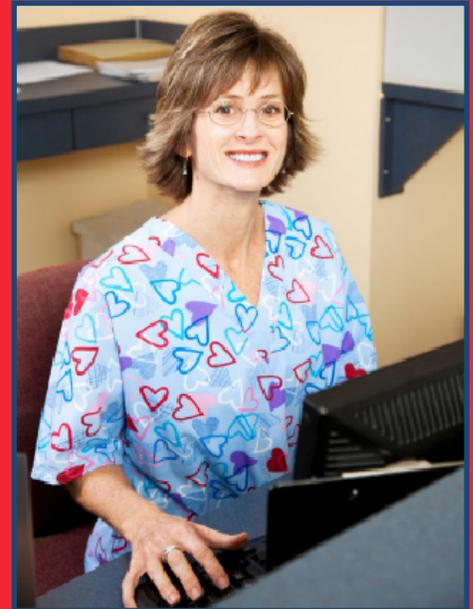




2019 - 2020 - 2021
ACADEMIC YEAR

INSTITUTE OF MEDICAL AND BUSINESS CAREERS



Erie Campus

5739 West 26th Street
Building F
Erie, PA 16506
855.773.0758

IMBC.EDU

Pittsburgh Campus

133 Jefferson Road
Pittsburgh, PA 15235
855.773.0758

YOUR NEW CAREER STARTS HERE

Volume XXXVII
Published September 2019

ACADEMICS CALENDAR 2019 - 2020 - 2021

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.**

WINTER QUARTERS: January 2, 2019 to March 28, 2019

	<u>Start of Term</u>	<u>End of Term</u>
Winter Session I	January 2, 2019	February 13, 2019
Winter Session II	February 18, 2019	March 28, 2019
Evening Session A	January 3, 2019	February 27, 2019
Evening Session B	February 28, 2019	April 24, 2019

SPRING QUARTERS: April 2, 2019 to June 26, 2019

	<u>Start of Term</u>	<u>End of Term</u>
Spring Session I	April 2, 2019	May 13, 2019
Spring Session II	May 15, 2019	June 26, 2019
Evening Session C	April 25, 2019	June 19, 2019

WINTER QUARTERS: January 2, 2020 to March 30, 2020

	<u>Start of Term</u>	<u>End of Term</u>
Winter Session I	January 2, 2020	February 13, 2020
Winter Session II	February 18, 2020	March 30, 2020
Evening Session A	January 2, 2020	February 26, 2020
Evening Session B	February 27, 2020	April 22, 2020

SPRING QUARTERS: April 1, 2020 to June 25, 2020

	<u>Start of Term</u>	<u>End of Term</u>
Spring Session I	April 1, 2020	May 12, 2020
Spring Session II	May 14, 2020	June 25, 2020
Evening Session C	April 28, 2020	June 18, 2020

WINTER QUARTERS: January 4, 2021 to March 31, 2021

	<u>Start of Term</u>	<u>End of Term</u>
Winter Session I	January 4, 2021	February 16, 2021
Winter Session II	February 18, 2021	March 31, 2021
Evening Session A	January 5, 2021	February 25, 2021
Evening Session B	March 2, 2021	April 22, 2021

SPRING QUARTERS: April 5, 2021 to June 29, 2021

	<u>Start of Term</u>	<u>End of Term</u>
Spring Session I	April 5, 2021	May 13, 2021
Spring Session II	May 18, 2021	June 29, 2021
Evening Session C	May 4, 2021	June 24, 2021

SUMMER QUARTERS: July 1, 2019 to September 25, 2019

	<u>Start of Term</u>	<u>End of Term</u>
Summer Session I	July 1, 2019	August 12, 2019
Summer Session II	August 14, 2019	September 25, 2019
Evening Session D	June 20, 2019	August 15, 2019
Evening Session E	August 20, 2019	October 10, 2019

FALL QUARTERS: September 30, 2019 to December 23, 2019

	<u>Start of Term</u>	<u>End of Term</u>
Fall Session I	September 30, 2019	November 7, 2019
Fall Session II	November 11, 2019	December 23, 2019
Evening Session F	October 15, 2019	December 10, 2019

SUMMER QUARTERS: June 30, 2020 to September 25, 2020

	<u>Start of Term</u>	<u>End of Term</u>
Summer Session I	June 30, 2020	August 10, 2020
Summer Session II	August 12, 2020	September 23, 2020
Evening Session D	June 23, 2020	August 13, 2020
Evening Session E	August 18, 2020	October 12, 2020

FALL QUARTERS: September 28, 2020 to December 22, 2020

	<u>Start of Term</u>	<u>End of Term</u>
Fall Session I	September 28, 2020	November 5, 2020
Fall Session II	November 10, 2020	December 22, 2020
Evening Session F	October 13, 2020	December 8, 2020

