

Stellar Career College

Chicago, Illinois

**College
Catalog**

July 2020 to June 2021

Branch Campus

19 South LaSalle Street, Suite 603, Chicago, IL-60603
(312) 687-3000
www.stellarcollege.edu/Chicago

Stellar Career College

MISSION STATEMENT

The mission of Stellar Career College is to provide consistent high-quality instruction and motivation in a positive learning environment. The welfare and education of students and employees are our primary focus. Together, we work toward building skilled individuals and a successful company to serve the needs of the community.

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ADMISSIONS

HISTORY

Stellar Career College (formerly Computer Tutor Business & Technical Institute) was established in 1986 in Modesto, California by Lenore Hughes to improve children's reading, comprehension and mathematical skills. Computer Tutor began offering computer software training and clerical programs to adults in 1989. Accounting courses were added in 1992. In 1997, R. George Rawe became the Director of Computer Tutor. In 1998, Mr. Rawe became the Director/Owner and medical and computer technical programs were added. Because of the expanded program offerings, the Computer Tutor name was changed to Computer Tutor Business and Technical Institute in July 2002. Computer Tutor first received accreditation from ACCSC in March 2003. In February 2014, the Institution moved to a new location at 4300 Sisk Rd. Modesto, CA. Effective August 1, 2017 Stellar Career College, LLC became the new owner of the school with Zulfiqar Satti designated as President and CEO. In February 2018, Computer Tutor Business and Technical Institute changed its name to Stellar Career College. On July 9, 2019 the Illinois Board of Higher Education approved the Chicago, Illinois campus of the Stellar Career College. We are proud to continue providing consistent, high quality, instructor-led training to our community as we have for over 30 years.

PHILOSOPHY

Stellar Career College is dedicated to providing quality professional skill development to the 21st century workforce. Our professional and trained faculty will train students in their new careers using a hands-on, instructor-led training environment. Upon successful completion of training, students will be prepared to enter an entry-level position in the career for which they were trained.

LICENSE AND ACCREDITATION

Stellar Career College, Chicago, Illinois location is approved by the "Division of Private Business and Vocational Schools of the Illinois Board of Higher Education". For more information on IBHE approval, you may contact the Illinois Board of Higher Education, Private Business and Vocational Schools at 1 N. Old State Capital Plaza Suite 333 Springfield, IL 62701-1404 phone number (217) 782-2551 or www.ibhe.org.

Stellar Career College is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC), 2101 Wilson Boulevard, Suite 302, Arlington VA 22201 telephone at 703-247-4212. For more information on accreditation please visit <http://www.accsc.org>. ACCSC is a U.S. Department of Education recognized accrediting body.

OFFICE HOURS

Stellar Career College is open from 8:00am to 5:20pm Monday through Thursday;
Fridays 8:00am to 1:00pm, except for posted holidays, and closed on Saturday and Sunday.

ADMISSIONS

INSTRUCTIONAL HOURS

The instructional hours are from 8:00am to 5:20pm and an evening session from 5:30pm to 9:50pm Monday through Thursday, with the exception of certain scheduled classes. Classes are scheduled on the basis of enrollment. Students will be advised of probable starting dates at the time of enrollment. Important scheduling information (operating hours, holidays, vacations, in-service days, class schedules and revisions) will be given to students in advance. The designation of hours per subject listed in each course is an estimate only. The total number of hours per course may be adjusted.

CLOCK HOURS AND CREDIT HOURS

Stellar Career College measures its training programs in quarter credit hours. One quarter hour is awarded for a minimum of 20 clock hours of classroom lecture or 20 clock hours of lab. The Private Postsecondary and Vocational Education Reform Act of 1989 states a clock hour is 50 minutes.

CALENDAR & HOLIDAYS

Stellar Career College calendar of program start and end dates are provided under separate cover. Stellar Career College will be closed in observation of the following holidays:

| | | |
|-----------------|------------------|--------------|
| New Year's Day | Independence Day | |
| President's Day | Labor Day | Winter Break |
| Memorial Day | Thanksgiving Day | |

CAMPUS SECURITY

Stellar Career College compiles an annual security report which details current security policies, crime prevention information, and crime statistics on campus and in the surrounding area. Prospective students and employees may request a copy of the security report at the front desk.

CLASS SIZE

Stellar Career College has a maximum of 25 students per class.

STUDENT HOUSING, RESOURCES & STUDENT SERVICES

Stellar Career College does not assume responsibility for student housing, does not have dormitory facilities under its control, nor offers student housing assistance.

ADMISSIONS

Stellar Career College also does not provide transportation or childcare.

Library resources are available for use that includes video tapes, CDs and DVDs, as well as current magazine publications and medical books. Resources are accessible on campus in the library and online in the Internet. Students may access the on-campus library Monday through Thursday 8:00 am to 5:20 pm and the Internet 24/7. There is a check-in check-out system for removing resources from the library.

Other resources available include:

- Academic advising (see sections on Advising and Tutoring below)
- Job development resources and leads

ADVISING

Stellar Career College has a full-time advisor on staff to help you with your educational plan. In addition, our advisor will help you with job development.

TUTORING

Additional assistance may be arranged through an Instructor or the Director if a student needs extra help learning the program concepts.

PLACEMENT ASSISTANCE

- Job Placement Advising
- Resume Seminar
- Professional Resume, Cover Letter, and Reference Sheet
- Interview Seminar
- Mock (simulated) interview with a professional from the community
- Job Search Skills Seminar
- Portfolio Training
- Access to job leads
- Details of known vacancies in the field will be brought to the attention of qualified graduates. Some companies may contact this institution for candidates for employment. While this institution will provide employment assistance, it can make no guarantee for a position.

CLASSROOM EQUIPMENT

Stellar Career College provides modern computer equipment to ensure that students receive the most relevant technological training:

- Intel Pentium-powered computers, to ensure fast access to your software programs
- Large 17-inch monitors

ADMISSIONS

- Microsoft Windows
- Microsoft Office and the relevant software packages on the market
- Laser printers
- Cable connection to the Internet to provide fast connections to the Internet
- Multimedia including USB/ Flash Drive and headphones
- Modern office features including fax and scanning abilities

ADMISSION REQUIREMENTS

Applicants may enroll on any school day. At the time of enrollment the applicant will be informed of the next start date. Applicants are accepted on the basis of personal interview, testing, and suitability for the required training program. A high school diploma, General Education Diploma, or High School Proficiency are not required for entrance into a program; however, obtaining one is strongly encouraged. Title IV recipients must have a high school diploma or GED. An applicant must be beyond the age of compulsory school attendance in California. If a student is from another country, no Visa services are provided. The institution will not vouch for student status or any associated charges. The student shall demonstrate English proficiency by providing a United States High School Diploma or by achieving a score of 200 Verbal on the “Wonderlic Basic Skills” assessment. Stellar Career College has the sole discretion and right to accept and enroll students into a program.

