Stellar Career College

205 W. Randolph St., Chicago, Illinois 60606.

College Catalog
2025-2026

Published February 2025

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

COLLEGE 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.

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 below.

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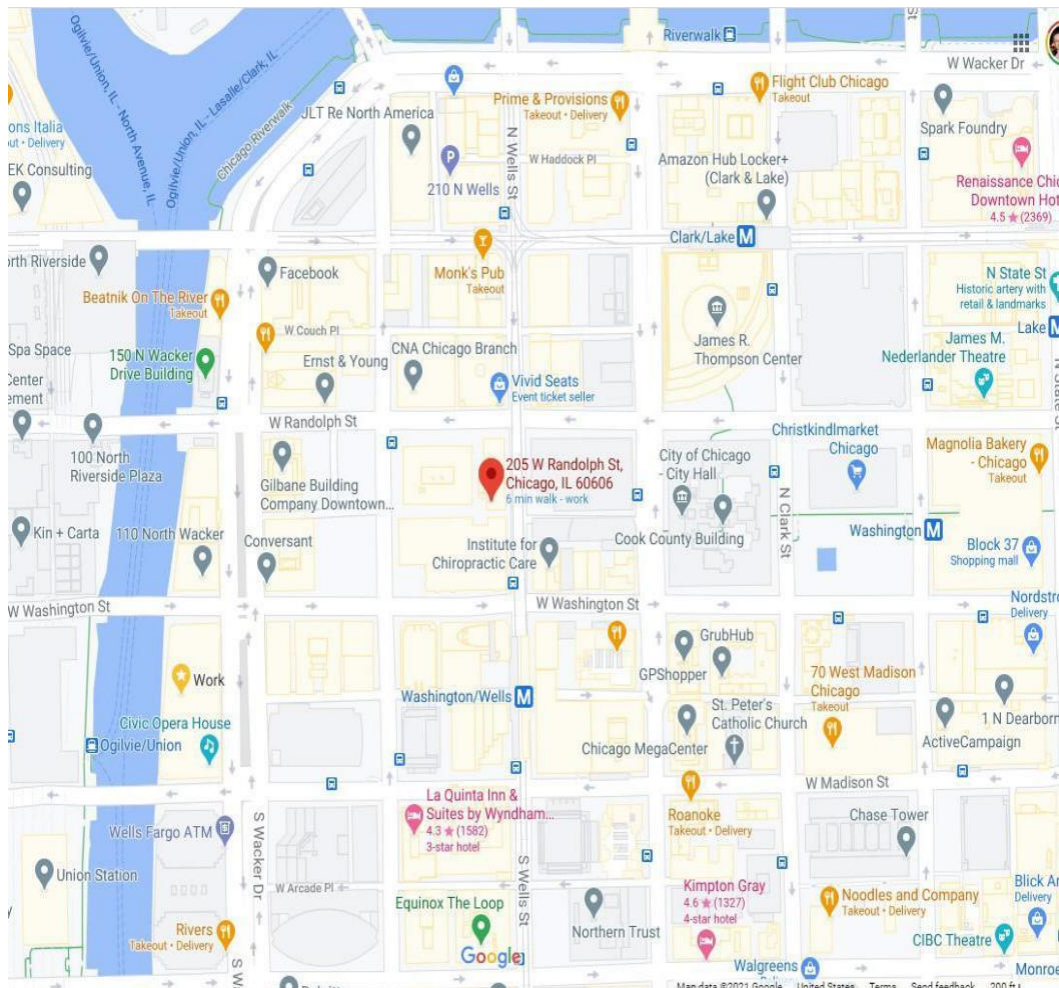
OFFICE HOURS

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.

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 staffs 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.

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.

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.

1. Job Placement Advising
2. Resume Building Seminar
3. Professional Resume, Cover Letter, and Reference Sheet
4. Interview Seminar
5. Mock (simulated) interview with a professional from the community
6. Job Search Skills Seminar
7. Portfolio Training
8. Access to job leads

Details of these services are elaborated further in the employment assistance section 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.

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

SUPERVISION AND MONITORING OF LEAVES OF ABSENCE

  a. A leave of absence must be requested in writing to the Director.
  b. The Director must approve a leave of absence.
  c. A leave of absence may not exceed 6 weeks.
  d. One leave of absence will be granted per student. A second leave may be granted if considered necessary by the Director
  e. 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:

a. Gale Health Bundle
b. Gale Health and Wellness
c. Gale OneFile: Health and Medicine
d. Gale Interactive Science Bundle 11
e. Gale Interactive Anatomy
f. Gale Interactive Chemistry
g. Gale OneFile: Nursing and Allied Health
h. ProQuest Databases
i. ProQuest Core
j. ProQuest Central
k. Gale eBooks

CLASSROOM EQUIPMENT

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

a. Intel Pentium-powered computers, to ensure fast access to your software programs
b. Large 17-inch monitors
c. Microsoft Windows
d. Microsoft Office and the relevant software packages on the market
e. Laser printers
f. Cable connection to the Internet to provide fast connections to the Internet
g. Multimedia including USB/ Flash Drive and headphones
h. 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.

GENERAL ADMISSION REQUIREMENTS

1. Applicant must provide a valid Government issued ID or Passport
2. Applicant must provide a proof of high school diploma, GED, college transcript or equivalent.
3. Statement of Purpose.
4. Contact Information: Home address, Email address and Phone number
5. Submit Financial documentation.
6. Submit a non-refundable application fee of $100 to Stellar Career College
7. For international students:
   a. Submit the completed International Student Application Form for admission to Stellar College Career by requesting from the International Student Advisor
   b. IELTS/TOEFL IBT results if available (we encourage our prospective students to have IELTS/TOEFL IBT, or Duolingo results).
   c. ECE and WES transcript evaluation (if applicable).

