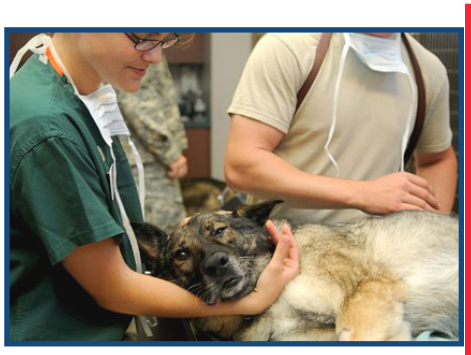
IMBC

2025 - 2026 - 2027
ACADEMIC YEAR

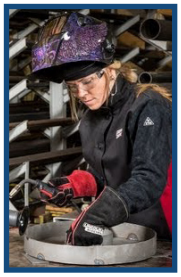
INSTITUTE OF MEDICAL AND BUSINESS CAREERS











Erie Campus
(Main Campus)
5739 West 26th Street
Building F
Erie, PA 16506
855.773.0758

IMBC.EDU

Pittsbugh Campus
(Branch Campus)
133 Jefferson Road
Pittsburgh, PA 15235
855.773.0758

YOUR NEW CAREER STARTS HERE

Volume XXXVIII
Published January 2025

ACADEMICS CALENDAR 2025 - 2026 - 2027

Students can apply for enrollment for classes anytime prior to the start of each session. Early registration is advised to ensure an applicant's tentative reservation in the class and all necessary arrangements are in order. **A STUDENT SHOULD MAKE AN APPOINTMENT WITH THE FINANCIAL AID OFFICER AS EARLY AS POSSIBLE TO ALLOW ADEQUATE TIME TO APPLY FOR THE STUDENT'S BEST FINANCIAL AID PACKAGE.**

2025

WINTER QUARTERS: January 2, 2025 to March 27, 2025

	Start of Term	End of Term
Winter Session I	January 2, 2025	February 13, 2025
Winter Session II	February 17, 2025	March 27, 2025
Evening Session A	January 2, 2025	March 24, 2025

SPRING QUARTERS: March 31, 2025 to June 23, 2025

	Start of Term	End of Term
Spring Session I	March 31, 2025	May 8, 2025
Spring Session II	May 12, 2025	June 23, 2025
Evening Session B	April 1, 2025	June 19, 2025

SUMMER QUARTERS: June 30, 2025 to September 22, 2025

	Start of Term	End of Term
Summer Session I	June 30, 2025	August 7, 2025
Summer Session II	August 11, 2025	September 22, 2025
Evening Session C	July 1, 2025	September 18, 2025

FALL QUARTERS: September 23, 2025 to December 16, 2025

	Start of Term	End of Term
Fall Session I	September 23, 2025	November 3, 2025
Fall Session II	November 4, 2025	December 16, 2025
Evening Session D	September 23, 2025	December 16, 2025

2026

WINTER QUARTERS: January 5, 2026 to April 2, 2026

	Start of Term	End of Term
Winter Session I	January 5, 2026	February 16, 2026
Winter Session II	February 23, 2026	April 2, 2026
Evening Session A	January 6, 2026	March 26, 2026

SPRING QUARTERS: April 6, 2026 to June 24, 2026

	Start of Term	End of Term
Spring Session I	April 6, 2026	May 14, 2026
Spring Session II	May 18, 2026	June 29, 2026
Evening Session B	April 7, 2026	June 25, 2026

SUMMER QUARTERS: July 6, 2026 to September 28, 2026

	Start of Term	End of Term
Summer Session I	July 6, 2026	August 13, 2026
Summer Session II	August 17, 2026	September 28, 2026
Evening Session C	July 7, 2026	September 24, 2026

FALL QUARTERS: September 29, 2026 to December 23, 2026

	Start of Term	End of Term
Fall Session I	September 29, 2026	November 9, 2026
Fall Session II	November 11, 2026	December 23, 2026
Evening Session D	September 29, 2026	December 22, 2026

2027

WINTER QUARTERS: January 4, 2027 to April 1, 2027

	Start of Term	End of Term
Winter Session I	January 4, 2027	February 15, 2027
Winter Session II	February 22, 2027	April 1, 2027
Evening Session A	January 5, 2027	March 25, 2027

SPRING QUARTERS: April 5, 2027 to June 28, 2027

	Start of Term	End of Term
Spring Session I	April 5, 2027	May 13, 2027
Spring Session II	May 17, 2027	June 28, 2027
Evening Session B	April 6, 2027	June 24, 2027

SUMMER QUARTERS: June 30, 2027 to September 27, 2027

	Start of Term	End of Term
Summer Session I	June 30, 2027	August 11, 2027
Summer Session II	August 16, 2027	September 27, 2027
Evening Session C	July 6, 2027	September 23, 2027

FALL QUARTERS: September 29, 2027 to December 23, 2027

	Start of Term	End of Term
Fall Session I	September 29, 2027	November 9, 2027
Fall Session II	November 11, 2027	December 23, 2027
Evening Session D	October 5, 2027	December 23, 2027

HOLIDAYS OBSERVED

2025

January 1 ..... New Year's
January 20..... Martin Luther King Day
April 18 ..... Good Friday
May 26..... Memorial Day
June 13..... Juneteenth
July 4 ..... Fourth of July
September 1..... Labor Day
November 27, 28..... Thanksgiving
December 24, 25..... Christmas
December 27 - 30..... Staff Meetings, In-Service

2026

January 1..... New Year's
January 19..... Martin Luther King Day
April 3 ..... Good Friday
May 25..... Memorial Day
June 19..... Juneteenth
July 3 ..... Fourth of July
September 7 ..... Labor Day
November 26, 27..... Thanksgiving
December 24, 25..... Christmas
December 28 - 31..... Staff Meetings, In-Service

2027

January 1..... New Year's
January 18..... Martin Luther King Day
March 26..... Good Friday
May 31..... Memorial Day
June 18..... Observe Juneteenth
July 4 ..... Fourth of July
September 6..... Labor Day
November 25, 26..... Thanksgiving
December 24, 25..... Christmas
December 27 - 31..... Staff Meetings, In-Service

Each daytime term is six (6) weeks in length and evening terms are approximately twelve (12) weeks in length.
One quarter is equal to two (2), six-week day terms.
The school reserves the right to alter class schedules or starting dates, when necessary.
Students will not be financially penalized by such changes.

ASSOCIATIONS AND RELATIONSHIPS

Institutionally Accredited By:

The Accrediting Bureau of Health Education Schools (ABHES)
6116 Executive Blvd., Suite 730, North Bethesda, MD 20852, Phone: 703-917-9503 Authorized to Award
Associate in Specialized Business / Technology Degrees and Diplomas – www.abhes.org

Programmatic Accreditation by:

American Veterinary Medical Association and the Committee on
Veterinary Technical Education and Activities (CVTEA) – www.avma.org

Licensed By:

Department of Education, State Board of Private Licensed Schools,
Commonwealth of Pennsylvania – www.pa.gov

Degree Authorization:

Pennsylvania Department of Education to confer the
Associate in Specialized Business (ASB) / Technology (AST) Degrees – www.pa.gov

Approved By:

United States Department of Education for the William Ford Direct Loans – www.studentaid.gov
United States Department of Education for Pell Grants – www.studentaid.gov
United States Department of Education for SEOG Grants – www.studentaid.gov
Pennsylvania Department of Education, GI Bill™ – www.nvhs.org
State Office of Vocational Rehabilitation for the Training of Rehabilitation Students, Commonwealth of Pennsylvania
Workforce Investment Board / Career Link – www.pacareerlink.pa.gov
Three Rivers Workforce Investment Board / Career Link – www.partner4work.org
Pennsylvania Higher Education Assistance Agency (PHEAA) for the Pennsylvania State Grant – www.pheaa.org
Trade Adjustment Act (TAA) – www.dol.gov
Workforce Innovation and Opportunity Act (WIOA) – www.dol.gov
Pennsylvania Targeted Industry Program (PA-TIP) – www.pheaa.org

Memberships:

American Association of Medical Assistants (AAMA) – www.aama-ntl.org
Penn Hills Chamber of Commerce – www.chamberofcommerce.penn-hills
Pennsylvania Association of Student Financial Aid Administrators (PASFAA) – www.pasfaa.org
National Association of Student Financial Aid Administrators (NASFAA) – www.nasfaa.org
American Welding Society, Welding Training – www.aws.org

Testing Sites:

National Healthcare Association (NHA) – wwwnhanow.com
National Association for Health Professionals (NAHP) – www.nahpusa.com
Certiport Authorized Testing Center – www.certiport.com

"GI Bill®" is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at www.benefits.va.gov/gibill.

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PHILOSOPHY AND OBJECTIVES

MISSION STATEMENT OF THE INSTITUTE OF MEDICAL AND BUSINESS CAREERS

Institute of Medical and Business Careers (IMBC) is dedicated to preparing people with occupational skills necessary to qualify them for entry into their chosen career. Programs at the school provide a combination of clinical training and classroom instruction to develop the abilities of its students for a successful career. Additionally, online students benefit from the flexibility and freedom of earning their specialized degree or diploma while maintaining their professional and personal commitments.

IMBC'S OBJECTIVES ARE:

- **To provide the student useful knowledge for his/her specific career goals with emphasis on "hands-on" experience.**
- **To encourage students to accept responsibility for their own actions and career advancement.**
- **To make students aware of the reality and competitiveness of the business world for which they wish to enter.**
- **To provide faculty and staff who are dedicated to fulfilling the educational goals of IMBC and its students.**
- **To provide a supportive environment (physical location and resources) through the administration and faculty to accomplish the educational goals of IMBC.**

The most important prerequisites for enrollment are good attitude and initiative. The Institute of Medical and Business Careers philosophy and objectives are to combine these attributes with the school's programs to help individuals toward a career of their choice to compete in the "working world" society. The Institute of Medical and Business Careers will provide the necessary facilities, Learning Management System (L.M.S.), equipment, and professional educators who will enhance a productive learning experience.

HISTORY

The following terms are used as references to the Institute of Medical and Business Careers, Inc. and may be found throughout this catalog: IMBC, the school, the institution, the facility.

The Institute of Medical and Business Careers was originally founded in 1995 in Pittsburgh, Pennsylvania as the Academy of Myofascial Trigger Point Therapy and later became known as the Pittsburgh School of Pain Management.

The Institute of Medical and Business Careers has campuses in Pittsburgh and Erie, Pennsylvania. The school is licensed by the Pennsylvania Department of Education, State Board of Private Licensed Schools and is nationally accredited by the Accrediting Bureau of Health Education Schools (ABHES). IMBC is authorized by the Pennsylvania Department of Education to confer the Associate in Specialized Business (ASB) and Associate in Specialized Technology (AST) Degrees. In July 2017, IMBC licensed 100% online training programs; two specialized associate degree programs in Business Administration – Marketing and Management and Medical Records Technician and two diploma programs – Medical Office Administrator and Medical Insurance Billing and Coding.

The school will continue to expand into the allied health and business training fields in occupations that project increased employment opportunities with above average growth rates according to the U.S. Bureau of Labor Statistics.

FACILITIES

Institute of Medical and Business Careers is located in a modern, two story office building at 133 Jefferson Road, Pittsburgh, Pennsylvania 15235. The school utilizes both floors for lecture classrooms, computer labs, medical assisting labs, dental assisting labs, administrative and staff access in a safe and secure area.

In Erie, PA the school campus is comprised of multiple school buildings located at 5739 West 26th Street, Erie, Pennsylvania 16506. The school offers lecture classrooms, computer labs, welding lab space, medical assisting labs, administrative and staff offices. Students have access to a learning resource center, student lounge, and student vending areas. IMBC's facility offers plenty of free parking and wireless internet access in a safe and secure area.

ADMINISTRATION & FACULTY

Please see enclosed addendum for current list of Administration and Faculty members.

GOVERNANCE

The Institute of Medical and Business Careers is a Pennsylvania Corporation with a Board of Directors.

ADMISSION REQUIREMENTS

The Institute of Medical and Business Careers encourages potential students to contact the institution to discuss the details of career planning and education. The Institute requires that a student graduate from a recognized high school or have a General Equivalency Diploma (G.E.D.) as evidenced by a high school transcript/diploma or a G.E.D. that they are a high school/G.E.D. graduate. All applicants take an admission test and have a telephone interview. Previous career training in the career of choice is not required. Applicants should possess a strong commitment to their career training and a desire to accept employment upon graduation. Applicants understand that employers may require criminal background checks, drug testing and/or physicals to determine vaccinations and immunizations prior to accepting employment.

IMBC collects the applicant's physical location address and a copy of their ID during enrollment process. The applicant is advised to notify IMBC if they change their physical location.

APPLICATION PROCEDURE

To apply for enrollment, a student must fill out an application form, available online, and submit it to: Institute of Medical and Business Careers, 5739 West 26th Street, Erie, PA 16506. Applicants are required to take the online Wonderlic Basic Skills Test. A minimum score of 200 is required for all programs, except for the Paralegal program, which requires a minimum score of 300 or greater. The Wonderlic Basic Skills Test is for assessment purposes prior to acceptance of applicants for admission. The last step of the admissions process for potential online students is to attend and successfully complete a 30 - 45 minute online student orientation. Online students must successfully complete the online student orientation course, to evaluate if distance learning is a good fit for the student. The student will practice using the required technology by posting on the discussion board, uploading an assignment and submitting a survey/quiz. The online applicant will also discuss their preferred learning style, review time management tips, discuss their computer and internet reliability and problem-solve any potential barriers for success. All new students are "conditionally" accepted for the first five weeks of the first term (provisional period) thereby allowing the school to monitor and assess the student's commitment to attend and their academic performance. At the end of the "conditional" period, students may be accepted as regular, matriculating students. Students will be retroactively charged for tuition. If a student is not accepted, the student is terminated from the school, and no charges are assessed..

CREDIT FOR PREVIOUS EDUCATION AND TRAINING

Appropriate tuition and academic credit may be given for comparable previous education or training, and the training period will be shortened accordingly upon review of official academic transcripts from other institutions accredited by the U.S. Department of Education or the Council for Higher Education Accreditation.

The acceptance of credits from a previous education institution **must be completed prior to the start of the training program.** Credits transferred into IMBC from a previous educational institution or from an IMBC student transferring to a different or similar career training program, must be completed with a grade of "C" or better. The maximum number of credits transferable into IMBC are (with the exception of a school closure and displaced students):

Two Year Program: 16 Quarter Credits
One Year Program: 8 Quarter Credits

All transfer credits are assessed on a course by course basis. Transferability of credits to IMBC may be affected by the age of the credits and by the degree to which related technology has changed since the student earned the credits. All courses transferred by a student **must be completed prior to the start of the program.** Transfer credit is determined by the policies of the receiving post secondary institution and therefore IMBC makes no guarantee of transfer course credit to other post secondary institutions.

CLASS SCHEDULE BLENDED & ACADEMIC YEAR

There are four sessions available: morning, afternoon, split, and evening. The flexible schedule allows many students to work full-time or part-time positions while they attend school. Day classes are available every six (6) weeks and evening classes are offered every twelve (12) weeks throughout the calendar year. Morning classes are held Monday through Thursday from 7:30 am to 12:30 pm. Evening classes are held Tuesday and Thursday evenings from 6:00 pm to 10:30 pm. Students should contact the Admissions Office for specific course, times and dates.

The academic year is defined as a period that begins on the first day of class and ends on the last day of class or examinations and that is a minimum of 30 weeks of instructional time during which a full-time student is expected to complete at least 36 quarter credits.

Some courses are approved for blended (online) delivery. All students must complete the online student orientation, before taking an online course. The blended courses follow the term dates as residential courses.

COURSE SUBSTITUTION

The school reserves the right to substitute a course of equivalent weight and value for a prescribed course when, in the opinion of the administration, it will aid the student in achieving his or her vocational objectives.

CURRICULUM CHANGES / START DATES

IMBC reserves the right to adjust curricula as needed and alter starting dates when necessary. IMBC strives to stay abreast of the requirements of the business and medical communities at all times. This entails periodic revision to the courses and programs offered at the school. The school reserves the right to add or to delete from classes, courses, change programs, change class times, change start dates, modify faculty and adjust tuition rates and fees and modify cancellation / refund policies as circumstance indicates; subject to approval of the various state and national agencies under whose regulations we operate. Also included is the right to cancel a course or program for insufficient enrollment or management choice or discretion.

SCHOOL CATALOG UPDATES

IMBC reserves the right to change, alter and / or update the school catalog when necessary. Students will be required to adhere to the most current guidelines and information in the most updated school catalog. Current and active students will be under the governance of the most recently updated school catalog. Students may always reference the most updated catalog by visiting the IMBC.edu website.







PROGRAM DESCRIPTIONS

COMMERCIAL TRUCK DRIVING

DIPLOMA PROGRAM

This 12-quarter credit, 225 clock hour program prepares the student for a career in Commercial Truck Driving. Students will study the Department of Transportation and Federal Motor Carrier Safety Administration (FMCSA) rules and regulations to prepare them for a career as a commercial driver. The course material presented in the Class 'A' CDL preparatory program is designed to prepare students for the Commercial Driver's License exam. The graduate will have sufficient skills and knowledge to allow employment as an entry-level Tractor Trailer Driver or Straight Truck Driver. To be eligible for intrastate driving individuals must be at least 18 years of age.

The training consists of a combination of classroom instruction, hands on training in a practice range and hands on training on-the-road. The curriculum focuses on the guidelines established by the Entry Level Driver Training (ELDT) of safe operating procedures, basic and advanced operating practices, vehicle systems and reporting malfunctions, pre/post-trip inspections, completing logbooks, cargo handling, accident procedures, driving techniques and effectively managing driving conditions. Students are required to pass the written portion of the exam and obtain their CDL Permit to advance to the practical skills testing and on-the-road training.

Students must pass both the written and skills tests by the Department of Transportation to obtain their class "A" license to gain employment. The program is designed to allow a CDL graduate to find entry-level job opportunities.

As per the Federal Regulations for Commercial Drivers Title 49 CFR §383 and §391.11 applicants must be at least 18 years old to drive trucks within the state borders. To be eligible for interstate driving applicants must be at least 21 years of age.

Applicants must meet the physical requirements for driver qualifications as defined under Part 391: "Qualifications for Drivers" in the Federal Motor Carriers Safety Administration (FMCSA), all applicants are required to pass a Department of Transportation (DOT) physical examination and pass a DOT drug screen prior to acceptance, both of which must be paid for by the candidate prior to acceptance into the program and these costs are non-refundable.

NOTE: All students are entered into the school's random drug and alcohol testing pool administered by the US HealthWorks Medical Group and are also subject to reasonable suspicion drug and alcohol testing.

This program meets the requirements for licensure by the State Board of Private Licensed Schools in Pennsylvania.