REGISTRATION

- Applicants must complete an application for admission
- Applicants should schedule an appointment for an application interview
- Applicants must complete a nationally recognized basic skills assessment or have a High School diploma.
- Applicants must complete and sign an enrollment agreement

ENTRANCE ASSESSMENT

Applicants who do not have a high school diploma or GED must take a nationally recognized entrance assessment, which may include the following: ‘Wonderlic Quantitative Skills’, ‘Wonderlic Basic Skills’, and ‘Wonderlic Personnel’. A minimum score of 200 Verbal and 210 Quantitative must be achieved to enroll in any program. An applicant should consult with a school advisor to be appropriately placed in a program. Title IV recipients must have a high school diploma or GED. Applicants who can provide a high school diploma or GED are only required to take Stellar Career College entrance assessment.

ACADEMIC CREDIT

Students who have completed similar training courses at other institutions may apply for transfer of credit according to the following policies and procedures:

ADMISSIONS

- Complete and submit a Transfer of Credit Application to the Managing Director.
- Provide an official transcript and catalog with course descriptions of the prior postsecondary training. Official transcripts are required to post transfer credits. Unofficial transcripts can be used to evaluate credit. Photocopies will not be accepted.
- Courses from accredited post-secondary training programs that correspond directly in content, scope and length to Stellar Career College courses will be considered for credit.
- Technical coursework completed within the last three (3) years and general education coursework within the last seven (7) years is eligible for transfer credit review provided all other policy requirements are met.
- Only training courses with a grade of C or 2.0 or above will be considered for credit.
- To be awarded experiential academic credit a student must demonstrate proficiency in the content area by passing exams in the content area at 90% or higher. The exam is allowed to be taken one time for experiential academic credit.
- A maximum of 25% of the total program academic credit may be awarded.
- All decisions made by the Managing Director regarding Transfer of Credit are based wholly on the criteria as stated in these policies and procedures.
- Stellar Career College does not charge any fee for evaluating or accepting transfer credits. The approval of transfer credits will reduce one's tuition charge and may affect financial aid eligibility and the length of one's program.
- All Transfer of Credit must be requested, reviewed, and approved prior to the start of a student's program using an unofficial or official transcript. Credit will only be awarded after official transcripts have been received.

Students who do not agree with the evaluation of transfer credit awarded by the school may file an appeal within three (3) calendar days after receiving the completed Transfer of Credit Application.

VETERAN'S CREDIT FOR PREVIOUS EDUCATION OR TRAINING

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

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at Stellar Career College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in your program is also at the complete discretion of the institution to which you may seek to transfer. If the credits or certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Stellar Career College to determine if your credits or certificate will transfer.

TRANSFER OR ARTICULATION AGREEMENTS

ADMISSIONS

This institution has not entered into any transfer or articulation agreements with any other college or university.

TUITION & FEES

Tuition fee has been provided using a “Tuition Fee Insert” in the College Catalog.

INTEREST-FREE PAYMENT PLANS:

Payment plans will be offered on a case to case basis

TUITION FUNDING

Stellar Career College accepts tuition funding from the following sources:

- Personal Payment – Cash, Check, Visa, MasterCard, and American Express
- Rehabilitation
- Worker’s Compensation
- Pell Grants and Direct Student Loans
- Department of Workforce Development (WIOA)
- Third Party Lenders

FINANCIAL AID

Stellar Career College participates in federal and state financial aid programs. Students who are interested in obtaining financial aid will be advised of their options in the initial interview. Students who wish to apply for Direct Loans or Pell grants should make an appointment with Stellar Career College’s Financial Aid Officer. The Financial Aid Officer will assist the student in completing a Free Application for Federal Student Aid (FAFSA), which will be submitted to the United States Department of Education. Eligibility for federal student aid will be based on current federal guidelines and determined solely by the Department of Education. If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. If the student has received federal student financial aid funds, the student is entitled to a refund of the money not paid from federal student financial aid program funds. Students who participate in the Direct Loan program are required to receive advisement prior to the beginning of training and again prior to completion of their program of study. This advisement will be scheduled through and provided by the Stellar Career College Financial Aid Officer

PROVISIONAL ENROLLMENT

Students who have submitted all required documentation in a timely manner that is necessary to secure the method of payment for their tuition cost and fees will be officially accepted into their program and will only then become eligible for Title IV federal financial aid and receive credit for their course(s). The Institution will withdraw any student not meeting the criteria, and such a student will not owe any financial obligation. All new students entering the College for the first time will be enrolled on a provisional basis for the first seven (7) calendar days of their first term (all students who have graduated from one of the College’s programs are ineligible). Provisional

students are not charged tuition and are not eligible to receive federal or state student aid until they become regular active students. Those provisional students who are earning satisfactory grades and posting satisfactory attendance as determined by the College will be transitioned to regular student status on their first day of attendance on or after the 15th day of enrollment. At this point, regular students will be charged tuition and may receive any student aid for which they are eligible, retroactive to the beginning of the term. A provisional student may cancel his/her enrollment at any time and for any reason during the 7-day provisional enrollment period. The College also may cancel the enrollment of provisional students who are not earning satisfactory grades and/or posting satisfactory attendance as determined by the College as of the end of the provisional enrollment period. Students who fail to post attendance in accordance with the Institution's attendance policy, after the 7th day will be considered to have cancelled while in provisional period. Students who cancel their enrollment or who do not move to regular active student status, for any reason, will be withdrawn from all classes and will not be charged any tuition for their time in school, and will receive no academic penalty. A student may be provisionally enrolled a maximum of 2 times. This applies only to students who have been provisionally cancelled by the College during their initial enrollment. A student wanting to provisionally enroll for a second time must have

STUDENT'S RIGHT TO CANCEL:

The student has the right to cancel the initial Enrollment Agreement, without any penalty or obligations, through attendance at the first class session or the fifteenth calendar day after enrollment, whichever is later. After the end of the cancellation period, you also have the right to stop school at any time; and you have the right to receive a pro rata refund if you have completed 60 percent or less of the scheduled days in the current payment period in your program through the last day of attendance. Refund on all monies paid to date are made within 45 days of cancellation; Notice of cancellation shall be made in writing to: The Managing Director: Stellar Career College, 19 South LaSalle Street, Suite 603, Chicago, IL-60603.

REFUND/ CANCELLATION POLICY:

All student refunds will be made according to the following policies:

- 1) All registration fees, tuition, and any other charges shall be refunded to the student when notice of cancellation is given before midnight of the fifth business day after the date of enrollment but prior to the first day of class.
- 2) The school will retain only the registration fee when notice of cancellation is given after midnight of the fifth business day following acceptance but prior to the close of business on the student's first day of class attendance, which may not exceed \$150 or 50% of the cost of tuition, whichever is less.
- 3) When notice of cancellation is given after the student's completion of the first day of class attendance, but prior to the student's completion of 5% of the course of instruction, the school may retain the registration fee, an amount not to exceed 10% of the tuition and other instructional charges or \$300, whichever is less, and, subject to the limitations of item 13 of this section, the cost of any books or materials which have been provided by the school.

