

# College Catalog

*Duration July 2025 - July 2026*

Revised; August 2025



## STELLAR CAREER COLLEGE CHICAGO

Branch Campus

205 W Randolph Street,  
Suite 200, Chicago, IL,  
60657



## **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.

# TABLE OF CONTENTS

---

MISSION STATEMENT	
HISTORY	4
PHILOSOPHY	4
LICENSE AND ACCREDITATION	4
EQUIPMENT AND FACILITIES	5
OFFICE HOURS	7
INSTRUCTIONAL HOURS	7
CLOCK HOURS AND CREDIT HOURS	7
CALENDAR & HOLIDAYS	7
CAMPUS SECURITY	7
CLASS SIZE	8
STUDENT SERVICES, HOUSING, & LEARNING RESOURCES	8
LIBRARY/LEARNING RESOURCE CENTER	8
ADVISING	8
TUTORING	9
CAREER SERVICES AND PLACEMENT ASSISTANCE	9
EMERGENCY SCHOOL CLOSING INFORMATION	9
SUPERVISION OF ATTENDANCE RECORDS	10
SUPERVISION AND MONITORING OF LEAVES OF ABSENCE	10
SUPPORT GROUPS	10
LEARNING RESOURCES	10
CLASSROOM EQUIPMENT	11
ADMISSIONS	11
ADMISSION REQUIREMENTS FOR MEDICAL ASSISTING/ PHLEBOTOMY	11
ADMISSION REQUIREMENTS FOR MRI, RADIOLOGY, ULTRASOUND,ECHOCARDIOGRAPHY, AND SURGICAL PROGRAMS	12
TRANSFER OF ACADEMIC CREDIT	12
VETERAN'S CREDIT FOR PREVIOUS EDUCATION OR TRAINING	13
TUITION & FEES	13
SCHOLARSHIPS	14
INTEREST-FREE PAYMENT PLANS:	14
TUITION FUNDING	15
FINANCIAL AID	15
STUDENT'S RIGHT TO CANCEL:	16
REFUND/ CANCELLATION POLICY:	16
ATTENDANCE REQUIREMENTS	17
LEAVES OF ABSENCE	18
MAKE-UP WORK	18
GRADING SYSTEM	18

---

SATISFACTORY ACADEMIC PROGRESS (SAP)	20
GRADUATION	21
PROBATION	21
TERMINATION OR SUSPENSION	22
REINSTATEMENT	22
RECORDS	22
FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT	23
GRIEVANCE PROCEDURE	23
STUDENT COMPLAINT PROCEDURE	23
NOTICE OF NON-DISCRIMINATION	24
STUDENT'S WITH DISABILITIES	24
DISTANCE EDUCATION	24
TECHNOLOGY AND EQUIPMENT REQUIREMENTS	25
EXTERNSHIP	25
JOB FAIRS	25
STUDENT CODE OF CONDUCT	25
NO SMOKING POLICY	26
DRUG AND ALCOHOL POLICY	26
SEXUAL HARASSMENT POLICY AND PROCEDURE	26
MAGNETIC RESONANCE IMAGING (MRI) TECHNOLOGIST	27
CIP CODE: 51-0920	27
RADIOLOGIC TECHNOLOGIST	29
CIP CODE: 51-0911	29
DIAGNOSTIC MEDICAL SONOGRAPHER (DMS)	32
CIP CODE: 51-0910	32
ECHOCARDIOGRAPHY / NONINVASIVE CARDIOVASCULAR SONOGRAPHER	34
CIP CODE: 51-0901	34
SURGICAL TECHNOLOGIST	36
CIP CODE: 51-0909	36
MEDICAL ASSISTING WITH PHLEBOTOMY TECHNICIAN	39
CIP CODE: 51-0801	39
COURSE DESCRIPTIONS	41

---

## 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, medical and computer technical programs were added. Because of the expanded program offerings, the 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 Stellar Career College. On September 26, 2019 ACCSC approved the Chicago Campus Accreditation. On February 25, 2020 US Department of Education approved the Chicago Campus. Due to COVID-19 pandemic launch of classes at the Chicago campus were delayed. On October 26, 2020 first set of classes for various training programs was launched at the Chicago Campus. We are proud to continue providing consistent, high quality, instructor-led training as we have been offering 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, 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](http://www.ibhe.org).

Stellar Career College – Chicago is a branch campus of Stellar Career College, Modesto, California. The Chicago campus is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC) and approved by the Illinois Board of Higher Education (IBHE). Stellar Career College also maintains an approved branch campus in Indiana. All campuses operate under the oversight of the main campus in Modesto, California.

---

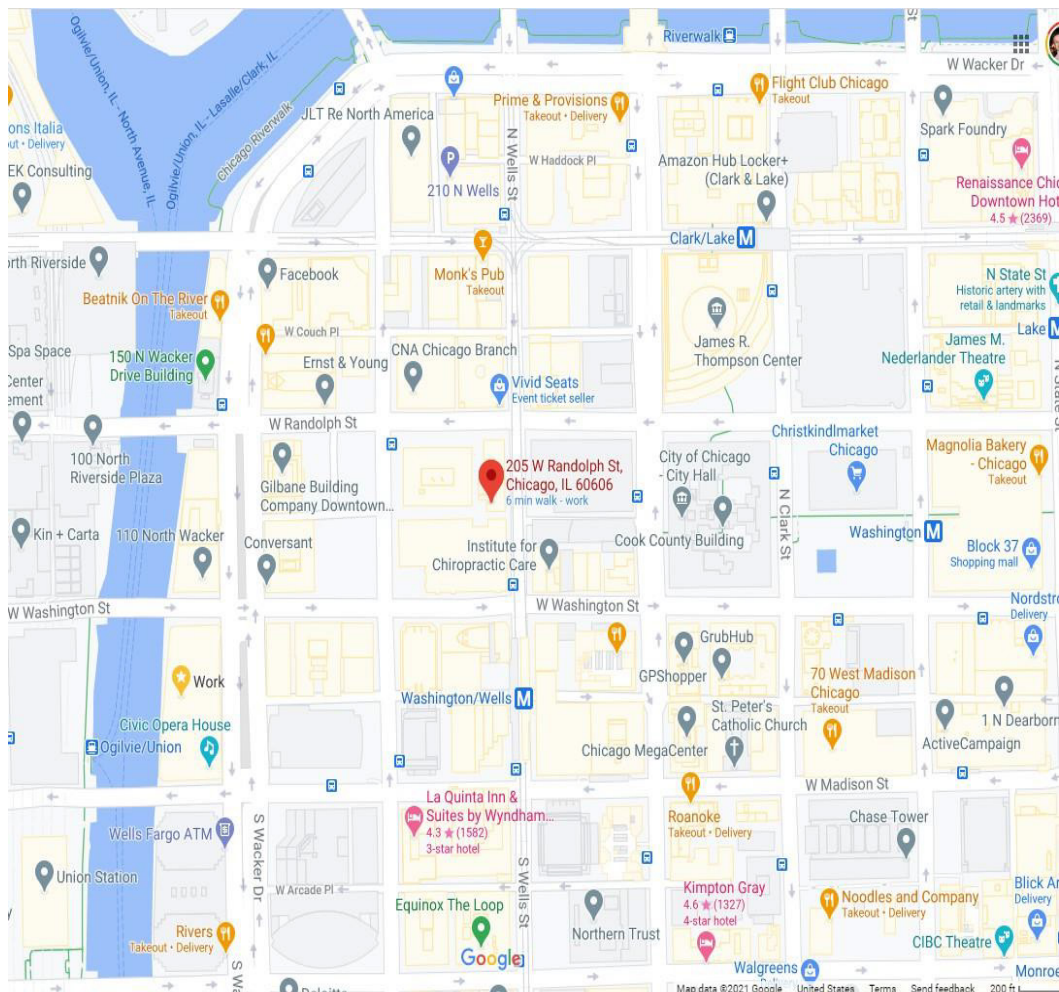
## EQUIPMENT AND FACILITIES

---

### **Branch Campus Facility – Chicago, IL**

The school campus is located at 205 W. Randolph St., Chicago, Illinois 60606. The school occupies the second and third floors of the building. It houses the educational institution's classrooms and equipment. The location map is shown in Figure 1.

At present, SCC have 3 lecture rooms, 1 computer room, and 8 laboratory rooms. The lab rooms are used specifically for (1) Medical Assisting with Phlebotomy technician courses, (2) Cardiotech courses, (4) two laboratory rooms for Radiologic Technologist courses, (5) laboratory room for echocardiography/noninvasive cardiovascular sonographer courses, and (6) Diagnostic Medical Sonographer (DMS) courses and (7) Surgical Technologist and Sterile Processing Technician courses.



---

## OFFICE HOURS

---

Stellar Career College is open from 9:00 am to 6:00 pm Monday through Thursday; Fridays and Saturdays 9:00 am to 1:00 pm, except for campus holidays, increment weather advisory and closed on Sundays.

## INSTRUCTIONAL HOURS

---

The instructional hours are from 9:00 am to 5:00 pm for morning and afternoon classes and from 5:00 pm to 9:00 pm Monday through Thursday for evening classes. Availability of classes is based on enrollment. Students will be advised regarding program starting dates at the time of enrollment. Detailed scheduling information (operating hours, holidays, vacations, in-service days, class schedules and revisions) will be given to students in advance. The number of hours per subject listed in each course is an estimate only. The total number of hours per program 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 or 20 clock hours of lab. According to the Private Postsecondary and Vocational Education Reform Act of 1989, a clock hour is 50 minutes.

## CALENDAR & HOLIDAYS

---

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

New Year's Day	Independence Day	Martin Luther King, Jr. Day
President's Day	Labor Day	Columbus/Indigenous peoples day
Memorial Day	Thanksgiving Day	Winter Break
Veterans' Day	Juneteenth Freedom 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 30 students per class in didactic and supervised lab courses. Moreover, the maximum number for general education and electives courses is 60 students.