ADMISSION REQUIREMENTS FOR MEDICAL ASSISTING/ PHLEBOTOMY

1. Complete Online Assessment:
   a. Digital Literacy: Must have a score of at least 70%
   b. Distance Education Orientation Course
   c. Applicants with a bachelor's degree or any other higher degree will be except from these online assessments.
2. Complete an in-person interview (or online interview for international students)
3. Applicants must complete and sign an Enrollment Agreement and Acceptance Letter.

ADMISSION REQUIREMENTS FOR MRI, VST, RADIOLOGY, ULTRASOUND, ECHOCARDIOGRAPHY, SURGICAL PROGRAMS & CYBERSECURITY

1. Provide at least one Letter of Recommendation
2. 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?".
3. Provide a Resume
4. Complete Online Assessments
   a. Digital Literacy: Must have a score of at least 70%
   b. Distance Education Orientation Course
   c. Applicants with a bachelor's degree or any other higher degree will be except from these online assessments.
4. Complete an in-person interview (or online interview for international students)
5. Applicants must complete and sign an Enrollment agreement and Acceptance Letter.

ADMISSION REQUIREMENTS FOR PRACTICAL NURSING PROGRAM

The following steps must be followed to enroll in the practical nursing program;
Step 1 - Complete Hesi Exam - send an email to admissions@stellarcollege.edu. Applicants must score 70% or higher, 2 Attempts allowed (2nd attempt FEE - $60). Note: Passing the Hesi exam does not guarantee admission into the program, until you have successfully completed and passed all the listed requirements and steps below.

Step 2 - Complete Criminal Background check

Step 3 - Submit following admission documents required admission documents (PDF format)
   a. Transcript (Minimum CGPA 2.00 required)
   b. Updated Resume
   c. Letter of Recommendation (from a supervisor or instructor)
   d. Essay (1–2 pages, APA format): Prompt: Why are you interested in this program? Why now? What impact do you hope to make in healthcare?
Step 4 - Complete Online Assessments
NB: Steps 1-4 must be completed by the deadline

Step 5 - Attend required in-person interview with the program director
You must successfully pass all the steps listed above to be considered for acceptance into the program and to receive an acceptance letter and enrollment agreement.

Step 6 - Receive official Acceptance letter and Enrollment Agreement

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:
1. Complete and submit a Transfer of Academic Credit Application to the Director or a designee.
2. 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.
3. 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.
4. 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.
5. Only training courses with a grade of C or 2.0 or above will be considered for credit.
6. 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. A maximum of 25% of the total program academic credit may be awarded.

b. 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.

Note: 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 may be credited towards an Associate of Arts degree.

PROGRAMS OFFERED AND THEIR CORRESPONDING TUITION & FEES

Program	Academic Credits	Lab Fee	Books, Technology, and Library Fee	Tuition	Registration Fee	Tuition cost per credit	Total Fee**
Magnetic Resonance Imaging	66	0.00	$1,950	$29,000	$100	$439	$30,950
Radiologic Technologist	67.5	0.00	$1,950	$29,000	$100	$430	$30,950

Program							
Diagnostic Medical Sonographer (DMS)	66	0.00	$1,950	$29,000	$100	$439	$30,950
Echocardiography/ Noninvasive Cardiovascular Sonographer (NICVS)	62	0.00	$1,950	$29,000	$100	$468	$30,950
Vascular Sonography Technologist *	54	0.00	$1,950	$29,000	$100	$537	$30,950
Surgical Technologist	62	0.00	$1,950	$24,000	$100	$387	$25,950
Medical Assisting with Phlebotomy Technician	35	0.00	$1,450	$16,500	$100	$471	$17,950
Practical nursing	54	$1,500	$2,740	$24,500	$100	$454	$28,740
Cyber security Professional	48	0.00	$1,950	$11,000	$100	$229	$12,950

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

*Note for Vascular students: To take ARRT certification, they will need to attend at least 3 more quarters virtually/ online to earn additional 36 credits and earn AA degree from Ashworth College. OR may register for our AAS DMS program and take both DMS and Vascular certifications upon completion of AAS DMS with us.
** Total fees do not include registration fees.
This schedule is subject to change students should confirm tuition and fee information prior to enrollment Tuition and fees are subject to change based on program requirements, instructional resources, regulatory approvals, or individual students' 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 critical 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:
a. Personal Payment – Cash, Check, Visa, MasterCard, and American Express
b. Rehabilitation
c. Worker's Compensation
d. Pell Grants and Direct Student Loans
e. Workforce Innovation and Opportunity Act (WIOA)

f.   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:
1. All registration fees, tuition, and any other charges shall be refunded to the student when notice of cancellation is given before midnight of the fifth business day after the date of enrollment but prior to the first day of class.
2. The school will retain only the registration fee when notice of cancellation is given after midnight of the fifth business day following acceptance but prior to the close of business on the student's first day of class attendance, which may not exceed $150 or 50% of the cost of tuition, whichever is less.
3. When notice of cancellation is given after the student's completion of the first day of class attendance, but prior to the student's completion of 5% of the course of instruction, the school may retain the registration fee, an amount not to exceed 10% of the tuition and other instructional charges or $300, whichever is less, and, subject to the limitations of item 13 of this section, the cost of any books or materials which have been provided by the school.
4. When a student has completed classes in excess of 5% of the course of instruction, the school will retain the registration fee but shall refund a part of the tuition and other instructional charges in accordance with the following:
5. 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.
6. 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.

7. 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.
8. 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.
9. Deposits or down payments shall become part of the tuition.
10. 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.
11. 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.
12. 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.
13. A school shall refund all monies paid to it in any of the following circumstances:
14. The school cancels or discontinues the course of instruction in which the student enrolled;
15. The school fails to conduct classes on days or times scheduled, detrimentally affecting the student.
16. A school must refund any book and materials fees when:
17. The book and materials are returned to the school unmarked; and
18. The student has provided the school with a notice of cancellation.
19. The above refund policy is applicable to all the students enrolled in the school.
20. The school did not provide the prospective student with a copy of the student's valid enrollment agreement and a current catalog or bulletin.