- 4) When a student has completed classes in excess of 5% of the course of instruction, the school will retain the registration fee but shall refund a part of the tuition and other instructional charges in accordance with the following:
 - School will retain an amount computed pro rata by days in class plus 10% of tuition and other instructional charges up to completion of 60% of the course of instruction. When the student has completed in excess of 60% of the course of instruction, the school will retain the registration fee and the entire tuition and other charges.
- 5) A student, who on personal initiative and without solicitation enrolls, starts, and completes a course of instruction before midnight of the fifth business day after enrollment agreement is signed, is not subject to the cancellation provisions of this Section.
- 6) Applicants not accepted by the school shall receive a refund of all tuition and fees paid within 30 calendar days of the day when the determination of non-acceptance was made.
- 7) Registration fees of \$100.00 shall be chargeable at initial enrollment and shall not exceed \$150 or 50% of the cost of tuition, whichever is less.
- 8) Deposits or down payments shall become part of the tuition.
- 9) The school shall mail a written acknowledgement of a student's cancellation or written withdrawal to the student within 15 calendar days of the postmark date of notification. Such written acknowledgement is not necessary if a refund has been mailed to the student within the 15 calendar days.
- 10) All student refunds shall be made by the school within 30 calendar days from the date of receipt of the student's cancellation. The refunds are made directly to the source of payment.
- 11) A student may give notice of cancellation to the school in writing. The unexplained absence of a student from a school for more than 15 school days shall constitute constructive notice of cancellation to the school. For purposes of cancellation, the date shall be the last day of attendance.
- 12) A school shall refund all monies paid to it in any of the following circumstances:
 - The school did not provide the prospective student with a copy of the student's valid enrollment agreement and a current catalog or bulletin;
 - The school cancels or discontinues the course of instruction in which the student enrolled;
 - The school fails to conduct classes on days or times scheduled, detrimentally affecting the student.
- 13) A school must refund any book and materials fees when:
 - a. The book and materials are returned to the school unmarked; and
 - b. The student has provided the school with a notice of cancellation.
- 14) The above refund policy is applicable to all the students enrolled in the school.

ATTENDANCE REQUIREMENTS

Attendance/Tardiness Policy

The Institution emphasizes the need for all students to attend classes on a regular and consistent basis in order to develop the skills and attitudes necessary to compete in the highly competitive labor market. Because much of each program is conducted in a hands-on environment, attendance is critical to proper skill building. Tardiness disrupts the learning environment and is discouraged. Student attendance is posted based upon the time present in class. Students who arrive late or leave class early will have those minutes deducted from their attendance. Tardiness or absences in any class are counted toward the 80% attendance requirement. Failure to meet the attendance requirement could lead to dismissal from the institution if the absences exceed 20% of the total program hours.

Student Attendance Monitoring

Students will be informed, on a regular and timely basis, of their progress in meeting the standards of attendance. Student attendance will be monitored on a daily basis and students must be informed of their attendance on a weekly basis. Students must be advised within the first opportunity after a missed class to discuss and implement actions and options to remedy absenteeism. Student attendance will also be monitored each month. At the end of a student's month, a progress report will be automatically generated by the registrar office and reviewed with the student. The progress report will include the student's current cumulative attendance rate. Students whose attendance falls below 80% will be advised. Advisements must clearly outline consequences of failing to meet minimum cumulative attendance requirements, including making up hours and/or delaying graduation. All advisements will include an action plan and timeline for attendance remediation.

14 Days of Absences

If a student is absent from school for fourteen (14) consecutive calendar days, including any weekends, the student will be withdrawn from school. The 14 consecutive calendar days will not include school-scheduled breaks (winter break only) and any school scheduled holidays published in the academic calendar in the catalog.

LEAVES OF ABSENCE

- A request for a leave of absence must be submitted in writing to the Director.
- The Director must approve all leaves of absence.
- A leave of absence should be brief and should not exceed 6 weeks.
- A maximum of two leaves of absence may be granted per student.
- Stellar Career College has the sole discretion to approve or deny a leave of absence.

MAKE-UP WORK

Make-up work must be resolved with the Instructor prior to the program graduation date. All make-up or incomplete work must be completed prior to the program graduation date. The maximum time frame for any program is 1.5 times the length of the program. Any incomplete work beyond the maximum program length will result in termination.

GRADING SYSTEM

The school's grading system for each class is as follows:

| Letter Grade | % | Quality | Quality Points | Effect on Credits Earned | Effect on Credits Attempted | Effect on CGPA | Effect on SAP (Rate of Progress) |
|--------------|----------|--------------------|----------------|--------------------------|-----------------------------|----------------|----------------------------------|
| A | 94%-100% | Superior | 4.0 | Y | Y | Y | Y |
| A- | 90%-93% | | 3.7 | Y | Y | Y | Y |
| B+ | 87%-89% | Excellent | 3.3 | Y | Y | Y | Y |
| B | 84%-86% | | 3.0 | Y | Y | Y | Y |
| B- | 80%-83% | | 2.7 | Y | Y | Y | Y |
| C+ | 77%-79% | Satisfactory | 2.3 | Y | Y | Y | Y |
| C | 74%-76% | | 2.0 | Y | Y | Y | Y |
| C- | 70%-73% | | 1.7 | Y | Y | Y | Y |
| D+ | 67%-69% | Unsatisfactory | 1.3 | Y | Y | Y | Y |
| D | 64%-66% | | 1.0 | Y | Y | Y | Y |
| D- | 60%-63% | | 0.7 | Y | Y | Y | Y |
| F | 0%-59% | Fail | 0.0 | Y | Y | Y | Y |
| I | N/A | Incomplete | 0.0 | N/A | N/A | N/A | N/A |
| TC | N/A | Transfer Credit | 0.0 | Y | Y | N | Y |
| PC | N/A | Proficiency Credit | 0.0 | Y | Y | N | Y |
| W | N/A | Withdrawal | 0.0 | Y | Y | N | Y |

Incomplete

Once enrolled in a course, students should make the effort to complete all course assignments during the module in which they are officially enrolled. However, circumstances of unusual and exceptional hardship may arise which prevent students from completing course assignments by the end of the module. In those cases, an Incomplete grade, "I," may be granted to a student who has completed 75% of the assignments required by the course. Students must petition to receive an Incomplete in the course with the approval of the instructor and the Managing Director.

Students must complete a petition form and submit it to the instructor prior to the last class meeting. Petition forms are available in the Education Department. Students who are granted an Incomplete will receive a grade of "I" followed by a "/" and the grade earned thus far in the course (e.g., "I/D"). Students must submit all missing course requirements to the instructor within two (2) weeks after the end of the course. Students officially enrolled in an externship may petition for additional time to complete the externship with the permission of the Managing Director. If the missing requirements are not completed, the student will be issued the grade indicated on the Incomplete Petition. Regardless of whether the course work is completed, the Incomplete will be changed to a letter grade.

Failure

Any course in a program of study that is failed must be repeated and passed.

Withdrawal / Course Drop

A course is assigned a withdrawal grade of “W” when a student officially withdraws or is withdrawn by the College. A course withdrawal is not included in the calculation of a grade point average; however, it does negatively impact the rate of progress by increasing the number of credit hours attempted.

Transfer Credit

When a student receives advanced academic standing a grade of “TC” is assigned for the course. Advanced academic standing counts toward meeting graduation requirements and the credits count toward satisfactory academic progress.

Grade Point Average

To calculate a grade point average, multiply the quality points associated with each grade times the number of credit hours for each course. Add these quality points and divide by the total number of credit hours.

SATISFACTORY PROGRESS

Satisfactory academic progress (SAP) standards apply to all students at the Institution.