## STUDENT SERVICES, HOUSING, & LEARNING RESOURCES

---

SCC is here to help students succeed and make the most of student's experience. Stellar Career College offers a full range of services and resources to support students from their first visit to school through graduation. Our offices and centers provide Academic Advising, Career Development and Job Placement Services.

Stellar Career College does not provide student housing and does not offer student housing assistance. 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 9:00 am to 6:00 pm and the Internet 24/7. There is a check-in check-out system for removing resources from the library.

## LIBRARY/LEARNING RESOURCE CENTER

---

The library or resource center at Stellar Career College includes a collection of manuals, reference books and periodicals designed to support the course offerings. In addition, the learning resource center has audio-visual materials, computer software, and computer-assisted instructional equipment. An array of portable audiovisual equipment, including slide and overhead projectors and DVD and video players, is available to support classroom media requirements.

Other available resources:

- Academic advising (see sections on Advising and Tutoring below)
- Job resources, leads and placement.

## STUDENT ADVISING SERVICES

---

Stellar Career College has a full-time advisor on staff to help you with your educational plan, program requirements; curricular offerings; college procedures, regulations, and policies; as well as personal concerns. Balancing the demands of school and your personal life can be challenging. We are here to help students handle this stress and pressure successfully and constructively. At times, just talking can make a difference while other times, more intervention is needed. Our staff can assist students in overcoming personal, academic situations that could negatively impact their progress and success at College. We work to create a learning environment where our students feel safe, respected and valued, and facilitate the process



---

of developing a balanced and healthy lifestyle, including care for oneself that give students the information necessary to enter the job market, one-on-one training sessions, professional resume writing services, mock interviews, and other employment preparation activities are available for students. Stellar Career College is committed to.

## TUTORING

---

Additional assistance may be arranged in case extra help is required to succeed academically. All students who need assistance with additional tutoring, are advised contact the student services office at their earliest convenience.

## CAREER SERVICES AND PLACEMENT ASSISTANCE

---

The Office of Career Services assists students with all aspects related to attaining optimum satisfaction in their career choice. We believe that choosing a career is a developmental process with the opportunity for growth throughout life. Workshops on a variety of topics making every reasonable effort that give students the information necessary to enter the job market, one-on-one training sessions, professional resume writing services, mock interviews, and other employment preparation activities are available for students. Stellar Career College is committed to prepare students to secure employment, though it cannot guarantee graduate placement.

- Job Placement Advising
- Resume Building 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.

## EMERGENCY SCHOOL CLOSING & EMERGENCY PREPAREDNESS INFORMATION

---

Notification of school closings due to severe weather conditions or a building emergency can be obtained through the following ways:

Stellar Career College maintains a written Emergency Preparedness and Response Plan covering evacuation, fire safety, medical emergencies, severe weather, and other critical incidents. Designated staff are trained to assist during emergencies, and students are expected to follow posted procedures and official instructions. Copies of the full plan are available upon request from the Campus Director's office.

---

## INDIVIDUAL COUNSELING

Students who require counseling from licensed counselor will be referred to the local governmental and non-profit groups.

## SUPERVISION OF ATTENDANCE RECORDS

---

Stellar Career College supervises, records and reports the attendance of the students:

- The faculty for each course takes attendance.
- Instructors submit attendance sheets to college staff member responsible for monitoring student attendance.

## SUPERVISION AND MONITORING OF LEAVES OF ABSENCE

---

- A leave of absence must be requested in writing to the Director.
- The Director must approve a leave of absence.
- A leave of absence may not exceed 6 weeks.
- One leave of absence will be granted per student. A second leave may be granted if considered necessary by the Director
- Stellar Career College has the sole discretion to approve or deny a leave of absence.

## SUPPORT GROUPS

---

A list of local support groups will be maintained on the Student Services board for any student who that may need a support group.

## LEARNING RESOURCES

---

SCC has subscribed the membership with “Library and Information Resources Network (LIRN)” to support programs. SCC will continue to enhance its library resources. Additional resources as and when suggested by the Program Advisory Committees (PACs) will be acquired.

The course syllabi include the course textbook and supplemental references. SCC is a member of Library and Information Resources Network (LIRN). LIRN provides access to millions of peer-reviewed and full-text journals, magazines, newspapers, eBooks, podcasts and audio and video content to support the academic studies of studies. LIRN is accessible in the dashboard of SCC’s Moodle LMS.

---

Current LIRN membership includes the following resources:

- Gale Health Bundle
- Gale Health and Wellness
- Gale OneFile: Health and Medicine
- Gale Interactive Science Bundle 11
- Gale Interactive Anatomy
- Gale Interactive Chemistry
- Gale OneFile: Nursing and Allied Health
- ProQuest Databases
- ProQuest Core
- ProQuest Central
- Gale eBooks

## 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
- 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

## ADMISSIONS

---

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 testing and suitability for the required training program.

## ADMISSION REQUIREMENTS FOR MEDICAL ASSISTING/ PHLEBOTOMY

---

- Applicant must provide a valid ID
- Applicant must provide a proof of high school diploma, GED, college transcript or equivalent.
- Complete Online Assessments
  - Digital Literacy: Must have a score of at least 70%
  - Distance Education Orientation Course

- 
- Applicants must complete and sign an Enrollment Agreement and Acceptance Letter.

#### ADMISSION REQUIREMENTS FOR MRI, RADIOLOGY, ULTRASOUND, ECHOCARDIOGRAPHY, AND SURGICAL PROGRAMS

---

- Applicant must provide a valid ID
- Applicant must provide a proof of high school diploma, GED, college transcript or equivalent.
- Applicants who have 30 or more college credits are required to submit a proof of completion of these college credits. Applicant who don't have at least 30 college credits will have to take and pass a Stellar Career College placement test to qualify for the admission into MRI, Radiology, DMS, NICVS, and Surgical program. Placement test can be taken online or at the College campus by appointment.
- Provide at least one Letter of Recommendation
- Provide an essay of 1-2 pages long, APA format, typed in a word document or PDF format on "Tell us why are you interested in this program?" .
- Provide a Resume
- Complete Online Assessments
  - Digital Literacy: Must have a score of at least 70%
  - Distance Education Orientation Course
- Applicants must complete and sign an Enrollment agreement and Acceptance Letter.

#### TRANSFER OF 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:
- Complete and submit a Transfer of Academic Credit Application to the Director or a designee.
- Provide a 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 five (5) 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.
- A student can test out of the course by demonstrating proficiency of 90% or higher in a specific content area. The exam is allowed to be taken one time for experiential academic credit. A non-refundable fee of \$200 per course will be charged for credit by exam courses only.
- A maximum of 25% of the total program academic credit may be awarded.

- 
- All decisions made by the Director or a designee regarding Transfer of Credit are based wholly on the criteria as stated in these policies and procedures.
  - The approval of transfer credits will reduce one's academic load and may affect financial aid eligibility of one's program.
  - All Transfer of Credit must be requested, reviewed, and approved within 90 days of 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 diploma 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 diploma 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 diploma will transfer.

#### TRANSFER OR ARTICULATION AGREEMENTS

Stellar Career College has an articulation agreement with Ashworth College. Academic credits earned at SCC maybe credited towards an Associate of Arts degree.

#### TUITION & FEES

---

The following schedule outlines the tuition, registration fee, and other required charges for each program. All amounts are current as of the catalog publication date.

<b>Program</b>	<b>Tuition</b>	<b>Books/Tech/Library</b>	<b>Registration Fee</b>	<b>Total Charges</b>
MRI Technologist	\$29,000	\$1,950	\$100	\$30,950
Radiologic Technologist	\$29,000	\$1,950	\$100	\$30,950
Diagnostic Medical Sonographer (DMS)	\$29,000	\$1,950	\$100	\$30,950
Echocardiography (Cardiac Sonography)	\$29,000	\$1,950	\$100	\$30,950
Vascular Sonography Tech (VST)	\$29,000	\$1,950	\$100	\$30,950
Surgical Technologist	\$24,000	\$1,950	\$100	\$25,950
Medical Assisting with Phlebotomy	\$16,500	\$1,450	\$100	\$17,950
Surgical Assistant	\$29,000	\$1,950	\$100	\$30,950
Computed Tomography (CT)	\$19,000	\$1,950	\$100	\$20,950
Mammography Technologist (MT)	\$19,000	\$1,950	\$100	\$20,950
Cyber Security Professional	\$11,000	\$1,950	\$100	\$12,950
Practical Nursing	\$24,500	\$2,740	\$100	\$28,740

This schedule is subject to change; students should confirm tuition and fee information prior to enrollment. All tuition and fees are subject to change based on program requirements, instructional resources, regulatory approvals, or individual student circumstances. Additional costs may apply for uniforms, supplies, certification exams, or licensing where applicable. Please refer to the Stellar Career College website for the most current tuition calculator and official updates.

---

## SCHOLARSHIPS

---

A student with an advance credential may receive a scholarship towards tuition fee at the time of enrollment. Exact award amount of the scholarship will be provided at the time of enrollment and will be documented in the corresponding Student's Award Letter.

Additional scholarship may be awarded to qualified students upon the approval of the College President.

## INTEREST-FREE PAYMENT PLANS:

---

Payment plans will be offered on a case by case basis. Please contact the financial aid department for more details.



---

## 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
- Workforce Innovation and Opportunity Act (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 approval of the Director, and the second provisional enrollment must be recorded in the student database.

#### 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. Refunds on all monies paid to date are made within 45 days of cancellation; Notice of cancellation shall be made in writing to: The Director: Stellar Career College, 205 West Randolph Street, Suite 200, Chicago, IL-60606.

