Stellar Career College

Course Catalog

ACCSC
Accrediting Commission of Career Schools and Colleges

Feb. 20, 2018 to June 30, 2019

4300 Sisk Road
Modesto, CA 95356
(209) 545-5200
www.stellarcollege.edu

Stellar Career College

<u>MISSION STATEMENT</u>

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

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SCHOOL INFORMATION

HISTORY

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

PHILOSOPHY

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

LICENSE AND ACCREDITATION

Stellar Career College is a private institution and is approved to operate by the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, telephone 888-370-7589, fax 916-263-1897. In addition, Stellar Career College is accredited by the Accrediting Commission of Career Schools and Colleges, 2101 Wilson Boulevard, Suite 302, Arlington, VA 22201, telephone 703-247-4212.

SOFTWARE / SHORT COURSES

Stellar Career College offers short software training courses as continuing education. These courses are not within the school's scope of accredited programs.

CATALOG DISCLOSURE STATEMENTS

All courses at Stellar Career College are taught at 4300 Sisk Road, Modesto, California 95356.

Stellar Career College approval to operate in the State of California is based on provisions of the California Private Postsecondary Education Act (CPPEA) of 2009, which is effective January 1, 2010. Stellar Career College is approved to operate under the terms of California Education Code

SCHOOL INFORMATION

(CEC) section 94890 (a)(1) until March 31, 2018 per CEC section 94890 (b). The Act is administered by the Bureau for Private Postsecondary Education, under the Department of Consumer Affairs. The Bureau can be reached at: 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, Phone 888-370-7589 Fax 916-263-1897.

Stellar Career College has never filed for bankruptcy petition, operated as a debtor in possession or had a petition of bankruptcy filed against it under Federal law.

Stellar Career College is also licensed for the training of veterans and eligible persons under the provisions of Title 38, United States Code. Stellar Career College reserves the right to change or modify any information, curriculum, tuition, and regulations in this catalog at any time. Instruction is in residence, with the facility occupancy level accommodating 130 students at one time. California statute requires that a student who successfully completes a program of study be awarded an appropriate diploma or certificate verifying the fact. Prospective enrollees are encouraged to visit the physical facilities of the school and to discuss personal educational and occupational plans with school personnel prior to enrolling or signing enrollment agreements.

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to:
    Bureau for Private Postsecondary Education
    2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833
    www.bppe.ca.gov
    Phone 888-370-7589 Fax 916-263-1897

OFFICE HOURS

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

INSTRUCTIONAL HOURS

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

SCHOOL INFORMATION

CLOCK HOURS AND CREDIT HOURS

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

CALENDAR & HOLIDAYS

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

New Year's Day Jan. 1, 2019   Independence Day July 4, 2018

President's Day Feb. 19, 2018   Labor Day Sept. 3, 2018   Winter Break
Feb. 18, 2019   Dec. 24,2018-Jan 1, 2019

Memorial Day May 28, 2018   Thanksgiving Day
May 27, 2019   Nov 22, 2018

PHYSICAL FACILITIES

Stellar Career College occupies 9714 square feet of a modern office building on Sisk Road. Its facilities include classrooms with computer workstations, a study hall, and a student lounge with modern kitchen facilities. Our campus is within walking distance of many eating establishments at the corner of Pelandale and Sisk Road. Stellar Career College has easy access to the Modesto Area Express (MAX) bus system. The MAX has a bus stop in front of the building.

CAMPUS SECURITY

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

SMALL CLASS SIZE

Stellar Career College has a maximum of 30 students per class.

METHODS OF TRAINING

TRAINING BY AN INSTRUCTOR: Students may be taught lectures led by an Instructor.
INDIVIDUAL ONE-ON-ONE TRAINING: Students may be taught individually as needed.
HANDS-ON TRAINING: Students may be taught while they are working on a computer.

SCHOOL INFORMATION

MULTIMEDIA TRAINING: Students have access to a wide variety of multimedia training including: 6-foot projection screen, CD-ROM's, DVD's, Books and Manuals.
GUEST SPEAKERS: Professionals from the community may be invited to present specialty skills and information to students to enhance their skills.
LECTURES AND DEMONSTRATIONS: Students have access to lectures and demonstrations on curriculum that will enhance their knowledge and skills.