Academic Advisement

Students in modular programs are provided with their progress report at the end of each module. If students fail a module, they are placed on academic advisement. Academic advisement should clearly outline the consequences of failing a module and potential risks of not meeting Satisfactory Academic Progress. The formal advisement should also outline a specific action plan to improve a student’s academic progress including, but not limited to, additional coaching and tutoring.

Maximum Time Frame

All students must complete their program of study in a period not exceeding 1.5 times (150%) the normal duration of the program as measured in credit hours attempted. For example, if a program requires successful completion of 36 credit hours, the student may not attempt more than 54 credit hours (1.5×36) in the completion of his or her program. In order to graduate, a student must successfully complete 100% of the required courses and attain a minimum cumulative grade point average (CGPA) of 2.0 within the maximum time frame.

Required Evaluation Schedule – Satisfactory Academic Progress

The evaluation period for determining satisfactory academic progress for all students will be each payment period (each academic term/module). The evaluation will occur at the end of each payment period (each academic term/module) and be based on all credit hours attempted and

earned. Proficiency Credit (PC), Transfer Credit (TC), Repeated courses (**), including previously passed courses, and Withdrawals (W) grades count as credits attempted but not earned, and count towards maximum timeframe and pace of completion, but do not count towards CGPA. The final grade received on the last repeat of a course is used in the CGPA calculation. Incomplete grades (I) will count as credits attempted but not earned, and will not count towards the CGPA until the final grade has been posted.

Required SAP minimums are outlined in the table below:

| Percent of Program Attended | Minimum CGPA | Minimum Pace of Completion |
|------------------------------------|---------------------|-----------------------------------|
| 0-24.9% | 1.00 | 50% |
| 25-49.9% | 1.50 | 60% |
| 50-150% | 2.00 | 67% |

If a student fails to maintain satisfactory progress then the student will be warned of any unsatisfactory progress. If unsatisfactory progress continues then a student may be placed on probation. If unsatisfactory progress continues during probation then a student may be dismissed from the program.

Students not meeting these benchmarks are not making Satisfactory Academic Progress. The first time a student is not making SAP, the student is placed on academic warning. Students on academic warning will be notified by the Advisor and/or Managing Director.

Appealing Academic Probation

To appeal probation a student must write a letter to the Managing Director stating what circumstances lead to poor academic performance. Acceptable circumstances are generally outside of the student's control and are unavoidable. Examples include: Death of a family member, an illness or injury suffered by the student, documented medical condition or serious illness, Documented learning disability, Domestic violence, Involuntary call to active military duty, Documented change in conditions or employment or Special circumstances of an unusual nature which are not likely to recur. Documentation to support the appeal must be submitted with the appeal letter. In addition, the appeal letter must state what steps have been taken to correct the situation. The student should submit the appeal letter to the Managing Director.

GRADUATION

To be eligible for graduation, students must:

- Complete all required courses with a Cumulative Grade Point Average of at least 2.0;
- Meet the specific grade and other program requirements (if applicable);
- Successfully complete the externship or clinical requirement (if applicable);
- Achieve Satisfactory Academic Progress;
- Complete all required certifications (if applicable).
- Complete all courses for the program within 1.5 times the normal program length; and
- Satisfy all financial requirements to the College and/or make agreeable payment arrangements.

The document to be issued upon satisfactory completion of a program is a Certificate.

PROBATION

Students may be placed on probation for any of the following:

Absenteeism: Students whose attendance drops below 80%, or have four unexcused absences during their program, may be placed on probation for one month. Additional absences during such a probationary period may be considered unsatisfactory attendance and grounds for termination.

Conduct: Students who do not follow the rules of conduct as outlined in this catalog and in the Stellar Career College Policies and Procedures may be placed on probation for a period to be determined by the school. During the probationary period, additional infractions may be grounds for termination.

Unsatisfactory Progress: Students who do not maintain satisfactory progress may be placed on probation and given a progress plan. Failure to maintain the schedule outlined in the progress plan may be grounds for termination.

TERMINATION OR SUSPENSION

At the discretion of the school administration, a student may be dismissed from school for a serious incident or repeated incidents of an intoxicated or drugged state of behavior, possession of drugs or alcohol upon school premises, possession of weapons upon school premises, behavior creating a safety hazard to other persons at school, disobedient or disrespectful behavior toward any student or faculty member, or any other stated or determined infraction of conduct as outlined in the Stellar Career College Policies and Procedures received during student orientation. A student may also be dismissed for unsatisfactory progress, unsatisfactory attendance, or for unsatisfied financial obligations.

REINSTATEMENT

When a student has been dismissed from Stellar Career College, the student may be reinstated only after evidence has been provided, to the satisfaction of the Administration, that the conditions which led to dismissal have been rectified. All requests for reinstatement must be submitted in writing.

RECORDS

Enrollees are advised and cautioned that state law requires the educational institution to maintain school and student records for a period of not less than five years at its principal place of business. Transcripts are kept permanently.

Copies of on-site certificates or transcripts may be made for a fee of \$10.00. Thereafter, records are maintained in a secure, fireproof off-site location. Copies of certificates or transcripts being stored off-site require 48 hours' notice and a \$40.00 fee.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act define the procedures for maintaining the confidentiality of student records. It describes the process by which a student may review his or her own education records, request corrections to those records, and release other parties to examine the records. For more information, please request a copy of the document "Family Educational Rights and Privacy Act Summary" from the front desk.

GRIEVANCE PROCEDURE

Complaints filed by student against school, facility, non facility and any other issue. Complaints by student should be submitted in writing to The Managing Director: Stellar Career College, 19 South LaSalle Street, Suite 603, Chicago, IL-60603, and phone (630) 601-6700.

The Managing Director will try to resolve any grievances a student may have involving administrative, financial, academic, facility matters and/or any other institute related issue within a maximum of 30 days from the date of receiving a written grievance or complaint. If the issue is not resolved, the student may submit the complaint to Illinois Board of Higher Education, Private Business and Vocational Schools at 1 N. Old State Capital Plaza Suite 333 Springfield, IL 62701-1404 phone number (217) 782-2551.

NOTICE OF NON-DISCRIMINATION

Stellar Career College complies with all pertinent titles and sections of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, the Rehabilitation Act of 1973 and all other applicable federal, state and local laws. Stellar Career College does not discriminate on the basis of any characteristic protected by federal, state, or local law, ordinance, or regulation. Any discriminatory action should be reported to the Managing Director.

STUDENT'S WITH DISABILITIES

In conformity with the Federal Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, Stellar Career College shall not discriminate, on the basis of disability, against any student in its academic programs, services, and activities. Individual students will be given reasonable and necessary accommodation based on specific information and assessment data documented by qualified medical professionals. Students who have special needs related to a permanent or temporary disability may request an accommodation from the president of Stellar Career College at any phase of their educational experience. The student is responsible for initiating the interactive process. An accommodation may be requested for an unlimited or a specified period of time. Each request for accommodation will be evaluated on a case-by-case basis. Consideration for an accommodation, however, cannot be retroactive. Once documentation has been provided and accommodations are agreed upon between the College and the student, faculty and staff will implement the accommodations. Stellar Career College facilities are essentially barrier-free and accessible to the disabled.