#### REFUND/ CANCELLATION POLICY:

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

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.

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.

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.

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.

---

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. 17

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.

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.

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.

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.

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 for 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 70% attendance requirement. Failure to meet the attendance requirement could lead to dismissal from the institution if the absences exceed 30% 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 will be communicated if there will not reach the required 70%

---

attendance for all courses in a term. This is part of the Satisfactory Academic Progress (SAP) report. 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.

### **Days of Absences and Automatic from the College**

A student will be automatically withdrawn from the college, if a student is absent from school for four (4) consecutive class days for a 1-day-per-week class schedule, eight (8) consecutive class days for a 2-days-per-week class schedule, and twelve (12) consecutive class days for a 3-days-per-week class schedule. The consecutive class days will not include school-scheduled breaks (winter break, term break, or any other similar scheduled break) and any school's scheduled holidays published in the academic calendar in the catalog

### **LEAVES OF ABSENCE**

---

- A request for a leave of absence must be submitted to the Director.
- The Director must approve all leaves of absence.
- A leave of absence should be brief. Maximum time allowed for the leave of absence by the Department of Education is 180 days.
- 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 is as follows:

<b>Letter Grade</b>	<b>%</b>	<b>Quality</b>	<b>Quality Points</b>	<b>Effect on Credits Earned</b>	<b>Effect on Credits Attempted</b>	<b>Effect on CGPA</b>	<b>Effect on SAP (Rate of Progress)</b>
<b>A</b>	<b>94%-100%</b>	<b>Superior</b>	<b>4.0</b>	<b>Y</b>	<b>Y</b>	<b>Y</b>	<b>Y</b>
<b>A-</b>	<b>90%-93%</b>		<b>3.7</b>	<b>Y</b>	<b>Y</b>	<b>Y</b>	<b>Y</b>
<b>B+</b>	<b>84%-89%</b>	<b>Excellent</b>	<b>3.3</b>	<b>Y</b>	<b>Y</b>	<b>Y</b>	<b>Y</b>
<b>B-</b>	<b>80%-83%</b>		<b>3.0</b>	<b>Y</b>	<b>Y</b>	<b>Y</b>	<b>Y</b>
<b>C+</b>	<b>70%-79%</b>	<b>Satisfactory</b>	<b>2.5</b>	<b>Y</b>	<b>Y</b>	<b>Y</b>	<b>Y</b>
<b>F</b>	<b>0%-69%</b>	<b>Fail</b>	<b>0.0</b>	<b>Y</b>	<b>Y</b>	<b>Y</b>	<b>Y</b>
<b>I</b>	<b>N/A</b>	<b>Incomplete</b>	<b>0.0</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>
<b>TC</b>	<b>N/A</b>	<b>Transfer Credit</b>	<b>0.0</b>	<b>Y</b>	<b>Y</b>	<b>N</b>	<b>Y</b>

---

<b>PC</b>	<b>N/A</b>	<b>Proficiency Credit</b>	<b>0.0</b>	<b>Y</b>	<b>Y</b>	<b>N</b>	<b>Y</b>
<b>W</b>	<b>N/A</b>	<b>Withdrawal</b>	<b>0.0</b>	<b>Y</b>	<b>Y</b>	<b>N</b>	<b>Y</b>

### **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 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 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.

The instructor and/or College President may assign Incomplete Grade (INC) to the students at their discretion.

### **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 ACADEMIC PROGRESS (SAP)

---

Satisfactory Academic Progress (SAP) policy applies to all students at Stellar Career College. All periods of a student's enrollment at SCC are used in determining SAP.

Satisfactory Academic Progress (SAP) is measured by:

- 1) A student's cumulative grade point average (CGPA); and
- 2) A student's pace of completion (progress toward the completion of their program, completion rate).

### **Academic Advisement**

Students are provided with their progress report at the end of each term. If a student fails to meet SAP requirements, he/she will be placed on academic advisement. Academic advisement should clearly outline the consequences of failing a course 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 ( $1.5 \times 36$ ) 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 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). From 2<sup>nd</sup> term on wards, a student's SAP may also be re-evaluated if certain courses/modules in the term end by the midterm point. SAP calculations will 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. The final grade received on the last repeat of a course is used in the GPA 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 will be dismissed from the program.

Students not meeting these benchmarks are not making Satisfactory Academic Progress (SAP). 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 Director.

### **Appealing Academic Probation**

To appeal probation, a student must write a letter to the 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 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 (SAP);
- 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 Diploma.

## **PROBATION**

---

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



---

**Absenteeism:** Students whose attendance drops below 70%, 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 will 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 diplomas or transcripts may be made for a fee of \$10.00. Thereafter, records are maintained in a secure, fireproof off-site location. Copies of diplomas 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 defines 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” at 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 President: Stellar Career College, 205 West Randolph Street, Suite 200, Chicago, IL-60606, and phone (312) 687-3000.

Any student who has a grievance with a school policy, procedure, or employee must submit the written grievance to the President at Stellar Career College, 205 West Randolph Street, Suite 200, Chicago, IL-60606, and phone (312) 687-3000. The President 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.

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints considered by the Commission must be in written form, and should grant permission for the Commission to forward a copy of the complaint to the school for a response. This can be accomplished by filing the ACCSC Complaint Form. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to: Accrediting Commission of Career Schools & Colleges. 2101 Wilson Blvd., Suite 302, Arlington, VA 22201 703.247.4212. A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting the President or online at [www.accsc.org](http://www.accsc.org).

## STUDENT COMPLAINT PROCEDURE

---

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the school for a response. This can be accomplished by filing the ACCSC Complaint Form. The

---

complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

**Accrediting Commission of Career Schools & Colleges**  
**2101 Wilson Boulevard, Suite 302**  
**Arlington, VA 22201**  
**(703) 247-4212**  
[www.accsc.org](http://www.accsc.org) | [complaints@accsc.org](mailto:complaints@accsc.org)

A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting [complaints@accsc.org](mailto:complaints@accsc.org) or at <https://www.accsc.org/Student-Corner/Complaints.aspx>

## 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 Director.

## STUDENT'S WITH DISABILITIES

---

In conformity with the Federal Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) 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.

## DISTANCE EDUCATION

---

SCC has an IBHE approval to offer all programs in both in-person/on-ground and hybrid modalities via the hybrid delivery method. Each program has both virtual (synchronous) via Moodle LMS and in-person/on-ground classes held at SCC Chicago Campus. Attendance of students in both delivery methods are recorded by the instructor. Participation in virtual classes should be substantial which is congruent to the expected learning outcomes of the course.

---

The graduation requirements for distance education modality is the same with in-person/on-ground delivery method. Each student should meet the Student Academic Progress and other academic requirements to obtain a diploma.

The Student Services Manager caters to the needs of all students regardless of the education modalities. For technical assistance, Moodle LMS has a “contact technical support” button in the LMS dashboard. Students can submit any technical support inquiries 24/7 using this button.

The LMS Orientation Course is taken by the new students simultaneously with other hybrid courses. This course will teach the students how to use the Stellar College’s Student Portal.

## TECHNOLOGY AND EQUIPMENT REQUIREMENTS

---

SCC LMS Moodle platform is accessible at <https://lms.stellarcollege.edu/login/index.php>. A student should have an access to a PC or laptop and connected to a reliable internet to actively engaged in all SCC courses. SCC provides a loaner assistance program for those students who have no laptops. Books and other materials are included in the total cost of the program except the uniforms. Other supplemental learning devices such as the Sonosim (Diagnostic Medical Sonographer and Echocardiography/Noninvasive Cardiovascular Sonographer) and MRI Simulator (Magnetic Resonance Imaging Technologist).

## EXTERNSHIPS

---

Stellar Career college programs require that students are engaged in practice-based learning, by actively participating in a field of interest. An externship experience at a medical center, hospital, allows students to apply their coursework learning to a real life setting. These externship experiences offer students opportunities to observe and ask questions, and prepare students for the transition from school to career. For many past graduates, the externship site became their first job in their field.

## JOB FAIRS

---

Onsite Job Fairs are arranged by the Career Services Department to provide students with an opportunity to meet with potential employers in their field of study and learn about available positions and the skills required for them. The students also have a chance to submit their resumes and to arrange onsite interviews with the representatives of employing companies.

## STUDENT CODE OF CONDUCT

---

Since students are training for positions in business and industry, it is expected that their conduct conform to the required standards. Stellar Career College is committed to preparing students to meet the expectations of employers. All students are expected to observe standards of social conduct, business conduct including fraudulent behaviors, courtesy and wear appropriate attire. Any behavior disruptive to classroom activities such as interfering with other students' studies, cheating on tests or assignments, unprofessional behaviors or conduct to other students and employees of Stellar Career College will be grounds for suspension or possible termination. The

---

use of profanity, alcoholic beverages or illegal drugs on the College property is not permissible. No eating or drinking is permitted in the classrooms or offices. Smoking is not allowed anywhere in College. For the convenience of students, a lounge area is provided for use during meal times and breaks. Each student is held responsible for compliance with the rules and regulations contained in this catalog. Failure to comply by invoking ignorance will not absolve the student from responsibility. Therefore, knowledge of the contents of this catalog is essential.

#### NO SMOKING POLICY

---

There is no smoking in Stellar Career College facility. This includes all classrooms, the Resource Center, laboratories, hallways, restrooms, conference and meeting rooms, entryways and areas used in common by students and employees. Additionally, the City of Chicago regulations require that smokers not be located within 20 feet of an entrance to the building. Therefore, designated smoking areas have been set up outside the building for those who smoke.

---

#### DRUG AND ALCOHOL POLICY

---

The possession, use or sale of drugs and/or alcohol is strictly forbidden on campus grounds at any time. Any violation of this policy by students, staff or faculty will result in appropriate legal and administrative action and possible dismissal from College. All students, staff and faculty are required to sign a Statement of Commitment to remain drug and alcohol free while on campus. Information about the effect of alcohol and other drugs with referral sources are available in the admissions office.