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

1. A request for a leave of absence must be submitted to the Director.
2. The Director must approve all leaves of absence.
3. A leave of absence should be brief. Maximum time allowed for the leave of absence by the Department of Education is 180 days.
4. A maximum of two leaves of absence may be granted per student.
5. 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:

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

		Credit					
W	N/A	Withdrawal	0.0	Y	Y	N	Y

Incomplete grade

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.

SATISFACORY 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:

a. A student's cumulative grade point average (CGPA); and
b. 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 (1.5×36) 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 2nd 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:
1. Complete all required courses with a Cumulative Grade Point Average of at least 2.0;
2. Meet the specific grade and other program requirements (if applicable);
3. Successfully complete the externship or clinical requirement (if applicable);
4. Achieve Satisfactory Academic Progress (SAP);
5. Complete all required certifications (if applicable).
6. Complete all courses for the program within 1.5 times the normal program length; and
7. Satisfy all financial requirements to the College and/or make agreeable payment arrangements.
8. Communication regarding graduation dates and associated changes will be communicated to students via their onfile emails by the college using the email stellarcollegechicago@gmail.com

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

Stellar Career College is compliant with the Family Educational Rights and Privacy Act that defines the procedures for maintaining the confidentiality of student records. Under this act student personal indefinable information will remain undisclosed except with written permission from the student or requirements by the law. This act protects student privacy and students' records will remain undisclosed but the 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.

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 │ complaints@accsc.org

A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting 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 1SAP973 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 engage 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.

EMPLOYEMENT ASSISTANCE

Stellar Career College offers Career Services to help students prepare for employment in their field of study. These services are designed to support students from the time they begin their program through graduation and into the job search process. Although employment cannot be guaranteed, the College provides guidance and resources to help students pursue training-related positions.
*Career Services are available to all students and graduates.
Career Services Provided
1. Resume development and review
2. Job search guidance and application support
3. Referrals to employers and externship partners
4. Support during externship placement (for programs requiring externship)
5. Continued assistance after graduation

Career Services Process
Stellar Career College follows a step-by-step process to help students transition from coursework, to externship (if required), and then into employment. The process below outlines how the College supports students throughout their program.

Step 1: Academic Progress Monitoring
The College uses an internal Student Information System (SIS) to track each student's academic progress and enrollment status.
As students approach the end of their program or complete all required courses, the system notifies the appropriate school departments, including Career Services. This early notification helps Career Services begin preparing students for the job search process before graduation.

Step 2: Externship Placement and Support
(For programs that include externship)

For programs with an externship requirement, Career Services and the Externship Department assist students by:

1. Updating resumes before externship placement
2. Matching students with approved training sites
3. Preparing students for the externship experience
4. Maintaining communication with training sites to monitor progress
5. Providing additional skill practice or refresher training when needed

Many externship partners hire students either before or shortly after graduation. When students receive such opportunities, the College documents the employment in accordance with accreditation reporting requirements.

Step 3: Employment Preparation and Job Matching

Career Services begins supporting students during their externship or as they near graduation. Services include:

1. Reviewing and updating resumes to reflect current skills
2. Providing interview practice and coaching
3. Offering job search assistance

Helping students prepare professional portfolios, where applicable. Once a student's resume and profile are complete, Career Services may share the information with externship partners or employers in the College's network, with the student's consent. If employment is not secured through these sites, Career Services continues to assist with:

1. Job referrals
2. Networking opportunities
3. Employer introductions

The College does not guarantee employment but provides ongoing support to help students pursue positions aligned with their training.

Step 4. Post-Graduation Follow-Up

Career Services continues to work with graduates who are still seeking employment after completing their program. This support may include:

Resume revisions
Interview practice
New employer referrals
Additional workshops or refresher sessions

Graduates are encouraged to stay in contact with Career Services and to update the College when employment is obtained. Employment information and follow-up actions are recorded in the SIS for tracking and reporting purposes.

The College has strengthened its communication process over time, helping students build relationships with Career Services staff while enrolled. This approach supports smoother transitions into employment after graduation.

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.

PRACTICAL NURSING

CIP Code: 51-3901

Program Description:
The Practical Nursing (PN) Program at Stellar Career College is designed to prepare students for a rewarding career in healthcare by combining classroom instruction, hands-on lab practice, and supervised clinical experiences. Students gain the knowledge and skills needed to provide safe, effective, and compassionate care across the lifespan.
The program introduces students to the fundamentals of nursing, pharmacology, mental health, maternal/child health, adult health, nutrition, and gerontological nursing, while emphasizing evidence-based practice, communication, and cultural competence. With clinical rotations in diverse healthcare settings, students build confidence in real-world patient care scenarios.
Graduates are prepared to sit for the NCLEX-PN licensure exam and begin their careers as Licensed Practical Nurses (LPNs), equipped to work in hospitals, long-term care facilities, clinics, and community health organizations.
Program Duration: 14 months
Quarter Credit: 54
Program Objectives:
Upon successful completion of the Practical Nursing Program, students will be able to:
1. Provide patient-centered care across the lifespan, promoting health and wellness while reducing risk for vulnerable populations.
2. Apply the nursing process and the Clinical Judgment Measurement Model (CJMM) to deliver safe, evidence-based care.
3. Integrate legal, ethical, cultural, and spiritual principles into nursing practice.
4. Educate patients and families on health promotion, disease prevention, and self-care strategies.
5. Administer medications and perform clinical procedures safely within the PN scope of practice.
6. Communicate effectively with patients, families, and members of the interprofessional healthcare team.
7. Collaborate with healthcare professionals to ensure continuity of care and address social determinants of health.
8. Function as a patient advocate to promote quality, dignity, and safety in all healthcare settings.
9. Demonstrate professionalism and lifelong learning, reflecting on practice to support ongoing growth and competence.

