legitimate educational interest; 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; To comply with a judicial order or lawfully issued subpoena; Appropriate officials in cases of health and safety emergencies and State and local authorities, within a juvenile justice system, pursuant to specific State law.

Directory information at AmeriTech College is defined as: student's name, address, telephone number, e-mail, photograph, date and place of birth, campus, honors and awards, dates of attendance, level and major field of study, enrollment status, (e.g. full time/part time), participation in activities, degrees, the most recent previous public or private school attended by the student, and any other information authorized in writing by the student. A student can request that the institution not release any directory information, about him/her by filling out the “*FERPA Opt-out*” form. Request for non-disclosure will be honored by the college until removed by the student. Students who wish to restrict directory information should realize all employers, scholarship committees and the like will be denied any of the student's directory information and will be informed that we have no information available about the student's attendance at AmeriTech College. AmeriTech students initially give or withhold consent via the Admissions Application. Students may change their decision by filling out the “*FERPA Opt-out*” form with the Admissions office.

The Registrar’s Office at AmeriTech College maintains student records. Students wishing to review their records may do so, within a reasonable amount of time (not more than 45 days), by requesting in writing. However, students may not inspect the following items: financial information submitted by their parents, employment or job placement, honors to which they have waived their rights of inspection and review, or education records containing information on more than one student. AmeriTech College will only provide copies (for a fee) of a student’s education record if a student cannot physically inspect/review the record. Students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the student has the right to place a statement with the record setting forth his or her view about the contested information.

At AmeriTech College, the campus Executive Director is the officer in charge of ensuring and overseeing that all administrative offices and academic programs are in compliance with the college privacy and confidentiality policies. A student may file a written complaint with the Family Policy Compliance Office, U.S. Department of Education regarding an alleged violation under the Act and this part. The address is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202.

NONDISCRIMINATION AND EQUAL OPPORTUNITY

AmeriTech College is committed to the principle of equal opportunity and nondiscrimination in education and employment for all its students, faculty, staff, and applicants for admission or employment. AmeriTech College and all its employees will not discriminate against any student or employee, present or potential, on the basis of race, color, sex, sexual orientation, religion, age, veteran status, marital status, and ethnic background. AmeriTech College abides by these policies in the administration of its student admissions, financial aid and scholarships, and career placement programs, as well as in all other student-related services and educational programs and opportunities.

According to Sections 503/504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 and within the limits of its resources, AmeriTech College is committed to providing a reasonable accommodation to all of its students. However, upon admission, students need to be able to meet the essential skills requirement for each specific program and have the physical and mental abilities necessary to perform successfully and achieve the objectives of their program of study.

At AmeriTech College, the campus Executive Director is the officer in charge of seeing that all administrative offices and academic programs are in compliance with the College's nondiscrimination and equal opportunity policies. Students with complaints regarding any academic or administrative violations of these policies should contact the Registrar's Office to file a written complaint. The Registrar's Office will forward the complaint to the campus Executive Director, who, within 10 calendar days, will notify the student in writing about the action taken.

AmeriTech College's nondiscrimination and equal opportunity policies are in accordance with the Civil Rights Act of 1964, related to Executive Order 11246 and 11357; Title IX of the Education Amendments Act of 1972; Section 402 of the Vietnam Era Veteran's Readjustment Assistance Act of 1974; and all civil laws of the State of Utah.

PROGRAM OFFERINGS

All programs lead to a non-degree diploma of completion in a vocational specialty, with the exception of the AAS Degree in Nursing.

Curriculum is delivered at the College facilities. AmeriTech College does not offer programs or courses that are taught in part or full by distance education. Programs with externship experiences are delivered by cooperating entities after all requirements have been completed on campus. Some testing is done through the Internet from computers on campus.

PROGRAM INFORMATION	DA	DLT	MA	MDOM	ST	NUR
SEM CR HRS	34	60	36.5	35.5	45.5	72
CLOCK HRS	881	1350	764	743	1197	1496
CLASS WKS	30	45	30	30	30	75
EXTERN HRS+	300	N/A	160	160	540	N/A
EXTERN WKS	8	N/A	4	4	15	N/A
WKS	38	45	34	34	45	75
MONTHS	9.5	12	8.5	8.5	11.5	18.75
DAYS/WK	M-F	M-Th	M-F	M-F	M-F	Varies
START/YR	10	3	10	10	3-4	3
CLINICAL HRS	N/A	N/A	N/A	N/A	N/A	566

DA= Dental Assistant

MDOM=Medical Dental Office Management

DLT= Dental Laboratory Technician

NUR=Associate of Applied Science Degree - Nursing

MA=Medical Assistant

ST=Surgical Technologist

(Tuition, books, and fees are subject to change without prior notice.)

(Availability of classes is dependent upon enrollment and availability.)

+ Extern hours are calculated at 40 hours each week. Some externs may be unable to complete extern hours as scheduled and, as a result, the number of weeks to complete the externship may vary.

Course schedules are subject to change without prior notice.

DENTAL ASSISTANT (DA)
34 SEMESTER CREDIT HOURS – 38 WEEKS
DIPLOMA PROGRAM
AVAILABLE AT PROVO CAMPUS ONLY

OBJECTIVE

The objective of the Dental Assistant program is to provide students with a comprehensive training experience by teaching specific entry-level competencies necessary to assist a dentist or hygienist in performing their professional duties.

PROGRAM DESCRIPTION

This training includes patient preparation, chair-side assisting, front office procedures, selected radiology techniques, laboratory procedures, and handling various dental materials. Assistants also sterilize and disinfect instruments and equipment, prepare tray setups for dental procedures, and practice instructing patients on general oral health care.

The Dental Assistant Program is 34 semester hours in length consisting of 30 weeks of classroom training, followed by an externship of approximately 8 weeks (300 hours) in nearby dental offices for a total of 38 weeks.

Graduates from this program will receive a Diploma from AmeriTech College and a Utah State Dental Radiographic Certificate.

CAREER INFORMATION

Most assistants work chair-side for general or specialty dentists in private practice, however, other employment settings are available to dental assistants with experience and additional training. These include clinics (dental public health), hospitals, dental school clinics, insurance companies (processing dental insurance claims), correctional facility dental clinics, dental labs, dental x-ray labs and vocational schools, technical institutes, community Colleges, and universities (teaching others to be dental assistants). Dentists look for people who are reliable and teachable, can work well with others, and have good manual dexterity.

ADDITIONAL PROGRAM INFORMATION

The Commission on Dental Accreditation of the American Dental Association (ADA) has accredited this program and it is a specialized accrediting body recognized by the Council for Higher Education Accreditation and by the United States Department of Education. As a result of this accreditation, graduates of this program have the option to sit for the certification examinations offered by the Dental Assisting National Board (DANB) to become Certified Dental Assistants (CDA).

COURSE OFFERING

Each block is a 5-week period. Day courses could be scheduled Monday-Friday, anytime between 8:00am-3:00pm. Labs and externships may vary.

GENERAL EDUCATION COURSES

COURSE NUMBER	COURSE NAME	CREDITS
BIO 103-1	Ethics & Law/Pharmacology	1.50
BUS 101-3	Introduction to Business Math	1.00
BUS 102-2	Business Communication	1.00
COM 101-1	Therapeutic Communication	1.00
MED 101-2	Infection Control	1.00
MED 102-3	Introduction to Medical Procedures	1.00

DENTAL ASSISTING CORE COURSES

COURSE NUMBER	COURSE NAME	CREDITS
DA 101-1	Chairside Lecture	1.00
DA 101-2	Chairside Lecture	1.00
DA 101-3	Chairside Lecture	1.00
DA 102-1	Observation & Dental Radiology Lab	0.50
DA 102-2	Observation & Dental Radiology Lab	0.50
DA 102-3	Observation & Dental Radiology Lab	0.50
DA 103L-1	Dental Materials Laboratory	0.50
DA 103L-2	Dental Materials Laboratory	0.50
DA 103L-3	Dental Materials Laboratory	0.50
DA 104L-1	Pre-Clinic Lab	0.50
DA 104L-2	Pre-Clinic Lab	0.50
DA 104L-3	Pre-Clinic Lab	0.50
DA 201-4	Chairside Lecture	1.00
DA 201-5	Chairside Lecture	1.00
DA 201-6	Chairside Lecture	1.00
DA 203L-4	Dental Materials Laboratory	0.50
DA 203L-5	Dental Materials Laboratory	0.50
DA 203L-6	Dental Materials Laboratory	0.50
DA 204L-4	Pre-Clinic Lab	0.50
DA 204L-5	Pre-Clinic Lab	0.50
DA 204L-6	Pre-Clinic Lab	0.50
DA 205-4	Dental Anatomy Lecture	1.00
DA 206-4	Anatomy & Physiology/Pain Management Lecture	1.00
DA 207-5	Dental Materials Lecture	1.00
DA 208-5	Dental Radiology Lecture	1.00
DA 209-6	Oral Pathology/Nutrition Lecture	1.00
DA 210-6	Dental Specialties & Prevention	1.00
DA 212L-4	Dental Radiology Lab	0.50
DA 212L-5	Dental Radiology Lab	0.50
DA 212L-6	Dental Radiology Lab	0.50
DA 300	Student Externship	6.50

Total Required Curriculum Credits **34**

A complete description of all courses in the Dental Lab Assistant program is provided in the Course Descriptions section of this catalog.