#### SEXUAL HARASSMENT POLICY AND PROCEDURE

---

It is the policy of Stellar Career College to provide an educational, employment, and business environment free from unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communications constituting sexual harassment. Employees, students, or other persons acting on behalf of the organization who engage in sexual harassment shall be subject to discipline, up to and including discharge, expulsion, or termination of contract. Any member of the academic community, which includes students, faculty, and staff, who believes, perceives, or actually experiences conduct that may constitute sexual harassment, has the right to seek the help of Stellar Career College. Every employee has the responsibility to report such conduct to the immediate supervisor or the College's Director when it is directed toward students.

---

## MAGNETIC RESONANCE IMAGING (MRI) TECHNOLOGIST

---

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:** 20 months

**Clock Hours:** 1600

### **Program Objectives:**

**The following are the program objectives:**

1. Learn the components of the MR system hardware,
2. Learn magnetism with reasonable comfort and ability to use the subjective material,
3. Learn the mechanism by which MR signal is produced and detected,
4. Learn MR tissues characteristics such as density,
5. Learn conceptualize and explain spatial localization as well as MR image formation,
6. Learn to apply the principle of pulse sequences for appropriate clinical application,
7. Learn to apply the imaging parameters & options available to the user for optimal MR imaging,
8. Learn to identify the tissue parameters that affect tissue contrast,
9. Learn patient care & safety, and
10. Learn the basics on how to maintain scanner such as quality control (QC).

---

## Program Curriculum:

Course Name	Residential &/or Virtual Delivery	Online Delivery	Residential Delivery only	Clock Hours	Quarter Credit Hours
BIO101 Basic Medical Terminology	Y	Y		30.0	2.0
BIO 102 Human Anatomy and Physiology I	Y	Y		30.0	2.0
BIO103 Registry Review	Y	Y		30.0	2.0
BIO 104 Healthcare Laws and Ethics	Y	Y		30.0	2.0
BIO 105 Patient Care in Imaging	Y	Y		30.0	2.0
BIO 106 Human Anatomy and Physiology II	Y	Y		30.0	2.0
BIO 107 Imaging Pathology	Y			30.0	2.0
PHL 104 Phlebotomy	Y			60.0	3.5
MRI 111 MRI Cross Sectional Anatomy I	Y			45.0	3.0
MRI 112 MRI Physics & Instrumentation I	Y			60.0	3.5
MRI 113 MRI Imaging Techniques I	Y			60.0	3.5
MRI 114 MRI Cross Sectional Anatomy II	Y			45.0	2.5
MRI 115 MRI Physics & Instrumentation II	Y			60.0	3.5
MRI 116 MRI Imaging Techniques II	Y			60.0	3.5
MRI 121 Externship I			Y	500.0	8.0
MRI 122 Externship II			Y	500.0	8.0
<b>Total</b>				<b>1600</b>	<b>53</b>

## 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 diploma 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.

To become eligible to challenge national certification exam in MRI through ARRT, students have to complete the following requirements:

- Complete Stellar Career College's ARRT-recognized educational program in MRI.
- Must demonstrate competency in formal classroom education (didactic coursework), and program's clinical requirements.
- Complete an associate (or higher) degree, in any subject, from an educational institution accredited by an agency ARRT recognizes. You may earn the degree at any time—before, after, or while you complete an educational program in your discipline.
- ARRT enforces high standards of ethics and professional conduct. Students must comply with everything in the ARRT Standards of Ethics, including the Rules of Ethics. You must notify ARRT of any ethics violations within 30 calendar days of their occurrence, Applicants who don't follow these rules might become ineligible. Several types of misconduct, charges, and convictions may violate ARRT's Rules of Ethics. For further details on this matter, please refer to ARRT's handbook that is available at [www.arrt.org](http://www.arrt.org).



---

## RADIOLOGIC TECHNOLOGIST

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:** 20 months; **Clock Hours:** 1720

### **Program Objectives:**

**The following are the program objectives:**

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

---

**Program Curriculum:**

Course Name	Residential &/or Virtual Delivery	Online Deliver y	Residential Delivery only	Clock Hours	Quarter Credit Hours
BIO101 Basic Medical Terminology	Y	Y		45.0	3.0
BIO 102 Human Anatomy and Physiology I	Y	Y		30.0	2.0
BIO103 Registry Review	Y	Y		30.0	2.0
BIO 104 Healthcare Laws and Ethics	Y	Y		30.0	2.0
BIO 105 Patient Care in Imaging	Y	Y		30.0	2.0
BIO 106 Human Anatomy and Physiology II	Y	Y		30.0	2.0
BIO 107 Imaging Pathology	Y			45.0	3.0
RAD 111 Radiologic Procedures I	Y			60.0	3.5
RAD 112 Radiation Physics and Radiobiology I	Y			60.0	3.5
RAD 113 Radiation Protection I	Y			60.0	3.5
RAD 114 Radiologic Image Production I	Y			60.0	3.5
RAD 115 Radiologic Procedures II	Y			60.0	3.5
RAD 116 Radiation Physics and Radiobiology II	Y			60.0	3.5
RAD 117 Radiation Protection II	Y			60.0	3.5
RAD 118 Radiologic Image Production II	Y			60.0	3.5
RAD 121 Externship I			Y	500.0	8.0
RAD 122 Externship II			Y	500.0	8.0
<b>Total</b>				<b>1720</b>	<b>60</b>

**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 diploma 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.

To become eligible to challenge national certification exam in Radiology through ARRT, students have to complete the following requirements:

- Complete Stellar Career College's ARRT-recognized educational program in Radiology.
- Must demonstrate competency in formal classroom education (didactic coursework), and program's clinical requirements.
- Complete an associate (or higher) degree, in any subject, from an educational institution accredited by an agency ARRT recognizes. You may earn the degree at any time—before, after, or while you complete an educational program in your discipline.
- ARRT enforces high standards of ethics and professional conduct. Students must comply with everything in the ARRT Standards of Ethics, including the Rules of Ethics. You must notify ARRT of any ethics violations within 30 calendar days of their occurrence,

---

Applicants who don't follow these rules might become ineligible. Several types of misconduct, charges, and convictions may violate ARRT's Rules of Ethics. For further details on this matter, please refer to ARRT's handbook that is available at [www.rrt.org](http://www.rrt.org).

---

## DIAGNOSTIC MEDICAL SONOGRAPHER (DMS)

---

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:**

**The following are the program objectives:**

1. Learn how to operate the machine,
2. Learn how to enter patient information,
3. Learn how to adjust depth measurement,
4. Learn how to adjust frequency,
5. Learn how to demonstrate indicator orientation,
6. Learn how to save images,
7. Learn how to establish objective criteria,
8. Learn how to position the patient for the specific test,
9. Learn the basic introduction to accreditation bodies,  
and
10. Learn the standards for ultrasound QC (quality control).

**Program Duration:** 18 months; **Clock Hours:** 1460

---

**Program Curriculum:**

Course Name	Residentia l &/or Virtual Delivery	Online Deliver y	Residentia l Delivery only	Clock Hours	Quarter Credit Hours
BIO101 Basic Medical Terminology	Y	Y		45.0	3.0
BIO 102 Human Anatomy and Physiology I	Y	Y		30.0	2.0
BIO103 Registry Review	Y	Y		30.0	2.0
BIO 104 Healthcare Laws and Ethics	Y	Y		30.0	2.0
BIO 105 Patient Care in Imaging	Y	Y		30.0	2.0
BIO 106 Human Anatomy and Physiology II	Y	Y		30.0	2.0
BIO 107 Imaging Pathology	Y			45.0	3.0
DMS 111 Fundamentals of Sonography I	Y			90.0	5.0
DMS 112 Sonographic Imaging I	Y			90.0	5.0
DMS 113 Ultrasound Physics I	Y			30.0	2.0
DMS 114 Fundamentals of Sonography II	Y			90.0	5.0
DMS 115 Sonographic Imaging II	Y			90.0	5.0
DMS 116 Ultrasound Physics II	Y			30.0	2.0
DMS 121 Externship I			Y	400.0	6.5
DMS 122 Externship II			Y	400.0	6.5
<b>Total</b>				<b>1460</b>	<b>53</b>

**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 diploma 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.

To become eligible to challenge national certification exam in Sonography through ARRT, students have to complete the following requirements:

- Complete Stellar Career College's ARRT-recognized educational program in Sonography.
- Must demonstrate competency in formal classroom education (didactic coursework), and program's clinical requirements.
- Complete an associate (or higher) degree, in any subject, from an educational institution accredited by an agency ARRT recognizes. You may earn the degree at any time—before, after, or while you complete an educational program in your discipline.
- ARRT enforces high standards of ethics and professional conduct. Students must comply with everything in the ARRT Standards of Ethics, including the Rules of Ethics. You must notify ARRT of any ethics violations within 30 calendar days of their occurrence. Applicants who don't follow these rules might become ineligible. Several types of misconduct, charges, and convictions may violate ARRT's Rules of Ethics. For further details on this matter, please refer to ARRT's handbook that is available at [www.arrt.org](http://www.arrt.org).

CIP Code: 51-0901

---

**Program Description:**

Non-Invasive Cardiovascular Sonography (NICVS), or Echocardiography (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:****The following are the program objectives:**

1. Learn how to operate the machine,
2. Learn how to enter patient information,
3. Learn how to adjust depth measurement,
4. Learn how to adjust frequency,
5. Learn how to demonstrate indicator orientation,
6. Learn how to save images,
7. Learn how to establish objective criteria,
8. Learn how to position the patient for the specific test,
9. Learn the basic introduction to accreditation bodies,  
and
10. Learn the standards for ultrasound QC (quality control).