Program Curriculum:

Course Code	Course Name	Quarter credit
PN 111	Fundamentals of Nursing	5
PN 112	Adult Health Nursing I	3
PN 113	Pharmacology for Nurses	4
PN 114	Adult Health Nursing II	5
PN 115	Mental Health Nursing	3
PN 116	Nutrition and Diet Therapy	4
PN 117	Maternal and Child Health Nursing	5
PN 118	Gerontological Nursing	3
PN 119	Nursing Leadership and Management	4
PN 121	NCLEX-PN Prep Course I	2
PN 122	NCLEX-PN Prep Course II	2
PN 123	Clinical Practicum I	7
PN 124	Clinical Practicum II	7
Total		**54**

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.

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
Quarter Credit: 66
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 Code	Course Name	Quarter credits
MRI 101	Basic Medical Terminology	3
MRI 102	Human Anatomy and Physiology I	3
MRI 103	Registry Review	1
MRI 104	Healthcare Laws and Ethics	2
MRI 105	Patient Care in Imaging	2
MRI 106	Human Anatomy and Physiology II	2
MRI 107	Imaging Pathology	1
MRI 108	Phlebotomy	3.5

MRI 121	MRI Cross Sectional Anatomy I	4
MRI 122	MRI Physics & Instrumentation I	4
MRI 123	MRI Imaging Techniques I	4
MRI 131	MRI Cross Sectional Anatomy II	2.5
MRI 132	MRI Physics & Instrumentation II	2.5
MRI 211	MRI Imaging Techniques II	1
MRI 212	MRI Physics & Instrumentation III	1
MRI 213	MRI Cross Sectional Anatomy III	1.5
MRI 221	MRI Physics & Instrumentation IV	1
MRI 222	MRI Imaging Techniques III	1
MRI 133	Externship I	3.5
MRI 214	Externship II	8.5
MRI 223	Externship III	9
MRI 232	Externship IV	5
Total		**66**

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:

a. Complete Stellar Career College's ARRT-recognized educational program in MRI.

b. Must demonstrate competency in formal classroom education (didactic coursework), and program's clinical requirements.

c. 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.

d. 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.

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 in various administration related activities. Radiologic technologists and technicians work in hospitals, doctor's offices or clinics and laboratories.
Program Duration: 18 months
Quarter Credit: 67.5
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 Code	Course Name	Quarter Credits
RAD 101	Basic Medical Terminology	3
RAD 102	Human Anatomy and Physiology I	3
RAD 103	Registry Review	1
RAD 104	Healthcare Laws and Ethics	2
RAD 105	Patient Care in Imaging	2
RAD 106	Human Anatomy and Physiology II	2
RAD 107	Imaging Pathology	1
RAD 121	Radiation Physics and Radiobiology I	4

RAD 122	Radiation Protection I	4
RAD 123	Radiologic Procedures I	4
RAD 131	Radiation Physics and Radiobiology II	3
RAD 132	Radiation Protection II	2.5
RAD 133	Radiologic Procedures II	3
RAD 211	Radiologic Procedures III	2
RAD 212	Radiologic Image Production I	2
RAD 221	Radiologic Image Production II	3
RAD 133	Externship I	3.5
RAD 213	Externship II	7
RAD 223	Externship III	9
RAD 232	Externship IV	6.5
Total		67.5

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:

a. Complete Stellar Career College's ARRT-recognized educational program in Radiology.

b. Must demonstrate competency in formal classroom education (didactic coursework), and program's clinical requirements.

c. 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.

d. 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.

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 Duration: 18 months
Quarter Credit: 66
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 curriculum.

Course Code	Course Name	Quarter credits
DMS 101	Basic Medical Terminology	3
DMS 102	Human Anatomy and Physiology I	3
DMS 103	Registry Review	1
DMS 104	Healthcare Laws and Ethics	2
DMS 105	Patient Care in Imaging	1
DMS 106	Human Anatomy and Physiology II	2
DMS 107	Imaging Pathology	1
DMS 111	Fundamentals of Sonography I	4

DMS 121	Sonographic Imaging I	5
DMS 122	Fundamentals of Sonography II	5
DMS 131	Sonographic Imaging II	2
DMS 132	Fundamentals of Sonography III	2
DMS 133	Ultrasound Physics I	1
DMS 134	Ultrasound Physics II	1
DMS 211	Sonographic Imaging III	2
DMS 212	Fundamentals of Sonography IV	1
DMS 221	Sonographic Imaging IV	2
DMS 222	Fundamentals of Sonography V	1
DMS 231	Sonographic Imaging V	1
DMS 135	Externship I	6
DMS 213	Externship II	8
DMS 223	Externship III	8
DMS 232	Externship IV	4
Total		**66**

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:

a. Complete Stellar Career College's ARRT-recognized educational program in Sonography.

b. Must demonstrate competency in formal classroom education (didactic coursework), and program's clinical requirements.

c. 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.

d. 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.