Students may need to relocate following graduation to obtain gainful employment.

BEFORE BEING ACCEPTED INTO THE PROGRAM:

- Applicants understand they are required to pay for and pass a Department of Transportation (DOT) physical and a drug screening exam.
- Applicants acknowledge they are required to pay for and submit a recent criminal background check.
- Applicants understand they must show proof and provide a copy of a valid driver's license. (A commercial driver's license permit will be required prior to participation in on the road training.)
- Applicants acknowledge they are required to pay for and submit an acceptable Motor Vehicle Report.

SCHEDULE

CDL100 Monday through Friday – 7.5 hours per day 7:30 – 3:30 pm (2 weeks)

CDL200 Monday through Friday – 7.5 hours per day 7:30 – 3:30 pm (4 weeks)

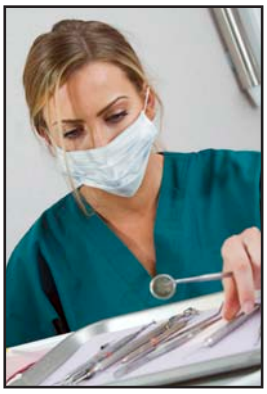
Class times will vary during the last week of the course to allow for nighttime driving exposure.

PROGRAM

Course	Description	Quarter Credits	Credit Hours
	REQUIRED COURSES *(All of the following)*		
CDL100	Introduction to Commercial Driving Operations	6	75
CDL200	Tractor Trailer Control Skills and Operations	6	150
	TOTAL CREDITS / CLOCK HOURS	**12**	**225**



DENTAL ASSISTING



DIPLOMA PROGRAM • RESIDENTIAL DELIVERY • BLENDED

PITTSBURGH CAMPUS

This program is designed to train entry level Dental Assistants to perform a variety of patient care, office, and laboratory duties. These tasks require both interpersonal and technical skills. Students will learn to work chairside as a dentist examines and treats patients. Instruction on how to assist patients in being as comfortable as possible in the dental chair, preparing patients for treatment, obtaining and updating their medical records, taking vital signs, and giving post-operative instructions is included in the Dental Assisting program. The students will learn to hand instruments and materials to dentists for a variety of dental procedures in a general dental practice, as well as dental specialty practice including oral surgery, pediatric, orthodontic, periodontics, endodontic, and prosthodontics. Training in how to maintain a dry oral environment utilizing proper high volume evacuation placement techniques and rubber dam placement is included.

Students will learn to prepare and maintain the treatment rooms, dental laboratory, and instruments following OSHA, CDC, EPA, and OSAP guidelines for sterilization and disinfection; proper mixing and manipulation techniques for a variety of chair side and dental laboratory materials; how to expose and process dental radiographs and be prepared to sit for the Pennsylvania Dental Radiology Exam. (RHS) Laboratory skills the student will learn include taking and pouring alginate impressions, articulating and mounting study casts, fabricating custom trays, mouth guards, whitening trays, provisional crowns and bridges, and minor denture repairs. A Practical Dental Assisting Review course is incorporated into the Dental Assisting program to define the Nationally Registered Dental Assistant (NRDA) requirements and to train the student in anticipating the dentist's needs.

Administrative duties the student will learn include greeting patients, telephone etiquette, patient record maintenance, supply inventory systems and ordering, appointment scheduling, patient account maintenance, and insurance procedures.

The student also receives instruction in the techniques of finding and retaining a job. Topics include interviewing skills, human relations, resumé preparation, team building, professional appearance and behavior, workplace dynamics and ethics, and development of good work habits and the creation of a career placement portfolio.

A Dental Assisting Practicum allows students to work at dental offices where they can practice skills learned in the classroom in an actual dental facility. Prior to the Dental Assisting Practicum, students will be required to have a physician verify all vaccinations and immunizations are current and up-to-date before attending the dental site. Some dental sites may require a background check, criminal check or updated immunizations prior to attending the internship site.

Students may need to relocate to obtain gainful employment.

PROGRAM

Course	Description	Clock Hours	Qtr. Credits	Cert. Exam
	REQUIRED COURSES *(All of the following)*			
DA100	Intro to the Dental Profession	60	4	
DA102	Dental Anatomy / Dental Science	60	4	
DA107	Dental Radiography	120	8	RHS**
DA108	Practice Management	60	4	
DA114	Cements and Restorative Materials	60	4	
DA115	Impressions and Provisional Coverage	60	4	
DA116	Dental Specialities: Pedo, Ortho, Endo	60	4	
DA117	Dental Practices: Prostho, Perio, Oral Surgery	60	4	
DA150	Practical Dental Assisting Review	60	4	NRCDA**
	PROGRAM RELATED ELECTIVES *(Two of the following)*			
CMP100*	Introduction to Computers using Microsoft Word	60	4	
KEY100*	Keyboarding I	60	4	
MAT100	Mathematics for Allied Health	60	4	
	GENERAL EDUCATION COURSES *(One of the following)*			
GEN002*	Introduction to Psychology	60	4	
GEN003*	Introduction to Public Speaking	60	4	
GEN004*	Critical Thinking, Reading and Writing	60	4	
GEN005*	English Composition	60	4	
GEN008*	Communication for Career Success	60	4	
	CAREER PREPARATION *(Both of the following)*			
DA200	Dental Assisting Internship	180	6	CPR
DEV100*	Professional Development	60	4	
	TOTAL CLOCK HOURS / QUARTER CREDITS	**1020**	**62**	

* Approved Blended Courses - Distance Education.

** The Nationally Registered Certified Dental Assistant (NRCDA) is administered by the National Association for Health Professionals (NAHP).

The Radiation Health and Safety (RHS) exam, is administered by the Dental Assisting National Board (DANB), in order to meet state requirements to perform dental radiological procedures in the dental office. Students should sit for both of these examinations. Employers understand students passing voluntary, third party, certification exams validate their competencies, skills and abilities in the specialized field of study.

IMBC believes that students passing certification exams have a more competitive employment advantage for being hired over students with no certification. The cost of the professional certification exams are included in the training program.

MEDICAL ASSISTING WITH PHLEBOTOMY

DIPLOMA PROGRAM • RESIDENTIAL DELIVERY • BLENDED

ERIE AND PITTSBURGH CAMPUS

This program is designed to provide the student with knowledge and skills necessary for entry level employment as a medical assistant in a medical office or clinic, with skills in office, administrative, and clinical areas. The duties of medical assistants vary greatly from one office to another. In small offices, medical assistants handle administrative, general office, and clinical duties (rooming patients, taking and recording vitals, drawing blood etc.) under the direction of a health professional. Those in larger practices may perform more specific duties according to the practice needs.

Most medical assistants answer telephones, greet patients, maintain patient files, complete forms/correspondence, schedule appointments, perform bookkeeping/billing, and arrange for patient services. Clinical duties include documenting patient history, vital signs, explaining procedures, preparing patients for examination, helping the medical professional during procedures/exams, collecting/disposing of lab work, preparing/administering medications as directed by the professional, authorizing drug refills/prescriptions to pharmacies, drawing blood, performing EKG's, removing sutures/staples, changing dressings, and managing equipment.

Many healthcare offices are seeking cross-trained medical assistants who are also trained as phlebotomists. Phlebotomists spend much of their time taking blood samples from patients to test for illnesses and health conditions, but their responsibilities are varied depending on the type of office in which they are employed. They can also help with testing in labs as well as basic record keeping and other clerical tasks such as entering patient, specimen and insurance information into billing systems. They can organize blood-drawing trays, take inventories of equipment and make sure instruments are sterile and unused, as well as many other tasks.

The abilities to be accurate, professional and maintain confidentiality are essential parts of the medical assistant role. Constant interaction with people is part of the job, and multi-tasking is also to be expected.

The student also receives instruction in the techniques of finding and retaining a job. Topics include interviewing skills, human relations, resume preparation, team building, professional appearance and behavior, workplace dynamics and ethics, and development of good work habits and the creation of a career placement portfolio.

Students are encouraged to "sit" for certification. Certification indicates credibility and competence of their knowledge and skills. Although certification is voluntary, there is a growing trend toward certification requirements as employers understand students passing voluntary, third party, certification exams validate their competencies, skills and abilities in the specialized field of study.

Medical Assistant students participate in a medical internship which allows the student to practice classroom skills in the medical office under the supervision of medical professionals. Prior to the internship, students may be required to have a physical and verify that all current vaccinations and immunizations are current. Some internship sites may require a criminal background check prior to attending the internship site. Students may need to relocate to obtain gainful employment.

PROGRAM

Course	Description	Clock Hours	Qtr. Credits	Cert. Exam
	REQUIRED COURSES *(All of the following)*			
ANP100*	Anatomy and Physiology I	60	4	
ANP200*	Anatomy and Physiology II	60	4	
MA100	Clinical Skills for Medical Assistants I	60	4	
MA200	Clinical Skills for Medical Assistants II	60	4	
MA250	Pharmacology	60	4	
MA255*	Physician Billing and Coding	60	4	
MD050*	Disease Processes	60	4	
MDT100*	Medical Terminology I	60	4	
MDT200*	Medical Terminology II	60	4	
MED100*	Medical Law and Ethics	60	4	
MLP200	Medical Laboratory Procedures I	60	4	
MLP250	Medical Laboratory Procedures II	60	4	
	PROGRAM RELATED COURSES *(Three of the following)*			
CMP100*	Introduction to Computers using Microsoft Word	60	4	
EHR100*	Electronic Health Records	60	4	
KEY100*	Keyboarding I	60	4	
MAT100	Mathematics for Allied Health	60	4	
MOP200*	Medical Office Administrative Procedures	60	4	
PHL200	Phlebotomy Practice	60	4	
PHL250	Phlebotomy Techniques	60	4	NRCPT***
	CAREER PREPARATION *(Both of the following)*			
DEV100*	Professional Development	60	4	
IN200	Internship	180	6	NRCMA** / CPR
	TOTAL CLOCK HOURS / QUARTER CREDITS	**1140**	**70**	

* Approved Blended Courses - Distance Education.

** The Nationally Registered Certified Medical Assistant (NRCMA) is administered by the National Association for Health Professionals (NAHP). The cost of this professional exam is included in the training program. Certification Exams are not required for employment; however, employers understand students passing voluntary, third party, certification exams validate their competencies, skills and abilities in the specialized field of study. IMBC believes students passing certification exams have a more competitive employment advantage for being hired over students with no certification.

*** Nationally Registered Certified Phlebotomy Technician (NRCPT) is administered by the National Association for Health Professionals (NAHP) The cost of the professional certification exam is included in the training program.

MEDICAL BILLING AND CODING

DIPLOMA PROGRAM • RESIDENTIAL DELIVERY • BLENDED

ERIE CAMPUS

IMBC's Medical Billing and Coding program prepares the student for an entry level career as a medical billing and coding specialist. The student is given instruction in medical terminology, office management, and coding techniques to fully prepare for a career in a medical facility.

The student is instructed in the basic fundamentals of computer operation and gains a proficiency in the use of computer operating systems. This is integrated with courses in medical terminology, anatomy and physiology, and medical coding to prepare the student for the specialized nature of this field. Keyboarding I course helps the student achieve speed and accuracy for entering data into the computer system at forty (40) WPM.

The students will be exposed to both office and hospital billing during their program. The proper completion, submission, and claims resolution techniques for the CMS-1500 (UB04) forms will be discussed. Students receive hands on training utilizing Medical Billing software. This software provides the student with experience in the electronic claims submission process. The impact of major insurers on the billing process will also be included. The influence of ever changing state and federal legislation will round out the material presented in both the billing and coding courses.

The student also receives instruction in the techniques of finding and retaining a job. Topics include interviewing skills, human relations, resume preparation, team building, professional appearance and behavior, workplace dynamics and ethics, and development of good work habits and the creation of a career placement portfolio.

An internship enables the student to gain on-the-job experience in this area of concentration. The student assumes a wide variety of duties and responsibilities which relate directly to this career choice. Prior to the internship, students will be required to have a physical and to verify current and up-to-date vaccinations and immunizations. Some internship sites may require a criminal background check prior to attending the internship site. Students may need to relocate to obtain gainful employment.



Graduates will be encouraged to take an industry certification exam through the National Association for Health Professionals (NAHP). The NAHP offers a Nationally Registered Certified Coding Specialist (NRCCS) exam. Many students find certification exams enhance employment opportunities. Graduates of this program are prepared to seek entry level employment in hospitals, clinics, physicians' offices, dental offices, nursing homes, and insurance companies.

PROGRAM

Course	Description	Clock Hours	Qtr. Credits	Cert. Exam
	REQUIRED COURSES *(All of the following)*			
ANP100*	Anatomy and Physiology I	60	4	
ANP200*	Anatomy and Physiology II	60	4	
EHR100*	Electronic Health Records	60	4	
MA255*	Physician Billing and Coding	60	4	
MD050*	Disease Processes	60	4	
MDC150*	Procedural Coding	60	4	
MDC200*	Diagnostic Coding I	60	4	
MDC240*	Advanced Diagnostic Coding II	60	4	
MDC255*	Insurance Billing	60	4	
MDT100*	Medical Terminology I	60	4	
MDT200*	Medical Terminology II	60	4	
MOP200*	Medical Office Administrative Procedures	60	4	
	PROGRAM RELATED COURSES *(All of the following)*			
CMP100*	Introduction to Computers using Microsoft Word	60	4	
KEY100*	Keyboarding I	60	4	
MED100*	Medical Law and Ethics	60	4	
	CAREER PREPARATION *(Both of the following)*			
DEV100*	Professional Development	60	4	
IN200*	Internship	180	6	NRCCS** / CPR
	TOTAL CLOCK HOURS / QUARTER CREDITS	**1140**	**70**	

* Approved Blended Courses - Distance Education.

** NRCCS - Nationally Registered Certified Coding Specialist is administered by the National Association for Health Professionals (NAHP). The cost of this professional certification exam is included in the training program. Certification Exams are not required for employment; however, employers understand students passing voluntary, third party, certification exams validate their competencies, skills and abilities in the specialized field of study. IMBC believes students passing certification exams have a more competitive employment advantage for being hired over students with no certification.

MEDICAL ASSISTING TECHNICIAN

ASSOCIATE IN SPECIALIZED TECHNOLOGY (A.S.T.) DEGREE

RESIDENTIAL DELIVERY • BLENDED

ERIE AND PITTSBURGH CAMPUS

The Institute of Medical and Business Careers offers a two year, 94-quarter credit program designed to provide the student with knowledge and skills necessary for entry-level employment as a medical assistant in a medical office or clinic, with skills in office administration, computer, and clinical areas.

The duties of medical assistants vary greatly from one office to another. In small offices, medical assistants handle administrative, general office, and clinical duties, under the direction of a health professional. Those in larger practices may perform more specific duties according to the practice needs.

Most medical assistants answer telephones, greet patients, maintain patient files, complete forms / correspondence, schedule appointments, perform bookkeeping / billing, and arrange for patient services. Clinical duties include taking histories, vital signs, explaining procedures, preparing patients for examination, helping the medical professional during procedures / exams, collecting / disposing of lab work, preparing / administering medications as directed by the professional, authorizing drug refills / prescriptions to pharmacies, drawing blood, performing EKG's, removing sutures / staples, changing dressings, and managing equipment. The abilities to be accurate, professional and maintain confidentiality are essential parts of medical assisting. Constant interaction with people is part of the job. Multitasking is also to be expected.

General education courses such as Public Speaking and Critical Thinking, Reading and Writing strengthen the student's ability to communicate effectively and think independently. The general education courses provide the student with the higher degree credential which often times qualifies the graduate for supervisory and / or entry-level management positions within the medical office. The student will also receive training in the techniques of finding and retaining a job. Topics will include interviewing skills, human relations, resumé preparation, team building, professional appearance and behaviors, workplace dynamics and ethics, the development of good work habits and the creation of a placement portfolio.

Students are encouraged to "sit" for certifications. Certification indicates credibility and competence of their knowledge and skills. Although certification is voluntary, there is a growing trend toward certification requirements as employers understand students passing voluntary, third party certification exams validate their competencies, skills and abilities in the specialized field of study.

Medical Assistant Technician students participate in a medical internship which allows the student to practice classroom skills in the medical office under the supervision of medical professionals. Prior to Internship, students may be required to have a physical and verify that vaccinations and immunizations are up to date. Some medical internship sites may require a criminal background check prior to attending the internship site.

Students may need to relocate to obtain gainful employment.

PROGRAM

Course	Description	Clock Hours	Qtr. Credits	Cert. Exam
	REQUIRED COURSES			
	(All of the following)			
ANP100*	Anatomy and Physiology I	60	4	
ANP200*	Anatomy and Physiology II	60	4	
EHR100*	Electronic Health Records	60	4	
MA100	Clinical Skills for Med Assistants I	60	4	
MA200	Clinical Skills for Med Assistants II	60	4	
MA250	Pharmacology	60	4	
MA255*	Physician Billing and Coding	60	4	
MAT100	Mathematics for Allied Health	60	4	
MD050*	Disease Processes	60	4	
MDT100*	Medical Terminology I	60	4	
MDT200*	Medical Terminology II	60	4	
MED100*	Medical Law and Ethics	60	4	
MLP200	Medical Laboratory Procedures I	60	4	
MLP250	Medical Laboratory Procedures II	60	4	
MOP200*	Medical Office Adm. Procedures	60	4	
	PROGRAM RELATED ELECTIVES			
	(One of the following)			
CMP100*	Introduction to Computers using Microsoft Word	60	4	
KEY100*	Keyboarding	60	4	
MDC200*	Diagnostic Coding I	60	4	
MDC255*	Insurance Billing	60	4	
MOA100*	Introduction to Medical Office Administration and Customer Service	60	4	
PHL200	Phlebotomy Practice	60	4	
PHL250	Phlebotomy Techniques	60	4	NRCPT**
	GENERAL EDUCATION ELECTIVES			
	(All of the following)			
GEN002*	Introduction to Psychology	60	4	
GEN003*	Introduction to Public Speaking	60	4	
GEN004*	Critical Thinking, Reading and Writing	60	4	
GEN005*	English Composition	60	4	
GEN008*	Communication for Career Success	60	4	
	CAREER PREPARATION			
	(Both of the following)			
DEV100*	Professional Development	60	4	
IN200	Internship	180	6	NRCMA** / CPR
	TOTAL CLOCK HOURS / QUARTER CREDITS	**1500**	**94**	

* Approved Blended Courses - Distance Education.

** The Nationally Registered Certified Medical Assistant (NRCMA) and the Nationally Registered Certified Phlebotomy Technician (NRCPT) are administered by the National Association for Health Professionals (NAHP) and the National Health Association (NHA) respectively. The cost of the professional exams are included in the training program. Certification Exams are not required for employment; however, employers understand students passing voluntary, third party, certification exams validate their competencies, skills and abilities in the specialized field of study. IMBC believes students passing certification exams have a more competitive employment advantage for being hired over students with no certification.