**Program Duration:** 18 months; **Clock Hours:** 1400

---

**Program Curriculum:**

Course Name	Residential &/or Virtual Delivery	Online Delivery	Residential Delivery only	Clock Hours	Quarter Credit Hours
BIO101 Basic Medical Terminology	Y	Y		45.0	3.0
CCT101 Cardiotech I	Y	Y		30.0	2.0
BIO103 Registry Review	Y	Y		30.0	2.0
BIO 104 Healthcare Laws and Ethics	Y	Y		30.0	2.0
BIO 105 Patient Care in Imaging	Y	Y		30.0	2.0
CCT102 Cardiotech II	Y	Y		30.0	2.0
BIO 107 Imaging Pathology	Y			45.0	3.0
ECO 111 Fundamentals of Echocardiography I	Y			60.0	3.5
ECO 112 Sonographic Imaging I	Y			90.0	5.0
ECO 113 Ultrasound Physics I	Y			30.0	2.0
ECO 114 Fundamentals of Echocardiography II	Y			60.0	3.5
ECO 115 Sonographic Imaging II	Y			90.0	5.0
ECO 116 Ultrasound Physics II	Y			30.0	2.0
ECO 121 Externship I			Y	400.0	6.5
ECO 122 Externship II			Y	400.0	6.5
<b>Total</b>				<b>1400</b>	<b>50</b>

**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 diploma 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.

To become eligible to challenge national certification exam to become Registered Cardiac Sonographer (RCS) through Cardiovascular Credentialing International (CCI), students have to complete the following requirements:

- Complete Stellar Career College's Echocardiography / Noninvasive Cardiovascular Sonographer.
- Must demonstrate competency in formal classroom education (didactic coursework), and program's clinical requirements.
- CCI enforces high standards of ethics and professional conduct. Students must comply with everything in the CCI Standards of Ethics, including the Rules of Ethics. You must notify CCI of any ethics violations within 30 calendar days of their occurrence. Applicants who don't follow these rules might become ineligible. Several types of misconduct, charges, and convictions may violate CCI's Rules of Ethics. For further details on this matter, please refer to CCI's handbook that is available at <https://cci-online.org>.



---

## SURGICAL TECHNOLOGIST

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:**

**The following are the program objectives:**

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

2. Understand the principles of safe patient care in the preoperative, intraoperative, and postoperative settings, 37
3. Recognize the interdependent role of the Surgical Technologist with the other team members and ancillary services providers,
4. Develop and apply fundamental surgical assisting skills through practice and evaluation in the clinical setting,
5. Accurately apply the principles of asepsis across the spectrum of common surgical experiences,
6. Employ the Standard Precautions and other recognized safe practice guidelines in every surgical setting,
7. 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, and
8. Demonstrate professional responsibility in performance, attitude and personal conduct.

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

**Program Duration:** 14 months; **Clock Hours:** 1255

#### **Program Curriculum:**

Course Name	Residential &/or Virtual Delivery	Online Delivery	Residential Delivery only	Clock Hours	Quarter Credit Hours
BIO101 Basic Medical Terminology	Y	Y		45.0	3.0
BIO 102 Human Anatomy and Physiology I	Y	Y		30.0	2.0
BIO103 Fundamentals of Pharmacology and Microbiology	Y	Y		30.0	2.0
BIO 106 Human Anatomy and Physiology II	Y	Y		30.0	2.0
SUR 111 Surgical Technology I	Y			120.0	7.5
SUR 112 Surgical Instrumentation I	Y			120.0	7.5
SUR 113 Surgical Technology II	Y			120.0	7.5
SUR 114 Surgical Instrumentation II	Y			120.0	7.5
SUR 115 Surgical Technology III	Y			120.0	7.5
SUR 116 Surgical Instrumentation III	Y			120.0	7.5
SUR 121 Externship I			Y	400.0	8.0
<b>Total</b>				<b>1255</b>	<b>62</b>

#### **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 diploma 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. This examination is Tech in Surgery – Certified (NCCT).

---

## MEDICAL ASSISTING WITH PHLEBOTOMY TECHNICIAN

---

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 with 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 diploma 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 following are the program objectives:**

1. 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:
  - a) Assisting with physical examinations
  - b) Assisting with surgical procedures
  - c) Taking patient histories and vital signs
  - d) Phlebotomy training, blood draw and injections
  - e) Laboratory procedures
  - f) EKG (Electrocardiography) placement techniques and recording
2. Scheduling appointments
3. Completing insurance forms
4. Record management
5. Office management
6. Basic billing and coding tasks
7. Basic word processing and spreadsheets tasks (basic computer knowledge)
8. Performing such tasks within legal and ethical boundaries

**Program Duration:** 10 months; **Clock Hours:** 720

---

**Program Curriculum:**

Course Name	Residential &/or Virtual Delivery	Online Delivery	Residential Delivery only	Clock Hours	Quarter Credit Hours
MA101 Medical Terminology	Y	Y		60.0	4.0
MA102 Anatomy and Physiology	Y	Y		60.0	4.0
MA103 Medical Assisting I	Y			60.0	4.0
MA104 Medical Assisting I Lab	Y			72.0	3.5
PHL101 Phlebotomy	Y			60.0	4.0
PHL102 Phlebotomy Lab	Y			76.0	4.0
MA105 Medical Assisting II	Y			60.0	4.0
MA106 Medical Assisting II Lab	Y			72.0	3.5
MA107 Medical Assisting Practicum I			Y	100.0	2.0
MA108 Medical Assisting Practicum II			Y	100.0	2.0
<b>Total</b>				<b>720</b>	<b>35</b>

**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 diploma 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 take National Certification Exams for Certified Medical Assistant and Certified Phlebotomy Technician through NCCT.

---

---

## COURSE DESCRIPTIONS

---

### **Elective Courses**

#### **BIO 117 A Career in Healthcare**

Quarter Credit Hours: 5.0

This course is designed for students who are interested in pursuing a career in health care. The fundamentals common to all health care professions are presented to create a foundation on which learners can build as they take their specific professional courses. The topics included are appropriate for professions that involve direct patient care, as well as those that provide support services, such as health information technology etc. The goal of the course is to present a broad base of health care essentials. Therefore skills and procedures that apply only to specific professions are not included. The following topics are included in response to current needs of health care learners, educators and employers: thinking skills, learning styles and study techniques, complementary and alternative medicine, prevention and wellness strategies, lifelong learning and continuing education, professionalism, communication, documentation, cost-control measures, performance improvement, personal efficiency, and customer service.

#### **BIO 118 College Study Skills: Becoming A Strategic Learners**

Quarter Credit Hours: 5.0

This course is designed to help students develop skills and habits needed for success in college. Course topics include goal setting; time management; note-taking; following directions; reading, organizing, and summarizing information for study purposes; test taking; and using the library.

#### **BIO 211 Healthcare Information Technology Management**

Quarter Credit Hours: 5.0

Managing health information both in paper and electronic format is an important function of allied health professionals. Accurate management of health information has become more exacting. Today's health professionals require thorough instruction in all aspects of health information management including healthcare delivery systems, health information management professions, health care settings and the patient record including the electronic health record, content of the patient record, numbering and filing systems, record storage and circulation, indexes, registers, health data collection, legal aspects, and coding and reimbursement.

#### **BIO 213 Environmental Health and Safety**

Quarter Credit Hours: 5.0

This course discusses major occupational safety and health hazard in in the workplace and across several industrial sectors. The learners will learn the history of safety and health movement, accidents and human error and hazard recognition. Topics also include toxic hazards and blood-borne pathogens, fire and fire hazards, hazards of pressure, steam and electricity, and personal protective equipment (PPE).

---

## Allied Health Courses

---

### **BIO101 Basic Medical Terminology:**

**Credit Hours: 3**

Medical terminology is the study of the rules of medical word building. In this course, the students are familiarized with the basic medical terminology through study of word roots, prefixes and suffixes. By the end of this course, students will be expected to have a basic understanding of medical terms and be able to pronounce & define medical terms accurately & correctly.

### **BIO 102 Human Anatomy and Physiology I:**

**Credit Hours: 2**

Students are introduced to the study of the structure and function of the human body. Basic concepts on the levels of structural organization, cells, tissues, organs and systems will be discussed. The course shall cover the Integumentary System, Musculoskeletal System, Nervous System and Endocrine System.

### **BIO103 Fundamentals of Pharmacology and Microbiology:**

**Credit Hours: 2**

Pharmacology is the science of how drugs act on biological systems and how the body responds to the drug. This course is designed to provide basic concepts of pharmacology. The study of pharmacology includes the classification, chemical properties, biological effects, therapeutic uses and adverse effects of drugs.

The theory and practice of basic techniques of venipuncture and administration of diagnostic contrast agents and/or intravenous medications is included. The appropriate delivery of patient care during these procedures is emphasized.

### **BIO103 Registry Review:**

**Credit Hours: 2**

The course offers the review of Adult Echocardiography for the preparation for the CCI Adult Echocardiography national registry examination. Topics of study include history of ultrasound; patient care & communication; patient positioning and safety; exam related documentations and terminology. Students are familiarized with the fundamental principles of the use and maintenance of echocardiography equipment. Also, students are taught the indications of diagnostic echocardiography, procedures and image processing. Students learn the role & responsibilities of echocardiographer.

### **BIO 104 Healthcare Laws and Ethics:**

**Credit Hours: 2**

---

Regardless of the setting in which one works, good practice management & ethics is the key to success. This course provides students with the knowledge & skills required for ethical & professional behavior. Students will learn to address & resolve ethical, social & cultural issues that will inevitably confront during their personal & professional lives.

The course comprises an introduction to legal terminology, proper documentation, medical records management, informed consent, privacy issues, negligence & malpractice.