SUMMER QUARTERS: July 1, 2021 to September 28, 2021

	<u>Start of Term</u>	<u>End of Term</u>
Summer Session I	July 1, 2021	August 12, 2021
Summer Session II	August 16, 2021	September 27, 2021
Evening Session D	June 29, 2021	August 19, 2021
Evening Session E	August 24, 2021	October 14, 2021

FALL QUARTERS: September 29, 2021 to December 23, 2021

	<u>Start of Term</u>	<u>End of Term</u>
Fall Session I	September 29, 2021	November 9, 2021
Fall Session II	November 11, 2021	December 23, 2021
Evening Session F	October 19, 2021	December 14, 2021

HOLIDAYS OBSERVED

2019	2020	2021
January 1 New Year's	January 1 New Year's	January 1 New Year's
January 21 Martin Luther King Day	January 20 Martin Luther King Day	January 18 Martin Luther King Day
April 19 Good Friday	April 10 Good Friday	April 2 Good Friday
May 27 Memorial Day	May 25 Memorial Day	May 31 Memorial Day
July 4 Fourth of July	July 4 Fourth of July	July 4 Fourth of July
September 2 Labor Day	September 7 Labor Day	September 6 Labor Day
November 28, 29 Thanksgiving	November 26, 27 Thanksgiving	November 25, 26 Thanksgiving
December 24, 25 Christmas	December 24, 25 Christmas	December 24 Christmas
December 27, 30, 31 Staff Meetings, In-Service	December 28 - 31 Staff Meetings, In-Service	December 27, 28, 29, 30 Staff Meetings, In-Service

Each daytime term is six (6) weeks in length and evening terms are approximately eight (8) 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)
7777 Leesburg Pike, Suite 314 N., Falls Church, Virginia 22043, Phone: 703-917-9503
Authorized to Award Associate in Specialized Business / Technology Degrees and Diplomas

Licensed By:

Department of Education, State Board of Private Licensed Schools,
Commonwealth of Pennsylvania

Degree Authorization:

Pennsylvania Department of Education to confer the
Associate in Specialized Business (ASB) / Technology (AST) Degrees

Approved By:

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

Memberships:

American Association of Medical Assistants (AAMA)
Penn Hills Chamber of Commerce
Pennsylvania Association of Student Financial Aid Administrators (PASFAA)
Pennsylvania Association of Private School Administrators (PAPSA)
National Association of Student Financial Aid Administrators (NASFAA)
American Welding Society, Welding Training

Testing Sites:

National Healthcare Association (NHA)
National Association for Health Professionals (NAHP)
Certiport Authorized Testing Center

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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 the preparation of men and women in 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.

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 a faculty and staff who are dedicated to fulfilling the educational goals of IMBC and its students.
- To provide a supportive environment (physical plant 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, 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 call and arrange to visit the school. This will allow the student to have the opportunity to tour the facility and meet with an Enrollment Specialist. The Institute requires that a student graduate from a recognized high school or have a General Equivalency Diploma (G.E.D.), take an admissions test, and attend a personal interview. Previous career training in the career of your choice is not required.



APPLICATION PROCEDURE

To apply for enrollment, a student must fill out an application form, available online and submit a registration fee of \$100 to: Institute of Medical and Business Careers, 5739 West 26th Street, Erie, PA 16506. Applicants are required to take the Wonderlic Basic Skills Test. The Wonderlic Basic Skills Test is for assessment purposes prior to acceptance and considers applicants for admission. All new students are "conditionally" accepted for the first academic term (provisional period) thereby allowing the school to monitor and assess the student's commitment to attend and monitor their academic performance. At the end of the "conditional" period, students may be accepted as regular, matriculating students. Students will be retroactively charged tuition and fees once accepted as a regular, matriculating student. If a student is not accepted after the academic term conditional period, the student is terminated from the school, agrees to return all of his/her books and no charges are assessed. The administration reserves the right to extend the provisional period if deemed necessary to further evaluate a student's progress. Close monitoring of grades and attendance will occur for all conditionally accepted students, along with active regular students.

Students who enroll in a single subject (one class) are considered non-matriculating students toward a full diploma program. Therefore, non-matriculating students are not required to have the same admission requirements.