ECHOCARDIOGRAPHY / NONINVASIVE CARDIOVASCULAR SONOGRAPHER (NICVS)

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.
Program Duration: 18 months
Quarter Credit: 62
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 curriculum

Course Code	Course Name	Quarter credits
ECHO 101	Basic Medical Terminology	3
ECHO 102	Human Anatomy and Physiology I	3
ECHO 103	Registry Review	1
ECHO 104	Healthcare Laws and Ethics	1
ECHO 105	Patient Care in Imaging	1
ECHO 106	Human Anatomy and Physiology II	2
ECHO 107	Imaging Pathology	1
ECHO 121	Cardiographic Tech	3
ECHO 122	Cardiographic Tech Lab	3

ECHO 111	Fundamentals of Echocardiography I	2
ECHO 112	Sonographic Imaging I	2
ECHO 131	Ultrasound Physics I	1
ECHO 132	Ultrasound Physics II	1
ECHO 123	Fundamentals of Echocardiography II	3
ECHO 124	Sonographic Imaging II	3
ECHO 133	Fundamentals of Echocardiography III	2
ECHO 134	Sonographic Imaging III	2
ECHO 211	Sonographic Imaging IV	1
ECHO 212	Fundamentals of Echocardiography IV	1
ECHO 135	Externship I	4
ECHO 213	Externship II	9
ECHO 221	Externship III	13
Total		**62**

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.

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:
1. Carefully wears his/her operating room attire, including scrubs
2. Begins to prepare and sterilize the operating room and maintain OR's sterile environment
3. Gathers all of the equipment and surgical tools that the surgery requires
4. 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:
1. Help prepare medications & administer them to the patient
2. Assist in retracting tissues from the patient
3. Passes the surgical tools to the surgeon and <u>surgical assistant</u> during the operation

Postoperative (Tying Things Up): As the operation concludes, surgical techs are responsible for the following:
1. Counting all of the tools and instruments used during surgery to ensure that nothing is left behind in a patient
2. Suture the incision and apply disinfected dressings to the area
3. 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 Duration: 14 months
Quarter Credits: 62
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,
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.
9. 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 curriculum.

Course Code	Course Name	Quarter Credits
SUR 101	Basic Medical Terminology	3.00
SUR 102	Human Anatomy and Physiology I	2.00
SUR 103	Fundamentals of Pharmacology and Microbiology	2.00
SUR 106	Human Anatomy and Physiology II	2.00
SUR 111	Surgical Technology I	7.50
SUR 112	Surgical Instrumentation I	7.50
SUR 113	Surgical Technology II	7.50
SUR 114	Surgical Instrumentation II	7.50
SUR 115	Surgical Technology III	7.50
SUR 116	Surgical Instrumentation III	7.50
SUR 121	Externship I	8.00
Total		**62**

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).

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 Duration: 10 months;
Quarter Credit Hours: 35
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 Curriculum:

Course Name	Quarter Credit Hours
MA101 Medical Terminology	4.0
MA102 Anatomy and Physiology	4.0

MA103 Medical Assisting I	4.0
MA104 Medical Assisting I Lab	3.5
PHL101 Phlebotomy	4.0
PHL102 Phlebotomy Lab	4.0
MA105 Medical Assisting II	4.0
MA106 Medical Assisting II Lab	3.5
MA107 Medical Assisting Practicum I	2.0
MA108 Medical Assisting Practicum II	2.0
Total	**35**

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.

CIP Code: 11.1003

Program Description:
The Cybersecurity Professional is designed to provide students with the foundational knowledge and practical skills necessary to pursue successful careers in the rapidly growing field of cybersecurity. This comprehensive program aligns with industry-recognized certifications, ensuring that graduates are well-prepared to meet the demands of employers and secure vital certifications in the cybersecurity industry.
Program Duration: 12 Months
Quarter Credit Hours: 48
Program Objectives:
1. Equip students with a deep understanding of cyber security principles and practices.
2. Prepare students for industry-recognized certifications, including CompTIA, and EC-Council.
3. Develop critical thinking and problem-solving skills essential for identifying and mitigating cybersecurity threats.
4. Foster an understanding of ethical considerations and legal frameworks in cybersecurity.
5. Provide hands-on experience with real-world cybersecurity tools and techniques.

Program Curriculum

Course Name	arter Credit Hours
CS 111 Introduction to IT Fundamentals	4.00
CS 112 CompTIA A+ Part I: Hardware and Networking Fundamentals	4.00
CS 113 CompTIA A+ Part II: Operating Systems and Software Troubleshooting	4.00
CS 121 Advanced Operating Systems	4.00
CS 122 Introduction to Networking CompTIA Network +	4.00
CS123 Fundamentals of Networking CompTIA Network+	4.00
CS211 Advanced Networking	4.00
CS 212 CompTIA Security+ Essentials: Cyber Threats and Vulnerabilities	4.00
CS 213 Cybersecurity Design and Identity Management Essentials	4.00
CS 221 Advanced Cybersecurity: Cryptography and Risk Management	4.00
CS 222 Cybersecurity Management and Strategy	4.00
CS 223 Capstone Project	4.00
Total	**48**

Program Format:

Hybrid: Each program is delivered in a hybrid format and complies with the full course of study requirements outlined in 8 CFR 214.2(f)(6)(i)(G). Specifically, the institution

ensures that only one online or distance education class (not exceeding 3 credit hours) per academic term or quarter is counted toward full-time enrollment. All other courses require mandatory physical attendance at the designated instructional site.

Program Completion:
A diploma will be awarded to those students who will successfully complete all required courses as per the college's Satisfactory Academic Requirements and fulfill their financial obligation towards the college.

VASCULAR SONOGRAPHY TECHNOLOGIST (VST)

CIP Code: 51-0910

Program Description:
Vascular Sonography Technologist (VST) program at Stellar Career College prepares graduates becomes vascular sonographers. Vascular technologists assist medical doctors in the diagnosis and treatment of a several vascular disorders in the human body. Vascular technologists perform non-invasive vascular exams to properly assess vascular disease or illness. VST professionals compile information that is gathered on an exam to give a preliminary impression. These professionals are trained in vascular scanning techniques and vascular disorders. The Vascular Sonography Technologist program also prepares the student to learn patient care and safety.

The program also offers clinical externship for Vascular Sonography Technologist (VST) that is required for the certification. After successfully completing the program, students will be awarded Certificate of Completion from our College approved by the State. Graduates will be eligible to take Vascular Sonography Examination of American Registry of Radiologic Technologists (ARRT).