This course involves exploring basic knowledge & skills in ethical theory & reasoning, inter-professional approach to health care decision-making. Students will have an opportunity to practice communication & reasoning in the moral & ethical dimensions of health care in order to deliver effective health services with an ethical & legal framework.

### **BIO 105 Patient Care in Imaging:**

**Credit Hours: 2**

In this course the students learn the basic & appropriate patient care in the MRI environment. The course compromises patient care management, Basic Life Support certification & medicine administration procedures. Also students learn effective communication skills, ethics, patient's rights, infection control, patient's safety, patient's individual needs & emergency medicine in MRI.

### **BIO 106 Human Anatomy and Physiology II:**

**Credit Hours: 2**

This course is a continuation of **Human Anatomy and Physiology I**. Students are expected to study the structure and function of the human body. This course will cover the Cardiovascular System, Lymphatic System, Immune System, Respiratory System, digestive System, Urinary and Reproductive System.

### **CCT101 Cardiotech I:**

**Credit Hours: 2**

Students are introduced to the study of the structure and function of the human body. Basic concepts on the levels of structural organization, cells, tissues, organs and systems will be discussed. The course shall cover the Integumentary System, Musculoskeletal System, Nervous System and Endocrine System.

### **CCT102 Cardiotech II:**

**Credit Hours: 2**

This course is a continuation of **Cardiotech I**. This course will serve to inform, educate and train the students on knowledge of coronary anatomy and physiology and the different rhythms in the heart including concepts and practice of electrophysiology, lead morphology and placement, technical aspects of the EKG, and interpreting of the rhythm strip.

### **BIO 107 Imaging Pathology:**

**Course Prerequisite: MRI 111, MRI 114**



---

**Credit Hours: 3**

This course is designed as an overview of pathologies commonly seen in magnetic resonance imaging. Along with distinguishing various types of pathologies as seen on MRI, emphasis will be placed on a general understanding of the description, etiology, signs and symptoms & imaging characteristics. MRI technologists must be able to distinguish the images of pathology. This will help in making the decision for the requirement of additional sequences, changes in procedures & the requirement of the contrast.

**MRI 111 MRI Cross Sectional Anatomy I:****Credit Hours: 3.50**

This course covers the Upper Extremity, Thorax, Head and Neck. The student will be introduced to normal images and will be responsible to recognize all relevant anatomical structures in cross section. The three most common imaging planes utilized in MRI are axial, coronal and sagittal. Pathologic images will be introduced as a comparison to the normal. All regions of the body will be reviewed with an emphasis on the anatomy needed to perform Clinical Experience Requirements.

**MRI 112 MRI Physics & Instrumentation I:****Credit Hours: 3.50**

This course commences with a presentation of nuclear magnetism and principles of resonance. The course advances to magnetic resonance imaging techniques, MRI-parameters, tissue characteristics, magnet systems, scanning system hardware, scanning procedures, MR spectroscopy, site planning, quality control and patient safety considerations.

**MRI 113 MRI Imaging Techniques I:****Credit Hours: 3.50**

Magnetic resonance imaging (MRI) scans must be performed according to specified sets of parameters that provide optimal images of each organ and each area of the body. These scanning parameters are often specific to the institution or organization at which they are employed, and may also depend on the manufacturer of the MRI scanning equipment. Students learn correct imaging techniques, scan sequencing & protocols associated with head, spine, spinal cord and neck.

Proper subject positioning is also crucial for successful reproduction of high quality images. Therefore, it is important that each subject is positioned in the same manner for each and every MRI exam. Therefore students learn to properly manage & position the patient before, during & after MRI.

**MRI 114 MRI Cross Sectional Anatomy II:****Credit Hours: 3.50**

This course covers the Abdomen, Pelvis and Lower Extremity. The student will be introduced to normal images and will be responsible to recognize all relevant anatomical structures in cross

---

section. The three most common imaging planes utilized in MRI are axial, coronal and sagittal. Pathologic images will be introduced as a comparison to the normal. All regions of the body will be reviewed with an emphasis on the anatomy needed to perform Clinical Experience Requirements. (Prerequisite: Cross Sectional Anatomy I)

### **MRI 115 MRI Physics & Instrumentation II:**

**Credit Hours: 3.50**

It is a continuation of Semester Two with lectures covering intermediate and advanced physics including the basic MRI imaging technique, clinical applications and all the parameters that decide tissue weighting, image quality and contrast resolution. Also covered are the intrinsic characteristics of tissues and the MR signal, spatial localization, Fourier Transform, image artifacts, contrast agents and bio-effects and safety. (Prerequisite: MRI Physics and Instrumentation I)

### **MRI 116 MRI Imaging Techniques II:**

**Credit Hours: 3.50**

Magnetic resonance imaging (MRI) scans must be performed according to specified sets of parameters that provide optimal images of each organ and each area of the body. These scanning parameters are often specific to the institution or organization at which they are employed, and may also depend on the manufacturer of the MRI scanning equipment.

Students learn correct imaging techniques, scan sequencing & protocols associated with upper and lower extremities, abdomen, pelvis, male & female reproductive systems.

Proper subject positioning is also crucial for successful reproduction of high quality images.

Therefore, it is important that each subject is positioned in the same manner for each and every MRI exam. Therefore students learn to properly manage & position the patient before, during & after MRI.

### **MRI 121 Externship I:**

**Course Prerequisite: Successful completion of all MRI core classes**

**Clock Hours: 500 Credit Hours: 8**

This is first supervised clinical externship. Students will be assigned to a selected clinical site. During this course the students are expected to practice professional & clinical skills. Head and neck techniques as well as spine and extremity scan will be learned & demonstrated.

### **MRI 122 Externship II:**

**Course Prerequisite: MRI 121**

**Clock Hours: 500 Credit Hours: 8**

This is the second supervised clinical externship. The student will be assigned to a selected clinical site. Students will continue to perfect their professional & clinical skills developed during the previous clinical internship. Here Head and neck techniques, spine and extremity scan will continue with learning thoracic and abdominal scanning.

### **RAD 111 Radiologic Procedures I**

---

**Credit Hours: 3.5**

This course covers the principles of radiographic positioning and procedures. The course also provides a review of anatomy and physiology. Students will learn evaluate and critique for the diagnostic quality.

**RAD 112 Radiation Physics and Radiobiology I****Credit Hours: 3.5**

This course covers the principles of radiation physics and interaction of radiation with living systems. The course also discusses the radiation effects on molecules, cells, tissues and the body as a whole.

**RAD 113 Radiation Protection I****Credit Hours: 3.5**

This course examines the importance of radiation protection. It covers the types, sources and doses of radiation received in the environment. It also covers the following topics: (a) radiation quantities and units, (b) radiation monitoring, (c) overview of cell biology, and (d) molecular and cellular radiation biology.

**RAD 114 Radiologic Image Production I****Credit Hours: 3.5**

This course will introduce students to diagnostic radiographic imaging equipment including equipment specifications, requirements, and equipment design. Topics like image acquisition, image display, image archiving, exposure factors, evaluating radiologic images, and quality control will be discussed in details.

**RAD 115 Radiologic Procedures II****Credit Hours: 3.5**

This course covers the advanced topics in radiographic positioning and procedures. The course also provides a review of topics in radiographic positioning and procedures covered in first course. Students will learn to evaluate and critique radiographic positioning and procedures for GI, facial bones, skull, biliary tracts, urinary tracts, para-nasal sinuses and temporal bones.

**RAD 116 Radiation Physics and Radiobiology II****Credit Hours: 3.5**

This course covers the advanced principles of radiation physics and interaction of radiation with living systems. The course also provides overview of the radiation effects on molecules, cells, tissues and the body as a whole. Student will also be provided with the advance didactic knowledge and clinical the skills in radiation protection, imaging pathology, radiation exposure, patient care, and pathophysiologic responses.

**RAD 117 Radiation Protection II**

---

**Credit Hours: 3.5**

This covers the advanced topics in radiation protection. It covers the following topics: (a) early tissue reactions and their effects on organ systems, (b) dose limits for exposure to ionizing radiation, (c) equipment design for radiation protection, (d) management of patient radiation dose and (e) radioisotopes and (f) radiation protection.

**RAD 118 Radiologic Image Production II**

Course Prerequisite: RAD114

**Credit Hours: 3.5**

This course will cover advanced radiographic imaging techniques used in diagnostic radiographic imaging. The course will also provide the overview of topics like image acquisition, image display, image archiving, exposure factors, evaluating radiologic images, and quality control. Students will be required to complete all required clinical competencies as well as achieve minimum required number of and elective competencies in this course.

**RAD 121 Externship I:**

Course Prerequisite: Successful completion of all core radiology classes

**Clock Hours: 500 Credit Hours: 8**

This is first supervised clinical externship course in radiology. Students will be assigned to a selected clinical site. During this course the students are expected to practice professional & clinical skills. Student will transition from observation to participation in radiographic imaging under direct supervision. Students will be required to complete 50% of ARRT requirements for clinical competencies.

**RAD 122 Externship II:**

Course Prerequisite: RAD121

**Clock Hours: 500 Credit Hours: 8**

This is the second supervised clinical externship course in radiology. The student will be assigned to a selected clinical site. Students will continue to perfect their professional & clinical skills developed during the previous clinical internship. Students will be required to complete the remaining 50% of ARRT requirements for clinical competencies.

**DMS 111 Fundamentals of Sonography I****Credit Hours: 3.5**

The course offers the basic introduction to Diagnostic Medical Ultrasonography. Topics of study include history of ultrasound; patient care & communication; patient positioning and safety; exam related documentations and terminology. Students are familiarized with the fundamental principles of the use and maintenance of ultrasound equipment. Also students are taught the indications of diagnostic Sonography, procedures and image processing. Students learn the role & responsibilities of diagnostic medical sonographer.