MEDICAL RECORDS TECHNICIAN

ASSOCIATE IN SPECIALIZED TECHNOLOGY (A.S.T.) DEGREE

RESIDENTIAL DELIVERY • BLENDED

ERIE AND PITTSBURGH CAMPUS

This 94-quarter credit hour program prepares the student for a career as a medical records / health information technician. The student will receive specialized instruction in the preparation, maintenance, organization, completeness, and security of the patient's medical record.

The student is instructed in core medical courses such as medical terminology and anatomy/physiology. These courses build the foundation for all other medical courses. Additionally, students will integrate this core medical knowledge into classes in medical coding, medical billing, and medical records management. Students will be exposed to Electronic Health Records (EHR) and how this impacts patient information. The EHR provide the student with real world applications of electronic records software and related tools to create clinical documentation.

The student is also instructed in the proper use of computer technology. Operations software, Internet usage, and application software are integrated throughout numerous courses within the curriculum. The student will study major software programs while using the Windows operating system to manipulate information, think analytically and to use the computer as a productivity tool.

General education courses such as Public Speaking and Critical Thinking, Reading and Writing strengthen the student's ability to communicate effectively and think independently. The general education courses provide the student with the higher degree credential which often times qualifies the graduate for supervisory and / or entry level management positions within the medical office. The student will also receive training in the techniques of finding and retaining a job. Topics will include interviewing skills, human relations, resumé preparation, team building, professional appearance and behaviors, workplace dynamics and ethics, the development of good work habits and the creation of a placement portfolio.

Medical Records Technician students participate in a medical internship which allows the student to practice classroom skills in the medical office under the supervision of medical professionals. An internship enables the student to gain on-the-job experience in this area of concentration. The student assumes a wide variety of duties and responsibilities which relate directly to this career choice.

Graduates of this program are prepared to seek entry level employment as a medical records technician in hospitals, physician offices, nursing care facilities, outpatient care centers, and home health services. Insurance firms that deal with health matters and public health departments also hire entry level medical records information technicians. Prior to Internship, students may be required to have a physical and verify that vaccinations and immunizations are up to date. Some medical internship sites may require a criminal background check prior to attending the internship site.

Students are encouraged to "sit" for certifications. Certification indicates credibility and competence of their knowledge and skills. Although certification is voluntary, there is a growing trend toward certification requirements as employers understand students passing voluntary, third party certification exams validate their competencies, skills and abilities in the specialized field of study.

Students may need to relocate to obtain gainful employment.

PROGRAM

Course	Description	Clock Hours	Qtr. Credits	Cert. Exam
	REQUIRED COURSES *(All of the following)*			
ANP100*	Anatomy and Physiology I	60	4	
ANP200*	Anatomy and Physiology II	60	4	
EHR100*	Electronic Health Records	60	4	CEHRS**
MA255*	Physician Billing and Coding	60	4	
MD050*	Disease Processes	60	4	
MDC150*	Procedural Coding	60	4	
MDC200*	Diagnostic Coding I	60	4	
MDC240*	Advanced Diagnostic Coding II	60	4	
MDC255*	Insurance Billing	60	4	
MDT100*	Medical Terminology I	60	4	
MDT200*	Medical Terminology II	60	4	
MOP200*	Medical Office Adm. Procedures	60	4	
	PROGRAM RELATED ELECTIVES *(Four of the following)*			
CMP100*	Introduction to Computers using Microsoft Word	60	4	
KEY100*	Keyboarding I	60	4	
MED100*	Medical Law and Ethics	60	4	
CMP101*	Advanced Microsoft Word	60	4	
CMP102*	Introduction to Microsoft Excel	60	4	
MOA 100*	Introduction to Medical Office Admin. and Customer Service	60	4	
	GENERAL EDUCATION ELECTIVES *(All of the following)*			
GEN002*	Introduction to Psychology	60	4	
GEN003*	Introduction to Public Speaking	60	4	
GEN004*	Critical Thinking, Reading and Writing	60	4	
GEN005*	English Composition	60	4	
GEN008*	Communication for Career Success	60	4	
	CAREER PREPARATION *(Both of the following)*			
DEV100*	Professional Development	60	4	
IN200	Internship	180	6	NRCCS** / CPR
	TOTAL CLOCK HOURS / QUARTER CREDITS	**1500**	**94**	

* Approved Blended Courses - Distance Education.

** Nationally Registered Certified Coding Specialist (NRCCS) and the Certified Electronic Health Record Specialist (CEHRS) are administered by the National Association for Health Professionals (NAHP) and the National Health Association (NHA) respectively. IMBC will pay for the certification exams for the student. Certification Exams are not required for employment; however, employers understand students passing voluntary, third party, certification exams validate their competencies, skills and abilities in the specialized field of study. IMBC believes students passing certification exams have a more competitive employment advantage for being hired over students with no certification.

PRACTICAL NURSING

ASSOCIATE IN SPECIALIZED TECHNOLOGY (A.S.T.) DEGREE

RESIDENTIAL DELIVERY • BLENDED

ERIE CAMPUS

This 95-quarter credit hour program prepares the student to become an entry-level Practical Nurse. The day-to-day work for practical nurses varies by the organization for which they work, but the essential core skills of the job can include: recording a patient history, taking vital signs, giving injections and medications under supervision of a RN or physician, observing and monitoring patients, caring for ill and injured patients throughout the life span, and assimilating into the healthcare team to provide for client needs. These dedicated individuals work closely with other healthcare professionals to ensure that patients receive the best possible care. The practical nurse role requires the following soft skills: critical thinking, multi-tasking, problem-solving, a helpful and caring personality, flexibility, and a desire to promote a healthy, safe, and friendly environment and protecting the confidentiality of patient medical records.

The student is instructed in core medical courses such as anatomy and physiology and foundations of nursing. These courses build the foundation for all other medical courses. Additionally, students will explore how to assist with care throughout the life cycle to gain knowledge and skills to provide support and care for infants through the geriatric stages of life.

General education courses such as English Composition, Psychology, and Communications strengthen the student's ability to communicate effectively, think independently, and develop critical problem-solving skills. The student will also receive training in the techniques of finding and retaining a job. Topics will include interviewing skills, human relations, resumé preparation, team building, professional appearance and behaviors, workplace dynamics and ethics, and the development of good work habits.

Upon completion of the program, graduates are eligible to take the National Council Licensure Examination-PN (NCLEX-PN) for licensure. Graduates will be prepared to work in various healthcare settings such as acute care hospitals, physician offices, hospice care, schools, clinics, rehabilitation facilities, long term care centers, ambulatory clinics, and home health care.

Students may need to relocate to obtain gainful employment.

PROGRAM

Course	Description	Clock Hours	Qtr. Credits
	REQUIRED CORE COURSES *(All of the following - Not in order of progression)*		
ANP101	Anatomy and Physiology I	30	3
ANP201	Anatomy and Physiology II	30	3
NUR 100	Introduction to Practical Nursing	20	2
NUR150	Pharmacology & Medication Administration	20	2
NUR250	Foundations of Nursing	30	3
NUR300	Adult Health and Med Surgery Nursing	30	3
NUR400	Maternal and Newborn Nursing	30	3
NUR450	Pediatric Nursing	30	3
NUR500	Mental Health Nursing	30	3
NUR550	Gerontology Nursing	30	3
NUR600	Practical Nursing Practices	30	3
CLI100	Clinical Rotation I	145	7
CLI200	Clinical Rotation II	145	7
CLI300	Clinical Rotation III	145	7
CLI400	Clinical Rotation IV	145	7
CLI500	Clinical Rotation V	145	7
CLI600	Clinical Rotation VI	145	7
	GENERAL EDUCATION *(All of the following)*		
MAT101	Math for Nursing	60	4
GEN002-DE*	Introduction to Psychology	60	4
GEN004-DE*	Critical Thinking, Reading and Writing	60	4
GEN005-DE*	English Composition	60	4
GEN008-DE*	Communication for Career Success	60	4
	CAREER PREPARATION *(All of the following)*		
PN100	NCLEX-PN Review	20	2
	TOTAL CLOCK HOURS / QUARTER CREDITS	**1500**	**95**

* DE indicates a blended online course

** Upon completion of the program, graduates are eligible to take the National Council Licensure Examination-PN (NC LEX-PN) for licensure as a licensed practical nurse. Graduates will be prepared to work in various health care settings such as acute care hospitals, physician offices, long term care centers, ambulatory clinics, and home health care.

VETERINARY TECHNICIAN

ASSOCIATE IN SPECIALIZED TECHNOLOGY (A.S.T.) DEGREE

RESIDENTIAL DELIVERY • BLENDED

ERIE CAMPUS

This program prepares the student for a career as a Veterinary Technician. Students in this program will be instructed in a variety of veterinary courses such as Veterinary Medical Terminology, Anatomy and Physiology, Veterinary Office Procedures, Animal Diseases, Pathology and Immunology, Pharmacology, Anesthesiology, Animal Surgical Nursing, Imaging, and Small and Large Animal Clinical Skills and Procedures, Exotic Animals and Emergency Medicines.

Each student receives instruction in the techniques of finding and retaining a job. Topics include interviewing skills, human relations, resume preparation, team building, professional appearance and behavior, workplace dynamics and the development of good work habits. The student studies Microsoft Word while using Windows operating system to manipulate information, think analytically, and sharpen computer skills.

Upon completion of this program, graduates may find entry-level employment as a veterinary technician in a private practice, a veterinary clinic, a zoo, boarding kennels, humane societies, or animal shelters.

Although each state regulates veterinary technologists and technicians differently, most candidates must pass a credentialing exam. The American Veterinary Medical Association's (AVMA) Committee on Veterinary Technician Education and Activities (CVTEA) has approved initial accreditation for the Veterinary Technician program at IMBC which allows students to sit for their licensure exam upon completion of the program.

Graduates may need to relocate to obtain gainful employment.

Disclaimer Physical Requirements:

- Ability to tolerate walking and standing for sustained and prolonged periods of time (85% of workday).
- Capable of lifting from floor to waist level and/or carrying up to fifty pounds unassisted frequently, and more with assistance occasionally.
- Ability to bend over at the waist, twist the trunk, squat, kneel, reach above the head, and have sufficient grip strength. Have the body size, conformation, and fitness to do the physical work required of a technician.
- Ability to see, to speak (in English), and to hear well enough to communicate observations about animals, and to possess arm and hand steadiness — as well as finger dexterity — to operate equipment and work with animals.

Veterinary Technician Program is accredited by CVTEA.

PROGRAM

Course	Description	Clock Hours	Qtr. Credits
	REQUIRED COURSES *(All of the following)*		
VET101	Introduction to Veterinary technology	60	4
VET102	Veterinary Medical Terminology	60	4
VET103	Parasitology	60	4
VET201	Anesthesiology	60	4
VET202	Pharmacology	60	4
VET203	Anatomy and Physiology I	60	4
VET204	Laboratory and Clinical Skills for Veterinary Technicians	60	4
VET205	Companion Animal Nutrition	60	4
VET301	Surgical Nursing for Veterinary Technicians	60	4
VET302	Companion Animal Imaging	60	4
VET303	Anatomy and Physiology II	60	4
VET304	Companion Animal Diseases	60	4
VET305	Emergency and Critical Care for Veterinary Technicians	60	4
VET306	Exotic Animal Management and Nutrition	60	4
VET307	Large Animal Procedures	60	4
VET308	Veterinary Technician National Exam Review	60	4
VET309	Veterinary Technician Capstone	60	4
	PROGRAM RELATED ELECTIVES *(All of the following)*		
CMP100*	Introduction to Computers using Microsoft Word	60	4
GEN001*	Algebra	60	4
GEN021	Microbiology	60	4
	GENERAL EDUCATION ELECTIVES *(One of the following)*		
GEN002*	Introduction to Psychology	60	4
GEN003*	Introduction to Public Speaking	60	4
GEN004*	Critical Thinking, Reading, Writing	60	4
GEN005*	English Composition	60	4
GEN008*	Communication for Career Services	60	4
	CAREER PREPARATION *(Both of the following)*		
DEV100*	Professional Development	60	4
VET400	Veterinary Technician Externship	240	8
	TOTAL CLOCK HOURS / QUARTER CREDITS	**1560**	**96**

* Approved Blended Courses - Distance Education.

DISCLAIMER NOTE:

Due to the hazards and risks of working with animals students will be required to obtain medical insurance prior to the start of the clinical procedures course.

WELDING TECHNOLOGY

DIPLOMA PROGRAM • RESIDENTIAL DELIVERY • BLENDED

ERIE CAMPUS

This 64 quarter credit hour program is designed to train individuals for entry into the field of welding. Welders use hand-held or remotely controlled equipment to join or cut metal parts. They also fill holes, indentations, or seams of metal products. Courses are designed to instruct the students on safety with equipment and maintenance, to study blueprints, sketches or specifications, welding symbols, calculate dimensions, and ignite torches.

Safety is the most important aspect that is reinforced throughout the program. Students are made aware of and must abide by the safety procedures and regulations governing the welding environment. Every welding course includes both general and specific safety instructions.

Students will start their welding program with a review of various basic math applications and an introduction to oxy-fuel cutting and welding processes. These oxy-fuel processes provide a solid foundation for all other types of welding applications including Shielded Metal Arc Welding (SMAW), Gas Metal Arc Welding (GMAW), and Gas Tungsten Arc Welding (GTAW).

Students will start with basic welding applications and advance through more sophisticated welding techniques. The use of destructive testing will ensure the students have a thorough understanding of what constitutes a quality weld. As students master the various welding procedures they are encouraged to pursue our SMAW and FCAW certification. Certifications will be offered in the WLD103 – Certified SMAW course and WLD113 – Certified FCAW courses. The testing will be performed by Element Testing Laboratories Inc. which will be a pass or fail test. There will be no guarantee of success on the certification test. The first certification test in SMAW and FCAW is paid for by the school. If the student fails, any costs for additional tests will be the student's responsibility. Students do not need to pass the certification testing to graduate, however, students often find that standardized certification enhances their employment opportunities through the community and the nation.

Students also have the opportunity to take a professional development class teaching the techniques of finding and retaining employment. Topics include interviewing skills, human relations, resume preparation, team building, professional appearance and behavior, workplace dynamics and ethics, development of good habits and the creation of a student career placement portfolio.

The program aims to prepare students for entry-level employment as industrial welders, welding apprentices, or check welders.

Random drug screen testing may occur throughout the student's training program, if the administration feels it's necessary.

Students may need to relocate to obtain gainful employment.

PROGRAM

Course	Description	Clock Hours	Qtr. Credits	Cert Exam
	REQUIRED COURSES *(All of the following)*			
MAT050	Math for Trades	60	4	
WLD005	Oxy-Fuel Welding Fundamentals and Safety	60	4	
WLD010	Oxy-Fuel Welding Methods and Practices	60	4	
WLD015	Safety in Welding, Cutting and Allied Processes	60	4	
WLD100	SMAW Fundamentals and Safety	60	4	
WLD101	SMAW Methods and Practices	60	4	
WLD102	SMAW Advanced Procedures	60	4	
WLD103	Certified SMAW	60	4	AWS D1:1**
WLD110	GMAW Fundamentals and Safety	60	4	
WLD111	GMAW Methods and Practices	60	4	
WLD112	FCAW Fundamentals and Safety	60	4	
WLD113	Certified FCAW	60	4	AWS D1:1**
WLD120	GTAW Fundamentals and Safety	60	4	
WLD121	GTAW Methods and Practices	60	4	
WLD200	Welding Review	60	4	
DEV100*	Professional Development	60	4	
	TOTAL CLOCK HOURS / QUARTER CREDITS	**960**	**64**	

* Approved Blended Courses -Distance Education

** AWS D1:1 are certifications through the American Welding Society (AWS)

DRESS CODE WELDING TECHNOLOGY

The following is the dress code for the welding students while working in Welding Lab.

THERE WILL BE NO EXCEPTIONS.

1) Students must wear work boots at all times in the lab.
2) Blue Jeans or equivalent work pants will be worn at all times, No Polyester clothing or Flannel Shirts.
3) Long Sleeved Shirt must be worn and tucked in when welding. A short sleeve shirt can be worn as an under shirt or used when not welding. No low-cut, Tank tops, or sleeveless shirts will be allowed.
4) Safety glasses will be worn at all times in the lab area.
5) Gloves must be worn when handling metal.
6) Long hair must be tied back so as to not get caught in equipment, bangs will be tied back so as to not interfere with vision while working with equipment.

Failure to abide by these rules will be cause for removal from the welding lab and disciplinary action, up to and including dismissal from program. These rules are in place to give students the best safety and training.

TUITION

DIPLOMA PROGRAMS *(Circle One)*	# OF WKS.	QTR. CRED.	CLOCK HOURS	TUITION COST	METHOD OF DELIVERY
Dental Assisting* **	51	62	1020	$25,000.00	RESIDENTIAL / BLENDED
Medical Assisting with Phlebotomy* **	57	70	1140	$28,450.00	RESIDENTIAL / BLENDED
Medical Billing and Coding*	57	70	1140	$26,200.00	RESIDENTIAL / BLENDED
Welding Technology*	48	64	960	$26,100.00	RESIDENTIAL / BLENDED

DEGREE PROGRAMS - ASSOCIATE IN SPECIALIZED TECHNOLOGY/ BUSINESS ***(Circle One)***

Medical Assisting Technician* **	75	94	1500	$39,580.00	RESIDENTIAL / BLENDED
Medical Records Technician* **	75	94	1500	$39,580.00	RESIDENTIAL / BLENDED
Practical Nursing*	75	95	1500	$33,700.00	RESIDENTIAL / BLENDED
Veterinary Technician*	78	96	1560	$39,580.00	RESIDENTIAL / BLENDED

Tuition charges cover all costs, including books for the program. Tuition charges will be charged by the twelve-week quarter (payment period) and all monies are due within 30 days of the start date of the payment period.

*Program offered at Erie Campus ** Program offered at Pittsburgh Campus *** Program offered at Both Campuses

TUITION CHARGES

The Institute of Medical and Business Careers charges tuition for each 12 week quarter.

Tuition costs will vary in different programs / courses due to increased cost in providing expensive training equipment. The tuition charge includes all fees, books / ebooks, kits and lab fees for the training program. The tuition charge also includes online 24 x 7 library access, computer usage in labs, tutoring assistance and consumable supplies.