DENTAL LABORATORY TECHNICIAN (DLT)

60 SEMESTER CREDIT HOURS – 45 WEEKS

DIPLOMA PROGRAM

AVAILABLE AT DRAPER CAMPUS ONLY

OBJECTIVE

The objectives of the Dental Laboratory Technician program are to teach students how to be productive and valued Dental Laboratory Technicians and to enable them to carry out the entry-level employment responsibilities required by crown and bridge dental labs. Students are taught systems for producing precisely fabricated Crowns and Bridges using a variety of materials to closely resemble natural dentition.

PROGRAM DESCRIPTION

This course stresses the importance of producing a high quality product and learning the skills to produce the quantity of work necessary to become gainfully employed as a Dental Laboratory Technician. The program is 60 semester credit hours that require 30 hours per week for 45 weeks, Monday through Thursday. Each week contains four 7.5-hour days. Class begins at 7:00 am, breaks for a one-hour lunch at 11:00 am, and finishes at 3:30 pm. There is no externship with this program.

ADMISSIONS REQUIREMENTS

In addition to the standard AmeriTech College admission requirements, applicants must also pass manual dexterity tests conducted at the College. There is no charge for the testing. Applicants should consult with the Admissions Department for details on applying for the program.

ADDITIONAL PROGRAM INFORMATION

Graduates from this program will receive a Diploma from AmeriTech College. Graduates of the Dental Laboratory Technician Program are prepared for the crown and bridge portion of the Recognized Graduate (RG) test offered by the National Board for Certification of the National Association of Dental Laboratories (NADL). After three years of on-the-job experience, the RG may sit for a specialty written exam and take the NBC practical exam. A passing grade on these two exams earns RG's the Certified Dental Technician (CDT) credential.

DENTAL LABORATORY TECHNICIAN CORE COURSES

COURSE NUMBER	COURSE NAME	CREDITS
DLT 110	Wax	20.00
DLT 120	Metal	20.00
DLT 130	Ceramics	20.00
TOTAL REQUIRED CURRICULUM CREDITS		60.00

A complete description of all courses in the Dental Laboratory Technician program is provided in the Course Descriptions section of this catalog.

MEDICAL ASSISTANT (MA)

36.5 SEMESTER CREDIT HOURS – 34 WEEKS

DIPLOMA PROGRAM

DAY & EVENING CLASSES OFFERED

AVAILABLE AT PROVO CAMPUS ONLY

OBJECTIVE

The objective of the Medical Assistant program is to provide comprehensive training in the functions that Medical Assistants perform in medical offices and clinics.

PROGRAM DESCRIPTION

The curriculum includes training in a wide variety of competency-based skills for both clinical and administrative areas necessary for assisting the physician in his/her practice. The program is designed to enable graduates to assume entry-level employment responsibilities.

The program is 36.5 semester hours in length that consists of 30 weeks of lecture and lab training followed by an externship of 160 hours. Graduates from this program will receive a Diploma from AmeriTech College

ADDITIONAL PROGRAM INFORMATION

Students may sit for a national certification examination offered by the American Association of Medical Assistants (AAMA) to become Certified Medical Assistants (CMA). The fees for this exam are covered in the cost of the program when the exam is taken within six months of program completion. As a result of the institutional accreditation of AmeriTech College, graduates of this program are eligible, as an alternative, to sit for an examination to become Registered Medical Assistants (RMA), sponsored by American Medical Technologists, who are members of the National Commission for Health Certifying Agencies. Students may also certify through the National Center for Competency Testing (NCCT) in the following areas: Medical Assisting, Phlebotomy Technician, ECG Technician, Medical Office Assistant, and Insurance Coding & Billing Specialist.

COURSE OFFERINGS

Each block is a 5-week period. Day courses could be scheduled Monday-Friday, anytime between 8:00am-3:00pm. Evening courses could be scheduled Monday-Friday, anytime between 5:00pm-10:30pm. Labs and externships may vary.

GENERAL EDUCATION COURSES

COURSE NUMBER	COURSE NAME	CREDITS
BIO 101-1	Medical Terminology & Anatomy	1.50
BIO 101-2	Medical Terminology & Anatomy	1.50
BIO 101-3	Medical Terminology & Anatomy	1.50
BIO 103-1	Ethics & Law/Pharmacology	1.50
BUS 101-3	Introduction to Business Math	1.00
BUS 102-2	Business Communication	1.00
COM 101-1	Therapeutic Communication	1.00
MED 101-2	Infection Control	1.00
MED 102-3	Introduction to Medical Procedures	1.00

MEDICAL ASSISTANT CORE COURSES

COURSE NUMBER	COURSE NAME	CREDITS
MAA 101-1	Bookkeeping	1.50
MAA 101-2	Medical Insurance	1.50
MAA 101-3	Receptionist	1.50
MA 240-4	Serology & Blood Chemistry	1.50
MA 241-4	Medical Records & Physical Exam	1.00
MA 242-4	Eye & Ear Assessment/Male Health	1.00
MA 243-4	OB/GYN	1.00
MA 244-4	Life Cycles	1.00
MA 250-5	Administration of Medications	1.50
MA 251-5	Oncology & Hospice; Death & Dying	1.00
MA 252-5	Office Emergencies	0.50
MA 253-5	Electrocardiology	1.00
MA 254-5	Phlebotomy & Hematology	1.00
MA 255-5	Vitals & Pain	1.00
MA 260-6	Microbiology & Specimen Collection	1.00
MA 261-6	Urinalysis	1.00
MA 262-6	Wound Management & Bandaging	1.50
MA 263-6	Physical Agents & Radiology	1.00
MA 264-6	Nutrition & Complimentary Health	0.50
MA 265-6	MediSoft	1.00
MA 300	Student Externship	3.50

TOTAL REQUIRED CURRICULUM CREDITS	36.50
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A complete description of all courses in the Medical Assistant program is provided in the Course Descriptions section of this catalog.

MEDICAL DENTAL OFFICE MANAGEMENT (MDOM)

35.5 SEMESTER CREDIT HOURS – 34 WEEKS

DIPLOMA PROGRAM

DAY & EVENING CLASSES OFFERED

AVAILABLE AT PROVO CAMPUS ONLY

OBJECTIVE

The goal of the Medical Dental Office Management program is to prepare individuals to perform the duties and functions of a specialty administrative assistant or office manager for physicians, dentists, and any other health care or general office environment. Wide ranges of competencies are taught including key boarding, ten-key, filing, oral and written communications, public relations, business math, business English, and scheduling. Additional skills taught include medical and dental insurance billing, CPT, HCPCS, and ICD-9 coding, medical ethics and law, medical records, transcription, health unit coordination, pharmacology, and medical and dental terminology.

Graduates have a wide range of employment opportunities as office managers, insurance clerks, bookkeepers, transcription typists, records clerks, receptionists, or in numerous other positions in the physician's or dentist's office. Graduates may also work in hospitals, nursing homes, health insurance companies, pharmacies, medical billing companies and as an administrative assistant in a variety of business settings.

The program is a 35.5 semester credit hours in length that consists of 30 weeks of classroom training, followed by an externship of 160 hours. This program prepares the graduate to perform in this occupation at the entry level.

Graduates from this program will receive a diploma from AmeriTech College.

PREREQUISITE REQUIREMENTS

The prerequisites for this program are an adequate typing skill speed of at least 25 words per minute and a basic knowledge of word processing software, such as Microsoft Word. Testing of actual speed ability and avenues for improving speed are available prior to class start. Enrollment for this program is limited to the number of computer stations available.

COURSE OFFERINGS

Each block is a 5-week period. Day courses could be scheduled Monday-Friday, anytime between 8:00am-3:00pm. Evening courses could be scheduled Monday-Friday, anytime between 5:00pm-10:30pm. Labs and externships may vary.