RESOURCES & STUDENT SERVICES

Stellar Career College does not assume responsibility for student housing, does not have dormitory facilities under its control, nor offers student housing assistance. According to rentals.com for Modesto, CA, rental properties start at $700.00 per month.

Stellar Career College also does not provide transportation or childcare.

Library resources are available for use that includes video tapes, CDs and DVDs, as well as current magazine publications and medical books. Resources are accessible on campus in the library and online in the Internet. Students may access the on-campus library Monday through Thursday 8:00 am to 9:50 pm and the Internet 24/7. There is a check-in check-out system for removing resources from the library.

Other resources available include:
- Academic advising (see sections on Advising and Tutoring below)
- Job development resources and leads
- Financial aid information

ADVISING

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

TUTORING

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

PLACEMENT ASSISTANCE

- Job Placement Advising
- Resume Seminar
- Professional Resume, Cover Letter, and Reference Sheet
- Interview Seminar
- Mock (simulated) interview with a professional from the community
- Job Search Skills Seminar

- Portfolio Training
- Access to job leads
- Details of known vacancies in the field will be brought to the attention of qualified graduates. Some companies may contact this institution for candidates for employment. While this institution will provide employment assistance, it can make no guarantee for a position.

CLASSROOM EQUIPMENT

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

- Intel Pentium-powered computers, to ensure fast access to your software programs
- Large 17-inch monitors
- Microsoft Windows
- Microsoft Office and the relevant software packages on the market
- Laser printers
- Cable connection to the Internet to provide fast connections to the Internet
- Multimedia including USB/ Flash Drive and headphones
- Modern office features including fax and scanning abilities
- Ten key by touch machines

ERGONOMIC FEATURES

Stellar Career College provides training in an ergonomically designed facility. Some of the features incorporated into our design are as follows:

- Adjustable chairs
- Adjustable monitors
- Split keyboards available upon request
- Wrist pads available for your comfort
- Ergonomically designed Microsoft and Dell/ Logitech pointing devices

ADMINISTRATORS & INSTRUCTORS

Zulfiqar A. Satti—President & CEO
- Master's Degree in Computer Science, Pursuing Doctorate Degree in Organizational Leadership—Chicago School of Professional Psychology, Chicago, Illinois
- Over 20 Years of Teaching and Administrative Experience in Five Different Countries

Donna Gosselin, Ed.D.—Campus Director
- Doctor of Education in Higher Education and Adult Learning—Walden University, Minneapolis, MN
- Master's Degree in Higher Education Administration and Leadership—Kaplan University, Online
- Master's Degree in Business Administration— Kaplan University, Online
- Over 17 years' Teaching and Administrative Experience in Higher Education

Vic Lal—Director of Admissions
- Background in Marketing, and Admissions
- 12 Years of Experience in Admissions

Deborah Weaver—Financial Aid Administrator
- Associates Degree in Business Administration—Modesto Junior College, Modesto, CA
- 4 Years of Experience in the Field

Marilyn Beerbower—Instructor
- Certificate in Administrative Medical & Accounting Clerk—CTB&TI, Modesto, CA
- 18 Years of Experience in the Field

Carlos Cuellar—Instructor
- Certificate CompTIA A+ Certification
- 16 Years of Experience in the Field

Trini Johnson—Instructor
- Associates Degree in Culinary Arts - California Culinary Academy, San Francisco, CA
- Certificate in Administrative Healthcare Management—SJVC, Modesto, CA
- Background in Human Resources and Medical Billing
- 10 Years of Experience in the Field

Joanna DaRonco—Instructor
- Bachelor's Degree in Business Administration—University of Phoenix, Sacramento, CA
- 16 Years of Experience in the Field

Aida Escriba—Instructor
- Certificate in Administrative Medical Clerk & Administrative Assistant—CTB&TI, Modesto, CA
- 15 Years of Experience in the Field