Program Duration: 14 Months
Quarter Credit Hours: 54
Program Objectives:
Vascular Sonography Technologists perform the following:
1. Help monitor the blood flow to organs and tissues throughout the body,
2. Locate and identify blockages (stenosis) and abnormalities like plaque or emboli and help plan for their effective treatment,
3. Detect blood clots (deep venous thrombosis (DVT) in the major veins of the legs or arms,
4. Determine whether a patient is a good candidate for a procedure such as angioplasty,
5. Evaluate the success of procedures that graft or bypass blood vessels,
6. Determine if there is an enlarged artery (aneurysm), and
7. Evaluate varicose veins.

Program Curriculum

Course Name	Quarter Credit Hours
BIO101 Basic Medical Terminology	3.00
BIO 102 Human Anatomy and Physiology I	3.00
BIO 104 Healthcare Laws and Ethics	3.00
BIO 105 Patient Care in Imaging	3.00
BIO 106 Human Anatomy and Physiology II	3.00
BIO 107 Imaging Pathology	3.00
VAS 111 Vascular Sonography I	3.00
VAS 112 Vascular Sonography Lab I	4.00

VAS 113 Vascular Sonography II	3.00
VAS 114 Vascular Sonography Lab II	4.00
VAS 115 Vascular Sonography III	3.00
VAS 116 Vascular Sonography Lab III	4.00
VAS 120 Registry Review	2.00
VAS 121 Externship	13.00
Total	**54**

Program Format:

Hybrid: Each program is delivered in a hybrid format and complies with the full course of study requirements outlined in 8 CFR 214.2(f)(6)(i)(G). Specifically, the institution ensures that only one online or distance education class (not exceeding 3 credit hours) per academic term or quarter is counted toward full-time enrollment. All other courses require mandatory physical attendance at the designated instructional site.

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.

CIP Code: 16.1701

Course Description
Consistent with Stellar Career College's mission statement and philosophy, the English as a Second Language (ESL) course aims to train non-native English speakers to acquire knowledge, skills, attitudes and values (KSAV) as a remedial course. The English as a Second Language (ESL) course at Stellar Career College provides intensive English instruction for students and individuals pursuing professional training in the United States. This training program is not limited to non-native English speakers but for all individuals who aim to develop English proficiency that will augment quality professional skill development in a workforce environment.

This ESL Course is articulated with and support SCC's career-oriented vocational programs. The following course objectives are related to occupational training, preparation, and concepts. It will provide students with adequate linguistic proficiency for obtaining employment in the healthcare field.

Program Duration: 24 Months
Quarter Credit Hours: 90
Course Objectives
At the end of the program, the learners will be able to:
1. Acquire skills as introduced in real workplace setting,
2. Enhance critical thinking skills, i.e., activities such as ranking, making predictions, analyzing, or solving problems, to workplace situations,
3. Understand English as a Second Language (ESL) through active learning within life-skill settings that lead students to career and workplace pathways,
4. Utilize the English abilities to successfully perform and/or obtain promotion in the workplace,
5. Acquire the necessary skills to improve reading comprehension, oral communication and writing in the workplace,
6. Write a concise and accurate cover letters for immediate use,
7. Create and edit resumes ready for submission,
8. Prepare students for an actual job interview,
9. Acquire the skills for presentations, meetings and communication (both in oral and written) within a workplace environment

Program Curriculum

Levels	Quarter Credit Hours
ESL 101 Beginner	12
ESL 102 High Beginner	12
ESL 103 Intermediate	12
ESL 104 High Intermediate	12
ESL 201 Advanced	12

ESL 202 High Advanced	12
ESL 203 Business English	12
ESL 204 Academic English	12
Total	**90**

Program Format: On campus

CHE 215 College Chemistry
Quarter Credit Hours: 4.5

This course surveys the fundamental concepts and principles common to the various branches of chemistry. This includes descriptive chemistry, which deals in a systematic way with the more important elements and the structures, properties, and reactions of their compounds.

CIS 115 Introduction to Computers and Computing
Quarter Credit Hours: 4.5

This course deals with the fundamentals of computers. Lectures includes generations of computers, evolution, and development of microprocessors, input and output devices, primary and secondary storage devices, programming languages, etc. It also deals with the hardware and software aspects of the computer like operating system, application software, and system software.

ENG 112 English Composition I
Quarter Credit Hours: 4.5

This course is designed for applied science students to meet their communications requirements. It includes workplace correspondence, resume and job search documents, and short technical reports. This course also provides instruction and practice with grammatical and mechanical accuracy, proper essay form, fundamentals of research, and the basic techniques of documentation. Emphasis is placed on precision, logical organization, harmony, and consistency of central ideas and supporting material.

ENG 212 English Composition II
Quarter Credit Hours: 4.5

This course is designed as an advanced course in workplace writing for healthcare professionals to meet their communications requirements. This course emphasizes the fundamentals of writing and the application of critical thinking skills by including longer workplace documents requiring skills in research, collaborative writing, graphics components, and computer usage. Analysis and interpretation lead to the writing of documents using the cause and effect, persuasive, and argumentative modes. Structural relationships and correctness of grammar, usage, and mechanics are emphasized as they pertain to careers, professional writing, and research.

HUM 213 Culture and Values

Quarter Credit Hours: 4.5

This course chronologically organizes the interdisciplinary survey of significant intellectual, literary, philosophical, visual art, music and other performing art expressions from the major epochs of Western and non-Western cultures.

MAT 113 Mathematics
Quarter Credit Hours: 4.5

This is a survey course of mathematical concepts used widely in the physical and social sciences. Intended for students whose programs do not specify a particular mathematics course. The course focuses on mathematical reasoning and the solving of real-life problems. Three or four topics from the following general areas are studied in depth: geometry, graph theory, mathematical modeling, mathematics of finance, social choice theory, and statistics.