GENERAL EDUCATION COURSES

COURSE NUMBER	COURSE NAME	CREDITS
BIO 101-1	Medical Terminology & Anatomy	1.50
BIO 101-2	Medical Terminology & Anatomy	1.50
BIO 101-3	Medical Terminology & Anatomy	1.50
BIO 103-1	Ethics & Law/Pharmacology	1.50
BUS 101-3	Introduction to Business Math	1.00
BUS 102-2	Business Communication	1.00
COM 101-1	Therapeutic Communication	1.00
MED 101-2	Infection Control	1.00
MED 102-3	Introduction to Medical Procedures	1.00

MDOM CORE COURSES

COURSE NUMBER	COURSE NAME	CREDITS
MAA 101-1	Bookkeeping	1.50
MAA 101-2	Medical Insurance	1.50
MAA 101-3	Receptionist	1.50
MDOM 201-4	Accounts Receivable	1.50
MDOM 202-4	Accounts Payable	1.00
MDOM 203-4	Business Math	1.00
MDOM 204-4	Dental Administrative Assistant	2.00
MDOM 205-5	Medical Insurance Coding I	2.50
MDOM 206-5	Medical Insurance Coding II	2.50
MDOM 207-5	Medical Insurance Coding III	1.00
MDOM 208-6	Written Communications	2.00
MDOM 209-6	Records Management	2.00
MDOM 210-6	Medical Office Management	1.00
MDOM 300	Student Externship	3.50
TOTAL REQUIRED CURRICULUM CREDITS		35.50

A complete description of all courses in the Medical Dental Office Management program is provided in the Course Descriptions section of this catalog.

NURSING (NUR)

72 SEMESTER CREDIT HOURS – 75 WEEKS
ASSOCIATE OF APPLIED SCIENCE DEGREE PROGRAM
AVAILABLE AT DRAPER CAMPUS ONLY

OBJECTIVE

The objective of the Nursing AAS program of study is to prepare students to become eligible for licensure as a registered nurse.

PROGRAM DESCRIPTION

The National League for Nursing Accrediting Commission (NLNAC) has granted the AmeriTech College Nursing Program Candidacy Status.

The program provides students the opportunity to learn through theory and practical applications how to be professional nurse leaders in caring for patients, families, and communities. Students are prepared for a career in nursing through lecture, laboratory, and clinical experiences. Additionally, the Nursing Program offered at AmeriTech College utilizes a complex human patient simulator to enhance clinical and critical thinking skills. Students are also expected to take general education courses that are integrated into the program to supplement and enhance the Nursing courses.

The Nursing program is 72 semester credit hours in length. The program consists of five semesters (75 weeks) of classroom and clinical training.

Graduates from the Nursing Program will receive an Associate of Applied Science degree from AmeriTech College. Graduates are generalists in the field and are prepared to work with clients throughout the lifespan.

The AmeriTech College Nursing Program reserves the right to use multiple determinants in deciding whether or not to recommend a student for licensure. These include successful program completion, good standing, and the results of an exit exam.

CAREER INFORMATION

Nursing is a physically and psychologically demanding career. Potential students should consider their ability to perform the gross and fine motor skills required, as well as their general state of physical and emotional health.

Program Requirements

Students may be required to attend classes, labs and clinical rotations during morning, afternoon, and evening hours, including weekends and holidays, and these commitments may include 12-hour shifts.

Classes and clinical rotations are scheduled year-round, 50-52 weeks per year. Class days will change from semester to semester. Specific schedules cannot be guaranteed.

GENERAL EDUCATION REQUIREMENTS

Course Number	Course Name	Credits
BIO 210	Anatomy & Physiology	6.00
BIO 230	Microbiology	3.00
CHM 210	Chemistry	3.00
COM 110	Oral Communications	2.00
ENG 120	English Composition	3.00
HUM 221	Transcultural Diversity	3.00
NTR 110	Nutrition	2.00
PSY 210	Life Span Psychology	3.00
SOC 210	Marriage & Family	3.00

OTHER REQUIRED COURSES

Course Number	Course Name	Credits
MAT 112	Clinical Mathematics	2.00

NURSING CORE COURSES

Course	Course Name	Credits
NUR 111	Fundamentals of Nursing	6.00
NUR 131	Pharmacological Principles	3.00
NUR 171	Psychiatric/Mental Health Nursing	3.00
NUR 191	Medical-Surgical Nursing I	6.00
NUR 211	Nursing Care of the Childbearing Family	4.00
NUR 221	Medical-Surgical Nursing II	5.00
NUR 231	Nursing Care of the Child	4.00
NUR 251	Medical-Surgical Nursing III	6.00
NUR 271	Trends & Issues in Nursing	2.00
NUR 290	NCLEX Review	3.00
Total Required Curriculum Credits		72.00

A complete description of all courses in the Nursing Program is provided in the Course Descriptions section of this catalog.

SURGICAL TECHNOLOGIST (ST)
45.5 SEMESTER CREDIT HOURS – 45 WEEKS
DIPLOMA PROGRAM
AVAILABLE AT PROVO CAMPUS ONLY

Objective

The objective of the Surgical Technologist program is to train students to assist in surgical operations or procedures under the supervision of surgeons, registered nurses, or other surgical personnel.

PROGRAM DESCRIPTION

Surgical Technologists help prepare the operating room by setting up surgical equipment and instruments, including sterile drapes and sterile solutions. They assemble both sterile and non-sterile equipment and ensure it is working properly. They also prepare and transport patients for surgery, help position them on the operating table, observe vital signs and check charts, and assist the surgical team with putting on sterile gowns and gloves.

The program is 45.5 semester credit hours that consist of 657 hours (30 weeks) of lecture and lab and 540 hours (15 weeks) of clinical on-site training (students should allow 40-50 hours each week during the externship). Clinical hours will be at hospitals and surgical centers throughout the state.

Graduates from this program will receive a Diploma from AmeriTech College.

CAREER INFORMATION

During surgery, technologists pass instruments and other sterile supplies to surgeons and surgical assistants, hold retractors, and cut sutures. Surgical Technologists help prepare, care for, and dispose of tissue specimens taken for laboratory analysis and help apply dressings.

After an operation, Surgical Technologists may help transfer patients to the recovery room and clean and restock the operating room. This program prepares the graduate to perform in this occupation at the entry level.

ADDITIONAL PROGRAM INFORMATION

The Commission on Accreditation of Allied Health Education Programs (CAAHEP) accredits this program. Graduates are eligible to sit for the national certification examination to become Certified Surgical Technologist (CST). The fees for the exam are included in each student's fees.

COURSE OFFERINGS

Each block is a 5-week period. Courses could be scheduled

Monday-Friday, anytime between 8:00am-3:00pm. Labs and externships may vary.

GENERAL EDUCATION COURSES

COURSE	COURSE NAME	CREDIT
BIO 101-1	Medical Terminology & Anatomy	1.50
BIO 101-2	Medical Terminology & Anatomy	1.50
BIO 101-3	Medical Terminology & Anatomy	1.50
BIO 103-1	Ethics & Law/Pharmacology	1.50
BUS 102-2	Business Communication	1.00
COM 101-1	Therapeutic Communication	1.00
MED 101-2	Infection Control	1.00

SURGICAL TECHNOLOGIST CORE COURSES

COURSE	COURSE NAME	CREDIT
BIO 102-1	Anatomy & Physiology	1.50
BIO 102-2	Anatomy & Physiology	1.50
BIO 102-3	Anatomy & Physiology	1.50
ST 101-3	Intro to Surgical Technology/Standards of Conduct	2.50
ST 223-4	Anesthesia/Surgical Pharmacology	1.00
ST 224-4	Environmental Hazards/Surgical Technique	1.00
ST 225-4	Diagnostic/Laser, Endoscopic & Robotics	1.00
ST 226-4	Instrumentation, Sutures & Wound Healing	1.50
ST 227-4	General Surgery	1.50
ST 231-5	Obstetrics & Gynecology Surgery/Genitourinary Surgery	1.50
ST 232-5	Orthopedic Surgery	1.50
ST 233-5	ENT/Oral & Maxillofacial Surgery	1.00
ST 234-5	Cardiothoracic Surgery	1.00
ST 235-5	Neurosurgery/Pediatric Surgery	1.50
ST 241-6	Peripheral Vascular Surgery	1.00
ST 242-6	Ophthalmic/Plastic Surgery	1.00
ST 243-6	Open Lab Skills	1.00
ST 244-6	Final & Mock Surgery 1	1.00
ST 245-6	Final & Mock Surgery 2	1.00
ST 300	Student Externship	12.00

TOTAL REQUIRED CURRICULUM CREDITS **45.50**

A complete description of all courses in the Surgical Technologist program is provided in the Course Descriptions section of this catalog.