Theodore Heilman—Placement & Technology
- Certificate in Administrative Accounting Clerk—CTB&TI, Modesto, CA
- 10 Years of Experience in the Customer Service Field
- 7 Years of Experience in the Computer, Networking, and Maintenance Field

Yolanda Newell—Placement
- Certificate in Administrative Assistant II—CTB&TI, Modesto, CA
- 15 Years of Experience in the Field

David Torres—Administrative Assistant/Registrar
- Certificate in Administrative Accounting Clerk—CTB&TI, Modesto, CA

Christine Muhammad—Project Aspire Youth Coordinator
- Over 10 Years of Experience in Higher Education

ADMISSIONS

ADMISSION REQUIREMENTS

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

REGISTRATION

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

ENTRANCE ASSESSMENT

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

ACADEMIC CREDIT

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

- Complete and submit a Transfer of Credit Application to the Campus Director.
- Provide an official transcript and catalog with course descriptions of the prior postsecondary training. Official transcripts are required to post transfer credits. Unofficial transcripts can be used to evaluate credit. Photocopies will not be accepted.
- Courses from accredited post-secondary training programs that correspond directly in content, scope and length to Stellar Career College courses will be considered for credit.

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

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

Veteran's Credit for Previous Education or Training

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

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

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

STUDENT INFORMATION

TUITION & FEES AS OF MARCH 1, 2018

Program	Registration Fee Non-Refundable	Student Tuition Recovery Fund Non-Refundable	Lab Fee	Books & Materials	Tuition	[1]Total Cost
Office Clerk I	$100	$0	$0	$350	$4,120	$4,570
Administrative Assistant I	$100	$0	$0	$375	$5,500	$5,975
Administrative Assistant II	$100	$0	$0	$595	$8,880	$9,575
Administrative Medical Clerk	$100	$0	$0	$595	$8,880	$9,575
Administrative Accounting Clerk I	$100	$0	$0	$595	$6,280	$6,975
Administrative Accounting Clerk II	$100	$0	$0	$595	$8,880	$9,575
Medical Office Administration*	$100	$0	$725	$650	$6,500	$7,975
Sterile Processing Technician*	$100	$0	$725	$650	$6,500	$7,975
Veterinary Assistant*	$100	$0	$725	$650	$6,500	$7,975

[1]Total Cost of Program = Charges for the period of attendance and the entire program. Total cost includes all required text books but doesn't include uniforms etc.

*Not eligible for Pell Grants or DirectLoans

Interest-free Payment Plans:

Payment plans will be offered on a case to case basis

Student Tuition Recovery Fund Disclosures

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in residency programs attending certain schools regulated by the Bureau for Private Postsecondary and Vocational Education. You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.

FINANCIAL INFORMATION

2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.

3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.

4. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.

5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act. However, no claim can be paid to any student without a social security number or a taxpayer identification number.

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

- You are a student in an educational program, who is a California resident, or are enrolled in a   residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and

- Your total charges are not paid by any third-party payer such as an employer, government program, or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:

- You are not a California resident, or are not enrolled in a residency program, or

- Your total charges are paid by a third party, such as an employer, government program, or other payer, and you have no separate agreement to repay the third party.

TUITION FUNDING

Stellar Career College accepts tuition funding from the following sources:

- Personal Payment – Cash, Check, Visa, MasterCard, and American Express
- Rehabilitation
- Worker's Compensation
- Veteran's Administration Licensed Funding
- Pell Grants and Direct Student Loans
- Department of Workforce Development—Alliance Worknet (WIOA)
- Third Party Lenders

FINANCIAL INFORMATION

FINANCIAL AID

Stellar Career College participates in federal and state financial aid programs. Students who are interested in obtaining financial aid will be advised of their options in the initial interview. Additionally, students may obtain financial aid information from the kiosk located across from the front desk or through the Financial Aid Officer. Students who wish to apply for Direct Loans or Pell grants should make an appointment with Stellar Career College's Financial Aid Officer. The Financial Aid Officer will assist the student in completing a Free Application for Federal Student Aid (FAFSA), which will be submitted to the United States Department of Education. Eligibility for federal student aid will be based on current federal guidelines and determined solely by the Department of Education.