The following certification exams or licensure exams could be included depending on the career training program:

- The **Nationally Registered Certified Dental Assistant (NRCDA)** is administered by the National Association for Health Professionals (NAHP).
- The **Radiation Health and Safety (RHS) exam** is administered by the Dental Assisting National Board (DANB).
- **Nationally Registered Certified Medical Assistant (NRCMA)** exam through the National Association for Health Professionals (NAHP).
- **Nationally Registered Certified Coding Specialist (NRCCS)** administered by the National Association for Health Professionals (NAHP).
- **Nationally Registered Certified Phlebotomy Technician (NRCPT)** is administered by the National Association for Health Professionals (NAHP).
- **Microsoft Office Specialist (MOS)** certification exam for Word and Excel is administered by Microsoft Corporation at Certiport Authorized Testing locations.
- **Certified Electronic Health Records Specialist (CEHRS)** is administered by the National Healthcareer Association (NHA).
- **Cardiopulmonary Resuscitation (CPR)** is certified by the American Heart Association.
- **SMAW Welding and FCA Welding** (AWS D1:1).

STUDENT SERVICES

The ultimate goal of faculty and staff at IMBC is to help students successfully complete their academic program and support the students in whatever way possible to achieve that goal. Here are some of the services IMBC provides as well as other student information.

CERTIFICATION AND / OR LICENSURE EXAMINATIONS

The Institute of Medical and Business Careers will pay for certain licensure or certification exams depending on the student's program of study. Students realize the school pays for the certifications and / or licensure exams based on the recommendation of the Program Director that the student has maintained satisfactory attendance levels and made academic progress in the required classes. After receiving the Program Director's positive recommendation that the student is ready to take the licensure or certification exam, the Institute of Medical and Business Careers will pay for the initial licensure and / or certification exam if the student agrees to take the exam during the time frame the school determines. Students must take the exam towards the end of their training program or within a week after graduation. Students who need to take the exams further after graduation will not be reimbursed by the school as this is not the time frame in which the school believes maximizes the student's best chances of successfully passing the examination. In return for the school paying for the certification and / or licensure fee, the student agrees to communicate and provide evidence of successfully passing or failing the exam to the school immediately after taking the exam. Failure to do so, may interrupt the student's successful graduation process and graduation requirements.

COUNSELING

The Institute of Medical and Business Careers subscribes to an "open door" policy of counseling for any academic or personal matter the student wishes to discuss. Staff members are available before and after class to discuss student issues. Students are encouraged to talk to their instructors / faculty.

CAREER SERVICES

Institute of Medical and Business Careers offers nationwide career services assistance. IMBC makes every effort to aid and assist students in resumé preparation and potential job openings. The school offers career services and, although the securing of positions cannot be guaranteed, every avenue is pursued to assist the student in obtaining desirable employment. IMBC offers a Professional Development Course assisting in the techniques of finding and retaining a job. Topics include interviewing skills, resumé preparation, team building, professional appearance and behavior, workplace dynamics and ethics, development of good work habits and the creation of a career placement portfolio used by the student on interviews with employers.

STUDENT ACCESSIBILITY RESOURCES (SAR)

The Institute of Medical and Business Careers supports an inclusive learning environment for all students. If there are aspects of the instruction or design of a class that hinders your full participation, such as time-limited exams, inaccessible web content, or the use of non-captioned videos and podcasts, reasonable accommodations can be arranged. Prior to receiving accommodations, you must self-identify your specific needs and alert the Chief Academic Officer, Dr. Melissa Kaulbach at melissa.kaulbach @imbc.edu and the Director of Student Services, Karen Kidder at Karen.Kidder@imbc.edu. Appropriate academic accommodations will be determined based on the documented needs of the individual.

CERTIFICATION

Students enrolled at IMBC are encouraged to sit for the professional certification examinations in their training program. Students are encouraged to take certification exams as a means to show levels of expertise to potential employers. IMBC believes that successfully passing industry-standard certification exams enhance students' employment opportunities and these certifications are added to the student's career placement portfolio. Please see individual Program Description for details.

HOUSING ASSISTANCE

Institute of Medical and Business Careers does not provide housing at this time. Pittsburgh and Erie have ample housing opportunities. Local newspapers contain information and resources to assist students for their housing needs. Personnel at the school may have some current housing resource materials on hand to assist students as well.

TUTORIAL ASSISTANCE

Faculty members provide assistance on a course-by-course basis for students experiencing academic difficulties. Student advisors / faculty members will make every effort to identify students in need of assistance. However, students are urged to take the initiative to seek out-of-class help and to discuss their difficulties with their advisors / instructors and the School Director. Tutoring sessions can be arranged to assist students and the student should initiate this type of help. Students should contact their Instructor and / or the School Director to arrange tutoring sessions or make-up work.

LIBRARY / RESOURCE CENTER

The library / resource center offers a collection of books, journals, magazines and reference materials related to the curriculums offered at the school. The primary function of the library / resource center is to provide students with materials needed for study and research. IMBC subscribes to the on-line 24x7 Library and Information Resources Network (LIRN). The Library and Information Resources Network is a consortium of educational institutions that have joined together to share access to information resources. The LIRN® collection provides students with thousands of peer-reviewed and full-text journal, magazine, and newspaper articles, e-books, podcasts, audio, and video resources to support their academic studies from Gale Cengage, ProQuest, EBSCO, eLibrary, Books24x7, and more, covering topics for General Education, Business and Medical programs.

Supplementary classroom aids, including various software packages are maintained in the LIRN library / resource center for student use. Free wireless internet connections exist for student use to complete in-class assignments as well as out of class requirements. The online librarian can be reached at librarysupport@imbc.edu. Paralegal students also have access to Lexis+.

GRADUATE REFRESHER COURSES

Graduates of IMBC may audit two (2) classes as IMBC continues to support its graduates who wish to keep abreast of changing technology. The refresher courses are not graded and cannot be applied toward additional career programs at IMBC. Many graduates “audit” courses to enhance their career advancement opportunities. Graduates taking refresher courses must abide by current school rules and regulations, particularly attendance and timely class arrival. Graduates seeking to take a refresher course must contact the School Director to determine availability of course and class size. Graduates will need to purchase the appropriate textbook(s) associated with the audit class.

INTERNSHIPS

As a part of the student’s training program, internships are made available in certain training programs. To be eligible for an internship, the student must reach the acceptable academic benchmark of at least a cumulative GPA of 2.0 for all classes taken in his / her training program and meet all of the school’s attendance standards, complete and pass all courses within the program of study, follow all school rules for conduct, dress code and tardiness and be recommended by the Program Department Chairperson and Career Services Department. During the student’s internship, he / she will have the opportunity to apply the skill / behaviors learned throughout his / her training program. The internship will be supervised by the site manager and overseen by the Program Department Chairperson.

The internship will provide the student with outstanding practical work experience and career networking opportunities prior to graduation. The internship will provide experience that builds upon the student’s educational program; therefore, the internship is a non-paying position.

Both the school and the student may be responsible for locating and finalizing an internship site for a student. If the assigned internship site from the school is unacceptable to the student, the student is responsible for finding their own site. Site must be approved by the school and meet all of the school’s guidelines.

Students must abide by the rules and regulations of the designated employer’s site. Students are required to follow dress code, rules of conduct, attendance, and safety procedures identified by the site supervisor and also identified by the school. Criminal background checks, drug testing, child abuse clearances, updated immunizations, and a physical examination may also be internship site requirements. These items are the financial responsibility of each student and must be paid for prior to one academic term of being assigned to an internship site. Proof of documentation for each of these tests and clearances must be submitted to the Career Services Department prior to one academic term of a student being assigned an internship site. Internship sites are valuable learning environments which permit students “hands-on” opportunities under the direct supervision of the site manager. It is therefore important that students respect this privilege and act accordingly. If, for any reason, a student is withdrawn or terminated from an internship site before completion of the required 180 hours, student may be required to repeat the internship class again in the next academic term. Student will be financially responsible to repeat this class. School will not be responsible for finding another internship site for the student in the same academic term. Students’ accumulated Internship hours will need to be repeated in the next internship opportunity in the different academic term.

STUDENT FINANCIAL ASSISTANCE

IMBC makes every possible effort to aid students who need financial assistance in order to complete their training programs. Applicants in need should apply for financial assistance at the same time they apply for admission or go on line to **www.fafsa.ed.gov** to complete the Free Application for Federal Student Aid. Financial assistance in the form of loans and grants is available to qualified students. Students seeking financial assistance through any of the available programs should request information and appropriate financial assistance forms from the school. The financial aid office will be available to assist in completing these forms and submitting them to the appropriate agency. The student is responsible for providing accurate information.

GRANTS

PELL GRANT:

The Pell Grant is a major federal grant program available to undergraduates who are enrolled at least on a half-time basis. Eligible recipients of this grant are required to maintain Satisfactory Academic Progress as defined in this catalog. The amount of the award is based on financial need and the student is required to be enrolled in an accredited program.

SEOG:

(Supplemental Educational Opportunity Grant)

The SEOG is a Federal grant program available to undergraduates. The amount of the award is based on financial need and the student must be enrolled at least on a half-time basis. Each year the school receives a set amount of FSEOG Authorization. When the amount authorized is awarded, there are no more FSEOG funds for the year.

PENNSYLVANIA STATE GRANT:

The Pennsylvania Commonwealth provides a state grant to undergraduate students who reside in the state and meet the income criteria. The amount of this grant is based on financial need and the student is required to be enrolled full-time in an accredited program which is at least two (2) academic years in length. An eligible program would be one in which the student would obtain an Associate in Specialized Business (A.S.B.) or Associate in Specialized Technology (A.S.T.) Degree. All Pennsylvania State Grant recipients must maintain satisfactory academic progress as determined by the State Higher Education Assistance Agency. The state agency which governs this grant program is The Pennsylvania Higher Education Assistance Agency (PHEAA), 1200 North Seventh Street, Harrisburg, PA 17102-1444.

PA TIP GRANT:

The Pennsylvania Targeted Industry (PA-TIP) program provides grant aid to students for learning the skills necessary that are in high demand with today's employers. These skills are applicable to IMBC applied trades programs. PA-TIP is a need-based award which is used to help cover educational expenses. The student must be enrolled full-time in an approved program of study that is at least ten (10) weeks but less than two (2) academic years in length. A student that has completed a four-year degree or higher is still eligible to apply for PA-TIP. The Pennsylvania State Grant cannot be received in conjunction with this award. The state agency which governs this grant program is the Pennsylvania Higher Education Assistance Agency (PHEAA).

LOANS

William D. Ford Federal Direct Loan program: This Loan Program enables the student to borrow directly from the federal government. Direct Subsidized Loans and Direct Unsubsidized Loans are available for those students who qualify. The maximum amount one may borrow as an undergraduate dependent student in the first year of a one (1) year diploma program is $5,500. Dependent students in the second year of a two (2) year degree program may borrow up to $6,500. Repayment begins six (6) months after the student has graduated or he / she has terminated his / her education.

Veterans Benefits: GI Bill®

Veteran benefits are available for qualified military personnel. Students who believe they may be eligible for benefits under the GI Bill® should contact the Veterans Administration or seek assistance with the Financial Aid Office at the school. IMBC (FC: 24-3082-38 and 24-3010-38) requires the student submit a Certificate of Eligibility for entitlement to educational assistance to the school.

Vocational Rehabilitation Services (OVR):

The Pennsylvania Office of Vocational Rehabilitation, or OVR, provides vocational rehabilitation services to help persons with disabilities prepare for, obtain, or maintain employment. OVR provides services to eligible individuals with disabilities, both directly and through a network of approved vendors. IMBC is an OVR approved vendor.

Trade Adjustment Act (TAA):

The school's training programs are PA State approved for student's eligible to receive TAA (Trade Adjustment Act) and WIOA (Workforce Innovation and Opportunity Act) funds.

Workers may be eligible for TAA if their jobs are lost or threatened due to trade-related circumstances as determined by the Department of Labor.

WIOA is legislation designed to strengthen and improve our nation's public workforce system and help get Americans, including youth and those with significant barriers to employment, into high-quality jobs and careers and help employers hire and retain skilled workers.

Payment Plan:

For those students who demonstrate a financial need and have been unable to obtain alternative funding, interest free payment plans may be available through IMBC to assist with part or all of the remaining unfunded balance. Students seeking financial assistance can apply for the monthly payment program available in the Financial Aid Office.

ACADEMIC INFORMATION

GRADING SYSTEM & GRADUATION REQUIREMENTS:

GRADE:	GRADE VALUE:	GRADE:	GRADE VALUE:
A	90 - 100% - 4.0	Inc.	Incomplete - N/A
B	80 - 89% - 3.0	W	Withdrawal - N/A
C	70 - 79% - 2.0	T	Transfer - N/A
F	Below 70% - 0.0		

When the student's course work is completed, a grade will be issued. The student's record will be reviewed to determine whether he or she is making Satisfactory Academic Progress (SAP) when the course work has been completed.

An incomplete grade "Inc" is assigned if the student has not completed all the necessary course work. The student has one week after the end of the grading period *(unless special arrangements are made and approved by management)* to complete all projects or work for the course before the instructor averages all the grades and assigns an appropriate letter grade. An incomplete is issued to a student who is passing the course but who has not been able to complete all required work, generally because of extenuating circumstances. An "Inc." grade will have no effect on the measurement of Satisfactory Academic Progress and will not be included in the grade point average. When an "Inc." grade is converted to a final grade, the final grade will be included in the grade point average and SAP will be recalculated.

A withdrawal grade "W" is assigned when a student withdraws before the 15th class day of the term. Withdrawal from a class on or after the 15th class day of the term will result in an "F" grade. Students may withdraw from a course by completing a withdrawal form before dropping or interrupting training.

To be eligible for graduation, a student must successfully complete and pass all courses designated in his or her curriculum, maintain good attendance, have maintained the minimum academic average of 70% or above, completed all financial obligations to the school and be in good standing with all policies and other requirements of the school.

HONOR ROLLS

At the end of each term, IMBC recognizes the academic achievement of students who have earned a grade point average of 3.5 to 4.0. Students who qualify for the Dean's List are issued Certificates of Achievements for that term. Perfect Attendance awards are given to students at the conclusion of each term who have achieved 100% perfect attendance for that term. Both the Dean's List Recognition and Perfect Attendance Certificates issued term (6 weeks for morning/afternoon shifts) and every quarter (12 weeks for evening shifts) are important achievements and demonstrate to an employer a student's commitment, dedication and responsibility. These achievements will be encouraged to be included in the student career graduate portfolio for each student.

ADMINISTRATIVE ASSISTANCE POLICY

A student is expected to complete each quarter they begin. If a student must interrupt their attendance during a quarter for any reason, they will be considered a withdrawal and subject to the regulations that apply. Many times this creates outstanding balances because financial aid monies must be reduced and returned; these balances would need to be paid before re-entry into the school is allowed. If the reason the student had to withdraw mid-quarter was a documented family emergency involving the student, spouse or child, he/she may apply for Administrative Assistance. Decisions are made on a case-by-case basis and may include extended repayment time.

STUDENT RECORDS RETENTION

As required by Federal Regulation (34 CFR 668.24) IMBC maintains all student records for a minimum of five (5) years from the last award year that aid was disbursed after the student is no longer enrolled. Transcripts and applicable financial aid documents are maintained indefinitely as noted in the Federal Regulation (34CFR 668.24).

AMERICANS WITH DISABILITIES ACT (ADA) POLICY

IMBC adheres to the requirements on a disability established under the American with Disabilities Act (ADA) of 1990 and the Rehabilitation Act of 1973. No qualified individual with a disability shall, on the basis of the disability, be excluded from participation in, be denied the benefit of, or otherwise be subjected to discrimination related to any of IMBC's programs or activities. When a student self discloses their disability, IMBC will make reasonable accommodations to include all students in the school's activities and programs. The self-disclosure of the disability, along with documentation from a health care provider, should be made to the school Director. Determination of reasonable accommodations will be made by the Director and management of the school.

ADA ACCESSIBILITY

The IMBC School is not ADA accessible. IMBC does not provide any special facilities, but may provide reasonable accommodations on a case-by-case basis.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (FERPA)

IMBC adheres to the Family Educational Rights and Privacy Act (FERPA) of 1974. FERPA provides guidelines around a student's right to access their information as well as the school and faculty responsibilities to protect the confidentiality of student information.

The following information cannot be provided to any third party, including parents, guardians and spouses: Social Security Number, class schedule, admission information, academic records, grades and performance information, assignments, communications (letters and e-mails) with any information about the students, system reports or information with identifiable student information. Student written consent is needed for the release of records covered by the law to outside parties except for those agencies entitled to access under the provisions of the law (i.e., institution officials, federal education and auditing officials, requests related to the application for or receipt of financial aid, accrediting organizations, and parents of a dependent student, as defined in 26 U.S.C. 152). Directory information as it relates to this act includes, but is not limited to, the student's name; address; telephone listing; electronic mail address; status (e.g., undergraduate, full-time or part-time); dates of attendance; degrees, honors, and awards received; and the most recent educational agency or institution attended. You may restrict elements of Directory Information by written request to the Financial Aid Office stating each specific element you do not want released.

IMBC will allow students to review and inspect their records and any record which is incorrect will be amended. Questions with respect to a student's prerogatives under the Family Educational Rights and Privacy Act of 1974 should be directed to the Director.

DISASTER CLAUSE

In the event of natural disasters affecting operations (i.e. fire, flood, hurricane, tornado, etc.) the school reserves the right to suspend training for period not to exceed 180 days, providing the school evidences positive effectiveness every 30 days to reactivate the school.

DEFINITION OF CLOCK HOUR

The clock hour consists of 50 minutes of classroom activity with a 10 minute break.

DEFINITION OF CREDIT HOUR

A unit by which an institution may measure its course work. The number of credit hours assigned to a traditionally delivered course is usually defined by a combination of the number of hours per week in class, the number of hours per week in a laboratory, and/or the number of hours devoted to internship times the number of weeks in the term. One (1) unit of credit is usually equivalent to, at a minimum, one (1) hour of classroom study and two (2) hours of outside preparation, two (2) hours of laboratory experience, or three (3) hours of internship, or a combination of the three times the number of weeks in the term. IMBC is accredited by the Accrediting Bureau of Health Education Schools (ABHES) and ABHES's standards require a minimum of 5.0 outside homework hours for each quarter credit hour of lecture/laboratory.

DEFINITION OF QUARTER CREDIT

The number of credit hours assigned to a traditionally delivered course consists of a minimum of 10 classroom lecture hours of not less than 50 minutes each and which assumes not less than 2 hours of outside reading and / or preparation; 20 laboratory clock hours where classroom theory is applied and explored, or manipulative skills are enhanced, 30 hours of external discipline related work experience with indirect instructor supervision or employer assessment; or an appropriate combination of all three. IMBC is accredited by the Accrediting Bureau of Health Education Schools (ABHES) and ABHES's standards require a minimum of 5.0 outside homework hours for each quarter credit hour of lecture / laboratory.