COURSE DESCRIPTIONS

BIO 101-1, 101-2, 101-3 MEDICAL TERMINOLOGY & ANATOMY

Length: 22.5 hours (Lecture)

Credits: 1.50 Credit Hours

Course Description: Medical Terminology class emphasizes the structure and function of each body system. Diseases that are common to each body system are also studied. The lessons include: study of medical words (spelling, pronunciation, and definitions), word elements, medical abbreviations, and videos that pertain to class topics.

BIO 102-1, 102-2, 102-3 ANATOMY & PHYSIOLOGY

Length: 22.5 hours (Lecture)

Credits: 1.50 Credit Hours

Course Description: A detailed approach to the structure and function of the human body. Covers the structure and function at the cellular, tissue, organ, and system levels. Emphasizes the names, locations, and functions of body components. Explains control mechanisms involved in homeostasis and stimulus/response pathways. Focuses on metabolic pathways, muscular physiology, physiology of nervous system, endocrinology, cardiovascular physiology, urinary system, reproduction and an introduction to embryology and genetics.

BIO 103-1 ETHICS & LAW/PHARMACOLOGY

Length: 22.5 hours (Lecture)

Credits: 1.50 Credit Hours

Course Description: The study of drugs is known as pharmacology. This discipline includes the preparation, use, and action of drugs. An important responsibility of the allied health assistant is the administration of medication. Students will learn common routes of administration. The route of administration used depends on the type of drug administered, the intended action, and the rapidity of response desired. The allied health assistant is obligated to become familiar with the drugs that are most frequently used in his or her office. It is essential to have knowledge of their indications,

precautions, common side effects, adverse reactions, routes of administration, dosage, and storage.

BIO 210 ANATOMY & PHYSIOLOGY

Length: 90 hours (Lecture)

Credits: 6.00 Credit Hours

Course Description: This course provides a solid foundation and understanding of key concepts of human anatomy and physiology with an appreciation for the intricacies and interdependence of the various systems of the human body, and to provide an overview of how the human body functions, what happens when the normal function of the body is compromised, and how the body reacts to changes in either the internal or external environment.

BIO 230 MICROBIOLOGY

Length: 45 hours (Lecture)

Credits: 3.00 Credit Hours

Course Description: This course provides an overview of the biology of microorganisms, including their anatomy, physiology, taxonomy, genetics, how to control their growth, their medical significance, their epidemiology, the body's protective responses to their challenge (both non-specific and immune), exogenous antimicrobial agents, and etymology related to these subjects.

BUS 101-3 INTRODUCTION TO BUSINESS MATH

Length: 22.5 hours (7.5 hours Lecture/15 hours Lab)

Credits: 1.00 Credit Hour

Course Description: Practical application using a 10 key. Understanding basic math, balancing patient ledger cards, and a daysheet. Introduction to Accounts Receivable and Accounts Payable. Alpha filing and numeric filing, including consecutive number and terminal digit filing.

BUS 102-2 BUSINESS COMMUNICATION

Length: 22.5 hours (7.5 hours Lecture/15 hours Lab)

Credits: 1.00 Credit Hour

Course Description: Computer, Resume, Job Search, and Job Interview.

CHM 210 CHEMISTRY

Length: 45 hours (Lecture)

Credits: 3.00 Credit Hours

Prerequisites: MAT112

Course Description: This course provides an overview of chemistry to help students prepare for a career in health related professions, with an emphasis in nursing. Fundamental concepts will be discussed in general, organic, and biological chemistry. Students will develop problem-solving skills to become successful in chemistry and learn critical thinking skills that will help them become competent nurses.

COM 101-1 THERAPEUTIC COMMUNICATION

Length: 15 hours (Lecture)

Credits: 1.00 Credit Hour

Course Description: This course is designed to help students understand the importance of interpersonal communication skills in the professional workplace with clients and patients. This course will challenge the student's ideas about communication, fairness and understanding. Students will develop greater understanding in dealing with the healthcare patient.

COM 110 ORAL COMMUNICATIONS

Length: 30 hours (Lecture)

Credits: 2.00 Credit Hours

Course Description: This course teaches oral communication theory and practice, including presentation content, organization, style, delivery, evaluation, and effective listening skills.

DA 101-1, 101-2, 101-3 CHAIRSIDE LECTURE

Length: 15.25 hours (Lecture)

Credits: 1.00 Credit Hour

Course Description: Students will learn how the dental office is set up, the name and placement of basic equipment, the correct way to handle instruments, the name of the instruments, and how to perform dental charting (recording what the patient has had done and what needs to be done) during a patient exam. Students will be able to identify the paper work required for the patient to fill out at each appointment and will get an Introduction to dental computer software.

DA 102-1, 102-2, 102-3 OBSERVATION & DENTAL RADIOLOGY LAB

Length: 15.25 hours (Lab)

Credits: 0.50 Credit Hours

Course Description: This course is designed to give students

the opportunity to take, process, and mount radiographs for evaluation. Students will be able to identify particular operator errors and make corrections for them. The parallel and the bisecting angle techniques will be covered, as well as the various types of radiographs, including panoramic, bitewing, and periapical. The student will also have the opportunity to observe in a dental clinic to see actual procedures and how they are managed. This allows the student to see the basic concepts being taught in school put into practice in a live setting. The student will arrange the observation with an office of interest to them.

DA 103L-1, 103L-2, 103L-3 DENTAL MATERIALS LABORATORY

Length: 15.25 hours (Lab)

Credits: 0.50 Credit Hours

Course Description: This course is designed to give students hands-on experience with the various categories of materials used in the dental office. They will learn to mix cements, amalgam, and composite material. They will get to practice taking impressions using alginate and pouring them up with plaster and stone. They will learn to make custom impression trays, take bite registrations, assist in preparing the tooth for a crown and take final impressions.

DA 104L-1, 104L-2, 104L-3 PRE-CLINIC LAB

Length: 15.25 hours (Lab)

Credits: 0.50 Credit Hours

Course Description: Students will learn in detail the components instrument trays and how they are used in each procedure. They will perform coronal polishes, place rubber dams, sealants, tofflemire matrices, assist the instructor with various procedures on a mannequin, and practice infection control technique.

DA 201-4, 201-5, 201-6 CHAIRSIDE LECTURE

Length: 15.25 hours (Lecture)

Credits: 1.00 Credit Hour

Prerequisite: Completion of Semester 1

Course Description: In the second Semester the students will go into more depth in regards to the dental practice and procedures. They will learn about insurance forms and billing, patient forms, scheduling patient appointments and dental computer software. They will learn in greater detail about the expanded functions for dental assistants, to include; rubber dam placement, the use of the matrix and wedge, coronal polishing, the use of liners, bases, varnish, suture removal, gingival retraction, the placement of sealants, and bleaching techniques.

DA 203L-4, 203L-5, 203L-6 DENTAL MATERIALS LABORATORY

Length: 15.25 hours (Lab)

Credits: 0.50 Credit Hour

Prerequisite: Completion of Semester 1

Course Description: Students will learn to construct temporary crowns, repair a broken denture, fabricate a mouth guard and bleach trays, mount a model on an articulator, learn to trim models, sharpen instruments, and polish metal restorations.

DA 204L-4, 204L-5, 204L-6 PRE-CLINIC LAB

Length: 15.25 hours (Lab)

Credits: 0.50 Credit Hour

Prerequisite: Completion of Semester 1

Course Description: Students will spend time in a dental office setting and assist their instructor who will perform various procedures on a mannequin. They will learn in detail additional instrument trays and will practice infection control techniques.

DA 205-4 DENTAL ANATOMY LECTURE

Length: 15.25 hours (Lecture)

Credits: 1.00 Credit Hour

Prerequisite: Completion of Semester 1

Course Description: This course covers three topics including embryology, histology, and morphology. Students will learn the prenatal phases of pregnancy and the development of the teeth during these phases. They will be able to identify the substances and components of the teeth and describe the structures of the teeth, mucosa and gingiva. Most of the time will be spent on learning the terminology used to describe the teeth, their location, their anatomical structures, their eruption schedule, and the differences between primary and permanent dentition.

DA 206-4 ANATOMY & PHYSIOLOGY/PAIN MANAGEMENT LECTURE

Length: 15.25 hours (Lecture)

Credits: 1.00 Credit Hour

Prerequisite: Completion of Semester 1

Course Description: This course involves memorization skills and will briefly cover ten main body systems and in more depth the structures of the head and neck. Two class periods will be devoted to identifying methods and equipment used to manage pain and anxiety in the dental office. These methods include: topical anesthetic, local anesthetic, and nitrous oxide sedation.