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. If the student has received federal student financial aid funds, the student is entitled to a refund of the money not paid from federal student financial aid program funds.

Students who participate in the Direct Loan program are required to receive advisement prior to the beginning of training and again prior to completion of their program of study. This advisement will be scheduled through and provided by the Stellar Career College Financial Aid Officer.

PROVISIONAL ENROLLMENT

Students who have submitted all required documentation in a timely manner that is necessary to secure the method of payment for their tuition cost and fees will be officially accepted into their program and will only then become eligible for Title IV federal financial aid and receive credit for their course(s). The Institution will withdraw any student not meeting the criteria, and such a student will not owe any financial obligation.

All new students entering the College for the first time will be enrolled on a provisional basis for the first fourteen (14) calendar days of their first term (all students who have graduated from one of the College's programs are ineligible). Provisional students are not charged tuition and are not eligible to receive federal or state student aid until they become regular active students. Those provisional students who are earning satisfactory grades and posting satisfactory attendance as determined by the College will be transitioned to regular student status on their first day of attendance on or after the 15th day of enrollment. At this point, regular students will be charged tuition and may receive any student aid for which they are eligible, retroactive to the beginning of the term.

A provisional student may cancel his/her enrollment at any time and for any reason during the 14-day provisional enrollment period. The College also may cancel the enrollment of provisional students who are not earning satisfactory grades and/or posting satisfactory attendance as determined by the College as of the end of the provisional enrollment period. Students who fail to post attendance in accordance with the Institution's attendance policy, after the 15th day will

be considered to have cancelled while in provisional period. Students who cancel their enrollment or who do not move to regular active student status, for any reason, will be withdrawn from all classes and will not be charged any tuition for their time in school, and will receive no academic penalty.

A student may be provisionally enrolled a maximum of 2 times. This applies only to students who have been provisionally cancelled by the College during their initial enrollment. A student wanting to provisionally enroll for a second time must have approval of the Campus Director, and the second provisional enrollment must be recorded in student database.

REFUND POLICY

STUDENT'S RIGHT TO CANCEL

1. You have the right to cancel your agreement for a program of instruction, without any penalty or obligations, through attendance at the first class session or the fifteenth (15) calendar day after enrollment, whichever is later.   After the end of the cancellation period, you also have the right to stop school at any time; and you have the right to receive a pro rata refund if you have completed 60 percent or less of the scheduled days in the current payment period in your program through the last day of attendance.
2. Cancellation may occur when the student provides a written notice of cancellation at the following address: Stellar Career College, 4300 Sisk Road, Modesto, CA 95356. This can be done by mail or by hand delivery.
3. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage.
4. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.
5. If the Enrollment Agreement is cancelled the school will refund the student any money he/she paid, less a registration or administration fee not to exceed $100.00, and less any deduction for books/supplies not returned in good condition, within 15 days after the notice of cancellation is received.

WITHDRAWAL FROM THE PROGRAM

You may withdraw from the school at any time after the cancellation period (described above) and receive a pro rata refund if you have completed 60 percent or less of the scheduled days in the current payment period in your program through the last day of attendance. The refund will be less a registration or administration fee not to exceed $100.00 and less any deduction for books/supplies not returned in good condition, within 15 days of withdrawal. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.

For the purpose of determining a refund under this section, a student shall be deemed to have withdrawn from a program of instruction when any of the following occurs:

- The student notifies the institution of the student's withdrawal or as of the date of the student's withdrawal, whichever is later.
- The institution terminates the student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; absences in excess of maximum set forth by the institution; and/or failure to meet financial obligations to the school.
- The student has failed to attend class for fourteen (14) consecutive calendar days excluding posted holidays without school approval.
- The student fails to return from a leave of absence.

For the purpose of determining the amount of the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance.   The amount owed equals the daily charge for the program (total institutional charge, minus non-refundable fees, divided by the number of days in the program), multiplied by the number of days scheduled to attend, prior to withdrawal. For the purpose of determining when the refund must be paid, the student shall be deemed to have withdrawn at the end of the fourteen (14) consecutive calendar days, excluding posted holidays and the refund will be paid 45 days from that date. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.