MAT 214 College Algebra
Quarter Credit Hours: 4.5

This course covers polynomial functions, rational functions and conics, exponential and logarithmic functions, systems of equations and inequalities, matrices and determinants and sequences, series, and probability.

PSY 114 Introduction to Psychology
Quarter Credit Hours: 4.5

This course introduces the field of psychology. Topics include the nervous system, research methods, perception, development, social behavior, learning and memory, and clinical psychology.

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).

TECHNICAL COURSES

BUS 115 Introduction to Business
Quarter Credit Hours: 4.5

This Introduction to Business course develops students' understanding of business fundamentals with learning design structured around timely, real-world case studies and examples. Key topics include: the role of business, ethics, marketing, managing processes and operations.

ACC 111 Introduction to Accounting
Quarter Credit Hours: 4.5

This course explores the field of accounting, covering the process of recording, analyzing, classifying, summarizing, and communicating accounting information. Students will have the opportunity to learn how to interpret and formulate financial information for use in management decision making.

ECO 111 Introduction to Economics
Quarter Credit Hours: 4.5

This course introduces basic economic concepts and institutions and their application in the American economy. The course focuses on economic decision-making processes of the consumer, business firms, and the government.

CIS 110 Fundamentals of Information Technology and Software Development
Quarter Credit Hours: 4.5

This course provides an overview of fundamental areas within the field of Information Technology and Software Development. Concepts that will be discussed are: introducing basic vocabulary, central concepts, and typical applications. Emphasis will be also be given to the following: computer hardware, software, communications fundamentals, system development, information management, workforce considerations, and related societal, legal and ethical issues.

CIS 111 Database Concepts
Quarter Credit Hours: 4.5

This course introduces database design and creation using a DBMS product. Emphasis is placed on data dictionaries, normalization, data integrity, data modeling, and creation of simple tables, queries, reports, and forms.

CIS 113 Network Security
Quarter Credit Hours: 4.5

This course enables students to learn how to monitor and control unauthorized access, misuse, and unwanted modification in a network system. The following topics are also included: (a) preventing network attacks (b) identifying gaps in security policy, (c) guaranteeing privacy and (d) creating a security protocol.

CSM 221 Security Fundamentals
Quarter Credit Hours: 4.5

This course provides a general introduction to the key concepts of security and cybersecurity. The nature, scope and importance of cybersecurity are explained, and key concepts are justified and explored.

CIS 223 Information Systems Management

Quarter Credit Hours: 4.5

This course prepares students for the role that information systems management plays in today's businesses. Topics include advanced software applications, networking and the Internet, and business communications.

CSM 224 Ethical Hacking
Quarter Credit Hours: 4.5

The course teaches beginners about computer systems with the permission of the organization. Ethical hacking is a process wherein professionals use the vulnerabilities of a network/ system to detect intrusions from malicious hackers.

CSM235 Cybersecurity Management
Quarter Credit Hours: 4.5

Students will learn to oversee and manage information security; security awareness; training, policy, and procedures; and allocating strategic sources such as personnel, infrastructure, requirements, policy enforcement, emergency planning, and other resources.

CSM 236 Digital Forensics and Incident Response
Quarter Credit Hours: 4.5

The course conducts data preservation and analysis on Windows, Linux and Macintosh platforms. Students will also get exposure to the Techniques, Tactics and Procedures (TTPs) of the prominent Threat Actors and will learn to conduct digital investigations with a sound process.

CSM 238 Cloud Computing
Quarter Credit Hours: 4.5

This course covers virtualization, architecture of cloud systems, programming for the cloud, resource management, as well as privacy and security issues. Students gain practical experience developing applications for cloud platforms through a series of hands-on assignments.

CIS224 Project Management
Quarter Credit Hours: 4.5

This course examines activities related to project planning and estimating project scope and schedule. It also examines processes for managing project resources. Upon completion of this course, students are expected to be able to do the following: Plan and estimate project scope, resources, and schedule as it related to information systems and cybersecurity management.

CIS222 Network Defense and Security
Quarter Credit Hours: 4.5

This course will cover the basics of network security through lecture and hands-on interaction with live virtual systems. Topics and labs include network traffic analysis, firewalls, networking, intrusion detection systems, logging and system event management, and network flow.

CIS450 Information Systems and Cybersecurity Management Capstone
Quarter Credit Hours: 4.5

This course focuses on a student-executed Information Systems Design project providing an in-depth, practical experience. Applying concepts, principles, and methods of enterprise-level information systems by designing and developing a full-scale system including hardware, database, software and network. As a capstone course, it will incorporate information from the AAS Information Systems and Cybersecurity Management program into a final project.

ITCY 110: Principles of PC Operating Systems/Server (A+ Certification)
Quarter Credit Hours: 4.5

This course can benefit you in two ways. If you intend to pass the CompTIA A+ Core 1 and Core 2 (Exams 220-1101 and 220-1102) certification examination, this course can be a significant part of your preparation. But certification is not the only key to professional success in the field of IT support. Today's job market demands individuals with demonstrable skills, and the information and activities in this course can help you build your skill set so that you can confidently perform your duties in any entry-level PC support role.

CIS 121: Introduction to Software Support and Troubleshooting (CompTIA A+ Core 1 & 2)
Quarter Credit Hours: 4.5

This course can benefit you in two ways. If you intend to pass the CompTIA A+ Core 1 and Core 2 (Exams 220-1101 and 220-1102) certification examination, this course can be a significant part of your preparation. But certification is not the only key to professional success in the field of IT support. Today's job market demands individuals with demonstrable skills, and the information and activities in this course can help you build your skill set so that you can confidently perform your duties in any entry-level PC support role.