DA 207-5 DENTAL MATERIALS LECTURE

Length: 15.25 hours (Lecture)

Credits: 1.00 Credit Hour

Prerequisite: Completion of Semester 1

Course Description: This course is the theory that supports the dental materials laboratory. Students will learn the properties and manipulation of the various types of materials used in the dental office today, to include, cements, amalgam, composite, waxes, custom trays, vacuum formed trays, temporary restorations, impression materials, and gypsum materials.

DA 208-5 DENTAL RADIOLOGY LECTURE

Length: 15.25 hours (Lecture)

Credits: 1.00 Credit Hour

Prerequisite: Completion of Semester 1

Course Description: Students will learn the history of radiation, its properties and the biological effects of exposure. They will be able to describe the safety precautions necessary when using radiation. Students will be able to explain how an x-ray is produced and the difference between intraoral and extra-oral radiography. They will identify the means of producing a quality radiograph, the various techniques that may be used, and the various sizes and types of film. Students will learn the anatomical landmarks for the head and neck that assist in taking radiographs as well as the normal and abnormal landmarks on the actual radiograph. The Utah State Radiology Certification is given in conjunction with this course.

DA 209-6 ORAL PATHOLOGY/NUTRITION LECTURE

Length: 15.25 hours (Lecture)

Credits: 1.00 Credit Hour

Prerequisite: Completion of Semester 1

Course Description: Students will identify oral diseases and describe what causes them, as well as how to care for them. They will be able to identify various diseases by looking at photographs. Students will also identify the components of nutrition and how they impact the patient's health.

DA 210-6 DENTAL SPECIALTIES & PREVENTION

Length: 15.25 hours (Lecture)

Credits: 1.00 Credit Hour

Prerequisite: Completion of Semester 1

Course Description: This course will briefly examine each of the major specialties in dentistry. They will learn the focus of each specialty, the common procedures performed, and the instruments used. Students will learn what the decay process is and ways to prevent it. They will look at various aids on the market today to help the patient with their oral hygiene to avoid the decay process. They will discuss the use of fluoride and the impact it has on the decay process.

DA 212L-4, 212L-5, 212L-6 DENTAL RADIOLOGY LAB

Length: 15.25 hours (Lab)

Credits: 0.50 Credit Hour

Prerequisite: Completion of Semester 1

Course Description: This course is designed to give students the opportunity to take, process, and mount radiographs for evaluation. Students will be able to identify particular operator errors and make corrections for them. The parallel and the bisecting angle techniques will be covered as well as the various types of radiographs, such as, panoramic, bitewing, and periapical. Students will perform x-rays on patients at the end of each block but prior to their internship experience.

DA 300 STUDENT EXTERNSHIP

Length: 300 hours (Externship)

Credits: 6.50 Credit Hours

Prerequisite: Completion of Semester 2

Course Description: This externship provides students with real life work experience in the field under the supervision of experienced professionals.

DLT 110 WAX

Length: 450 hours (150 hours Lecture/300 hours Lab)

Credits: 20.00 Credit Hours

Prerequisite: Passing Score on the Program Entrance Exam

Course Description: Simplifying Posterior Dental Anatomy and Crown & Bridge, and Anatomical Waxing.

DLT 120 METAL

Length: 450 hours (150 hours Lecture/300 hours Lab)

Credits: 20.00 Credit Hours

Prerequisite: Completion of DLT 110

Course Description: Metal Design and Fabrication

DLT 130 CERAMICS

Length: 450 hours (150 hours Lecture/300 hours Lab)

Credits: 20.00 Credit Hours

Prerequisite: Completion of DLT 120

Course Description: Anterior and Posterior Porcelain Application, Contouring Posterior Bridges, Contouring Anterior Bridges, and Color in Dental Ceramics.

ENG 120 ENGLISH COMPOSITION

Length: 45 hours (Lecture)

Credits: 3.00 Credit Hours

Course Description: This course provides the student with knowledge of basic writing skills, emphasizing language usage, proofreading and spelling. Composition, researching information, and preparing reports are stressed as the basis of written communication.

HUM 221 TRANSCULTURAL DIVERSITY

Length: 45 hours (Lecture)

Credits: 3.00 Credit Hours

Course Description: This course provides knowledge and a basic understanding of several different cultural heritages. Additionally, several domains of culture will be presented for each heritage in the course.

MA 240-4 SEROLOGY & BLOOD CHEMISTRY

Length: 31.25 hours (13.25 hours Lecture/18 hours Lab)

Credits: 1.50 Credit Hours

Prerequisite: Completion of Semester 1

Course Description: Study of blood chemistries and serologic lab tests.

MA 241-4 MEDICAL RECORDS & PHYSICAL EXAM

Length: 19.25 hours (10.25 hours Lecture/9 hours Lab)

Credits: 1.00 Credit Hour

Prerequisite: Completion of Semester 1

Course Description: Medical records and components of the physical exam.

MA 242-4 EYE & EAR ASSESSMENT/MALE HEALTH

Length: 19.25 hours (10.25 hours Lecture/9 hours Lab)

Credits: 1.00 Credit Hour

Prerequisite: Completion of Semester 1

Course Description: Variety of assessments and procedures that involve the eye and ear. Assessing reproductive health: Includes preventative examinations and treatments and the male reproductive system.

MA 243-4 OB/GYN**Length:** 19.25 hours (10.25 hours Lecture/9 hours Lab)**Credits:** 1.00 Credit Hour**Prerequisite:** Completion of Semester 1**Course Description:** Assessing reproductive health: Includes preventative examinations and treatments, screenings for obstetrics and gynecology, and prenatal health.**MA 244-4 LIFE CYCLES****Length:** 19.25 hours (10.25 hours Lecture/9 hours Lab)**Credits:** 1.00 Credit Hour**Prerequisite:** Completion of Semester 1**Course Description:** Care, development, and treatment of children. Life processes: how bodies change with age. Includes immunizations, diseases, and social factors.**MA 250-5 ADMINISTRATION OF MEDICATIONS****Length:** 26hours (18.5 hours Lecture/7.5 hours Lab)**Credits:** 1.50 Credit Hours**Prerequisite:** Completion of Semester 1**Course Description:** Adminstrating, prescribing and dispensing medications with emphasis on parenteral administration.**MA 251-5 ONCOLOGY & HOSPICE; DEATH & DYING****Length:** 15 hours (Lecture)**Credits:** 1.00 Credit Hour**Prerequisite:** Completion of Semester 1**Course Description:** Understanding the causation, growth, and spread of tumors, patient preparation for treatment, hospice care and stages of death and dying.**MA 252-5 OFFICE EMERGENCIES****Length:** 11 hours (3.5 hours Lecture/ 7.5 hours Lab)**Credits:** 0.50 Credit Hours**Prerequisite:** Completion of Semester 1**Course Description:** Diabetic care and administration of insulin, understanding and preparation of IV therapy equipment.**MA 253-5 ELECTROCARDIOLOGY****Length:** 19.25 hours (10.25 hours Lecture/9 hours Lab)**Credits:** 1.00 Credit Hour**Prerequisite:** Completion of Semester 1**Course Description:** Understanding the heart's conduction system, identifying the components of an ECG cycle, preparation of patient, operation of the electrocardiograph, and identification and elimination of artifacts.**MA 254-5 PHLEBOTOMY & HEMATOLOGY****Length:** 19.25 hours (10.25 hours Lecture/9 hours Lab)**Credits:** 1.00 Credit Hour**Prerequisite:** Completion of Semester 1**Course Description:** Patient preparation and physical collection of venous blood samples. Study of morphologic appearance, function, and diseases of blood and blood forming tissues. Will learn to perform a laboratory analysis and examination of blood samples.**MA 255-5 VITALS & PAIN****Length:** 19.25 hours (10.25 hours Lecture/9 hours Lab)**Credits:** 1.00 Credit Hour**Prerequisite:** Completion of Semester 1**Course Description:** Understanding of four vital signs to provide data relating to a person's state of health and recognizing deviations which indicate disease. How to assess pain.**MA 260-6 MICROBIOLOGY & SPECIMEN COLLECTION****Length:** 22.25 hours (7.25 hours Lecture/15 hours Lab)**Credits:** 1.00 Credit Hour**Prerequisite:** Completion of Semester 1**Course Description:** Introduction into clinical lab. Understanding general purposes of lab tests, patient preparation and collections of specimens. Understanding the disease process, use and care of microscope, preparation of microbiologic specimens. Preparing cultures.**MA 261-6 URINALYSIS****Length:** 22.25 hours (7.25 hours Lecture/15 hours Lab)**Credits:** 1.00 Credit Hour**Prerequisite:** Completion of Semester 1**Course Description:** Understanding the urinary system, physiological changes, composition, and collections methods for urine analysis.**MA 262-6 WOUND MANAGEMENT & BANDAGING****Length:** 30 hours (15 hours Lecture/15 hours Lab)**Credits:** 1.50 Credit Hours**Prerequisite:** Completion of Semester 1**Course Description:** Minor office surgery, use and care of instruments, processes of wound debridement and healing, dressing and bandaging application.