CREDIT FOR PREVIOUS EDUCATION AND TRAINING

Appropriate tuition and academic credit may be given for comparable previous education, experience and/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:

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 eight (8) 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, Wednesday and Thursday evenings from 5:15 pm to 10:15 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 start and end 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



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 chair-side 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

DENTAL ASSISTING

**DIPLOMA PROGRAM • RESIDENTIAL DELIVERY • BLENDED
PITTSBURGH CAMPUS**

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		Clock Hours	Qtr. Credits	Cert. Exam
Course	Description			
REQUIRED COURSES				
<i>(All of the following)</i>				
DA100	Intro to the Dental Profession	60	4	
DA102	Dental Anatomy / Science	60	4	
DA104	Dental Materials	120	8	
DA106	Dental Specialties	120	8	
DA107	Dental Radiography	120	8	RHS**
DA108	Practice Management	60	4	
DA109	Practical Dental Assisting Review	60	4	NRCDA**
PROGRAM RELATED COURSES				
COMP100*	Introduction to Computers using Microsoft Word	60	4	
KEY100*	Keyboarding I	60	4	
GENERAL EDUCATION COURSES				
<i>(One of the following)</i>				
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	
MAT100	Mathematics for Allied Health	60	4	
CAREER PREPARATION				
<i>(Both of the following)</i>				
DA200	Dental Assisting Internship	180	6	CPR
DEV100*	Professional Development	60	4	
TOTAL CLOCK HOURS /				
QUARTER CREDITS		1020	62	

* Approved Blended Courses.

** 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				
<i>(All of the following)</i>				
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

(All of the following)

EHR100*	Electronic Health Records	60	4	
MAT100	Mathematics for Allied Health	60	4	
MOP200*	Medical Office Administrative Procedures	60	4	
PHL100	Phlebotomy Procedures	120	8	NRCPT***

CAREER PREPARATION

(Both of the following)

DEV100*	Professional Development	60	4	
IN200	Internship	180	6	NRCMA** / CPR

**TOTAL CLOCK HOURS /
QUARTER CREDITS 1260 78**

* Approved Blended Courses.

** 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 AND PITTSBURGH 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
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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)

COMP100*	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.

** 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 book-keeping/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. Multi-tasking 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.

Course	Description	PROGRAM	Clock Hours	Qtr. Credits	Cert. Exam
REQUIRED COURSES					
<i>(All of the following)</i>					
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					
<i>(8 credits of the following)</i>					
PHL100	Phlebotomy Procedures		120	8	NRCPT**
GENERAL EDUCATION ELECTIVES					
<i>(Four of the following)</i>					
COMP100*	Introduction to Computers using Microsoft Word		60	4	
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	
KEY100*	Keyboarding		60	4	
CAREER PREPARATION					
<i>(Both of the following)</i>					
DEV100*	Professional Development		60	4	
IN200	Internship		180	6	NRCMA** / CPR
TOTAL CLOCK HOURS /			1500	94	
QUARTER CREDITS					

* Approved Blended Courses.

** 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 (Five of the following)				
COMP100*	Introduction to Computers using Microsoft Word	60	4	
KEY100*	Keyboarding I	60	4	
MED100*	Medical Law and Ethics	60	4	
COMP101*	Advanced Microsoft Word	60	4	
COMP102*	Introduction to Microsoft Excel	60	4	
GENERAL EDUCATION ELECTIVES (Four 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

** 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.

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 or wildlife facilities, boarding kennels, humane societies, or animal shelters.

Although each state regulates veterinary technologists and technicians differently, most candidates must pass a credentialing exam. The Institute of Medical and Business Careers Veterinary Technician program has submitted an application for accreditation and has been accepted for initial accreditation by the American Veterinary Medical Association (AVMA) and the Committee on Veterinary Technician Education and Activities (CVTEA). An application for accreditation does not guarantee accreditation and applying for accreditation does not grant any temporary status of accreditation.

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.

PROGRAM

Course	Description	Clock Hours	Qtr. Credits
REQUIRED COURSES			
<i>(All of the following)</i>			
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
PROGRAM RELATED ELECTIVES			
<i>(All of the following)</i>			
COMP100*	Introduction to Computers using Microsoft Word	60	4
GEN001*	Algebra	60	4
GEN020	Aspects of Chemistry	60	4
GEN021	Microbiology	60	4
GENERAL EDUCATION ELECTIVES			
<i>(One of the following)</i>			
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			
<i>(Both of the following)</i>			
DEV100*	Professional Development	60	4
VET400	Veterinary Technician Externship	240	8
TOTAL CLOCK HOURS /			
QUARTER CREDITS		1560	96

* Approved Blended Courses

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

** 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 AND FEES

DIPLOMA PROGRAMS	# OF WEEKS	QTR. CREDITS	CLOCK HOURS	REG. FEE	TUITION
Dental Assisting**	51	62	1020	\$100.00	\$21,400.00
Medical Assisting with Phlebotomy***	63	78	1260	\$100.00	\$28,150.00
Medical Billing and Coding***	57	70	1140	\$100.00	\$24,300.00
Welding Technology*	48	64	960	\$100.00	\$24,500.00

DEGREE PROGRAMS - ASSOCIATE IN SPECIALIZED TECHNOLOGY / BUSINESS

	# OF WEEKS	QTR. CREDITS	CLOCK HOURS	REG. FEES	TUITION
Medical Assisting Technician***	75	94	1500	\$100.00	\$37,800.00
Medical Records Technician***	75	94	1500	\$100.00	\$37,800.00
Veterinary Technician*	75	96	1560	\$100.00	\$37,800.00

Tuition and fees will be charged by the twelve-week quarter (payment quarter).