BUS111 Management Principles
Quarter Credit Hours: 4.5

This course is designed to help students understand the major functions of management (planning, organizing, leading, and controlling) and the significance of each function in relationship to the existence of the company.

ACC111 Introduction to Accounting
Quarter Credit Hours: 4.5

This course explores the field of accounting, covering the process of recording, analyzing, classifying, summarizing, and communicating accounting information. Students will have the opportunity to learn how to interpret and formulate financial information for use in management decision making.

ECO111 Introduction to Economics
Quarter Credit Hours: 4.5

This course introduces basic economic concepts and institutions and their application in the American economy. The course focuses on economic decision-making processes of the consumer, business firms, and the government.

BUS 112 Principles of Marketing
Quarter Credit Hours: 4.5

Principles of marketing is an introductory course that presents basic marketing theory, the marketing concept, the marketing mix, methods of marketing research, target marketing, the marketing environment, and the effect of social media on marketing.

BUS 113 Operations Management
Quarter Credit Hours: 4.5

Managing the operations of a company is an essential component to the success of any business environment. This course includes operations strategy, process design, capacity planning, facilities location and design, forecasting, production scheduling, inventory control, quality assurance, and project management. The topics are integrated using a systems model of the operations of an organization.

BUS114 Business Law
Quarter Credit Hours: 4.5

This course provides the student with a working knowledge of the legal framework within which formal business organizations must operate.

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 patent 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, contract 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:
a. Verify supplies and equipment needed for the surgical procedure
b. Set up the sterile field with instruments, supplies, equipment, medications and solutions needed for the procedure
c. Perform counts with the circulator prior to the procedure and before the incision is closed
d. Pass instruments and supplies to the sterile surgical team members during the procedure
e. Perform sponging, suctioning, cutting suture and holding retractors
f. communicate effectively and efficiently with the members of surgical team
g. Don operating room attire, including scrubs
h. Prepare and sterilize the operating room and maintain OR's sterile environment
i. Gather all of the equipment and surgical tools that the surgery requires
j. Assist in retracting tissues from the patient
k. Count all of the tools and instruments used during surgery to ensure that nothing is left behind in a patient
l. Suture the incision and apply disinfected dressings to the area
m. Dispose of items such as needles and gauze
n. 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.

ESL 101 Beginner
Delivery: Residential and/Virtual, Online
12 credit hours

This course introduces Elementary English to learners in a real workplace setting. Class lessons include, but not limited to: demonstration of very short conversations, i.e. introducing oneself to others, basic grammar such as how to use be, simple questions and answers, Wh- questions, yes/no questions, subject pronouns, basic preposition, among others.

ESL 102 High Beginner
Delivery: Residential and/Virtual, Online
12 credit hours

Learners understand more complicated grammar and longer expressions to a real workplace setting. At this module, students learn more words and idioms through practicing conversation, and learn about basic writing structure, how to compose real essays in English.

ESL 103 Intermediate
Delivery: Residential and/Virtual, Online
12 credit hours

This module is related to the basic course, but students will learn more complex words, expressions and grammar in a real workplace setting. With the basic knowledge, they will be able to speak in English using the comparison of simple past vs. present perfect and future tense.

ESL 104 High Intermediate
Delivery: Residential and/Virtual, Online
12 credit hours

This course provides continuous study from the intermediate level to a real workplace setting. Students will learn about passive, past continuous, and some adverbs variously used in sentences. The focus on this module is to fortify learning structures in practical English.

ESL 201 Advanced
Delivery: Residential and/Virtual, Online
12 credit hours

Upon completion of this course, students will be better prepared in the four areas of competence: listening, speaking, reading and writing. Students will also become more familiar with idiomatic English in a real workplace setting.

ESL 202 High Advanced
Delivery: Residential and/Virtual, Online
12 credit hours

This module focuses on improving students' ability to draw inferences from advanced English reading and listening passages to a real workplace setting. Students are asked to write short essays, stories, and poems in English and present them to the class.

ESL 203 Business English
Delivery: Residential and/Virtual, Online
12 credit hours

This course prepares the learners to navigate in a real workplace setting. It will allow the learners to work more effectively in business and professional environments.

ESL 204 Academic English
Delivery: Residential and/Virtual, Online
12 credit hours

The learners would be able to integrate skills acquired in the previous courses. This course is designed to prepare learners in their presentation skills in a real workplace setting Academic writing are also learned in this course.

PROGRAM CHART

Program	Academic Credits	Lab Fee	Books, Technology, and Library Fee	Tuition	Registration Fee	Tuition cost per credit	Total Fee**
Magnetic Resonance Imaging	66	0.00	$1,950	$29,000	$100	$439	$30,950
Radiologic Technologist	67.5	0.00	$1,950	$29,000	$100	$430	$30,950
Diagnostic Medical Sonographer (DMS)	66	0.00	$1,950	$29,000	$100	$439	$30,950
Echocardiography/ Noninvasive Cardiovascular Sonographer (NICVS)	62	0.00	$1,950	$29,000	$100	$468	$30,950
Vascular Sonography Technologist *	54	0.00	$1,950	$29,000	$100	$537	$30,950
Surgical Technologist	62	0.00	$1,950	$24,000	$100	$387	$25,950
Medical Assisting with Phlebotomy Technician	35	0.00	$1,450	$16,500	$100	$471	$17,950
Practical nursing	54	$1,500	$2,740	$24,500	$100	$454	$28,740
Cyber security Professional	48	0.00	$1,950	$11,000	$100	$229	$12,950

*Note for Vascular students: To take ARRT certification, they will need to attend at least 3 more quarters virtually/ online to earn additional 36 credits and earn AA degree from Ashworth College. OR may register for our AAS DMS program and take both DMS and Vascular certifications upon completion of AAS DMS with us.
** Total fees do not include registration fees.

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.