Magnetic Resonance Imaging (MRI) Technologist Training Program
CIP Code: 51-0920

Program Description:

The Magnetic Resonance Imaging (MRI) is a diagnostic modality used for medical imaging procedures. It is a powerful tool that can offer a wealth of information about the human body. MRI is performed by using a specialized scanner called MRI machine. The MRI suit consists of computer station, patient's table that slides into a large cylinder of the MRI machine. Inside the cylinder is a magnet that, when operated, creates a powerful magnetic field. With the help of magnetic field and radio waves, images inside the human body are taken. This procedure is especially helpful to collect images of soft tissue such as organs & muscles which do not appear on x-rays. The MRI Program offers an in-depth explanation of how MRI works. This course not only serves the basic introduction to MR imaging, but also assists students with the general overview of the didactic components as well as clinical externship required for the certification.

Program Duration:

18 months

Clock Hours:

1600

Program Objectives:

Learn the components of the MR system hardware

Learn magnetism with reasonable comfort and ability to use the subjective material

Learn the mechanism by which MR signal is produced and detected

Learn MR tissues characteristics such as density

Learn conceptualize and explain spatial localization as well as MR image formation

Learn to apply the principle of pulse sequences for appropriate clinical application.

Learn to apply the imaging parameters & options available to the user for optimal MR imaging

Learn to identify the tissue parameters that affect tissue contrast.

Learn patient care & safety

Learn the basics on how to maintain scanner such as quality control (QC)

Program Curriculum:

| Course Name | Clock Hours |
|--|--------------------|
| BIO101 Basic Medical Terminology | 45 |
| BIO 102 Human Anatomy and Physiology I | 30 |
| BIO103 Fundamentals of Pharmacology | 30 |
| BIO 104 Healthcare Laws and Ethics | 30 |
| BIO 105 Patient Care in Imaging | 30 |
| BIO 106 Human Anatomy and Physiology II | 30 |
| BIO 107 Imaging Pathology | 45 |
| MRI 111 MRI Cross Sectional Anatomy I | 60 |
| MRI 112 MRI Physics & Instrumentation I | 60 |
| MRI 113 MRI Imaging Techniques I | 60 |
| MRI 114 MRI Cross Sectional Anatomy II | 60 |
| MRI 115 MRI Physics & Instrumentation II | 60 |
| MRI 116 MRI Imaging Techniques II | 60 |
| MRI 121 Externship I | 500 |
| MRI 122 Externship II | 500 |
| Total | 1600 |

Program Format:

The College will offer this program in on-ground format as well as in hybrid format in which students can take up to 45% of the courses using online delivery method.

Program Completion:

A Certificate of Completion will be awarded to those students who will successfully complete all required courses as per college's Satisfactory Academic Requirements and fulfill their financial obligation towards the college. Graduates will be eligible to challenge national certification exam to become certified by passing the credentialing examination.

Radiologic Technologist Training Program
CIP Code: 51-0911

Program Description:

The radiologic technology is a diagnostic modality used for medical imaging procedures. A radiologic technologist, also known as a radiographer or x-ray tech, performs diagnostic imaging examinations, such as x-rays, on patients. It is a powerful tool that can offer a wealth of information about the human body. This program prepares individuals to provide medical imaging services to patients. Includes instruction in applied anatomy and physiology, patient positioning, radiologic technique, radiation biology, safety and emergency procedures, equipment operation and maintenance, quality assurance, patient education, and medical imaging/radiologic services management. Radiologic technologists are responsible for handling infectious and radioactive materials, and ensuring that safety measures meet government regulations. They may oversee radiologic staff, assigning duties and supervising the work, and help the facility's in various administration related activities. Radiologic technologists and technicians work in hospitals, doctor's offices or clinics and laboratories.

Program Duration:

18 months

Clock Hours:

1720

Program Objectives:

- Learn the components of the radiology system hardware
- Learn safety and radiation protection mechanism
- Learn the mechanism by which x-ray signal is produced and detected
- Learn image acquisition and technical evaluation using radiology system
- Learn equipment operation and quality assurance techniques
- Learn to apply the principle of pulse sequences for appropriate clinical application.
- Learn imaging procedures for head, spine, pelvis, thorax, abdomen, and extremity
- Learn to identify the tissue parameters that affect tissue contrast.
- Learn patient care & safety including patient interactions and management
- Learn the basics on how to maintain radiology system hardware and quality control techniques

Program Curriculum:

| Course Name | Clock Hours |
|---|--------------------|
| BIO101 Basic Medical Terminology | 30 |
| BIO 102 Human Anatomy and Physiology I | 30 |
| BIO103 Fundamentals of Pharmacology | 30 |
| BIO 104 Healthcare Laws and Ethics | 30 |
| BIO 105 Patient Care in Imaging | 30 |
| BIO 106 Human Anatomy and Physiology II | 30 |
| BIO 107 Imaging Pathology | 45 |
| RAD 111 Radiologic Procedures I | 60 |
| RAD 112 Radiation Physics and Radiobiology I | 60 |
| RAD 113 Radiation Protection I | 60 |
| RAD 114 Radiologic Image Production I | 60 |
| RAD 115 Radiologic Procedures II | 60 |
| RAD 116 Radiation Physics and Radiobiology II | 60 |
| RAD 117 Radiation Protection II | 60 |
| RAD 118 Radiologic Image Production II | 60 |
| RAD 121 Externship I | 500 |
| RAD 122 Externship II | 500 |
| Total | 1720 |

Program Format:

The College will offer this program in on-ground format as well as in hybrid format in which students can take up to 45% of the courses using online delivery method.

Program Completion:

A Certificate of Completion will be awarded to those students who will successfully complete all required courses as per college's Satisfactory Academic Requirements and fulfill their financial obligation towards the college. Graduates will be eligible to challenge national certification exam to become certified by passing the credentialing examination.

Diagnostic Medical Sonographer (DMS) Training Program
CIP Code: 51-0910

Program Description:

The Diagnostic Medical Sonography (DMS), also called ultrasound, is a diagnostic modality used for medical imaging procedures. It is a powerful tool that can offer a wealth of information about the human body. DMS is performed by using a specialized scanner called transducer which is connected with the ultrasound machine. The transducer, after attaching to the skin, produces high frequency sound waves which are transmitted into the human body. These ultrasound waves reflect from organs, body fluids & different tissues densities to the transducer. From transducer the sound waves are then transformed into images on the screen of ultrasound machine. These ultrasound images provide valuable information for diagnosing and treating variety of diseases. It also helps in observing and visualizing the condition & behavior of the fetus in utero (before birth). Therefore ultrasound has become the most widely used imaging modality in modern medicine and it will continue to expand. The DMS Program offers an in-depth explanation of how DMS works.