For programs beyond the current "payment period," if you withdraw prior to the next payment period, all charges collected for the next period will be refunded. If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan. Any amount of the refund in excess of the unpaid balance of the loan shall be first used to repay any student financial aid programs from which the student received benefits, in proportion to the amount of the benefits received, and any remaining amount shall be paid to the student.

If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

The Institution follows federal regulations with respect to returning Title IV funds. The regulations are available upon student request.

STUDENT INFORMATION

ATTENDANCE REQUIREMENTS

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

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

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

LEAVES OF ABSENCE

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

STUDENT INFORMATION

MAKE-UP WORK

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

GRADING SYSTEM

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

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

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

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

indicated on the Incomplete Petition. Regardless of whether the course work is completed, the Incomplete will be changed to a letter grade.

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

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

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

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

SATISFACTORY PROGRESS

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

Academic Advisement

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

Maximum Time Frame

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

STUDENT INFORMATION

Required Evaluation Schedule – Financial Aid Satisfactory Academic Progress

The evaluation period for determining satisfactory academic progress for all students will be each payment period (each academic term/module). The evaluation will occur at the end of each payment period (each academic term/module) and be based on all credit hours attempted and earned. Proficiency Credit (PC), Transfer Credit (TC), Repeated courses (**), including previously passed courses, and Withdrawals (W) grades count as credits attempted but not earned, and count towards maximum timeframe and pace of completion, but do not count towards CGPA. The final grade received on the last repeat of a course is used in the CGPA calculation. Incomplete grades (I) will count as credits attempted but not earned, and will not count towards the CGPA until the final grade has been posted.

Required SAP minimums are outlined in the table below:

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

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

Students not meeting these benchmarks are not making Satisfactory Academic Progress. The first time a student is not making SAP, the student is placed on academic warning. If the student receives financial aid, the student may be placed on financial aid warning. Students on academic warning/financial aid warning will be notified via the Financial Aid Advisor and/or Campus Director. At the next evaluation point if a student on financial aid warning meets or exceeds the benchmark, the student is taken off financial aid warning. If, however, a student does not make SAP, the student is placed on financial aid probation. Students on financial aid probation will be notified by the Campus Director. ***Students placed on financial aid probation must appeal in order to continue receiving financial aid.***

Appealing Financial Aid/Academic Probation

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

STUDENT INFORMATION

GRADUATION

To be eligible for graduation, students must:

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

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

PROBATION

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

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

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

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

TERMINATION OR SUSPENSION

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

STUDENT INFORMATION

REINSTATEMENT

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

RECORDS

Enrollees are advised and cautioned that state law requires the educational institution to maintain school and student records for a period of not less than five years at its principal place of business. Transcripts are kept permanently.
Copies of on-site certificates or transcripts may be made for a fee of $10.00.   Thereafter, records are maintained in a secure, fireproof off-site location. Copies of certificates or transcripts being stored off-site require 48 hours' notice and a $40.00 fee.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

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

LANGUAGE

Stellar Career College does not offer English as a Second Language instruction. All program materials and curricula are presented in English.

GRIEVANCE PROCEDURE

Any student who has a grievance with a school policy, procedure, or employee must submit the written grievance to the Director. A response to the written grievance will be issued to the complainant within 6 business days. The school will maintain a copy of all grievance communications. Any grievance that cannot be resolved by the school may be forwarded to the Bureau for Private Postsecondary Education.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling 888.370.7589 or by completing a complaint form, which can be obtained on the bureau's Internet Web site www.bppe.ca.gov

STUDENT INFORMATION

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

OFFICE CLERK I

ADMINISTRATIVE ASSISTANT I

ADMINISTRATIVE ASSISTANT II

ADMINISTRATIVE MEDICAL CLERK

ADMINISTRATIVE ACCOUNTING CLERK I

ADMINISTRATIVE ACCOUNTING CLERK II

STERILE PROCESSING TECHNICIAN

MEDICAL OFFICE ADMINISTRATION

VETERINARY ASSISTANT

OFFICE CLERK I

PROGRAM OBJECTIVE

The need for improved computer skills increases every day. The objective of this program is to provide students with the skills and knowledge to work in an entry-level position in a business service environment. The program focus is primarily on core computer applications, office skills, and customer service skills. This program begins with instruction in Microsoft Windows, the leading computer operating system. Later in the course, students will learn Microsoft Word, the leading word processor, and learn the basics of computerized spreadsheets in Microsoft Excel. Computer skills are taught with a hands-on approach in small groups. This small group size enables students to focus on the task at hand and get individual help if needed to fully accomplish lessons. Upon successful completion of the program a certificate of achievement is awarded.