MA 263-6 PHYSICAL AGENT & RADIOLOGY

Length: 19.25 hours (10.25 hours Lecture/9 hours Lab)

Credits: 1.00 Credit Hour

Prerequisite: Completion of Semester 1

Course Description: Physical agents to promote tissue healing as a result of injury disease or loss of body part. Radiographic examination, their types and proper patient preparation.

MA 264-6 NUTRITION IN HEALTH & DISEASE, HERBS, SUPPLEMENTS, & COMPLIMENTARY HEALTH

Length: 11 hours (3.5 hours Lecture/7.5 hours Lab)

Credits: 0.50 Credit Hours

Prerequisite: Completion of Semester 1

Course Description: Study of alternative medicines and therapies.

MA 265-6 MEDIISOFT

Length: 15 hours (Lecture)

Credits: 1.00 Credit Hour

Prerequisite: Completion of Semester 1

Course Description: Study of computer program for scheduling, billing, codes, and insurance claim forms.

MA 300 STUDENT EXTERNSHIP

Length: 157 hours (Externship)

Credits: 3.50 Credit Hours

Prerequisite: Completion of Semester 2

Course Description: This externship provides students with real life work experience in the field under the supervision of experienced professionals.

MAA 101-1 BOOKKEEPING

Length: 26.25 hours (18.75 hours Lecture/7.5 hours Lab)

Credits: 1.50 Credit Hours

Course Description: Understanding Accounts Receivable, balancing day sheets, deposits, patient ledgers, Accounts Payable, payroll, disbursement sheets, and check writing. Have knowledge and capability to use office 10 key calculators.

MAA 101-2 MEDICAL INSURANCE

Length: 26.25 hours (18.75 hours Lecture/7.5 hours Lab)

Credits: 1.50 Credit Hours

Course Description: Abstract from patient record to complete insurance claim form, preauthorization, using and finding index, terms, and section guidelines in the code books: ICD, HCPCS, CPT.

MAA 101-3 RECEPTIONIST

LENGTH: 26.25 HOURS (18.75 HOURS LECTURE/7.5 HOURS LAB)

Credits: 1.50 Credit Hours

Course Description: Greeting and caring for patients in the office setting. Dealing with angry patients and patients with special needs, scheduling appointments, proper use of the telephone, responding appropriately with emergency situations, and maintaining the patient's medical record. Understanding the contents of the history and physical, understand abbreviations in the medical report.

MAT 112 CLINICAL MATHEMATICS

Length: 30 hours (Lecture)

Credits: 2.00 Credit Hours

Course Description: This math course provides a comprehensive introduction to problem solving associated with dosage calculations normally encountered in nursing. Methods of calculation presented include ratio/proportion, formula and dimensional analysis. Students learn measures to ensure the safe calculation of oral and parenteral medications.

MDOM 201-4 ACCOUNTS RECEIVABLE

Length: 36 hours (24 hours Lecture/12 hours Lab)

Credits: 2.00 Credit Hours

Prerequisite: Completion of Semester 1

Course Description: Advanced account receivable control. Collections methods. Practical applications of using the computer system MediSoft, to set up practice, produce financial reports, submit insurance claims and schedule appointments. Practical application using Excel.

MDOM 202-4 ACCOUNTS PAYABLE

Length: 19.75 hours (12.25 hours Lecture/7.5 hours Lab)

Credits: 1.00 Credit Hour

Prerequisite: Completion of Semester 1

Course Description: Check writing techniques. Completing check register. Payroll, taxes and quarterly reports. Practical application using QuickBooks and Excel.

MDOM 203-4 BUSINESS MATH

Length: 19.75 hours (12.25 hours Lecture/7.5 hours Lab)

Credits: 1.00 Credit Hour

Prerequisite: Completion of Semester 1

Course Description: Practical application of the electronic calculator in business for basic math problems. Calculating interest, discounts, pricing, inventory, and depreciation.

MDOM 204-4 DENTAL ADMINISTRATIVE ASSISTANT

Length: 36 hours (24 hours Lecture/12 hours Lab)

Credits: 2.00 Credit Hours

Prerequisite: Completion of Semester 1

Course Description: Dental terminology. Billing, CDT coding, and insurance claim processing, Scheduling. Practical application using computer system Dentrix.

MDOM 205-5 MEDICAL INSURANCE CODING I

Length: 45 hours (30 hours Lecture/15 hours Lab)

Credits: 2.50 Credit Hours

Prerequisite: Completion of Semester 1

Course Description: Assigning CPT, HCPCS and ICD-9 codes to evaluation & management cases, anesthesia cases, dermatology cases, orthopedic cases, respiratory cases and cardiovascular cases.

MDOM 206-5 MEDICAL INSURANCE CODING II

Length: 45.25 hours (31.75 hours Lecture/13.5 hours Lab)

Credits: 2.50 Credit Hours

Prerequisite: Completion of Semester 1

Course Description: Assigning CPT, HCPCS, and ICD-9 codes to OBGYN cases, general surgery cases, radiology cases, lab cases and pathology cases.

MDOM 207-5 MEDICAL INSURANCE CODING III

Length: 19 hours (12.5 hours Lecture/6.5 hours Lab)

Credits: 1.00 Credit Hour

Prerequisite: Completion of Semester 1

Course Description: Practical application of medical coding in relationship to insurance billing. Manual and electronic claim submission. Claim follow-up. Practical application of private, Medicaid, Medicare, and Workers Compensation insurance billing.

MDOM 208-6 WRITTEN COMMUNICATIONS

Length: 37.5 hours (22.5 hours Lecture/15 hours Lab)

Credits: 2.00 Credit Hours

Prerequisite: Completion of Semester 1

Course Description: Study of business writing skills. Letter composition. Business English. Practical application of word-processing software Word and WordPerfect.

MDOM 209-6 RECORDS MANAGEMENT

Length: 37.5 hours (22.5 hours Lecture/15 hours Lab)

Credits: 2.00 Credit Hours

Prerequisite: Completion of Semester 1

Course Description: Organization of the medical record. Format for various medical reports. Transcription of hospital and physicians records. Hospital Health Unit Coordinator.

MDOM 210-6 MEDICAL OFFICE MANAGEMENT

Length: 19.75 hours (12.50 hours Lecture/7.5 hours Lab)

Credits: 1.00 Credit Hour

Prerequisite: Completion of Semester 1

Course Description: Psychology of human relations. Communications. Office management including design and maintenance of a medical or dental office. OSHA regulations. Inventory control.

MDOM 300 STUDENT EXTERNSHIP

Length: 160 hours (Externship)

Credits: 3.50 Credit Hours

Prerequisite: Completion of Semester 2

Course Description: This externship provides students with real life work experience in the field under the supervision of experienced professionals.

MED 101-2 INFECTION CONTROL

Length: 18.75 hours (11.25 hours Lecture/7.5 hours Lab)

Credits: 1.00 Credit Hour

Course Description: Students learn the theoretical aspects of aseptic technique that are performed in the medical and dental clinic. The infection process cycle is a continuous cycle that supports the growth and transmission of pathogens. Factors that help to interrupt this cycle include the protective mechanisms of the body and practicing good techniques of medical asepsis. The OSHA Blood borne Pathogen Standards are a set of federal regulations designed to reduce the risk to employees of infectious diseases, particularly hepatitis B and AIDS. Physical and chemical agents are used to destroy microorganisms in the dental office. The agent that is used depends on the intended use of the article. Responsibilities of the dental assistant include wrapping articles, loading the autoclave, operating the autoclave, storing articles, and maintaining the autoclave.

MED 102-3 INTRODUCTION TO MEDICAL PROCEDURES

Length: 22.5 hours (7.5 hours Lecture/15 hours Lab)

Credits: 1.00 Credit Hour

Course Description: Students perform a wide variety of clinical skills that are routinely required in a medical/dental office. Also, students learn additional information that enhances their understanding of the clinical setting and patient health and illness.