Program Objectives:

- Learn how to operate the machine
- Learn how to enter patient information
- Learn how to adjust depth measurement
- Learn how to adjust frequency
- Learn how to demonstrate indicator orientation
- Learn how to save images
- Learn how to establish objective criteria
- Learn how to position the patient for the specific test
- Learn the basic introduction to accreditation bodies
- Learn the standards for ultrasound QC (quality control)

Program Duration:

15 months

Clock Hours:

1460

Program Curriculum:

| Course Name | | Clock Hours |
|---|-----|-------------|
| BIO101 Basic Medical Terminology | | 45.00 |
| BIO 102 Human Anatomy and Physiology I | | 30.00 |
| BIO103 Fundamentals of Pharmacology | | 30.00 |
| BIO 104 Healthcare Laws and Ethics | | 30.00 |
| BIO 105 Patient Care in Imaging | | 30.00 |
| BIO 106 Human Anatomy and Physiology II | | 30.00 |
| BIO 107 Imaging Pathology | | 45.00 |
| DMS 111 Fundamentals of Sonography I | | 90.00 |
| DMS 112 Sonographic Imaging I | | 90.00 |
| DMS 113 Ultrasound Physics I | | 30.00 |
| DMS 114 Fundamentals of Sonography II | | 90.00 |
| DMS 115 Sonographic Imaging II | | 90.00 |
| DMS 116 Ultrasound Physics II | | 30.00 |
| DMS 121 Externship I | 400 | 400.00 |
| DMS 122 Externship II | 400 | 400.00 |

Program Format:

The College will offer this program in on-ground format as well as in hybrid format in which students can take up to 45% of the courses using online delivery method.

Program Completion:

A Certificate of Completion will be awarded to those students who will successfully complete all required courses as per college's Satisfactory Academic Requirements and fulfill their financial obligation towards the college. Graduates will be eligible to challenge national certification exam to become certified by passing the credentialing examination.

Echocardiography / Noninvasive Cardiovascular Sonographer Training Program
CIP Code: 51-0911

Program Description:

Non-Invasive Cardiovascular Sonography (NICVS), also called Echocardiography (or Echo), is a diagnostic modality used for medical imaging of heart & blood vessels. It is a powerful tool that can offer a wealth of information about the human heart and peripheral blood vessels. Echocardiography (cardiac ultrasound) is performed by using a specialized scanner called transducer (or probe) which is connected with the echo machine. The transducer, after attaching to the skin of the chest, produces high frequency sound waves (ultrasound) which are transmitted into the human body. These ultrasound waves reflect from heart/blood vessels to the transducer. From transducer the sound waves are then transformed into images on the screen of echo machine. These cardiovascular images provide valuable information for diagnosing and treating variety of heart and blood vessels diseases. Therefore Cardiovascular Sonography has become the most widely used imaging modality in modern medicine and it will continue to expand. The Program offers an in-depth explanation of how Non-Invasive Cardiovascular Sonography works.

Objectives:

- Learn how to operate the machine
- Learn how to enter patient information
- Learn how to adjust depth measurement
- Learn how to adjust frequency
- Learn how to demonstrate indicator orientation
- Learn how to save images
- Learn how to establish objective criteria
- Learn how to position the patient for the specific test
- Learn the basic introduction to accreditation bodies
- Learn the standards for ultrasound QC (quality control)

Program Duration:

15 months

Clock Hours:

1400

Program Curriculum:

| Course Name | Clock Hours |
|--|-------------|
| BIO101 Basic Medical Terminology | 45.00 |
| BIO 102 Human Anatomy and Physiology I | 30.00 |
| BIO103 Fundamentals of Pharmacology | 30.00 |
| BIO 104 Healthcare Laws and Ethics | 30.00 |
| BIO 105 Patient Care in Imaging | 30.00 |
| BIO 106 Human Anatomy and Physiology II | 30.00 |
| BIO 107 Imaging Pathology | 45.00 |
| ECO 111 Fundamentals of Echoardiogrphay I | 60.00 |
| ECO 112 Sonographic Imaging I | 90.00 |
| ECO 113 Ultrasound Physics I | 30.00 |
| ECO 114 Fundamentals of Echoardiogrphay II | 60.00 |
| ECO 115 Sonographic Imaging II | 90.00 |
| ECO 116 Ultrasound Physics II | 30.00 |
| ECO 121 Externship I | 400.00 |
| ECO 122 Externship II | 400.00 |

Program Format:

The College will offer this program in on-ground format as well as in hybrid format in which students can take up to 45% of the courses using online delivery method.

Program Completion:

A Certificate of Completion will be awarded to those students who will successfully complete all required courses as per college's Satisfactory Academic Requirements and fulfill their financial obligation towards the college. Graduates will be eligible to challenge national certification exam to become certified by passing the credentialing examination.

Surgical Technologist Training Program **CIP Code: 51-0909**

Program Description:

The Surgical Technologist Training Program is designed to prepare students to function as members of the surgical team in hospitals and clinics with registered nurses and surgeons in the operating room. The program curriculum consists of medical terminology; human anatomy and physiology; fundamentals of pharmacology; microbiology and immunology. Students are taught ethics as well as good communication skills to enhance teamwork in operating rooms. Students are familiarized with basic knowledge of surgical instruments, aseptic techniques, draping techniques and surgical site management.

Following are the tasks a surgical technologist must perform with every surgery:

Preoperative (Sterile Hands): The surgical technologist is the first person to enter the OR before surgery. During this preoperative phase the surgical technologist adheres closely to the following routine:

- Carefully wears his/her operating room attire, including scrubs
- Begins to prepare and sterilize the operating room and maintain OR's sterile environment
- Gathers all of the equipment and surgical tools that the surgery requires
- Sterilizes, counts and carefully arranges surgical tools

Intraoperative (The Third Hand): During the intraoperative phase of the surgery, surgical technologists are still responsible for maintaining the sterility of the OR, but they also effectively become a "third hand" to the surgeon and surgeon's assistant during the procedure and perform the following tasks:

- Help prepare medications & administer them to the patient
- Assist in retracting tissues from the patient
- Passes the surgical tools to the surgeon and surgical assistant during the operation

Postoperative (Tying Things Up): As the operation concludes, surgical techs are responsible for the following:

- Counting all of the tools and instruments used during surgery to ensure that nothing is left behind in a patient
- Suture the incision and apply disinfected dressings to the area
- Dispose of items such as needles and gauze. Also continue to maintain the OR's sterile environment until the patient is sent to the recovery ward

Program Objectives:

Grasp concepts of human anatomy, physiology, pathophysiology, pharmacology & infectious process

Understand the principles of safe patient care in the preoperative, intraoperative, and postoperative settings

Recognize the interdependent role of the Surgical Technologist with the other team members and ancillary services providers

Develop and apply fundamental surgical assisting skills through practice and evaluation in the clinical setting

Accurately apply the principles of asepsis across the spectrum of common surgical experiences

Employ the Standard Precautions and other recognized safe practice guidelines in every surgical setting

Recognize the variety of patients' needs and the impact of his or her personal, physical, emotional and cultural experiences on the rendering of patient care

Demonstrate professional responsibility in performance, attitude and personal conduct

After successfully completing the program, students will be awarded Certificate of Completion from our College approved by the State. Also students will be eligible to become a "Certified Tech in Surgery" through NCCT.