RE-ENTRY PROCEDURE

A student must apply for re-admittance to the school after being withdrawn or dismissed. The re-admittance policy is as follows:

1. The student must complete a new Application for Admission with a $250 re-admit fee. The student will need to provide explanations, to the satisfaction of the school, of the removal of any outside or adverse conditions which contributed to the previous academic deficiencies. The student must re-enroll under the current tuition / fee structure.
2. The student must obtain permission from the School Director to re-enroll. If necessary, the Director may have the student undergo an Academic Evaluation to determine if the student has the desire and academic ability to progress satisfactorily in the program. The Director will determine what previously earned credits from IMBC will be accepted to the original or new program of study.
3. The student must meet with the Financial Aid Office to verify all financial obligations to the school have been met and have signed a new enrollment agreement.
4. The student must contact the Financial Aid Office to re-apply for financial aid or make satisfactory payment arrangements.

RATIOS AND TEACHING LOAD

Class sizes typically range from 4 to 25 students. Hands-on training is an essential component in attaining the educational outcomes set forth by IMBC. The average student to teacher ratio in the skills / lab is 10:1.

CONDUCT

Students are subject to regulations set forth by the institution. Breach or violation of any of these rules may result in disciplinary action up to and including dismissal from school. Students are expected to maintain a good grooming and behavioral standard at all times. Conduct should be a professional and business-like manner. Students are expected to dress as they would in the work environment. The school has a strict policy on vulgar language and inappropriate behavior none of which is tolerated and is subject to dismissal from school and / or an internship opportunity, if violated.

SCHOOL SECURITY

The administrative staff of IMBC makes every effort to maintain a safe and secure school. Each fall, as required by the Higher Education Amendment of 1992, IMBC publishes the School Crime & Security Report. This report is available for review on the IMBC.edu website.

IMBC subscribes to the CampusAlert system to provide emergency communications to students and staff at IMBC. Updated information is gathered in each class at the start of each six (6) week term.

Weapons, of any type, are not permitted on school property or during any school activity on or off school property. Students with weapons will not be allowed to attend class or participate in scheduled school activities, and must leave the property immediately. Students who violate the *"zero tolerance"* weapons policy may be disciplined and / or may be terminated from school. All students and employees are encouraged to report any violation of the above regulation to the Director. All criminal activity will also be reported to the Director and the local law enforcement. The institution strives to provide a safe, secure learning environment. However, IMBC cannot be held responsible for the loss of books or personal property brought onto the school or in the parking lots. Please secure your possessions at all times.

ALCOHOL / DRUG-FREE ENVIRONMENT

IMBC is committed to having an alcohol / drug-free school. The Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226) requires IMBC to adopt and implement a program to prevent the illicit use of drugs and the abuse of alcohol by students and employees. IMBC standards of conduct clearly prohibit the unlawful possessions, use, or distribution of drugs and alcohol by students

on IMBC's property or during any IMBC activity on or off school property. If any student is suspected of drug or alcohol use, IMBC reserves the right to request drug / alcohol testing and / or counseling, and report incidents to local law enforcement. In addition, consequences up to and including termination may ensue. IMBC has a *"zero tolerance"* for drug / alcohol use on school premise or at school functions. Any student suspected of being under the influence of any alcohol or drugs may be asked to leave the school premise or school function immediately. Further school sanctions, up to and including dismissal from school may occur.

DRESS CODE POLICY

Students are expected to maintain a good grooming and behavioral standard at all times. Students are expected to act at all times like professionals and to dress and groom accordingly, emulating the professional workplace. If a student is wearing clothing or is groomed in a manner deemed unacceptable or inappropriate by a faculty member, or administration, he / she will be asked to leave school and return with suitable attire and grooming. Certain programs require appropriate dress code including *"scrubs"*. Students are expected to be in proper dress throughout the duration of the training program each day. Continued violation of this policy may lead to dismissal from school and an internship opportunity.

ATTENDANCE POLICY

QUARTER CREDIT HOUR PROGRAMS

Attendance is an extremely important part of the program at IMBC. Continuous and consecutive classroom attendance policies exist to provide the student with a well-rounded scope of the course material as well as the essential hands-on experience that is crucial to the mastery of the subject. Prospective employers are concerned with a student's attendance as well as academic records. The responsibility of attendance rests solely on the student; and therefore, the student must realize that attendance will reflect on his or her academic success or failure. Students are expected to attend each and every class and be on time for class. IMBC's recommended minimum attendance standard for graduation is 85% cumulative attendance in the classroom for the entire training program.

Attendance is taken daily in each class. All absences are recorded and made a permanent part of the student's record. It is expected that the student will contact the instructor (or the school) in the event they are unable to attend and to provide supporting documentation acceptable to their instructor. Acceptable documentation of absenteeism may include the following: doctor's note, appointment card, or detailed documentation of any other extenuating circumstances.

Absence does not excuse a student from completing all required work each quarter. It is the student's responsibility, upon his or her return from being absent, to locate each instructor, find out what work was missed, and, if needed, spend extra time at school to catch up. All make up work will be coordinated with the instructors and completed prior to the end of the quarter.

A student will be immediately withdrawn from his / her program of study if he / she does not attend course(s) within a consecutive 14 calendar day period.

TARDINESS

Each instructor will track classroom attendance to the nearest quarter of the hour. If a student arrives later than the commencement of class or leaves early, they will be marked tardy. If a student arrives later than the commencement of class, the student will not be able to attend that class until the next classroom break is completed in the classroom. The absence in the classroom activity could negatively affect the students' academics, so the school strongly urges all students to be on time for the start of each class. Student tardiness could lead to discontinuance of training and / or disqualification from an internship opportunity. IMBC will not tolerate excessive tardiness which demonstrates lack of commitment and has a negative impact on those students who arrive consistently on-time. "Excessive" tardiness will be defined by the school administration. Students must be in each class for the full teaching time frame to get the best benefit.



MAKE-UP WORK

In the event of an absence, make up work is permitted but must be done on the student's own time and at the convenience of the instructor. Make-up work meets graduation requirements, but does not remove the absence as recorded. Students who miss a regularly scheduled class have the opportunity to make-up the work by attending a pre-arranged make-up period. Make-up hours are not to be a replacement for missing regularly, scheduled classes. Make-up sessions will need to be *"signed-up"* for and approved by the instructor and school director.

Any absences or excessive tardiness may be rectified at the discretion of the instructor outside of regular class hours. These make-ups may include additional course-related assignments, tutoring, completing deficient class exercises or instructor-approved extra credit assignments. All make-up work must be completed within the same term as the absence occurred. There is no charge for make-up work. Scheduling make-up time with an instructor and then not attending this extra scheduled time may result in student not being able to attend make-up sessions in the future and/or negatively affecting the student's grade.

REPETITION OF COURSES

If it is necessary for a student to repeat a course, the highest grade earned will replace the lowest grade and will be used in determining the cumulative grade point average. Repeated courses will be included in the calculation for credit hours earned/attempted for satisfactory progress. However, in no case may the student extend as a regular student beyond one-and-half times the normal program length in order to complete the program. The student will be financially responsible for repeating a class. Repeating of a class may extend the students' graduation date.





GRIEVANCE / COMPLAINT PROCESS

In the event that any student has any problems regarding the school, its policies, procedures, practices, facility, or educational programs, a student should first consult his/her instructor or program director. Students are encouraged to communicate in writing their concerns fully and frankly to their assigned instructor or program director. Every effort will be made to resolve the problem within 1-2 business days. If additional assistance is needed, the student should contact the School Director and provide in writing the student concern. A meeting with all parties involved will occur where a final determination will be reached.

Additional contacts may be made to the Department of Education, State Board of Private Licensed Schools, 607 South Drive, Floor 3E, Harrisburg, PA 17120 or to the Accrediting Bureau of Health Education Schools, 6116 Executive Drive, Suite 730, North Bethesda, MD 20852.

SMOKING AREAS

IMBC is a non-smoking facility. Students wishing to smoke may do so in the designated outdoor areas. Students are asked not to smoke by the entrance and exit doors of the school as non-smokers may be coming or leaving the building and everyone needs to be conscious and respectful of one another.

PARKING

Free parking is available within walking distance of the school building. Students are asked to park within the parking lines to allow for an organized and systematic way of parking. Students are required to display the IMBC parking decal in the rear window of their car for security purposes. If students need additional IMBC decals for their cars please see the front desk receptionist.

STUDENT HEALTH EMERGENCY

In the event of an emergency situation which involves a student, IMBC staff and/or faculty will call 911. The student will be transported to the closest facility available for treatment. If a student declines treatment he or she can make their own arrangements to be seen by their health care provider. Under no circumstances will IMBC staff or associates provide treatment or diagnosis of any situation, nor will any student be transported to a medical facility by any IMBC associate.

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS FOR QUARTER CREDIT HOUR PROGRAMS

QUARTER CREDIT HOUR

The Institute of Medical and Business Career's Satisfactory Academic Progress (SAP) standards measure each student's quantitative (credit completion) and qualitative (cumulative grade point average) progress toward the completion of the student's program of study. The SAP standards are primarily used to determine a student's eligibility to receive federal financial aid under Title IV of the Higher Education Act; however, the SAP standards are applied to all students and represent a minimum standard of academic achievement required by the Institute for continued enrollment.

SAP Evaluation Periods

The Institute's SAP standards measure a student's SAP at the end of each term or quarter. The Institute will provide an academic grade report to each student at the end of each term or quarter, which will include the student's grades earned in each course attempted. The grade report will also provide cumulative information for all credits attempted and completed and a cumulative grade point average at the end of each grading period.

Maximum Time Frame

The maximum time frame in which a student may complete his or her program of study is the period of time in which it takes the student to attempt 150% of academic credits contained in his or her educational program.

Quantitative Requirement Credit Completion

Each student must complete a minimum number of credits by the end of each SAP evaluation period. Only satisfactorily completed course credits are counted as credits completed. Satisfactorily completed course credits include those for which a student receives a grade other than a "W" or "F." All courses for which a student receives a grade, whether passing or failing, a withdrawal ("W"), a repeated course, or an incomplete ("Inc"), are counted in determining credits attempted. Transfer credits accepted for the student's program will be counted as credits attempted and credits completed. A student's SAP standing will be calculated based on the student's entire history of enrollment in a specific program of study, except as noted. *(See Credit Completion requirements at each Evaluation Level in the charts.)*

Qualitative Requirement – Cumulative Grade Point Average (CGPA)

The Institute measures qualitative progress on the basis of a 4.0 grading scale. All courses for which a student receives a grade will be included when calculating the student's CGPA, except that of a withdrawal ("W") or incomplete ("Inc") will not be included in determining a student's CGPA, and if a student repeats a course, only the highest grade for that course will be included when calculating the student's CGPA. *(See CGPA requirements at each Evaluation Level in the charts.)*

Academic / Financial Aid Probation

Students who do not meet the minimum standards for credits completed or cumulative grade point average in accordance with the requirements at the appropriate "Evaluation Level", will receive a written notification from the Director or his/her designate stating that he or she is being placed on an Academic / Financial Aid Probation. A student in the Academic / Financial Aid Probation status will have one additional quarter to correct the deficiency and meet the minimum requirements at the end of his / her next quarter. The Academic / Financial Aid Probation period shall be one quarter. The student will remain eligible for federal financial aid while on Academic / Financial Aid Probation. If the student does not achieve the minimum quantitative and qualitative requirements by the end of the Academic / Financial Aid Probation period, the student will no longer be eligible for any form of federal student assistance under Title IV of the Higher Education Act and will be dismissed from the institution unless the student submits an appeal (see description below) and is granted an "Extended Probationary" period by the Financial Aid Committee ("Committee"). A student whose enrollment is terminated because he or she failed to achieve SAP and who does not successfully appeal such termination may make application for re-admission.

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SAP TABLES FOR CREDIT HOUR PROGRAMS:

The following charts provide the minimum quantitative and qualitative requirements for each evaluation point.

PROGRAMS OF STUDY OF LESS THAN ONE ACADEMIC YEAR

Evaluation Levels	Cumulative Credits Attempted (including transfer credits)	Minimum Percentage of Cumulative Credits Completed (including transfer credits)	Minimum CGPA
1	1 to 16	50%	1.85
2	16.1 & Higher	67%	2.0

PROGRAMS OF STUDY OF MORE THAN ONE ACADEMIC YEAR

Evaluation Levels	Cumulative Credits Attempted (including transfer credits)	Minimum Percentage of Cumulative Credits Completed (including transfer credits)	Minimum CGPA
1	1 to 16	50%	1.5
2	16.11 to 32	60%	1.75
3	32.1 or Higher	67%	2.0

SAP Appeals & Financial Aid Extended Probation

Students who fail to meet SAP requirements after an Academic/Financial Aid Probation period are permitted to appeal the termination of their federal financial aid eligibility and termination from the school if the student can demonstrate in his or her written appeal that mitigating circumstances were the contributing factors to the student's failure to achieve SAP. Mitigating circumstances would include the death of a relative of the student, injury, disability or illness of the student or other special circumstances. A SAP appeal must be submitted within 30 days of receiving notice of the failure to achieve SAP after an Academic/Financial Aid Probation period. The student's letter of appeal must explain and document, to the satisfaction of the Financial Aid Committee, the mitigating circumstances which caused the student not to achieve SAP after the Academic/Financial Aid Probation period and what circumstances have changed which will now allow the student to achieve SAP at the end of the student's next SAP payment period. The Financial Aid Committee may grant one additional quarter as a Financial Aid Extended Probationary period, approve an "Academic Improvement Plan", or deny the appeal. If the appeal or an academic improvement plan is approved by the Committee, the student will be eligible for federal student assistance (Grant & Loans) during the extended probationary period. The Financial Aid Committee consists of the School Director, Program Director, and Financial Aid Director, or their designees. The SAP Appeal decisions of the Financial Aid Committee are final and the Committee's decision will be provided to the student in writing within 30 days of receipt.

Cancellation of Aid

If a student's financial assistance is cancelled for failure to meet SAP after either a SAP Academic/Financial Aid Probationary period or a SAP Financial Aid Extended Probationary period, the student will be notified in writing informing him or her of the cancellation of financial aid and termination from the Institute as well as the requirements for the submission of an appeal and/or the requirements for re-admission to the Institute.

Re-establishment of Satisfactory Academic Progress, Reinstatement of Financial Aid and reinstatement of the student

Students who have been terminated from the Institute for failure to achieve SAP may qualify for re-admission to the Institute for the purposes of re-establishing their SAP. However, during this period, the student will not be eligible to receive any form of federal financial aid.

Students may regain financial aid eligibility by correcting their qualitative and/or quantitative deficiencies. Students can accomplish this by raising their cumulative GPA and/or by completing the appropriate number of courses to raise the number of credits successfully completed versus attempted. This can be achieved by successfully completing the necessary course(s) at the Institute at the students' own expense or through transferring credits into the Institute.

When a student who has lost his or her eligibility to receive federal student assistance meets the required cumulative GPA and/or the appropriate minimum percentage of cumulative credits completed, the student's financial aid eligibility may be reinstated. Students are responsible for notifying the Financial Aid Director and Director of Education in writing when they believe they have corrected their SAP deficiencies.

Transfer and Re-admitted Students / Students Changing Majors

If a student transfers to the Institute from another postsecondary institution, the transferred credits that were accepted by the Institute will count as credits attempted and credits completed for purposes of calculating the student's quantitative progress. The corresponding grades will not count toward the student's qualitative progress.

If a student is re-admitted into the Institute, changes his or her program of study, or seeks to earn an additional academic credential *(another diploma or degree),* the credits that are applicable to the student's new program of study will be included in determining the student's SAP standing and the appropriate Evaluation Level for the student in terms of establishing the total number of credits attempted and completed at each of the student's evaluation periods. Students receiving federal financial aid may repeat a course in accordance with the Institute's academic policy.

Credits from both course attempts will be counted in total credits attempted and in minimum cumulative credits completed at the Institute, but only the highest grade earned will be included in the calculation of minimum cumulative GPA. Credits from both course attempts will also count towards the Maximum Time Frame for Completion. Students may receive financial aid for each repeated course provided that a student may not repeat a passed course more than once.

Repeated Courses

Only the highest grade received will be included in the calculation of minimum cumulative GPA. The student may be financially responsible for repeating a course. Repeated courses will be included in the calculation for credit hours earned/attempted for satisfactory progress. However, in no case may the student extend as a regular student beyond one-and-one-half times the normal program length in order to complete the program.

Incomplete Grades

An Incomplete "Inc." will be given to any student who does not completely fulfill the requirements of a course. The student has one (1) week after the end of the term or payment period (unless special arrangements are made and approved by management) to complete all projects or work for the course before the instructor averages all the grades and assigns an appropriate letter grade. Failure to complete the course work in the period required will result in the appropriate final average letter grade issued. When the "Inc." is replaced with a letter grade, the GPA and satisfactory progress determination will be recalculated based on that letter grade.

Termination

The Institute reserves the right to terminate a student's enrollment if, during the student's program of study, the Institute determines that the student has failed to maintain SAP, comply with all of the Institute's rules and regulations as published in the Institute's Catalog, or has failed to meet his/her financial obligations. Any refund due to the student or other agencies will be calculated and refunded according to the Tuition Refund Policy. A student who has been dismissed from the Institute for failure to maintain SAP may reapply for admission; however, until satisfactory SAP status is re-established, the student will not be eligible for any form of federal aid assistance. A student making application for re-admission must first satisfy all current requirements for admission. In addition, if a student's enrollment was terminated for failure to maintain SAP, the applicant's academic records will be evaluated to determine if it is possible for a satisfactory cumulative grade point average to be achieved and if the program can be completed within the maximum time frame. If both these standards can be achieved, the student may be considered for re-admittance.

NON-DISCRIMINATION POLICY

Institute of Medical and Business Careers adheres to the following federal regulations to ensure nondiscrimination: American Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, Titles VI and VII of the Civil Rights Act of 1964, and the Equal Educational Opportunity Act of 1974. IMBC affirms that it will not discriminate on the basis of gender, race, color, national origin, ethnicity, religion, age, disability, sexual orientation, veteran status, or marital status in any of its policies, practices or procedures in accordance with applicable federal, state and local laws, nor will it condone any acts of illegal discrimination by its employees. This provision includes, but is not limited to, employment, admissions, testing, financial aid and educational services. IMBC confirms that the above provisions by its reference to applicable federal, state and local laws prohibits and condemns any retaliation of any kind against any employee or student engaging in the exercise of free speech or in activities protected by federal, state and local laws. If any student or faculty member has a concern about compliance with these federal regulations, please contact the School Director in writing, detailing the concern.