NTR 110 NUTRITION

Length: 30 hours (Lecture)

Credits: 2.00 Credit Hours

Course Description: This course addresses the role of carbohydrates, protein, lipids, water, vitamins and minerals in human nutrition; the relationship of nutrition to maintenance of health and prevention of disease, and the role of nutrition in weight control, sports nutrition, eating disorders, pregnancy/lactation, and chronic disease are discussed.

NUR 111 FUNDAMENTALS OF NURSING

Length: 150 hours (60 hours lecture/30 hours lab/60 hours clinical)

Credits: 6.00 Credit Hours

Prerequisite: BIO 210, PSY 210, MAT 112

Co-requisite: NUR 131

Course Description: This course introduces fundamental concepts and essential principles of nursing care. Maslow's Theory and the Nursing Process provide the foundation for this course. In addition to 60 lecture hours, students will spend 30 hours in the clinical laboratory learning and refining basic nursing skills. This course also includes 60 hours spent in a clinical facility where students will give hands-on nursing care to clients with basic, sub-acute, and /or long-term health care needs.

NUR 131 PHARMACOLOGICAL PRINCIPLES

Length: 45 hours (lecture)

Credits: 3.00 Credit Hours

Prerequisite: BIO 210, MAT 112

Co-requisite: NUR 111

Course Description: This course introduces students to the complexities of medication administration in today's nursing practice. Students will learn principles of medical pharmacology, pharmacodynamics, and drug

classification. Methods of safe drug administration utilizing parenteral and enteral routes will be discussed.

NUR 171 PSYCHIATRIC/MENTAL HEALTH NURSING

Length: 60 hours (37.5 hours lecture/22.5 hours clinical)

Credits: 3.00 Credit Hours

Prerequisite: NUR 111, NUR 131

Co-requisite: NUR 191

Course Description: This course focuses on adaptive and maladaptive psychological responses to internal and external stressors across the lifespan. Students will learn about the nursing process in typical mental health nursing practice, including the use of milieu therapy, therapeutic communication, and biologic interventions in psychiatric care. This course includes a clinical experience that will allow students to observe/apply the nursing process in typical mental health settings.

NUR 191 MEDICAL-SURGICAL NURSING I

Length: 180 hours (37.5 hours lecture/30 hours lab/112.5 hours clinical)

Credits: 6.00 Credit Hours

Prerequisite: NUR 111, NUR 131

Co-requisite: NUR171

Course Description: This course builds on the principles learned about fundamental nursing practice and pharmacologic interventions taught in Nursing 111 and Nursing 131. Pathophysiology of common disease states is integrated into the nursing process to teach students the basis for medical and surgical nursing care administered to adult and geriatric populations. Maslow's hierarchy is used to assist students to learn prioritization and individualization of care. The students will spend 30 hours through the semester in the skills laboratory, where they will learn, practice, and refine complex nursing interventions. Additionally, students spend 112.5 hours through the semester in medical and surgical acute care settings caring for adult and geriatric clients.

NUR 211 NURSING CARE OF THE CHILDBEARING FAMILY

Length: 116 hours (37.5 hours lecture/78.5 hours clinical)

Credits: 4.00 Credit Hours

Prerequisite: NUR 171, NUR 191

Co-requisite: NUR 221

Course Description: This course focuses on the processes of pregnancy, labor, delivery, the postpartum period, and the neonate. Through the Nursing Process, students will identify internal and external environmental stressors, apply principles of growth and development; and promote wholeness and wellness states in women, their families, and the neonate. This course involves 18.5 hours in simulated clinical experiences to allow students to become more comfortable with the care of the antepartum, intrapartum, and postpartum client. Finally, students will spend 60 hours during the semester in a variety of clinical experiences that will include antepartum community settings, labor and delivery, well-baby nursery, and postpartum care.

NUR 221 MEDICAL-SURGICAL NURSING II

Length: 150 hours (37.5 hours lecture/112.5 hours clinical)

Credits: 5.00 Credit Hours

Prerequisite: NUR 171, NUR 191

Co-requisite: NUR 211

Course Description: This course is a continuation of Nursing 191. Students will learn about complex client pathologies as well as the integration of culturally competent care and holistic therapies. Medical and surgical care of adult and geriatric clients in the community and acute care settings will continue to be the focus. During this course, students will spend approximately 16.5 hours in simulated clinical experiences that allow them to apply the nursing process and Maslow's hierarchy of needs in caring for clients with problems with increasing complexity. The clinical portion will involve 96 total hours through the semester with emphasis on caring for a diverse range of adult and geriatric clients in a variety of settings.

NUR 231 NURSING CARE OF THE CHILD

Length: 90 hours (45 hours lecture/45 hours clinical)

Credits: 4.00 Credit Hours

Prerequisite: NUR 211, NUR 221

Co-requisite: NUR 251

Course Description: This course facilitates learning about caring for children and their families. Growth

and development with an emphasis on normal milestones and psychological development are stressed in both the theory and hands-on portions of the curriculum. Students will have the opportunity to apply the nursing process to the care of the pediatric client and review the complexities of decision-making in this population as they participate in 15 hours of simulated clinical experiences. Finally, students will spend a total of 30 hours through the semester caring for well and ill clients from neonates to adolescents in community, sub-acute and acute care settings.

NUR 251 MEDICAL-SURGICAL NURSING III

Length: 180 hours (45 hours lecture/135 hours clinical)

Credits: 6.00 Credit Hours

Prerequisite: NUR 211, NUR 221

Co-requisite: NUR 231

Course Description: During this course, students will have an opportunity to integrate their learning experience throughout the program in a capstone experience. Lecture topics will focus on clients with the most complex, high-acuity needs as well as the roles of nurse as manager and provider of care for all types of clients. Students will spend 15 hours in the simulator utilizing the nursing process for the most challenging clients with immediate and severe medical problems. Finally, students will have the opportunity to spend 120 hours in the clinical setting, working one-on-one with a nurse preceptor in delivering care to acutely ill clients and preparing for independent practice following graduation. Faculty members will supervise the preceptor experience and encourage the student to become reflective regarding the multiple roles of the registered nurse.

NUR 271 TRENDS & ISSUES IN NURSING

Length: 30 hours (Lecture)

Credits: 2.00 Credit Hours

Co-requisite: NUR 251

Course Description: This course reviews nursing history and presents current issues, problems and emerging trends in nursing practice. Students will reflect on the role of the nurse as a member of the profession and discuss the future of nursing care from their perspective as soon-to-be nursing graduates. Ethical dilemmas in health care will be discussed, along with the role of the nurse in ethical decision making. The legal implications of nursing care will also be examined, with students learning about their responsibilities as a member of the health care team, with an emphasis on appropriate delegation and communication.

NUR 290 NCLEX REVIEW

Length: 45 hours (Lecture)

Credits: 3.00 Credit Hours

Co-requisite: NUR 251

Course Description: This course will be a thorough review of nursing principles from basic to complex in preparation for the NCLEX examination. Students will learn test-taking techniques and spend time practicing questions in order to increase their comfort with the mechanics of the licensure exam. As part of this course, students will be assessed for readiness to take the NCLEX and individual assistance will be offered for test preparation as student needs are identified.

PSY 210 LIFE SPAN PSYCHOLOGY

Length: 45 hours (Lecture)

Credits: 3.00 Credit Hours

Course Description: This course provides knowledge of human development from conception through the life span to old age, death and dying, including the interrelationship between biosocial, cognitive and psychosocial factors, while developing an appreciation for the challenges and opportunities facing each age, and while exploring similarities and differences in gender, cultures and nations.

SOC 210 MARRIAGE & FAMILY

Length: 45 hours (Lecture)

Credits: 3.00 Credit Hours

Course Description: This course provides overview knowledge for applying sociological concepts, theories, research and cross-cultural perspectives toward understanding the American courtship, marriage and the family institutions by exploring marriage and the family, examining such issues as cultural differences in family processes, gender roles, commitment and conflict in marriage, cohabitation, sexuality, pregnancy, parenting, divorce, and remarriage.

ST 101-3 INTRODUCTION TO SURGICAL TECHNOLOGY/STANDARDS OF CONDUCT

Length: 53 hours (23 hours Lecture/30 hours Lab)

Credits: 2.50 Credit Hours

Course Description: Describes the historical development of surgery and surgical technology. Identifies the role of the surgical technologist and other surgical team members. Describes the different types of health care facilities, and the many departments within a hospital and their relation to surgery. Standards of conduct identifies the legal

responsibilities of the surgical technologist and other surgical team members, an understanding of the AHA's Patient Bill of Rights, identifies the key elements of developing a surgical conscience and ethical decision making, and applying this knowledge to errors that may occur in the Operating Room.