Program Duration:

15 months

Clock Hours:

1255

Program Curriculum:

| Course Name | Clock Hours |
|---|-------------|
| BIO101 Basic Medical Terminology | 45.00 |
| BIO 102 Human Anatomy and Physiology I | 30.00 |
| BIO103 Fundamentals of Pharmacology | 30.00 |
| BIO 106 Human Anatomy and Physiology II | 30.00 |
| SUR 111 Surgical Technology I | 120.00 |
| SUR 112 Surgical Instrumentation I | 120.00 |
| SUR 113 Surgical Technology II | 120.00 |
| SUR 114 Surgical Instrumentation II | 120.00 |
| SUR 115 Surgical Technology III | 120.00 |
| SUR 116 Surgical Instrumentation III | 120.00 |
| SUR 121 Externship I | 400.00 |

Program Format:

The College will offer this program in on-ground format as well as in hybrid format in which students can take up to 45% of the courses using online delivery method.

Program Completion:

A Certificate of Completion will be awarded to those students who will successfully complete all required courses as per college's Satisfactory Academic Requirements and fulfill their financial obligation towards the college. Graduates will be eligible to challenge national certification exam to become certified by passing the credentialing examination.

Sterile Processing Technician Training Program
CIP Code: 51-1012

Program Description:

Sterile processing technicians (SPT) play a critical role in keeping patients healthy by ensuring medical equipment and surgical instruments are sterile. Their work helps patients avoid infections while receiving treatment. They also maintain the functionality and inventory of healthcare and surgical equipment. As a sterile processing technician, you are responsible for sterilizing instrumentation and equipment through a series of critical steps. You will have a strong understanding of microbiology, infection control, principles and practices of sterile processing and decontamination procedures. The principles of sterile technique help control and prevent infection, prevent the transmission of all microorganisms in a given area and maintain sterility.

The sterile processing technicians can work in a sterile processing department and central service department in a variety of healthcare facilities, including hospitals, dental or eye care practices, plastic surgery offices, surgery centers and laboratories. The program curriculum consists of medical terminology; anatomy, physiology and microbiology. Students are familiarized with basic knowledge of surgical instruments, sterile processing techniques, aseptic techniques and sterile site management. After successfully completing the program, students will be awarded with the Certificate of Completion from our College approved by the State. Also students will be eligible to become a “Certified Sterile Processing Tech” through CBSPD (Certification Board for Sterile Processing and Distribution).

Program Objectives:

Students will acquire the knowledge & skills in regards to:

Roles and Responsibilities of Sterile Processing Technician
Infection control and prevention
Decontamination procedures
Disinfection processes
Processing patient care equipment
Sterilization
Preparation and Packaging of Instruments and Devices
Types of Surgical Instruments and Specialty Devices
Inventory Control, Sterile Storage and Distribution

Program Duration:

8 months

Clock Hours:

720

Program Curriculum:

| Course Name | Clock Hours |
|---|-------------|
| STR 101 Medical Terminology | 60.00 |
| STR 102 Anatomy and Physiology | 60.00 |
| STR 103 Sterile Processing Technology I | 60.00 |
| STR 104 Sterile Processing I Lab | 120.00 |
| STR 105 Sterile Processing Instrumentation I | 120.00 |
| STR 106 Sterile Processing Technology II | 60.00 |
| STR 107 Sterile Processing II Lab | 120.00 |
| STR 108 Sterile Processing Instrumentation II | 120.00 |

Program Format:

The College will offer this program in on-ground format as well as in hybrid format in which students can take up to 45% of the courses using online delivery method.

Program Completion:

A Certificate of Completion will be awarded to those students who will successfully complete all required courses as per college's Satisfactory Academic Requirements and fulfill their financial obligation towards the college. Graduates will be eligible to challenge national certification exam to become certified by passing the credentialing examination.

Medical Assisting with Phlebotomy Technician Training Program
CIP Code: 51-0801

Program Description:

The “Medical Assisting with Phlebotomy Technician Program” is designed to prepare students to assist medical providers by performing basic clinical and administrative duties in hospitals, clinics and medical centers. They are part of a medical team working with registered nurses and physicians. The program curriculum consists of medical terminology, anatomy and physiology, fundamentals of pharmacology, microbiology and immunology. Students are taught law and ethics as well as good communication skills. Students are familiarized with basic knowledge of medical equipment and devices as well as patient care management. The course also covers medical records, insurance, patient preparation and basic laboratory procedures. Students are also trained with knowledge & skills in the field of Phlebotomy. The program also offers clinical externship which is required for the certification.

After successfully completing the program, students will be awarded Certificate of Completion from our College approved by the State. Also students will be eligible to take National Certification Exams for Certified Medical Assistant and Certified Phlebotomy Technician.

Program Objectives:

The objectives of our program are to prepare students to assist physicians by meeting the clinical and administrative demands of a hospital, office or medical center.

The training in clinical and administrative activities includes but not limited to:

Assisting with physical examinations

Assisting with surgical procedures

Taking patient histories and vital signs

Phlebotomy training, blood draw and injections

Laboratory procedures

EKG (Electrocardiography) placement techniques and recording

Scheduling appointments

Completing insurance forms

Record management

Office management

Basic billing and coding tasks

Basic word processing and spreadsheets tasks (basic computer knowledge)

Performing such tasks within legal and ethical boundaries

Program Duration:

8 months

Clock Hours:

720

Program Curriculum:

| Course Name | Clock Hours |
|--------------------------------------|-------------|
| MA101 Medical Terminology | 60.00 |
| MA102 Anatomy and Physiology | 60.00 |
| MA103 Medical Assisting I | 60.00 |
| MA104 Medical Assisting I Lab | 72.00 |
| PHL101 Phlebotomy | 60.00 |
| PHL102 Phlebotomy Lab | 76.00 |
| MA105 Medical Assisting II | 60.00 |
| MA106 Medical Assisting II Lab | 72.00 |
| MA107 Medical Assisting Practicum I | 100.00 |
| MA108 Medical Assisting Practicum II | 100.00 |

Program Format:

The College will offer this program in on-ground format as well as in hybrid format in which students can take up to 45% of the courses using online delivery method.

Program Completion:

A Certificate of Completion will be awarded to those students who will successfully complete all required courses as per college's Satisfactory Academic Requirements and fulfill their financial obligation towards the college. Graduates will be eligible to challenge national certification exam to become certified by passing the credentialing examination.

Hemodialysis with Phlebotomy Technician Training Program
CIP Code: 51-1011

Course Description:

Hemodialysis or dialysis is a medical procedure in which waste products and extra free water are removed from the blood when the kidneys are in a state of kidney failure (kidneys are not functioning normally). Hemodialysis technicians are responsible for operating the dialysis machines and monitoring the patients undergoing treatment. Therefore Dialysis Technicians have both patient and equipment care responsibilities. During treatment, the blood travels through tubes from the patient's body into the dialysis machine. While the blood is in the machine, it goes through a filter called a dialyzer, which removes waste and extra fluid. Once blood has been cleaned, it travels through tubes from the dialysis machine back into patient's body.

Dialysis is usually administered either in the hospitals or in specially equipped dialysis centers. Most dialysis technicians are employed by hospitals, hospital outpatient clinics or dialysis centers. The Dialysis technicians are supervised by registered nurses. After successfully completing the program, students will be awarded Certificate of Completion from our College approved by the State. Also students will be eligible to take National Certification Exams for Certified Phlebotomy Technician, and, BONENT National Certification to become Certified Dialysis Technologist.