IMBC SEXUAL HARASSMENT AND SEXUAL MISCONDUCT POLICY

IMBC is committed to providing equal opportunities in education and employment and to creating equal access to college benefits, programs, and activities for all students. Toward this commitment, the school strives to provide an environment in which students, staff, and faculty can study and work without having to overcome the barriers of discrimination and harassment because of sex, gender identity, sexual orientation, age, ability, national origin, documentation status, race, ethnicity, or any other protected class.

IMBC opposes sexual harassment in any form, by any employee, student, or representative of the school. Sexual harassment is prohibited by the Civil Rights Act of 1964, Title VII, Section 703, and by the Educational Amendment of 1972, Title IX.

The Title IX Sexual Harassment and Assault Policy covers the principles and procedures related to discriminatory effects of specific sex-based discrimination. Title IX refers to the 1972 Higher Education Amendment, 10 U.S.C. § 1681 et seq., to the U.S. Civil Rights Act (1964) that states: No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

This policy prohibits all forms of sexual misconduct, including sexual harassment, sexual assault, sexual exploitation, indecent exposure, intimate-partner violence, dating violence and domestic violence, retaliation, stalking, and other misconduct that is sex or gender based, or in the context of an intimate partner relationship including: bullying and intimidation, physical assault, and discrimination.

Immediate and appropriate corrective action will be taken should any student, faculty member, staff, administrative employee, or contract worker engage in behavior contrary to this policy or who engages in any form of retaliation against individuals who report unwelcome conduct or who cooperate in the investigation of such reports in accordance with this policy.

Such conduct will not be tolerated, and this policy will be vigorously enforced. Violation of this policy is a serious matter and will be dealt with accordingly. The purpose of this policy is to demonstrate a strong commitment to maintaining a working and learning environment free of harassment.

Please report anything regarding sexual violence, sexual misconduct, harassment, dating violence, domestic violence, stalking, and other prohibited behaviors to Philip Book at philip.book@imbc.edu. You may also leave a note anonymously at https://imbc.edu/student-complaint-form/. (In accordance with Article XX-G and Article XX-J of the Public School Code).

Reports of sexual harassment or sexual misconduct should be reported to the Title IX Coordinator. When anyone reports various forms sexual harassment or assault defined in this policy to the Title IX Office, the Title IX Coordinator works with reporters and respondents to address and remedy situations and to help prevent further harm.

Federal Oversight of Discrimination Inquiries about Title IX rights and responsibilities may be made externally to: Office for Civil Rights (OCR) U.S. Department of Education 400 Maryland Avenue, SW Washington, D.C. 20202-1100Customer Service Hotline #: (800) 421-3481 TDD#: (877) 521-2172 Email: OCR@ed.gov Web: http://www.ed.gov/ocr.

DIVERSITY AND INCLUSION STATEMENT FOR THE INSTITUTE OF MEDICAL AND BUSINESS CAREERS (IMBC)

As a post-secondary educational institution with programs that prepare health care and business professionals for practice in communities throughout the United States, the Institute of Medical and Business Careers is dedicated to diversity, equity, and inclusion. IMBC welcomes the diverse experiences and contributions of all of employees, students, advisory board members and vendor representatives, and is committed to creating, supporting, and nurturing an environment, as well as standards and processes, that invite and incorporate the perspectives of individuals of every race, ethnicity, ancestry, national origin, color, gender and gender identity, sexual orientation, socioeconomic status, age, religion, political view, disability, and pregnancy status. IMBC believes that diversity, equity, and inclusion are essential to our mission for preparing men and women in occupational skills to qualify them for entry into their chosen careers. As a post-secondary educational institution, recognized by the United States Secretary of Education and licensed by the Department of Education, Commonwealth of Pennsylvania, IMBC believes that diversity, equity, and inclusion serve to enhance the quality of education programs and services provided by the institution. IMBC understands that its commitment to diversity, equity, and inclusion is not static and pledges to work continually to evaluate its own governance, policies, and operations. IMBC believes that doing so is essential to supporting a well-educated allied healthcare and business careers workforce. To view IMBC's full policy on non-discrimination, sexual harassment and campus security reports, please go to https://imbc.edu/wp-content/uploads/2022/10/2022-ERIE-Campus-Security-Policy-and-Campus-Crime-Statistics-Report.pdf.

WITHDRAWAL AND REFUND POLICIES

All withdrawn or terminated students that have a tuition obligation to the school will be processed in the following manner:

The Institution may pay an applicable refund if the student withdraws or is dismissed, no later than thirty (30) days from the last day of attendance or thirty (30) days from the date the school determined the student stopped attending. Written notification of withdrawal is not a required condition for making refunds.

Upon receipt of the refund, the student agrees that its receipt constitutes a full and complete release of the Institute of Medical and Business Careers from any and all liabilities. All governmental and agency refunds will be made within the required time limits of the funding agency.

Cancellation / Rejection Policy:

The Institute of Medical and Business Careers will refund, within thirty (30) days, all monies paid by an applicant who is rejected for enrollment by the Institute, or who enrolls in a program that the Institute of Medical and Business Careers cancels, or who cancels within five (5) calendar days of signing the Enrollment Agreement.

Tuition Refund Policy:

A student wishing to officially withdraw should inform the Institute of Medical and Business Careers in writing or verbally at least five (5) calendar days, but no more than thirty (30) calendar days, in advance of withdrawal.

A student who returns to the Institute of Medical and Business Careers after withdrawing must sign a new Enrollment Agreement and will be subject to the then-current rate for tuition. A student's last date of attendance, as documented by the Institute of Medical and Business Careers, will be used to calculate any money the student owes and to calculate any refund the student or other funding sources are due.

IMBC will use the Pennsylvania Department of Education, State Board of Private Licensed Schools' refund formula for all students who have withdrawn during the quarter. The calculation is determined as follows:

Pennsylvania State Board of Private Licensed Schools Tuition Refund Policy:

100%	**Refund**	0 Calendar days attended in the quarter
75%	**Refund**	1 – 7 Calendar days from the beginning of the quarter
55%	**Refund**	After 7 Calendar days, but within the first 25% of the quarter
30%	**Refund**	After 25% of the quarter but within 50% of the quarter
0%	**Refund**	After 50% of the quarter

An applicant who is rejected by the Institute shall be entitled to a refund of all monies paid.

Federal Return of Funds Policy

Under the provisions of the Higher Education Act Reauthorization, institutions participating in the Title IV student aid programs must calculate a Return of Title IV Funds refund calculation for all withdrawn students who received Title IV monies. Title IV student aid is *"earned"* by the student as he or she progresses through the period of which the student has been charged (quarter). If the withdrawal occurs after the 60% point in the quarter, no return of funds is required. Before that point, though, the amount of financial aid the student earns is exactly the same percent of the total aid for the term as the number of days scheduled until the last date of attendance, divided by the number of days in the student's payment period (quarter).

If the student received living expense monies that exceeded that which he or she earned, the student may be required to return half of the excess.

The Return of Title IV Refund calculation determines the amount of Federal Financial Aid the student has earned for that payment period (quarter). It does not determine the amount of tuition the school has earned. Daily attendance records are maintained for all students. In such cases, the actual last date of attendance will be used for return of funds and refund calculation purposes. Federal regulations require that Federal financial aid will be repaid first in the event of a refund. The refund priority order for students receiving federal financial aid is as follows:

1. Unsubsidized Loan
2. Subsidized Loan
3. Plus Loan
4. Federal Pell Grant
5. Other Federal Title IV programs
6. Other Federal programs
7. State programs
8. Institutional Aid
9. Other Aid
10. Student

COURSE DESCRIPTIONS
Alphabetical By Course Number

ANP100 – Anatomy and Physiology I
60 Hours / 4 Quarter Credits
Prerequisites: None

Course Description: Students will be able to describe the hierarchy system of the human body and why proper structure and function of organ systems is necessary for good health. This course emphasizes the primary and accessory structures associated with cells, human tissues, integumentary system, musculoskeletal system, cardiovascular system, lymphatic system and respiratory system. The understanding of complex principles among and between body systems will be clarified with the use of collaborative learning techniques, hands-on laboratory assignments and group exercises. Understanding of how proper structure supports proper function will be reinforced through research of disease topics relating to the body systems.

ANP101 – Anatomy and Physiology I
30 Hours / 3 Quarter Credits
Pre-requisites: None

Course Description: This course is designed to introduce students to the normal structure and functions of the human body. Students will be able to describe the hierarchy system of the human body and explain why proper structure and function of organ systems are necessary for good health. This course emphasizes the primary and accessory structures associated with cells, human tissues, integumentary system, musculoskeletal system, cardiovascular system, respiratory system. Students will also research the disease processes and pathophysiology related to each system.

ANP200 – Anatomy & Physiology II
60 Hours / 4 Quarter Credits
Prerequisites: None

Course Description: Students will be able to identify the primary and accessory structures associated with the digestive system, urinary system, nervous system, endocrine system and reproductive system. Upon completion of this course, students will understand the general anatomical principles of human body systems. Students will also understand the complex interaction between organ systems through the integrating principle of homeostasis and how loss of homeostasis leads to malfunction and disease of the body. The understanding of complex principles among and between body systems will be clarified with the use of collaborative learning techniques, hands-on laboratory assignments and group exercises. Understanding of how proper structure supports proper function will be reinforced through research on disease topics relating to the body systems.

ANP201 – Anatomy and Physiology II
30 Hours / 3 Quarter Credits
Pre-requisites: ANP101: Anatomy and Physiology I

Course Description: This course is a continuation of ANP101. Students will be able to identify the primary and accessory structures associated with the digestive system, urinary system, nervous system, endocrine system, lymphatic system, and reproductive system. Upon completion of this course, students will understand the general anatomical principles of human body systems. Students will also research the disease processes and pathophysiology related to each system.

CDL100 – Introduction to Commercial Driving Operations
75 Hours / 6 Quarter Credits
Prerequisites: None

Course Description: This course is designed to inform students on the general information needed for obtaining their CDL class "A" license. Students will study the Department of Transportation and Federal Motor Carrier Safety Administration rules and regulations, industry requirements, hours of service, vehicle systems and reporting malfunctions, pre/post-trip inspections, completing logbooks, cargo handling, explain environmental compliance issues, accident procedures, driving techniques and effectively managing driving conditions. Students will be informed of the hours of service allowed on the road, how to carefully plan their trips, route selection, keeping records, federal length and weight limits, state limits and penalties that can apply when not in compliance.

CDL200 – Tractor Trailer Control Skills and Operations
150 Hours / 6 Quarter Credits
Prerequisites: CDL100

Course Description: This course is designed to teach the students various control skills that are needed by working CDL drivers. Students will conduct pre/post trip inspections, navigate vehicle systems, control systems, logbooks, and experience filled training. Students' judgment and decision-making skills will become enhanced with behind-the-wheel lab sessions and on the road training in the following areas: Vehicle Control, Driving Techniques, and CDL Skills Driving including coupling, uncoupling, hooking doubles, straight backing, 90-degree backing, shifting, interstate driving, highway driving, and city driving. These sessions will develop the skills and abilities the students will need in the career as a CDL driver.

CLI100 – Clinical Rotation I
145 Hours / 7 Quarter Credits
Pre-requisites: NUR300

Course Description: This course builds on NUR300 Adult Health & Medical Surgical Nursing and allows students to observe and practice under supervision in an adult healthcare setting. It includes terminology, etiology, symptoms, diagnosis, nursing care, and treatment of each condition. It consists of application of theory, clinical practice, clinical conference, and introduces the concept of nursing care plans. Students will practice and demonstrate clinical judgment through case studies and practice scenarios. This is a pass or fail course.

CLI200 – Clinical Rotation II
145 Hours / 7 Quarter Credits
Pre-requisites: NUR400

Course Description: This course builds on NUR400 Maternal and Newborn Nursing and allows students to observe and practice under supervision in an maternal/newborn healthcare setting. This course provides practical nursing students with entry level competencies in providing family centered nursing care for the healthy mother and mother with complications during the prenatal, intrapartum, and postpartum stages of pregnancy. It includes normal and complicated pregnancy, labor and delivery, postpartum period, and the nursing care of the newborn. Also included is women's health, age-related concepts, cultural considerations, and leadership and management responsibilities. Students will practice and demonstrate clinical judgment through case studies and practice scenarios. ***This is a pass or fail course.***

CLI300 – Clinical Rotation III
145 Hours / 7 Quarter Credits
Pre-requisites: NUR450

Course Description: This course builds on NUR450 Pediatric Nursing and allows students to observe and practice under supervision in a pediatric healthcare setting. The course includes concepts of child growth and development, with a major focus on the fundamental principles of the nursing care of children. Topics also include the prevention of disease, and the more common disease conditions of pediatric clients, including signs and symptoms, etiology, diagnostic measures, usual treatments, and nursing care. Students will practice and demonstrate clinical judgment through case studies and practice scenarios. ***This is a pass or fail course.***

CLI400 – Clinical Rotation IV
145 Hours / 7 Quarter Credits
Pre-requisites: NUR500

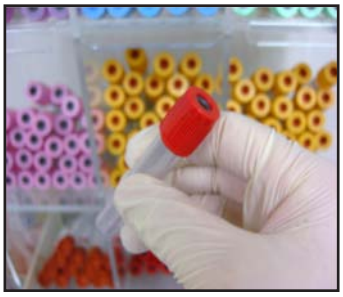
Course Description: This course builds on NUR500 Mental Health Nursing and allows students to observe and practice under supervision in a mental health healthcare setting. This course proves the fundamental knowledge of mental health concepts and techniques for the beginning practical nurse. The roles, emotions, and behaviors in the client and the client's family are observed for the nurses better understanding of his/her own behavior. Psychological and physical aspect of mental health maintenance and deviations are also practiced in this course. Students will practice and demonstrate clinical judgment through case studies and practice scenarios. ***This is a pass or fail course.***

CLI500 – Clinical Rotation V
145 Hours / 7 Quarter Credits
Pre-requisites: NUR550

Course Description: This course builds on NUR550 Gerontology Nursing and allows students to observe and practice under supervision in an aging population healthcare setting. This course prepares practical nursing students to become advocates for the aging population in all practice settings. The course includes information on the process of aging, maintenance of the health, Activities of Daily Living, the physiological and functional changes that occur during aging, and the nursing interventions designed to maintain health and prevent illness. Students will practice and demonstrate clinical judgment through case studies and practice scenarios. ***This is a pass or fail course.***

CLI600 – Clinical Rotation VI
145 Hours / 7 Quarter Credits
Pre-requisites: CLI100, CLI200, CLI300, CLI400, and CLI500

Course Description: This course is a culmination of the skills learned in CLI100, CLI200, CLI300, CLI400, and CLI500. Students will practice and demonstrate clinical judgment through case studies and practice scenarios. ***This is a pass or fail course.***





CMP100 – Introduction to Computers using Microsoft Word
60 Hours / 4 Quarter Credits
Prerequisites: None

Course Description: This course provides an introduction to basic computer use and Microsoft Word. Basic computer and internet skills have become prerequisites for virtually every future employment opportunity the student will pursue. This course is designed to provide the basic skills necessary to compete in the digital market. The course provides information on computer basics, including hardware and components, file folder management, email setup and basic internet. Introduction to Microsoft Word will allow the student to create professional documents using character and paragraph formatting, page and section breaks, multiple columns, tables, tabs and an entire array of program tools and techniques.

CMP101 – Advanced Microsoft Word
60 Hours / 4 Quarter Credits
Prerequisites: COMP100

Course Description: This course is designed to teach the student advanced word processing concepts using Microsoft Word. The student will be able to utilize advanced techniques using macro commands, mail merge, and electronic forms. At the completion of this course, the student should be prepared to take the Microsoft Office Specialist (MOS) certification exam for Microsoft Word.

CMP102 – Introduction to Microsoft Excel
60 Hours / 4 Quarter Credits
Prerequisites: None

Course Description: This course is designed to give the student a working knowledge of Microsoft Excel, a spreadsheet application used in many business offices. Students will learn to create spreadsheets, and to apply formulas, functions, filtering, and formatting. Students will use 3-D cell referencing, diagrams, custom charts, and hyperlinks.

DA100 – Introduction to Dental Profession
60 Hours / 4 Quarter Credits
Prerequisites: None

Course Description: This course is designed to give the student an overview of the history and progress of dentistry in the United States, professional dental organizations and members of the dental team. Emphasis is placed on communication and listening skills; patients' psychological needs; the importance of fluoride in reducing caries; the role of nutrition in maintaining good oral health; restorative procedures available to patients' today and dental specialties as they relate to general dentistry. Strong emphasis is placed on beginning terminology; tooth surfaces; numbering systems; dental charting; an introduction to dental office design and equipment. Students will apply didactic concepts in a supervised clinical setting.

DA102 – Dental Anatomy / Science
60 Hours / 4 Quarter Credits
Prerequisites: None

Course Description: This course is designed to familiarize the student with the general anatomy and physiology of the human body, including systems, planes, and cavities; oral histology, embryology and tooth morphology. Strong emphasis is placed on the location, structures and functions of the head, neck anatomy, and bones of the face; musculature innervations, and the circulatory system. Students will apply didactic concepts in supervised clinical setting.

DA107 – Dental Radiography
120 Hours / 8 Quarter Credits
Prerequisites: DA100 - DA102

Course Description: This course is designed to provide an overview of the history of radiation and an in-depth didactic and clinical experience of dental radiography. Strong emphasis is placed on the biologic effects of radiation; imaging systems; safety precautions; components of the x-ray unit; x-ray production x-ray film and storage requirements; bisecting technique; paralleling technique; common production errors; mounting radiographs; identification of radiographic landmarks; state policies required for extra oral radiographs. Students will also have a clinical opportunity to expose special considerations to include occlusal, panoramic, edentulous, pediatric and adult full mouth series. Upon completion of this course, the student will sit for the PA Radiologic Exam at the first available date. Passing this exam will enable the student to acquire their authorization to Perform Radiologic Procedures in a dental office.

In order to fulfill requirements for this course, the student will sit for the Radiation Health and Safety (RHS) exam at the designated test date towards the end of this class. Successful passing of the exam is required to pass this class.

DA108 – Practice Management
60 Hours / 4 Quarter Credits
Prerequisites: DA100 - DA102

Course Description: This course places strong emphasis on the business aspects of the dental office management to include patient reception; telephone technique; business office systems; patient scheduling; marketing; record management; accounts receivable; accounts payable; supply inventory systems; recall systems; operating business equipment to include computers. Emphasis is also placed on the legal responsibilities of the dental team enacted by the State Dental Practice Act and enforced by the State Board of Dentistry; the importance of professional ethical conduct; the Health Insurance Portability and Accountability Act of 1996 (HIPPA). Students will apply didactic concepts in a clinical office setting.

DA 114 – Dental Materials - Cements and Restoratives
60 Hours / 4 Quarter Credits
Prerequisites: DA100, DA102

Course Description: This course is designed to provide in depth didactic and clinical experience of dental cements and dental chairside restorative materials. The didactic portion places strong emphasis on the properties and types of dental materials, preparation for patient care, the handling and use of dental cements and the types and uses of chairside restorative materials. Students will apply the didactic principles in a supervised clinical setting.