ST 223-4 ANESTHESIA/SURGICAL PHARMACOLOGY

Length: 22 hours (10 hours Lecture/12 hours Lab)

Credits: 1.00 Credit Hour

Prerequisite: Completion of Semester 1

Course Description: Identifies the general terminology and abbreviations associated with pharmacology and anesthesia. Describes the side effects of drugs and anesthetic agents administered, the transfer of sterile medications from one field to another, and the precautions used in identifying the drugs and solutions accurately.

ST 224-4 ENVIRONMENTAL HAZARDS/SURGICAL TECHNIQUE

Length: 22 hours (10 hours Lecture/12 hours Lab)

Credits: 1.00 Credit Hour

Prerequisite: Completion of Semester 1

Course Description: Identifies the design, working environment, and the physical components of the Operating Room. Describes the role of the surgical technologist in the protection of self, patients, and others from hazards in the operative environment. Discusses the surgical conscience, principles of asepsis, sterile practices, and the principles and procedures related to disinfection and sterilization process.

ST 225-4 DIAGNOSTIC/LASER, ENDOSCOPIC & ROBOTICS

Length: 22 hours (10 hours Lecture/12 hours Lab)

Credits: 1.00 Credit Hour

Prerequisite: Completion of Semester 1

Course Description: Diagnostic procedures discuss the different kinds of diagnostic examinations and imaging available and used in surgery. It also describes the proper handling and transfer of specimens and the important role of the pathology department. Biomedical science identifies the basic components of a computer system, describes the basic concepts of robotics, and defines the terms related to physics and safe patient care.

ST 226-4 INSTRUMENTATION, SUTURES & WOUND HEALING

Length: 30 hours (15 hours Lecture/15 hours Lab)

Credits: 1.50 Credit Hours

Prerequisite: Completion of Semester 1

Course Description: Identifies basic instrumentation by type, function and name. Discusses the different types of specialized and accessory equipment and the proper handling involved and safety precautions taken when used. Identifies the different kinds of sterile supplies used in the Operating Room. Identifies the surgical wound classifications, the factors that influence healing and any possible complications involved, the characteristics of inflammation, and the various kinds of suture material, stapling devices, and needles used in the Operating Room.

ST 227-4 GENERAL SURGERY

Length: 30 hours (15 hours Lecture/15 hours Lab)

Credits: 1.50 Credit Hours

Prerequisite: Completion of Semester 1

Course Description: Discusses the anatomy, physiology, and pathology of the digestive system, hepatic and biliary system, pancreas, spleen, thyroid, and breast. Identifies the preoperative and postoperative care and complications, specialized instruments, equipment, supplies, and drugs used in general surgery. Defines and gives an overview of various general surgical procedures. General patient care and safety discusses the informed consent for a surgical procedure, pre-operative routines, transportation of the surgical patient, principles of surgical positioning, vital signs, principles of urinary catheterization, and the different methods of homeostasis and blood replacement. Ability to distinguish and assess the physical, spiritual, psychological, cultural, and religious needs of the patient. Identifies the patient's right to the highest standards of asepsis. Special populations compares and contrasts the surgical care considerations for a variety of patients and their unique physical and psychological needs. Describes the role of the surgical technician in caring for the surgical patient. Identifies the proper technique of opening sterile supplies and instruments, surgical hand scrub, gowning, gloving, and counting sponges, needles and other items on the sterile field.

ST 231-5 OBSTETRIC AND GYNECOLOGY SURGERY & GENITOURINARY SURGERY

Length: 30 hours (15 hours Lecture/15 hours Lab)

Credits: 1.50 Credit Hours

Prerequisite: Completion of Semester 1

Course Description: Discusses the anatomy, physiology, and pathology of the female reproductive system and the genitourinary system. Identifies the preoperative and postoperative care and complications, specialized instruments, equipment, supplies, and drugs used in OB/GYN and GU surgery. Defines and gives an overview of various OB/GYN and GU surgical procedures.

ST 232-5 ORTHOPEDIC SURGERY

Length: 30 hours (15 hours Lecture/15 hours Lab)

Credits: 1.50 Credit Hours

Prerequisite: Completion of Semester 1

Course Description: Discusses the anatomy, physiology, and pathology of the musculoskeletal system. Identifies the preoperative and postoperative care and complications, specialized instruments, equipment, supplies, and drugs used in orthopedic surgery. Defines and gives an overview of various orthopedic surgical procedures.

ST 233-5 ENT/ORAL & MAXILLOFACIAL SURGERY

Length: 21 hours (9 hours Lecture/12 hours Lab)

Credits: 1.00 Credit Hour

Prerequisite: Completion of Semester 1

Course Description: Discusses the anatomy and pathology of the ear, nose, aerodigestive tract, maxillofacial, and oral cavity. Identifies the preoperative and postoperative care and complications, specialized instruments, equipment, supplies, and drugs used. Defines and gives an overview of the various otorhinolaryngology and oral/maxillofacial surgical procedures.

ST 234-5 CARDIOTHORACIC SURGERY

Length: 21 hours (9 hours Lecture/12 hours Lab)

Credits: 1.00 Credit Hour

Prerequisite: Completion of Semester 1

Course Description: Discusses the anatomy and pathology of the cardiovascular and respiratory systems. Identifies the preoperative and postoperative care and complications, specialized instruments, equipment, supplies, and drugs used in cardiothoracic surgery. Defines and gives an overview of various cardiothoracic and respiratory surgical procedures.

ST 235-5 NEUROSURGERY/PEDIATRIC SURGERY**Length:** 30 hours (15 hours Lecture/15 hours Lab)**Credits:** 1.50 Credit Hours**Prerequisite:** Completion of Semester 1**Course Description:** Discusses the anatomy, physiology, and pathology of the neurological system. Identifies the preoperative and postoperative care and complications, specialized instruments, equipment, supplies, and drugs used in neurosurgery. Defines and gives an overview of various neurological procedures.**ST 241-6 PERIPHERAL VASCULAR SURGERY****Length:** 21 hours (9 hours Lecture/12 hours Lab)**Credits:** 1.00 Credit Hour**Prerequisite:** Completion of Semester 1**Course Description:** Discusses the anatomy and pathology of the peripheral vascular system. Identifies the preoperative and postoperative care and complications, specialized instruments, equipment, supplies, and drugs used in peripheral vascular surgery. Defines and gives an overview of various peripheral vascular surgical procedures.**ST 242-6 OPHTHALMIC/PLASTIC SURGERY****Length:** 21 hours (9 hours Lecture/12 hours Lab)**Credits:** 1.00 Credit Hours**Prerequisite:** Completion of Semester 1**Course Description:** Discusses the anatomy and pathology of the eyes. Identifies the preoperative and post-operative care and complications, specialized instruments, equipment, supplies, and drugs used in ophthalmic surgery. Defines and gives an overview of various ophthalmic surgical procedures. Discusses the anatomy, physiology, and pathology of the skin and its underlying tissues. Identifies the preoperative and postoperative care and complications associated with plastic/reconstructive surgery. Identifies specialized instruments, equipment, supplies, and drugs used. Defines and gives an overview of various plastic and reconstructive surgical procedures.**ST 243-6 OPEN LAB SKILLS****Length:** 30 hours (Lab)**Credits:** 1.00 Credit Hour**Prerequisite:** Completion of Semester 1**Course Description:** Identifies personal weaknesses in surgical processes during demonstration and gives the students an opportunity to practice in preparing for their final examinations and mock surgeries.**ST 244-6 FINAL AND MOCK SURGERY 1****Length:** 30 hours (Lab)**Credits:** 1.00 Credit Hour**Prerequisite:** Completion of Semester 1**Course Description:** Week 1 of final examinations, during which students will be evaluated on their general knowledge, knowledge of surgical technologist procedures. These evaluations will consist of both written, verbal and coordination skills.**ST 245-6 FINAL AND MOCK SURGERY 2****Length:** 30 hours (Lab)**Credits:** 1.00 Credit Hour**Prerequisite:** Completion of Semester 1**Course Description:** Week 2 of final examinations, during which students will be evaluated on their general knowledge, knowledge of surgical technologist procedures. These evaluations will consist of both written, verbal and coordination skills.**ST 300 STUDENT EXTERNSHIP****Length:** 540 hours (Externship)**Credits:** 12.00 Credit Hours**Prerequisite:** Completion of Semester 2**Course Description:** This externship provides students with real life work experience in the field under the supervision of experienced professionals.