Program Objectives:

- Learn the role and responsibility of dialysis technician
- Learn the fundamentals of hemodialysis
- Learn the process of filtration of blood
- Learn the basics of setting up and operating dialysis equipment
- Learn to monitor and adjust fluid removal rate
- Learn human anatomy & physiology, especially the Kidney system
- Learn Phlebotomy, blood draw and injections
- Learn to inserts dialysis needles into a patient's arm veins
- Learn to monitor and record vital signs during treatment
- Learn to record blood sugar & hemoglobin
- Learn patient care & safety
- Learn medication administration
- Learn to clean, assemble and maintain equipment
- Learn to work as an individual and as teamwork

Program Duration:

8 months

Clock Hours:

720

Program Curriculum:

| Course Name | Clock Hours |
|------------------------------------|-------------|
| DIA 101 Medical Terminology | 60.00 |
| DIA 102 Anatomy and Physiology | 60.00 |
| DIA 103 Hemodialysis Technology I | 60.00 |
| DIA 104 Hemodialysis I Lab | 60.00 |
| DIA 104 Phlebotomy | 60.00 |
| DIA 104 Phlebotomy Lab | 75.00 |
| DIA 105 Hemodialysis Technology II | 60.00 |
| DIA 106 Hemodialysis II Lab | 60.00 |
| DIA 107 Hemodialysis Externship | 225.00 |

Program Format:

The College will offer this program in on-ground format as well as in hybrid format in which students can take up to 45% of the courses using online delivery method.

Program Completion:

A Certificate of Completion will be awarded to those students who will successfully complete all required courses as per college's Satisfactory Academic Requirements and fulfill their financial obligation towards the college. Graduates will be eligible to challenge national certification exam to become certified by passing the credentialing examination.

Dental Assistant Training Program
CIP Code: 51-0601

Program Description:

Dental assisting technician is an oral healthcare professional trained to provide supportive procedures for the dentist and for patients. Dental Assisting Technology Program is designed to introduce dental assisting students to the field of dentistry and dental assisting skills. Students are trained to provide quality dental services under the direction of a licensed dentist. The course covers the basics of dental anatomy, tooth morphology, dental radiography, teeth and gum diseases, infection control management, chairside assisting procedures, dental hygiene and patient education.

After successfully completing the program, students will be awarded Certificate of Completion from our College approved by the State. The Dental Assisting National Board, Inc. (DANB) is a credentialing organization. Students will be eligible to take the Dental Assisting National Board (DANB) exams to gain National Entry Level Dental Assistant (NELDA) or Certified Dental Assistant (CDA) certification.

Program Objectives:

- Learn the role and responsibilities of dental assisting technician
- Learn the skills to assist dentist with the tools and procedures that are needed
- Learn human anatomy and physiology related to dental care
- Learn to apply the principles of dental sciences to ensure quality patient care
- Learn to comply with all applicable OSHA standard
- Learn to apply current concepts of infection control and occupational safety
- Learn about safety data sheets (SDSs) to develop safe work procedures
- Learn the factors that affect dental materials and the properties of dental materials
- Learn different types of dental restorative materials
- Learn the skills of using types of dental cements
- Learn common dental procedures
- Learn how to work sanitation and safety measures
- Learn how to communicate in a clear professional manner
- Learn how to establish rapport with a patient
- Learn critical thinking practices to determine appropriate course of action
- Learn to educate patients in maintaining proper dental hygiene

Program Duration:

8 months

Clock Hours:

720

Program Curriculum:

| Course Name | Clock Hours |
|--------------------------------------|-------------|
| DA101 Medical Terminology | 60.00 |
| IA102 Anatomy and Physiology | 60.00 |
| DA103 Dental Assisting Technology I | 60.00 |
| DA104 Dental Assisting I Lab | 140.00 |
| DA105 Dental Assisting Technology II | 60.00 |
| DA106 Dental Assisting II Lab | 140.00 |
| DA107 Dental Assisting Externship | 200.00 |

Program Format:

The College will offer this program in on-ground format as well as in hybrid format in which students can take up to 45% of the courses using online delivery method.

Program Completion:

A Certificate of Completion will be awarded to those students who will successfully complete all required courses as per college's Satisfactory Academic Requirements and fulfill their financial obligation towards the college. Graduates will be eligible to challenge national certification exam to become certified by passing the credentialing examination.

Medical Assisting with Radiographic/X-ray Technician (Limited)
CIP Code: 51-0801

Program Description:

The “Medical Assisting with Phlebotomy Technician Program” is designed to prepare students to assist medical providers by performing basic clinical and administrative duties in hospitals, clinics and medical centers. They are part of a medical team working with registered nurses and physicians. The program curriculum consists of medical terminology, anatomy and physiology, fundamentals of pharmacology, microbiology and immunology. Students are taught law and ethics as well as good communication skills. Students are familiarized with basic knowledge of medical equipment and devices as well as patient care management. The course also covers medical records, insurance, patient preparation and basic laboratory procedures. Students are also trained with knowledge & skills in the field of Limited Radiology i.e. Radiographic/ X-Ray (Limited). This module prepares students to sit for state license examination in the professional field of Limited Radiology/ X-Ray. Student must pass the state licensing examination before they may be gainfully employed.

The program also offers clinical externship for Medical Assisting that is required for the certification. After successfully completing the program, students will be awarded Certificate of Completion from our College approved by the State. Also students will be eligible to take National Certification Exams for Certified Medical Assistant and Certified Phlebotomy Technician.

Program Objectives:

The objectives of our program are to prepare students to assist physicians by meeting the clinical and administrative demands of a hospital, office or medical center.

The training in clinical and administrative activities includes but not limited to:

Assisting with physical examinations

Assisting with surgical procedures

Taking patient histories and vital signs

Laboratory procedures

EKG (Electrocardiography) placement techniques and recording

Scheduling appointments

Completing insurance forms

Record management

Office management

Basic billing and coding tasks

Basic word processing and spreadsheets tasks (basic computer knowledge)

Performing such tasks within legal and ethical boundaries

Prepare students to perform effectively as multi-skilled allied health professionals with Radiology/X-Ray technician (limited) skills and clinical medical assistant skills needed to meet the demand for quality employees.

Prepares students in radiation use & safety, medical imaging procedures, X-Ray positioning & techniques, medical office, and medical laboratory procedures.

Program Duration:

8 months

Clock Hours:

720

Program Curriculum:

| Course Name | Clock Hours |
|--------------------------------------|-------------|
| MA101 Medical Terminology | 60.00 |
| MA102 Anatomy and Physiology | 60.00 |
| MA103 Medical Assisting I | 60.00 |
| MA104 Medical Assisting I Lab | 72.00 |
| RAD101 Limited Radiology | 60.00 |
| RAD102 Limited Radiology Lab | 76.00 |
| MA105 Medical Assisting II | 60.00 |
| MA106 Medical Assisting II Lab | 72.00 |
| MA107 Medical Assisting Practicum I | 100.00 |
| MA108 Medical Assisting Practicum II | 100.00 |

Program Format:

The College will offer this program in on-ground format as well as in hybrid format in which students can take up to 45% of the courses using online delivery method.

Program Completion:

A Certificate of Completion will be awarded to those students who will successfully complete all required courses as per college's Satisfactory Academic Requirements and fulfill their financial obligation towards the college. Graduates will be eligible to challenge national certification exam to become certified by passing the credentialing examination.