*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 24x7 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.

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.

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.

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.

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-a-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 as swiftly as possible. 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, 333 Market Street, Harrisburg, Pa. 17126-0333 or to the Accrediting Bureau of Health Education Schools, 7777 Leesburg Pike, Suite 314 North, Falls Church, Virginia, 22043.

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.



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.

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 and Lab Fees 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 and fees. 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 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 monies paid for tuition and books. For a student cancelling after the fifth calendar day following the date of enrollment (*as it relates to the registration fee*) but prior to the beginning of classes, monies paid to the school shall be refunded.

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 and fees 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: This course is the first of a two part course designed to introduce students to the normal structure and function of the human body. 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.

ANP200 – Anatomy & Physiology II **60 Hours / 4 Quarter Credits** **Prerequisites: ANP100**

Course Description: This course is a continuation of ANP100. 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.

COMP100 – 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.



COMP101 – 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.

COMP102 – 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 – Intro 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.

DA104 – Dental Materials **120 Hours / 8 Quarter Credits** **Prerequisites: DA100 - DA102**

Course Description: This Course is designed to provide in-depth didactic and clinical experience of dental chairside restorative and impression materials. The didactic portion places strong emphasis on preparation for patient care; preparedness in dealing with common medical and dental emergencies; CPR administration, methods used to manage pain and anxiety related to dentistry; taking vital signs; chairside instruments and tray systems; properties and types of chairside restorative materials; properties and types of chairside restorative materials; maintaining accurate treatment records; treatment of patients with special needs; maintaining the treatment area with infection and hazard control protocol consistent with published professional guidelines. Students will apply didactic principles in a supervised clinical setting.

DA106 – Dental Specialties
120 Hours / 8 Quarter Credits
Prerequisites: DA100 - DA102

Course Description: This course places strong emphasis on the dental specialties to include endodontic, orthodontics, oral and maxillofacial surgery, periodontics, pedodontics and prosthodontics. Students will learn instruments, tray systems and materials unique to these specialty areas. Students will apply didactic concepts in a 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.

DA109 – Practical Dental Assisting Review
60 Hours / 4 Quarter Credits
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, ANP200

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.

GEN020 – Aspects of Chemistry
4 Quarter Credits - 60 Clock hours
Prerequisites: None

Course Description: This course provides the foundations of chemistry necessary for success in the Allied Health Field. Topics include the fundamentals of matter, its structure and interaction. Emphasis has been placed on compound formation, acid and base reactions and organic chemistry as it relates to nutrients.

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 prepare the student for MA200.

MA200 – Clinical Skills for Medical Assistants II
60 Hours / 4 Quarter Credits
Prerequisites: MA100

Course Description: This course continues the instruction in clinical skills initiated by MA100. 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.

MD050 – Disease Processes
60 Hours / 4 Quarter Credits
Prerequisites: ANP100

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: MDT100

Course Description: This course is a continuation of MDT100. 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: MD050

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 venipuncture.

MLP250 – Medical Laboratory Procedures II
60 Hours / 4 Quarter Credits

Prerequisites: MLP200

Course Description: This course is a continuation of MLP200 focusing 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.



MOP200 – Medical Office Administrative Procedures
60 Hours / 4 Quarter Credits

Prerequisites: None

Course Description: Medical Assistants will be able to perform 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.

PHL100 – Phlebotomy Procedures
120 Hours / 8 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 common in testing sites. Medical aseptic and sterilization techniques are learned. This course will teach the basics of venipuncture and then progress to focusing on all phases of venipuncture 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.

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 learn and practice various aspects of small animal husbandry including kennel management and sanitation, small animal nutritional requirements in health and disease, reproductive cells, recognition of and response to emergency situations, preventative medicine and nursing care.

VET301 – Surgical Nursing for Veterinary Technicians
4 Quarter Credits / 60 Clock hours
Prerequisites: VET201; VET203

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; VET203

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: VET204; VET303

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: VET303

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: VET303

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
Co-requisites: VET307; all other courses

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.

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 blue-print 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**

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.