PROGRAM LENGTH

7 Weeks, 280 Hours, 14 Credits

PROGRAM SCHEDULE

Monday through Thursday
8:00 a.m. to 5:20 p.m.

PROGRAM DESCRIPTION

Introduction to Personal Computers	Keyboarding I
Windows	Customer Service & Modern Office Skills
Word Processing – Microsoft Word	Ten Key by Touch
Spreadsheet Basics – Microsoft Excel	Placement Preparation & Assistance

OCCUPATIONAL OUTCOMES

Office Clerk	Receptionist
Customer Service	Secretary
General Clerical	Information Clerk

OFFICE CLERK I

Introduction to Personal Computers & Windows (1 Credit)
Computer features, such as formatting, copying and deleting files, moving through the directory structure, obtaining file lists, and rules for naming files are taught and practiced. Students will also be introduced to computer hardware. Students will learn all of the important features of the Windows program.

Spreadsheet Basics - Microsoft Excel (2 Credits)
All of the basic features are taught in this class. All spreadsheet fundamentals, including proper layout and working with numbers and formulas to create a management tool are covered.

Word Processing - Microsoft Word (5 Credits)
Students are taught the essential elements of word processing as they relate to the business environment. Specific features taught include: creating, printing and editing documents, formatting and enhancing text, proofreading projects using the spelling and thesaurus features, printing documents and creating customized form letters with merging. Shortcuts, the table feature, formatting long documents and using headers and footers will also be taught. Students will be able to produce complex documents and reports.

Keyboarding I (2 Credits)
This class teaches more than typing speed. Accuracy is strongly encouraged. This will give the students a competitive edge in the clerical field as well as making them feel more confident in their own abilities.

Customer Service & Modern Office Skills (2 Credits)
The skills to be covered include the following: Customer Service Techniques, Photocopiers/Fax Machines, Telephone Answering Techniques, Business Correspondence, Filing Systems, and Reception Techniques.

10 Key by Touch (2 Credits)
Participants are taught to use the 10 key number pad without looking. They will also be taught the use and importance of timesaving features, the operational keys, and the options and settings available.

Placement Services & Assistance
- Job Placement Advising
- Resume Seminar
- Professional Resume, Cover Letter, and Reference Sheet
- Interview Seminar
- Mock (simulated) interview with a professional from the community
- Job Search Skills Seminar
- Portfolio Training
- Access to Job Leads

ADMINISTRATIVE ASSISTANT I

PROGRAM OBJECTIVE

The need for improved computer skills increases every day. The objective of this program is to provide students with the skills and knowledge to work in an entry-level position in a business service environment. The program focus is primarily on core computer applications, office skills, and customer service skills. This program begins with instruction in Microsoft Windows, the leading computer operating system. Later in the course, students will learn Microsoft Word, the leading word processor, and learn many features of computerized spreadsheets in Microsoft Excel. Computer skills are taught with a hands-on approach in small groups. This small group size enables students to focus on the task at hand and get individual help if needed to fully accomplish lessons. Upon successful completion of the program a certificate of achievement is awarded.

PROGRAM LENGTH

10 Weeks, 400 Hours, 20 Credits

PROGRAM SCHEDULE

Monday through Thursday
8:00 a.m. to 5:20 p.m.