**DMS 112 Sonographic Imaging I**

---

**Credit Hours: 5**

Students will be introduced to normal images and will also learn to recognize all relevant anatomical structures in cross section. Pathologic images will be introduced as a comparison to the normal. Ultrasound scans must be performed according to specified sets of parameters that provide optimal images of each organ and each area of the body. Students learn correct imaging techniques, scan sequencing & protocols associated with specific body organs, tissues and vessels. Proper subject positioning is also crucial for successful reproduction of high quality images. Therefore it is important that each subject is positioned in the same manner for each and every ultrasound exam.

**DMS 113 Ultrasound Physics I****Credit Hours: 2**

A basic knowledge of ultrasound physics and instrumentation is vital to ensure the correct application of ultrasound for both diagnostic and therapeutic interventions. Learning the physical attributes of ultrasound waves and how images are produced will enable students to obtain optimum images and therefore help to prevent misdiagnosis. This course familiarizes students with principles of ultrasound physics which includes but not limited to sound waves, attenuation, hemodynamics, contrast agents, Doppler, artifacts and transducer functions. The course also contains many illustrations and animations which will help students to understand essential concepts.

**DMS 114 Fundamentals of Sonography II****Credit Hours: 3.5**

The course is the continuation of Fundamentals of Sonography I. This course offers in-depth explanation of how DMS works. Topics of study include principles of the use and maintenance of ultrasound equipment; indications of diagnostic sonography, procedures and image processing. Students learn the role & responsibilities of diagnostic medical sonographer.

**DMS 115 Sonographic Imaging II****Credit Hours: 5**

Students will be introduced to normal images and will also learn to recognize all relevant anatomical structures in cross section. Pathologic images will be introduced as a comparison to the normal. Ultrasound scans must be performed according to specified sets of parameters that provide optimal images of each organ and each area of the body. Students learn correct imaging techniques, scan sequencing & protocols associated with specific body organs, tissues and vessels. Proper subject positioning is also crucial for successful reproduction of high quality images. Therefore it is important that each subject is positioned in the same manner for each and every ultrasound exam.

**DMS 116 Ultrasound Physics II****Credit Hours: 2**

---

This course is continuation of Ultrasound Physics I. A basic knowledge of ultrasound physics and instrumentation is vital to ensure the correct application of ultrasound for both diagnostic and therapeutic interventions. Understanding and learning in-depth the physical attributes of ultrasound waves and how images are produced will qualify students to obtain best images. The students will study and learn the principle of ultrasound physics which included but not limited to sound waves, attenuation, hemodynamics, contrast agents, Doppler, artifacts and transducer functions. The course also contains many illustrations and animations which will help students to understand essential concepts. .

### **DMS 121 Externship I:**

**Course Prerequisite:** Successful completion of all DMS core classes

**Credit Hours:** 6.5

This is first supervised clinical externship. Students will be assigned to a selected clinical site. During this course the students are expected to practice professional & clinical skills. Head and neck techniques as well as spine and extremity scan will be learned & demonstrated. The students will apply their knowledge to perform various imaging procedures and scanning techniques on various patients in the presence of experienced supervisor. The imaging procedures will include superficial and deep structures of abdomen, obstetrical and gynecological images.

### **DMS 122 Externship II:**

**Course Prerequisite:** DMS 121

**Credit Hours:** 6.5

This is the second supervised clinical externship. The student will be assigned to a selected clinical site. Students will continue to perfect their professional & clinical skills developed during the previous clinical internship. The students will gain addition experience and skills in performing ultrasonography with confidence.

### **ECO 111 Fundamentals of Echocardiography I**

**Credit Hours:** 3.5

The course offers the basic introduction to Echocardiography. Topics of study include history of ultrasound; patient care & communication; patient positioning and safety; exam related documentations and terminology. Students are familiarized with the fundamental principles of the use and maintenance of echocardiography equipment. Also students are taught the indications of diagnostic echocardiography, procedures and image processing. Students learn the role & responsibilities of echo cardiographer.

### **ECO 112 Sonographic Imaging I**

**Credit Hours:** 5

Students will be introduced to normal images of the Heart/Blood vessels and will also learn to recognize all relevant anatomical structures in cross section. Pathologic images will be introduced as a comparison to the normal. Echocardiography must be performed according to specified sets of parameters that provide optimal images of Heart and blood vessels. It provides a wealth of helpful

---

information, including the size and shape of the heart (internal chamber size quantification), pumping capacity, and the location and extent of any tissue damage. The Echocardiography also gives physicians estimations of heart function, such as a calculation of the cardiac output, ejection fraction and diastolic function (how well the heart relaxes). Students learn correct imaging techniques, scan sequencing & protocols associated with cardiovascular system. Proper subject positioning is also crucial for successful reproduction of high quality images. Therefore it is important that each subject is positioned in the same manner for each and every echocardiography test.

### **ECO 113 Ultrasound Physics I**

**Credit Hours: 2**

A basic knowledge of ultrasound physics and instrumentation is vital to ensure the correct application of echocardiography for both diagnostic and therapeutic interventions. Learning the physical attributes of ultrasound waves and how images are produced will enable students to obtain optimum images and therefore help to prevent misdiagnosis. This course familiarizes students with principles of ultrasound physics which includes but not limited to sound waves, attenuation, hemodynamics, contrast agents, Doppler, artifacts and transducer functions. The course also contains many illustrations and animations which will help students to understand essential concepts.

### **ECO 114 Fundamentals of Echocardiography II**

**Credit Hours: 3.5**

The course is the continuation of Fundamentals of Echocardiography I. This course offers in-depth explanation of how NICVS works. Topics of study include principles of the use and maintenance of echocardiography equipment; indications of diagnostic echocardiography, procedures and image processing. Students learn the role & responsibilities of echo cardiographer.

### **ECO 115 Sonographic Imaging II**

**Credit Hours: 5**

This is continuation of Sonographic Imaging I. Students will learn in depth of normal images of the Heart/Blood vessels and will also learn to recognize all relevant anatomical structures in cross section. Pathologic images will be familiarized as a comparison to the normal. Echocardiography must be performed according to specified sets of parameters that provide optimal images of Heart and blood vessels. It provides a wealth of helpful information, including the size and shape of the heart (internal chamber size quantification), pumping capacity, and the location and extent of any tissue damage. The Echocardiography also gives physicians estimations of heart function, such as a calculation of the cardiac output, ejection fraction and diastolic function (how well the heart relaxes). Students learn correct imaging techniques, scan sequencing & protocols associated with cardiovascular system.

Proper subject positioning is also crucial for successful reproduction of high quality images. Therefore it is important that each subject is positioned in the same manner for each and every echocardiography test.

---

**ECO 116 Ultrasound Physics II****Credit Hours: 2**

This course is continuation of Ultrasound Physics I. A basic knowledge of ultrasound physics and instrumentation is vital to ensure the correct application of echocardiography for both diagnostic and therapeutic interventions. Understanding and learning in-depth the physical attributes of ultrasound waves and how images are produced will qualify students to obtain best images. The students will study and learn the principle of ultrasound physics which included but not limited to sound waves, attenuation, hemodynamics, contrast agents, Doppler, artifacts and transducer functions. The course also contains many illustrations and animations which will help students to understand essential concepts.

**ECO 121 Externship I:****Course Prerequisite: Successful completion of all ECO/NICVS core classes****Credit Hours: 6.5**

This is first supervised clinical externship. Students will be assigned to a selected clinical site. During this course the students are expected to practice professional & clinical skills. The students will apply their knowledge to perform various echo imaging procedures and scanning techniques on various patients in the presence of experienced supervisor.

**ECO 122 Externship II:****Course Prerequisite: ECO 121****Credit Hours: 6.5**

This is the second supervised clinical externship. The student will be assigned to a selected clinical site. Students will continue to perfect their professional & clinical skills developed during the previous clinical internship. The students will gain addition experience and skills in performing echocardiography with confidence.

**SUR 111 Surgical Technology I****Credit Hours: 7.5**

This course provides information on the profession of surgical technology. Students are acquainted with the task and responsibilities of the Surgical technologist. The course offers information on the medical law and ethics; hospital administration; operating room environment and environmental hazards. The course also delivers the fundamental information on the healthcare sciences, technological sciences, patient care concepts, and professional practices. Students are also familiarized with legal, ethical and moral principles; aseptic technique; wound healing; pharmacology and anesthesia. The course also covers preoperative procedures. These are tasks and techniques carried out prior to surgery by the surgical technologist.

**SUR 112 Surgical Instrumentation I****Credit Hours: 7.5**



---

This course will provide students with the overview of surgical equipment, instruments and supplies. The function, assembly and use of surgical instruments in the surgical environment will be addressed. Students will gain an understanding of the application of selected surgical equipment and supplies. Also care and handling of surgical instruments, equipment, surgical supplies and surgical tray sets will be familiarized.

### **SUR 113 Surgical Technology II**

**Credit Hours: 7.5**

In this course, the student will develop a deeper and broader understanding of Emergency Situation and all Hazards Preparation, Hemostasis, Wound healing and Wound closure, Diagnostic procedures, General surgery which involves many organs but most commonly involves abdominal cavity and also involves Obstetrics and Gynecology .

### **SUR 114 Surgical Instrumentation II**

**Credit Hours: 7.5**

This course emphasizes and introduces the important of their usage handling and passing of the basic and major instruments, equipment and supplies to specific surgical procedure. To provide demonstration and return demonstration of basic skills in scrubbing, gowning, gloving and to introduce the perioperative case management.