DA115 – Dental Materials - Impressions and Provisional Coverage
60 Hours / 4 Quarter Credits
Prerequisites: DA100, DA102

Course Description: This course is designed to provide in-depth didactic and clinical experience working with dental impression materials, temporary crown material, dental waxes and bite registration. The didactic portion places strong emphasis on preparation for patient care, safety, care and maintenance of laboratory equipment, handling and preparation of impression materials and gypsum materials, properties and types of dental lab materials, handling and care of temporary crown materials and waxes. Students will apply didactic principles in a supervised clinical and laboratory setting.

DA116 – Dental Specialties: Pedodontics, Orthodontics, Endodontics
60 Hours / 4 Quarter Credits
Prerequisites: DA100, DA102

Course Description: This course places strong emphasis on the dental specialties to include Endodontics, Orthodontics and Pedodontics. Students will learn instruments, tray systems and materials unique to these specialty areas as well as accepted behavior management techniques and behavior characteristics of young children. Students will apply didactic concepts in a supervised clinical setting.

DA117 – Dental Practices: Prosthodontics, Periodontics and Oral Surgery
60 Hours / 4 Quarter Credits
Prerequisites: DA100, DA102

Course Description: This course places strong emphasis on the dental specialties and practices to include Oral and Maxillofacial Surgery, Periodontics, and fixed and removable prosthodontics, including CAD/CAM technology. Students will learn instruments, tray systems and materials unique to these specialty areas. Students will apply didactic concepts in a supervised clinical setting.

DA150 – Practical Dental Assisting Review
60 Hours / 4 Quarter Credits
Co-prerequisites: DA108

Course Description: This course is designed to introduce EFDA according to the Commonwealth of Pennsylvania State Board of Dentistry. The didactic portion of the class places emphasis on placing and removing rubber dams; placing and removing matrices; assisting in the placement and contouring amalgam restorations; assisting in the placing and finishing composite restorations. Students will apply didactic concepts in a supervised clinical setting on typodonts.

DA200 – Dental Assisting Practicum (Internship)
180 Hours / 6 Quarter Credits
Prerequisites: All Dental Coursework

Course Description: This is a practical application course of dental assisting skills and principles via field experience in a general dental practice setting under supervision of a program recognized practitioner or supervisor. The student will spend the entire course time in one general practice with weekly meetings in the classroom to share experiences as a group. Evaluations will be completed by the internship site at 60, 120 and 180 hour intervals. The instructor will make site visits to ensure the students are being utilized as agreed in the internship agreement.

DEV100 – Professional Development
60 Hours / 4 Quarter Credits
Prerequisites: None

Course Description: This course is designed to provide the graduate with necessary marketable job search techniques. It will encompass all phases of professional development relative to employment. Upon successful completion of this course, the student will be able to prepare a winning résumé, understand the importance of cover letters, understand the application and pre-screening process, interview styles and skills, employment tests and negotiations, How to follow up with potential employers and how to succeed in your new career.

EHR100 – Electronic Health Records
60 Hours / 4 Quarter Credits
Prerequisites: MDT100

Course Description: This Electronic Health Records (EHR) course will provide students with a comprehensive overview of how Health Information Technology impacts patient information. Students will have the opportunity to develop the required skills and knowledge to be successful EHR professionals. You will be provided with real-world applications of industry standard ER software and related tools to create clinical documentation as well as the storage and retrieval of data as required by health-care providers. This course will cover the legal components and government Acts that impact EHR. You learn how to navigate through patients' EHR and create office visits, order lab exams and process results, enter codes, create reports and manage the patient's healthcare information.

GEN001 – Algebra
4 Quarter Credits - 60 Clock hours
Prerequisites: None

Course Description: This course is designed to be a refresher of algebra skills and to illustrate how these skills apply to everyday life. Students will use properties of algebra to solve problems related to: interest, credit, numeration, and probability. Through discussion and practice, students will sharpen their skills in mathematics, deductive and inductive reasoning.

GEN002 – Introduction to Psychology
60 Hours / 4 Quarter Credits
Prerequisites: None

Course Description: This course is a general introduction to the study of human behavior. The course explores topics such as methods of research, physiological development of the individual, learning, motivation, emotions, cognitive processes, sensation, perception, testing, personality, behavior disorders, and individual differences.

GEN003 – Introduction to Public Speaking
60 Hours / 4 Quarter Credits
Prerequisites: None

Course Description: The purpose of this course is to provide the student with the skills necessary to achieve clarity and confidence in speaking in the classroom, on the job, and in the community. Basic principles of speech communication are introduced. The student will learn to select topics, devise a central idea, find verbal and visual support material, and organize the material into a coherent outline. Techniques in analyzing listeners, effectively communicating ideas, and projecting self-confidence will be covered.



GEN004 – Critical Thinking, Reading and Writing
60 Hours / 4 Quarter Credits
Prerequisites: None

Course Description: This course teaches the basic principles of reasoning and problem solving, and through reading and writing activities helps students to become aware of the personal thinking process. The concepts learned in this course build a bridge to more traditional courses by providing the student with skills that may be used in a variety of real-life settings.

GEN005 – English Composition
60 Hours / 4 Quarter Credits
Prerequisites: None

Course Description: This course is designed to help students to sharpen their writing, speaking, and analysis skills through speeches, reading activities and writing exercises. Through creative writing and speaking exercises students will gain experience in professional communication. This course is designed to help the student entering the business or medical office fields.

GEN007 – Business Math
60 Hours / 4 Quarter Credits
Prerequisites: None

Course Description: This course prepares today's students with the practical, contemporary math skills they need to build their future career success in business. It provides an arithmetic-based basic approach to business math. It emphasizes realistic skill building to prepare students for careers in business through business application of mathematical techniques. Topics covered include fundamental applications in math, such as fractions, decimals, percents and their applications, accounting applications, and interest applications.

GEN008 – Communication for Career Success
60 Hours / 4 Quarter Credits
Prerequisites: None

Course Description: This course is designed to help students to develop their communication skills and relate the importance of these skills to their future career. Through writing and educational exercises, the students will gain experience in professional communication. This course is designed to help the student understand the impact of professional communication in the work place.

GEN021 – Microbiology
4 Quarter Credits - 60 Clock hours
Prerequisites: None

Course Description: The course focuses on the introduction of the student to the Micro lab. An understanding of micro-organism / host processes and epidemiology will be discussed as well as specific techniques of staining and identifying micro-organisms. This course will also include the basics of immunology and serology.



IN200 – Internship
180 Hours / 6 Quarter Credits
Prerequisites: Completion of all Course Work

Course Description: This course is a culmination of the student's training and provides the single best opportunity to apply classroom knowledge to a real-world setting. It is designed to give the student the opportunity to observe and actively participate in the day-to-day operation of an organization.

The philosophy of the internship centers on its value as a learning experience thus providing the student with sufficient time to become oriented and feel comfortable in the career they have selected. It acquaints the student with the full range of what employers have to offer on a full-time, permanent basis. Evaluations will be completed by the internship site at 60, 120 and 180 hour intervals. The instructor will make site visits to ensure the students are being utilized as agreed in the internship agreement.

KEY100 – Keyboarding I
60 Hours / 4 Quarter Credits
Prerequisites: None

Course Description: This course is a performance based program to build up speed and accuracy on the alpha and numeric keyboards. Students will use a variety of software to improve their typing skills and increase their speed. It is designed for the student to achieve a keying speed of 40 wpm.

MA100 – Clinical Skills for Medical Assistants I
60 Hours / 4 Quarter Credits
Prerequisites: None

Course Description: This course develops theory and practical components relating to obtaining vital signs, obtaining patient history, assisting with the general exam, performing EKG's, charting methods and documentation techniques. Hands-on laboratory techniques and competencies will be practiced.

MA200 – Clinical Skills for Medical Assistants II
60 Hours / 4 Quarter Credits
Prerequisites: None

Course Description: This course focuses on the preparation of the patient, assisting with and documenting routine clinical procedures within the specialized medical areas of medicine. Students will focus study on rehabilitation and therapeutic modalities, and nutrition in regards to health and disease. Students will learn parenteral and non-parenteral medication administration.

MA250 – Pharmacology
60 Hours / 4 Quarter Credits
Prerequisites: None

Course Description: This course is designed to develop basic understanding of the principles of pharmacology for medical professionals. Topics covered in this course include the study of drugs, drug toxicity, drug abuse, legal regulations and standards, inventory procedures, prescriptions and emergency drugs.

MA255 – Physician Billing and Coding
60 Hours / 4 Quarter Credits
Prerequisites: None

Course Description: This course is designed to introduce students to Physician Billing using the CMS 1500. Through lecture and laboratory exercises, the student will learn aspects of submitting, tracing, appealing, and transmitting claims for multiple health care plans. This course work will introduce students to medical software. Students will design their own practice while entering CPT and ICD codes.

MAT050 – Math for Trades
60 Hours / 4 Quarter Credits
Prerequisites: None

Course Description: The purpose of this course is to utilize basic math skills, critical thinking, estimating, and geometry in its approach to mastering mathematical concepts related to the trades industry. Topics covered range from arithmetic to complex geometry. This course is designed to reinforce mathematical skills that are essential in a modern technological world. It is intended to provide a thorough understanding of mathematics. It offers the strong mathematics foundation necessary for a successful career in the trades industry.

MAT100 – Mathematics for Allied Health
60 Hours / 4 Quarter Credits
Prerequisites: None

Course Description: The purpose of this course is to prepare nursing and allied health students to understand the mathematical concepts needed to work successfully in medical fields, using Roman numerals, fractions, decimals, equations, and conversions from one system to another. The course develops or reinforces mathematical skills that are essential for calculating medication dosages correctly.

MAT101 - Math for Nursing
60 hours / 4 Quarter Credits
Prerequisite: None

Course Description: The purpose of this course is to prepare nursing students to understand the mathematical concepts needed to work successfully in medical fields, calculating dosages, able to solve fractions, decimals, equations, and conversions from one system to another. The course develops or reinforces mathematical skills that are essential for calculating medication dosages correctly.

MD050 – Disease Processes
60 Hours / 4 Quarter Credits
Prerequisites: None

Course Description: This course is designed to provide students with an understanding of common diseases afflicting the organ systems of the human body. Students will have a thorough understanding of common diseases associated with the integumentary system, musculoskeletal system, respiratory system, circulatory system, lymphatic system and cancer. The description, etiology, signs and symptoms, diagnosis, treatment, prognosis and prevention for each disease will be covered. Students will have research assignments that will require the use of medical references and resources.

MDC150 – Procedural Coding
60 Hours / 4 Quarter Credits
Prerequisites: None

Course Description: This course is designed to introduce the student to coding the classification systems and nomenclatures, indexes, registers, and registries and to teach the basic principles and use of each by using Current Procedures Terminology (CPT-4) and Healthcare Common Procedural Coding Systems (HCPCS).

MDC200 – Diagnostic Coding I
60 Hours / 4 Quarter Credits
Prerequisites: None

Course Description: This course introduces the student to the ICD-10-CM manual. The student will learn to code diseases by using the Alphabet index to look up the disease, then use the Tabular index to locate the code, and use the conventions to assure that the correct code has been chosen. The student will learn to use Vol. 1, Vol. 2 and Vol. 3 along with the neoplasm table, the hypertension table, and the supplementary codes; V and E Vol. 3 will be used with its own Alphabet Index and Tabular to code only inpatient procedures.

MDC240 – Advanced Diagnostic Coding II
60 Hours / 4 Quarter Credits
Prerequisites: MDC200

Course Description: This course will put into use the ICD-10-CM manual, CPT manual and the HCPCS manual. The student will learn how to abstract information from scenarios in order to code diagnoses, procedures and supplies. They will use the manuals format and guidelines and put into practice what they have learned. Preparation through practice will prepare the student for certification. Student will be introduced to E/M auditing with thorough practice with case scenarios.

MDC255 – Insurance Billing
60 Hours / 4 Quarter Credits
Prerequisites: MDT100

Course Description: This course is designed to introduce students to insurance billing using the CMS1500 and the UB-04. Through lecture and laboratory exercise, the student will learn all aspects of submitting, tracing, appealing, and transmitting claims to multiple health care plans. This course work will also include Medisoft software implementing patient information, creating insurance claim forms, etc.

MDT100 – Medical Terminology I
60 Hours / 4 Quarter Credits
Prerequisites: None

Course Description: This course is designed to introduce students to medical terminology that is associated with the anatomical structures of the body. Students will be able to describe the hierarchy system of the human body and why proper function and interaction between organ systems is necessary for homeostasis. This course emphasizes the primary and accessory organs for the integumentary system, musculoskeletal system, cardiovascular system and respiratory system. Students will be able to analyze, build, spell and pronounce medical words that relate to each of these systems. Upon completion of this course, the students will understand general anatomical principles and will be able to use medical terminology to describe how pathological principles can become mechanisms of disease. Students will also be able to define selected abbreviations, explain diagnostic tests and use word roots to identify meanings of unknown medical words. Repetition and reinforcement of vocabulary is achieved with the use of a variety of resources including videos, e-books and in class assignment.

MDT200 – Medical Terminology II
60 Hours / 4 Quarter Credits
Prerequisites: None

Course Description: Students will learn the medical terminology associated with the primary and accessory organs of digestive system, urinary system, endocrine system, nervous system, reproductive system. Students will be able to analyze, build, spell and pronounce medical words that relate to each of these systems and to the topics of cancer, psychiatry and radiology. Upon completion of this course, the students will understand general anatomical principles and will be able to use medical terminology to describe how pathological principles can become mechanisms of disease. Students will also be able to define selected abbreviations, explain diagnostic tests and use medical word roots to identify meanings of unknown medical words. Repetition and reinforcement of vocabulary is achieved with the use of variety of resources including videos, e-books and in class assignments.

MED100 – Medical Law and Ethics
60 Hours / 4 Quarter Credits
Prerequisites: None

Course Description: This course covers the standards of ethics that should be used toward patients, colleagues and other members of the medical team. This course discusses legal responsibilities, professional responsibilities, licensure, certification and registration, contracts, risk management, patient rights and other applications of law and medical field.

MLP200 – Medical Laboratory Procedures I
60 Hours / 4 Quarter Credits
Prerequisites: None

Course Description: This course starts out with OSHA safety including personal protective equipment and continues with collection, performance and quality control for medical tests that are common in a small testing site such as a physician's office. Testing includes performing a complete urinalysis, medical aseptic and sterilization techniques are also learned. Students will learn the beginning basics of veni-puncture.

MLP250 – Medical Laboratory Procedures II
60 Hours / 4 Quarter Credits
Prerequisites: None

Course Description: This course focuses on all phases of venipuncture throughout the course with hands-on practice. This course continues with performance and quality as well as hands-on exercises in clinical chemistry, medical microbiology, hematology and serology. Students will learn the beginning basics of venipuncture.

MOA100 – Introduction to Medical Office Administration and Customer Service
60 Hours / 4 Quarter Credits
Prerequisites: None

Course Description: This course is designed to cover the overview of the healthcare system and roles, effective communication and active listening skills, customer service and marketing essentials, professionalism and how to cultivate a healthy work environment. Students will explore the daily tasks of a medical office administrator, the basic clerical functions, HIPAA and the release of information, and practice verbal and written communication techniques. An emphasis will be placed on the importance of multi-tasking and prioritizing while making each patient feel valued and heard.

MOP200 – Medical Office Administrative Procedures
60 Hours / 4 Quarter Credits
Prerequisites: None

Course Description: Medical Assistants will be able to practice all tasks associated with the administrative aspect of an individual and group medical practices and urgent care centers. These tasks include understanding medical assisting as a profession, health care settings and teams, therapeutic communications, coping skills, legal considerations, ethical considerations, creating the facility environment, computers, telecommunications, patient scheduling, medical records management, written communications, transcription, daily financial practices, medical insurance, medical insurance coding, billing and collections, accounting practices, successful operation of office equipment including facsimile machine, copier, printers, credit card terminal, postal machine, postal scales, medical assistant as office manager, medical assistant as human relations manager, preparing medical assisting credentials, and employment strategies. Upon completion of this course, students will understand and perform the varied duties to competently perform in a physician's office or ambulatory care center.

NUR100 – Introduction to Practical Nursing
20 Hours / 2 Quarter Credits
Pre-requisites: None

Course Description: This course is designed to provide the student with basic knowledge and skills needed to meet the health care needs of patients in a variety of settings. The course introduces the nursing process and to the process of the client, health, environment, and nursing while introducing them to behaviors that serve as the basis of an effective nursing practice. Includes being a safe practitioner, complexity (organizational, legal, and ethical aspects) of the healthcare system, safety and emergencies, computer literacy, basic communication skills, principles of nutrition, infection control and aseptic technique. Also includes professional and ethical issues of being a nurse and applying nursing theory.

NUR150 – Pharmacology & Medication Administration
20 Hours / 2 Quarter Credits
Pre-requisites: None

Course Description: This course is designed to introduce students to pharmacology, medication administration, and drug calculation in all patients. Topics covered in this course include the study of drugs, drug toxicity, drug abuse, legal regulations and standards, inventory procedures, prescriptions, and emergency drugs. Students will also be introduced to the pharmacological aspect of drug classifications including the uses, actions, indications, contraindications, adverse effects, and nursing implications. All drug administration methods are covered, including oral, sublingual, intramuscular, intradermal and subcutaneous. The legal, ethical, and safety principles of drug administration are included as well as the role/s and competencies of the practical nurse as they relate to drug administration.

NUR250 – Foundations of Nursing
30 Hours / 3 Quarter Credits
Pre-requisites: NUR100, NUR150

Course Description: This course is designed to provide practical nursing students with basic nursing skills, attitudes, and concepts which are essential to becoming a practical nurse. Essential nursing skills will include the psychological, physiological, cultural, and environmental impact on individualized client care. Preventative and restorative nursing are stressed. Nursing skills will be approached from a holistic point of view to include psychological, physiological, cultural, and environmental impact in planning individualized client care.

NUR300 – Adult Health & Medical Surgical Nursing
30 Hours / 3 Quarter Credits
Pre-requisites: NUR100, NUR150

Course Description: This course builds upon concepts learned in anatomy and physiology, as well as basics of medical terminology. It will introduce the student to disease conditions affecting adults and their body systems. It includes terminology, etiology, symptoms, diagnosis, nursing care, and treatment of each condition. The course also includes a practical nursing focus on the key concepts in the care of patients with medical and surgical conditions.