PROGRAM DESCRIPTION

Introduction to Personal Computers	Customer Service & Modern Office Skills
Windows	Ten Key by Touch
Word Processing - Microsoft Word	Business Education & Communication Skills I
Spreadsheets - Microsoft Excel	Placement Preparation & Assistance
Keyboarding II	

OCCUPATIONAL OUTCOMES

Administrative Assistant	Office Clerk
Customer Service	Secretary
Receptionist	Clerk Typist
Office Assistant	Data Entry Specialist
General Clerical	Data Processing Clerks

ADMINISTRATIVE ASSISTANT I

Introduction to Personal Computers & Windows
(1 Credit)
Computer features, such as formatting, copying and deleting files, moving through the directory structure, obtaining file lists, and rules for naming files are taught and practiced. Students will also be introduced to computer hardware. Students will learn all of the important features of the Windows program.

Word Processing - Microsoft Word
(5 Credits)
Students are taught the essential elements of word processing as they relate to the business environment. Specific features taught include: creating, printing and editing documents, formatting and enhancing text, proofreading projects using the spelling and thesaurus features, printing documents and creating customized form letters with merging. Shortcuts, the table feature, formatting long documents and using headers and footers will also be taught. Students will be able to produce complex documents and reports.

Spreadsheets - Microsoft Excel
(5 Credits)
Basic, intermediate and advanced features are taught in this class. All spreadsheet fundamentals, including proper layout and working with numbers and formulas to create a management tool are covered. This class also covers advanced functions such as linking, sorting and charting. In addition to providing students with good fundamentals in this popular computer spreadsheet program, this course will present mathematical concepts as they relate to business, including percentage increases, projections and budgets.

Customer Service & Modern Office & Skills
(2 Credits)
The skills to be covered include the following: Customer Service Techniques, Photocopiers/Fax Machines, Telephone Answering Techniques, Business Correspondence, Filing Systems, and Reception Techniques.

Keyboarding II
(4 Credits)
This class teaches more than typing speed. Accuracy is strongly encouraged. This will give the students a competitive edge in the workforce as well as making them feel more confident in their own abilities.

10 Key by Touch
(2 Credits)
Participants are taught to use the 10 key number pad without looking at it. They will also be taught the use and importance of timesaving features, the operational keys, and the options and settings available.

Business Education & Communication Skills I
(1 Credit)
This curriculum is individually tailored to the requirements of each participant. Areas covered include: following instructions, good study habits, business math, grammar, punctuation, business letter writing and spelling. The computer identifies students' specific areas of weakness and special emphasis is placed on these areas. Lessons are generated by the computer with supervision from the instructor.

Placement Preparation & Assistance
See page 4 in this catalog for complete description.

ADMINISTRATIVE ASSISTANT II

PROGRAM OBJECTIVE

The need for improved computer skills increases every day. The objective of this program is to provide students with the skills and knowledge to work in an entry-level position in a business service environment. The program focus is primarily on core computer applications, office, and customer service skills. This program covers more subject matter than the Administrative Assistant I program, including additional reinforcement in Keyboarding for increased typing speed and accuracy, Desktop Publishing, Presentations using Microsoft PowerPoint, World Wide Web, and Business Simulations. This program begins with instruction in Microsoft Windows. Students will learn Microsoft Word and Microsoft Excel. Computer skills are taught with a hands-on approach in small groups. This small group size enables students to focus on the task at hand and get individual help if needed to fully accomplish lessons. Upon successful completion of the program a certificate of achievement is awarded.

PROGRAM LENGTH

18 or 36 Weeks, 720 Hours, 36 Credits

PROGRAM SCHEDULE

18 Week Course	36 Week Course - Morning	36 Week Course - Afternoon	36 Week Course- Evening
Monday through Thursday	Monday through Thursday	Monday through Thursday	Monday through Thursday
8:00 a.m. to 5:20 p.m.	8:00 a.m. to 12:20 p.m.	1:00 p.m. to 5:20 p.m.	5:30 p.m. to 9:50 p.m.