### **SUR 115 Surgical Technology III**

**Credit Hours: 7.5**

This course provides information on the profession of surgical technology. Students are acquainted with the task and responsibilities of the Surgical technologist. The course offers information on the medical law and ethics; hospital administration; operating room environment and environmental hazards. The course also delivers the fundamental information on the healthcare sciences, technological sciences, patient care concepts, and professional practices. Students are also familiarized with legal, ethical and moral principles; aseptic technique; wound healing; pharmacology and anesthesia. The course also covers postoperative procedures. These are tasks and techniques carried out after surgery by the surgical technologist.

### **SUR 116 Surgical Instrumentation III**

**Credit Hours: 7.5**

This course will continue to provide students with advanced knowledge and overview of surgical equipment, instruments and supplies. The function, assembly and use of surgical instruments in the surgical environment will be addressed. Students will gain an understanding of the application of selected surgical equipment and supplies. Also care and handling of surgical instruments, equipment, surgical supplies and surgical tray sets will be familiarized.

### **SUR 121 Externship I:**

**Course Prerequisite: Successful completion of all SUR core classes**

**Externship Hours: 400      Credit Hours: 8**

---

Externship is an opportunity to practice the skills you have learned in the classroom portion of the program. Externship allows you to be placed at an offsite location like a hospital or clinic to complete the required hours for the practical portion of the program. There are many benefits to completing an externship. In addition to being able to practice your skills in a live setting, you will experience what it is like working in the field. In fact, many externship sites host externs, in part, to find qualified candidates to hire. In some cases, externship can lead to employment at the externship location.

During the externship, students may learn to:

- Verify supplies and equipment needed for the surgical procedure
- Set up the sterile field with instruments, supplies, equipment, medications and solutions needed for the procedure
- Perform counts with the circulator prior to the procedure and before the incision is closed
- Pass instruments and supplies to the sterile surgical team members during the procedure
- Perform sponging, suctioning, cutting suture and holding retractors
- communicate effectively and efficiently with the members of surgical team
- Don operating room attire, including scrubs
- Prepare and sterilize the operating room and maintain OR's sterile environment
- Gather all of the equipment and surgical tools that the surgery requires
- Assist in retracting tissues from the patient
- Count 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
- Maintain the OR's sterile environment until the patient is sent to the recovery ward

### **BIO101 Medical Terminology:**

**Credit Hours: 4**

Medical terminology is the study of the rules of medical word building. In this course the students are familiarized with the basic medical terminology through study of word roots, prefixes and suffixes. By the end of this course, students will be expected to have a basic understanding of medical terms and be able to pronounce & define medical terms accurately & correctly.

### **BIO102 Anatomy and Physiology:**

**Credit Hours: 4**

Students are introduced to the study of the structure and function of the human body. Basic concepts on the levels of structural organization, cells, tissues, organs and systems will be discussed. The course will cover the Integumentary System, Musculoskeletal System, Nervous System, Endocrine System, Cardiovascular System, Lymphatic System, Immune System, Respiratory System, digestive System, Urinary and Reproductive System.

### **PHL104 Phlebotomy:**

**Credit Hours: 4**

---

In this course the students studies the basic & appropriate skills in the field of Phlebotomy. The course compromises but not limited to blood drawing techniques, blood sugar monitoring, urinalysis, specimen processing and handling. Also students learn effective communication skills, ethics, patient's rights, infection control, medical asepsis, patient's safety and patient care management.

**PHL105 Phlebotomy Lab:**

**Credit Hours: 4**

In this course the students actually practice skills in the field of Phlebotomy. The course practically trains students in blood drawing techniques, blood sugar monitoring, urinalysis, specimen processing and handling. Also students learn patient's identification, communication skills, patient's rights, patient's safety and patient care management. Students also practice infection control, standard aseptic techniques, sharp hazards safety and work place safety.

**MA101 Medical Terminology:**

**Credit Hours: 4**

Medical terminology is the study of the rules of medical word building. In this course the students are familiarized with the basic medical terminology through study of word roots, prefixes and suffixes. By the end of this course, students will be expected to have a basic understanding of medical terms and be able to pronounce & define medical terms accurately & correctly.

**MA102 Anatomy and Physiology:**

**Credit Hours: 4**

Students are introduced to the study of the structure and function of the human body. Basic concepts on the levels of structural organization, cells, tissues, organs and systems will be discussed. The course will cover the Integumentary System, Musculoskeletal System, Nervous System, Endocrine System, Cardiovascular System, Lymphatic System, Immune System, Respiratory System, digestive System, Urinary and Reproductive System.

**MA103 Medical Assisting I:**

**Credit Hours: 4**

The course is designed to prepare students to assist medical providers by performing basic clinical duties and administrative duties in hospitals, clinics and medical centers. The students learn basic anatomy and physiology, fundamentals of pharmacology, microbiology and immunology. Students are taught medical law and ethics as well as good communication skills. Students are acquainted with EKG (Electrocardiography) placement techniques and recording. This course also introduces students to basic office skills, including telephoning, computerized appointment scheduling, patient records, insurance and time management. Students receive instruction in advanced computer skills in word processing, spreadsheets and data entry. Students are also familiarized with basic knowledge of medical equipment and devices as well as patient care management. The course also covers patient preparation, basic laboratory procedures and collection procedures.

---

**MA104 Medical Assisting I Lab:****Credit Hours: 3.50**

This course introduces students to clinical skills. Consideration is given to the equipment used to measure vital signs; determine height and weight; patient preparation and positions; methods of examination. They are trained in assisting the physician with clinical examinations.. Students are introduced to surgical instrumentation and tray set-up.

**MA105 Phlebotomy:****Credit Hours: 4**

In this course the students studies the basic & appropriate skills in the field of Phlebotomy. The course compromises but not limited to blood drawing techniques, blood sugar monitoring, urinalysis, specimen processing and handling. Also students learn effective communication skills, ethics, patient's rights, infection control, medical asepsis, patient's safety and patient care management.

**MA106 Phlebotomy Lab:****Credit Hours: 4**

In this course the students actually practice skills in the field of Phlebotomy. The course practically trains students in blood drawing techniques, blood sugar monitoring, urinalysis, specimen processing and handling. Also students learn patient's identification, communication skills, patient's rights, patient's safety and patient care management. Students also practice infection control, standard aseptic techniques, sharp hazards safety and work place safety.

**MA107 Medical Assisting II:****Credit Hours: 4**

This course is continuation of Medical Assisting I. The course prepares students to assist medical providers by performing basic clinical duties and administrative duties in hospitals, clinics and medical centers. The students learn basic anatomy and physiology, fundamentals of pharmacology, microbiology and immunology. Students are taught medical law and ethics as well as good communication skills. Students are trained to perform EKG on the patients. This course also introduces students to basic office skills, including telephoning, computerized appointment scheduling, patient records, insurance and time management. Students receive instruction in advanced computer skills in word processing, spreadsheets and data entry. Students are also familiarized with basic knowledge of medical equipment and devices as well as patient care management. The course also covers patient preparation, basic laboratory procedures and collection procedures.

**MA108 Medical Assisting II Lab:****Credit Hours: 3.50**

This course is continuation of Medical Assisting I Lab. Students practice their clinical skills. They learn to measure vital signs; determine height and weight; patient preparation and

---

positions; methods of examination. They are trained in assisting the physician with clinical examinations. Students continue to learn surgical instrumentation and tray set-up.

**MA109 Medical Assisting Practicum I:**

**Course Prerequisite:** Successful completion of all MA core classes

**Credit Hours:** 2

This is first supervised clinical externship. Students will be assigned to a selected clinical site for hands-on training. During this course students are actively and personally involved in clinical and administrative work.

**MA110 Medical Assisting Practicum II:**

**Course Prerequisite:** Successful completion of all MA core classes

**Credit Hours:** 2

This is the second supervised clinical externship. The student will be assigned to a selected clinical site for hands-on training. Students will continue to perfect their professional & clinical skills developed during the previous clinical internship.

# PROGRAM CHART

## Stellar Career College - Program Chart

Program Title	Clock Hours	Credit Hours	Length (Months)	Credential Awarded
Automotive Technology	720	40.0	12	Diploma
Cosmetology	1000	45.0	8	Certificate
Diagnostic Medical Sonographer (DMS)	1425	66.0	18	Diploma
Echocardiography / NICVS	1380	62.0	18	Diploma
Magnetic Resonance Imaging (MRI)	1435	66.0	18	Diploma
Medical Assisting w/ Phlebotomy Technicia	720	35.0	14	Diploma
Radiologic Technologist	1445	67.5	18	Diploma
Surgical Technologist	1225	62.0	14	Diploma
Practical Nursing	1085	54.0	14	Diploma
Computed Tomography (CT) Technologist	835	36.5	10	Diploma
Cyber Security Professional	795	48.0	12	Diploma
Mammography Technologist	870	41.5	10	Diploma
Surgical Assistant	1105	54.0	10	Diploma
Vascular Sonography Technologist	1080	54.0	10	Diploma

## **ABOUT STELLAR CAREER COLLEGE**

Since its founding, Stellar Career College has been committed to providing students with practical, career-focused education that prepares them for success in today's workforce. With a dedication to academic excellence, hands-on training, and student support, the College strives to create opportunities that empower graduates to achieve their professional goals.

## **COLLEGE FACILITIES**

Stellar Career College – Chicago is located at 205 W. Randolph Street, Suite 200, Chicago, Illinois. The College maintains facilities in full compliance with state and accrediting body requirements to ensure a safe, effective, and supportive learning environment. Stellar Career College Chicago is the branch of main campus in located in Modesto, California.

**Main Campus** – Modesto, California 4300 Sisk Road, Modesto, CA 95356

**Branch Campus** – Chicago, Illinois 205 W. Randolph Street, Suite 200, Chicago, IL 60606

**Branch Campus** – Indiana - 5521 Lincoln Hwy, Crown Point, IN 46307

All campuses are accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC) and operate in compliance with applicable state regulatory approvals.