NUR400 – Maternity and Newborn Nursing
30 Hours / 3 Quarter Credits
Pre-requisites: NUR300

Course Description: This course provides practical nursing students with entry level competencies in providing family centered nursing care for the healthy mother and mother with complications during the prenatal, intrapartum, and postpartum stages of pregnancy. It includes normal and complicated pregnancy, labor and delivery, postpartum period, and the nursing care of the newborn. Also included is women's health, age-related concepts, cultural considerations, and leadership and management responsibilities.

NUR450 – Pediatric Nursing
30 Hours / 3 Quarter Credits
Pre-requisites: NUR400

Course Description: This course provides practical nursing students with the concepts and skills necessary to deliver pediatric care. The course includes concepts of child growth and development, with a major focus on the fundamental principles of the nursing care of children. Topics also include the prevention of disease, and the more common disease conditions of pediatric clients, including signs and symptoms, etiology, diagnostic measures, usual treatments, and nursing care.

NUR500 – Mental Health Nursing
30 Hours / 3 Quarter Credits
Pre-requisites: NUR300

Course Description: This course proves the fundamental knowledge of mental health concepts and techniques for the beginning practical nurse. The roles, emotions, and behaviors in the client and the client's family are discussed for the nurses better understanding of his/her own behavior. Psychological and physical aspect of mental health maintenance and deviations are also reviewed in this course.



NUR550 – Gerontology Nursing
30 Hours / 3 Quarter Credits
Pre-requisites: NUR500

Course Description: This course prepares practical nursing students to become advocates for the aging population in all practice settings. The course includes information on the process of aging, maintenance of the health, Activities of Daily Living, the physiological and functional changes that occur during aging, and the nursing interventions designed to maintain health and prevent illness.

NUR600 – Practical Nursing Practices
30 Hours / 3 Quarter Credits
Pre-requisites: NUR100, NUR150, NUR250, NUR300, NUR400, NUR500, NUR550

Course Description: This course is a review of essential concepts and skills for practical nursing care of patients across the lifespan. Students will focus on concepts needed to prepare for the role of practical nursing. This course is designed to assist the student in the transition from the educational environment to the role of a practical nurse. The student is provided opportunities to demonstrate competency in meeting the terminal educational outcomes of the program in actual and clinical environments. Current healthcare workplace issues are examined. Licensure application procedures are discussed relative to meeting state licensing requirements for the practical nurse. Emphasis is placed on NCLEX-PN preparation using multiple learning methods. The course explores issues of responsibility and accountability for practice and continuing personal and professional growth and development.

PHL200 – Phlebotomy Practices
60 Hours / 4 Quarter Credits
Prerequisites: None

Course Description: Phlebotomy Practices covers OSHA safety including personal protective equipment and continues with collection, performance and quality control for medical tests that are common in testing sites. Medical aseptic and sterilization techniques are practiced. This course demonstrates the basics of venipuncture and then progresses to all phases of venipuncture with hands-on practice. This course focuses on performance, quality, and hands-on exercises in clinical chemistry, medical microbiology, hematology and serology.

PHL250 – Phlebotomy Techniques
60 Hours / 4 Quarter Credits
Prerequisites: None

Course Description: Phlebotomy Techniques is designed to teach technical and procedural aspects of basic phlebotomy, including collection of blood specimens and venipuncture. The course includes theory and hands-on instruction. Skill development in the performance of a variety of blood collection methods using proper techniques and standard precautions includes vacuum collection devices, syringes, capillary skin puncture, butterfly needles and blood culture, and specimen collection. Emphasis on infection prevention, patient identification, specimen labeling, quality assurance, specimen handling, processing, accessioning, professionalism, ethics, and medical terminology are taught throughout the course.



PN100 – NCLEX-PN Review
20 Hours / 2 Quarter Credits
Pre-requisites: This is a dedicated last course and is taken during the last term of the program

Course Description: This course is designed to prepare the practical nursing student for the National Council Licensure Examination for Practical/Vocational Nurses (NCLEX-PN®) and profession practice, by providing a comprehensive review of the technical coursework, practice examinations, and appropriate test taking strategies. Students will practice clinical judgment through case studies and practice scenarios. ***Students must successfully complete the NCLEX-PN practice exams at 100% completion and a 70% pass rate in all domains to pass this course.*** Students will also create a resumé and practice job search techniques.

VET101 – Introduction to Veterinary Technology
4 Quarter Credits / 60 Clock hours
Prerequisites: None

Course Description: This course is an introductory study of various aspects of the world of veterinary medicine and the role of the veterinary technician within that world. Emphasis is placed on animal identification and behavior, physical exams, animal husbandry and grooming, veterinary office economics and paperwork, and the concepts of ethics and professionalism in the work place.

VET102 – Veterinary Medical Terminology
4 Quarter Credits / 60 Clock hours
Prerequisites: None

Course Description: This course is designed to help the student gain a working mastery, both verbal and written, of the language of veterinary medicine. The course emphasizes the structure of medical words and the determination of word meanings based on the prefixes, root words, and suffixes found in combination.

VET103 – Parasitology
4 Quarter Credits / 60 Clock hours
Prerequisites: VET101

Course Description: This course is a study of the internal and external parasitic organisms encountered in veterinary medicine, including life cycles, identification procedures, control methods and public health implications.



VET201 – Anesthesiology
4 Quarter Credits / 60 Clock hours
Prerequisites: VET101; VET102

Course Description: This course prepares the student for the important role of anesthesiologist in the veterinary surgical team. Drug protocols and anesthesia equipment are studied, along with fluid therapy and pain management. Students learn how to place intravenous catheters, monitor anesthetized animals, and respond to emergency situations.

VET202 – Pharmacology
4 Quarter Credits / 60 Clock hours
Prerequisites: VET101; VET102

Course Description: This course introduces the student to the development and regulation of drugs and vaccines and their use in veterinary medicine. Commonly used drugs are studied using a body systems approach. Calculation of drug dosages is emphasized. Medication administration to feline and canine patients is also covered.

VET203 – Veterinary Anatomy and Physiology I
4 Quarter Credits / 60 Clock hours
Prerequisites: VET101; VET102

Course Description: Students learn how to recognize and define anatomy and body systems of small animals including comparative anatomy with reference to various species of large animals and exotic pets. This course begins the study of physiology through the exploration of cellular structure and metabolism, tissue structure and function, and the various microscopic regulatory mechanisms of the body. Emphasis is also placed on the functions of the various blood and immune cells and the body's response to inflammation.

VET204 – Laboratory and Clinical Skills for Veterinary Technicians
4 Quarter Credits / 60 Clock hours
Prerequisites: VET101; VET102

Course Description: This course is designed to provide the students with the step by step diagnostic and therapeutic clinical techniques essential to small animal practice. Students will learn procedures and techniques on Venous and Arterial Blood Collection, Injection, Dermatologic, Ear Examinations, Ocular, Respiratory System, Urinary, Bone Marrow and Cerebrospinal Fluid Collection to name a few.

VET205 – Companion Animal Nutrition
4 Quarter Credits / 60 Clock hours
Prerequisites: VET101

Course Description: In this course students explore the basics of nutrients, chemistry, and nutritional requirements for cats, dogs, avian, small mammals, and equine. Various types of pet foods are analyzed to compare and calculate nutrient content. Feeding management, nutrition requirements during pregnancy and neonatal weaning are studied. Feeding for geriatric animals and assisted feeding techniques are practiced. Nutrition for disease management is taught for common health issues.



VET301 – Surgical Nursing for Veterinary Technicians
4 Quarter Credits / 60 Clock hours
Prerequisites: VET101; VET102

Course Description: In this course students apply their knowledge and skills to animals scheduled for surgical procedures. Students will learn Pre-surgical assessment and preparation of both the patient and the surgical suite, management of instruments and equipment to maintain sterility, and patient recovery and emphasized. Common types of surgical procedures are studied, as well as the healing process and related client education.

VET302 – Companion Animal Imaging
4 Quarter Credits / 60 Clock hours
Prerequisites: VET101; VET102

Course Description: This course will teach the students imaging techniques that are commonly used in veterinary medicine on how to prepare patients for radiographs or ultrasounds, proper positioning, the use of positioning aids, and contrast studies.

VET303 – Veterinary Anatomy and Physiology II
4 Quarter Credits / 60 Clock hours
Prerequisites: VET203

Course Description: Students learn about the anatomy and body systems of small animals including comparative anatomy with reference to various species of large, small, and exotic animals. This course begins with the anatomy and functions of the immune system, cardiovascular system, respiratory system, the digestive system, nutrients and metabolism, urinary system, reproductive system, avian anatomy and physiology, amphibian anatomy and physiology, and reptile anatomy and physiology.

VET304 – Companion Animal Diseases
4 Quarter Credits / 60 Clock hours
Prerequisites: VET101

Course Description: In this course students will be introduced to the study of cell injury and history of zoonotic diseases including a review of terminology, disease transmission, agencies monitoring diseases and job safety regarding diseases. Focus will be in Immune topics, diagnostic procedures, treatment and control of the disease.

VET305 – Emergency and Critical Care for Veterinary Technicians
4 Quarter Credits / 60 Clock hours
Prerequisites: VET101; VET102

Course Description: In this course students will learn to apply critical thinking skills and be able to respond in a variety of situations involving critically ill and injured patients. The student will also learn how to communicate and deliver difficult news regarding patient condition and financial transactions.

VET306 – Exotic Animal Management and Nutrition
4 Quarter Credits / 60 Clock hours
Prerequisite: VET101; VET102

Course Description: This course is a study of non-traditional pets and avians. Students will gain knowledge about various species and their behavior and habitats. They will be educated in the proper procedures and methods of handling and restraint, sample collection and medication administration. Common disease processes are also studied, as well as proper nutrition and husbandry. Zoonotic disease potential is also discussed.

VET307 – Large Animal Procedures
4 Quarter Credits / 60 Clock hours
Prerequisites: VET101; VET102

Course Description: This course is designed to prepare the students with a wide and varied range of skills that is necessary when working with large animals. Students will gain step by step knowledge in the procedures for care and restraint techniques, using restraint tools, physical examinations, sample collection, administering medications, neonatal, surgical preparation, anesthesia, and radiologic procedures.

VET308 – Veterinary Technician National Exam Review
4 Quarter Credits / 60 Clock hours
Prerequisites: All other courses
Co-requisites: VET309

Course Description: This course is designed to prepare the students for the Veterinary Technician National Examination (VTNE). The course will enhance the student's foundation of knowledge and confidence as the course intention is to evaluate essential job-related knowledge at the entry level and will cover the primary subject domains of Pharmacy and Pharmacology, Surgical Nursing, Dentistry, Laboratory Procedures, Animal Care and Nursing, Diagnostic Imaging, Anesthesia, Emergency Medicine and Critical Care, Pain Management and Analgesia. Students must successfully complete the VTNE Exams on vettechprep.com at 100% completion and a 70% pass rate in all nine domains to pass this course.

VET309 – Veterinary Technician Capstone
60 Hours / 4 Quarter Credits
Co-requisites: All Courses; except VET308 & VET400 can be taken as Co-requisites

Course Description: This course allows the student to utilize the knowledge gained in earlier courses in the curriculum to research, review, and recap the basics of veterinary technology. Students will use this opportunity to research and develop thinking processes and strategies to study and recall data. Students will employ critical thinking skills by formulating solutions for pharmacology and mathematical equations. Students will demonstrate hands-on skills.

VET400 – Veterinary Technician Externship
8 Quarter Credits / 240 Clock hours
Prerequisites: VET308

Course Description: This course provides for the application of the students' knowledge and skills in an actual veterinary setting for small animals, through clinical arrangements with area clinics. Each student will be supervised by a designated clinical site supervisor. This clinical rotation is a non-paid position as it is an extension of the students' classroom training. Successful completion of the clinical training is required.



WLD005 – Oxy-Fuel Welding Fundamentals and Safety
4 Quarter Credits
Prerequisites: None

Course Description: Students will be taught the proper safety procedures and techniques used in cutting and welding with the oxy-fuel process. Basic concepts of oxy-fuel leak detection, handling and storage of high pressure cylinders and liquid/cryogenic cylinders will be covered, as well as proper eye protection, apparel, and footwear for the welder. There will be an emphasis on proper technique in identifying poor cuts and selecting the correct tip sizes for different types of applications. Proper blueprint reading skills will be introduced and emphasized. Safety standards are done in compliance with ANSI Z49.1 Safety in Welding, Cutting and Allied Processes.

WLD010 – Oxy-Fuel Welding Methods and Practices
4 Quarter Credits
Prerequisites: WLD005

Course Description: Students will be instructed in the proper and safe procedures of setting up, breaking down, and testing the oxy-fuel track-burner and pipe beveler systems for leaks. Instruction will also be given for proper cutting techniques (including instruction related to visual examination of flame-cut edges and surfaces) using a hand held torch, the use of flash-back arrestors will also be thoroughly covered. Additionally, introduction to basic oxy-fuel welding and brazing procedures will be covered and additional blue-print reading skills will also be introduced and emphasized. Safety standards are done in compliance with ANSI Z49.1 Safety in Welding, Cutting and Allied Processes.

WLD015 – Safety in Welding, Cutting and Allied Processes
4 Quarter Credits
Prerequisites: WLD005

Course Description: An introduction to various welding code specifications for plate preparation will be covered. In addition, students will learn the skills of plasma cutting and carbon-arc gouging with an emphasis on safety and proper techniques. Students will also be instructed in grinding safety, material preparation, motorized track torch use, and motorized pipe beveller use. Additional blue-print reading skills will be integrated and emphasized. Safety standards are done in compliance with ANSI Z49.1 Safety in Welding, Cutting and Allied Processes.

WLD100 – SMAW Fundamentals and Safety
4 Quarter Credits
Prerequisites: WLD005

Course Description: Students will learn the proper safety procedures and techniques used in the Shielded Metal Arc-Welding process. An emphasis will be placed on "safe" setup and operation of arc-welding equipment. Students will learn proper apparel for Shielded Metal Arc-Welding, fundamentals of AC and DC welding current, various power sources, electrode coating and identification, destructive and non-destructive testing procedures, and proper arc striking techniques. Additional blue-print reading skills will be integrated and emphasized along with continued attention to weld symbols. Safety standards are done in compliance with ANSI Z49.1 Safety in Welding, Cutting and Allied Processes.

WLD101 – SMAW Methods and Practices
4 Quarter Credits
Prerequisites: WLD005

Course Description: Students will be introduced to the principles of joint preparation in a guided practice environment with classroom instruction followed by instructor modeling on fit-up, weld discontinuities, and defects. There will be a definite emphasis on proper welding techniques and procedures. Students will be advanced through tests performed and closely monitored by our welding staff. Students will develop skills using E-7018 in the 1F, 2F, 3F, and 4F, positions along with, performance tests to ASME Section IX code using E-7018 in the 1G, 2G, 3G, and 4G, positions. Additional blue-print reading skills will be integrated and emphasized. Safety standards are done in compliance with ANSI Z49.1 Safety in Welding, Cutting and Allied Processes.

WLD102 – SMAW Advanced Procedures
4 Quarter Credits
Prerequisites: WLD100 and WLD101

Course Description: Students will be introduced to various electrodes such as E-6011, in the 1F, 2F, 3F, 4F, positions, E-6010, in the 1F, 2F, 3F, 4F, positions, E-7014, in the 1F, 2F, 3F, 4F, positions, E-7024, in the 1F, and 2F, positions, E-LH-D80, will also be covered in the 3G down position. Proper power source settings will be discussed in depth also. Students will learn how to use electrode diameters ranging from 3/32 to 3/16. Students will be advanced through visual testing under the close supervision of the instructors both in the classroom and the lab. Additional blue-print reading skills will be integrated and emphasized. Safety standards are done in compliance with ANSI Z49.1 Safety in Welding, Cutting and Allied Processes.

WLD103 – Certified SMAW
4 Quarter Credits
Prerequisites: WLD100 and WLD101

Course Description: During this term students will begin working on their AWS D1: 1 plates. They will learn about the AWS D1:1 code and how it applies to various welded structures then progress to working on passing their D1:1 3G and 4G test plates. Additional blue-print reading skills will be integrated and emphasized along with an introduction to welding metalurgy and the weldability of various metals. Safety standards are done in compliance with ANSI Z49.1 Safety in Welding, Cutting and Allied Processes.

WLD110 – GMAW Fundamentals and Safety
4 Quarter Credits
Prerequisites: WLD005

Course Description: Students will be taught proper safety and operation of the Gas Metal Arc Welding process. Students will learn how to properly setup a GMAW machine to make welds in the 1F, 2F, 3F, 4F, 1G, 2G, 3G, and 4G, using the short circuit transfer method. Welds in the 1F, 2F, and 1G positions will also be made using the axial spray transfer mode.

WLD111 – GMAW Methods and Practices
4 Quarter Credits
Prerequisites: WLD005

Course Description: Students will learn advanced Gas Metal Arc Welding techniques, covering .045 short circuit, .035 pulsed on steel and .035 axial spray on aluminum. Pulse on pulse on aluminum, plus stainless steel will also be covered. An introduction to automation and robotics theory will be discussed along with several other welding processes.

WLD112 – FCAW Fundamentals and Safety
4 Quarter Credits
Prerequisites: WLD005

Course Description: Students will learn proper safety and operation of the flux cored arc welding process through classroom instruction and practical lab application. Students will develop proper technique in the application of 1F, 2F, and 3F Innershield, Outershield, and Metalcore wires.

WLD113 – Certified FCAW
4 Quarter Credits
Prerequisites: WLD110 and WLD111

Course Description: Students will continue to develop skills in the FCAW process through continued practice in the lab. Students after practice and preparation will take a certified D1.1 test. This course will also cover a variety of employers test process to better help employ the students.

WLD120 – GTAW Fundamentals and Safety
4 Quarter Credits
Prerequisites: WLD005

Course Description: Students will be taught proper safety and operation of the Gas Tungsten Arc Welding process. Students will start their GTAW experience with precision welds applied to a padded plate in the flat position. Students will then progress to making welds in the 1F, 2F, 3F, and 4F, on first heavy plate and then progressing to thin plate as - weld puddle - control increases. Students will continue advancing their skills through the introduction of non-ferrous metals such as stainless steel and aluminum.

WLD121 – GTAW Methods and Practices
4 Quarter Credits
Prerequisites: WLD005

Course Description: Students will be able to demonstrate the ability to produce ASME Section IX code welds in the following positions: 1G, 2G, 3G, and 4G in plate and 5G and 6G in pipe. Students will learn the importance of back shielding for both plate and pipe and how to make multi-pass welds to complete a weld joint.

WLD200 – Welding Review
4 Quarter Credits

Course Description: During this review course the students will reinforce welding skills and practices previously covered in all welding courses. The students will demonstrate various types of welding procedures to enhance their skills in the areas of Oxy Fuel, Gas Metal Arc, Flux Core, Tungston Arc and Shielded Metal Arc Welding.

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