PROGRAM DESCRIPTION

Introduction to PC's & Windows	Customer Service & Modern Office Skills
Word Processing - Microsoft Word	Ten Key by Touch
Spreadsheets - Microsoft Excel	Internet – World Wide Web
Keyboarding III	Simulation I & II
Desktop Publishing - Microsoft Publisher	Business Education & Communication Skills II
Presentation - Microsoft PowerPoint	Placement Preparation & Assistance

OCCUPATIONAL OUTCOMES

Administrative Assistant	Office Clerk/Assistant	Receptionist
Customer Service	Secretary	Clerk Typist
General Clerical	Data Entry Specialist	Data Processing Clerks

ADMINISTRATIVE ASSISTANT II

Introduction to Personal Computers & Windows (1 Credit)
Computer features, such as formatting, copying and deleting files, moving through the directory structure, obtaining file lists, and rules for naming files are taught and practiced. Students will also be introduced to computer hardware. Students will learn the important features of the Windows program.

Word Processing - Microsoft Word (5 Credits)
Students are taught the essential elements of word processing as they relate to the business environment. Specific features taught include: creating, printing and editing documents, formatting and enhancing text, proofreading projects using the spelling and thesaurus features, printing documents and creating customized form letters with merging. Shortcuts, the table feature, formatting long documents and using headers and footers will also be taught. Students will be able to produce complex documents and reports.

Spreadsheets - Microsoft Excel (5 Credits)
Basic, intermediate and advanced features are taught in this class. All spreadsheet fundamentals, including proper layout and working with numbers and formulas to create a management tool are covered. This class also covers advanced functions such as linking, sorting and charting.-In addition to providing students with good fundamentals in this popular computer spreadsheet program, this course will present mathematical concepts as they relate to business, including percentage increases, projections and budgets.

Customer Service & Modern Office Skills (2 Credits)
The skills to be covered include the following: Customer Service Techniques, Photocopiers/Fax Machines, Telephone Answering Techniques, Business Correspondence, Filing Systems, and Reception Techniques.

10 Key by Touch (2 Credits)
Participants are taught to use the 10 key number pad without looking at it. They are also taught the use and importance of timesaving features, the operational keys, and the options and settings available.

Keyboarding III (6 Credits)
This class teaches more than typing speed. Accuracy is strongly encouraged. This will give the students a competitive edge in the clerical field as well as making them feel more confident in their own abilities.

Desktop Publishing - Microsoft Publisher (2 Credits)
Upon completion of this course, students will be able to create effective publications. Formatting and editing a variety of document types, using columns, and adding graphics to their documents by importing them from other applications such as Clipart, will be covered.

Presentation - Microsoft PowerPoint (3 Credits)
Students are taught to create dynamic multimedia presentations that are appropriate for business purposes. Subjects include; creating slides, inserting graphics, inserting sound and animation, multimedia slide shows, printing of presentations in handout form.

ADMINISTRATIVE ASSISTANT II

Internet - World Wide Web
(2 Credits)
The World Wide Web has become a prevalent part of business life in today's society. Students will be introduced to the web and learn how to browse websites, perform searches, create bookmarks and download software. Students will also create e-mail accounts and learn to send and receive messages.

Business Simulations I & II
(2 Credits each, 4 Credits total)
Students are guided through two simulations that put into practice and apply the skills and knowledge they have acquired to become Administrative Assistants: Handwriting, Keyboarding, Filing, Calculating, Communicating, Telephoning, Decision-Making, Proofreading, and Managing Time.

Business Education & Communication Skills II
(4 Credits)
This curriculum is individually tailored to the requirements of each participant. Areas covered include: following instructions, good study habits, business math, grammar, punctuation, business letter writing and spelling. The computer identifies students' specific areas of weakness and special emphasis is placed on these areas. Lessons are generated by the computer with supervision from the instructor.

Placement Preparation & Assistance
See page 4 in this catalog for complete description.

ADMINISTRATIVE MEDICAL CLERK

PROGRAM OBJECTIVE

The objective of this program is to provide students with the skills and knowledge to work in an entry-level position in a medical front office environment. Additionally, you are qualified to work in customer service or a general office environment. The program focus is primarily on medical front office procedures and computer applications. Word processing and electronic spreadsheets are two of the main computer applications used in the business environment. Microsoft Windows, the leading operating environment, will also be covered. The need to know these programs is vital for every office. Computer skills are taught with a hands-on approach in small groups. This small group size enables students to focus on the task at hand and get individual help if needed to fully accomplish lessons. Upon successful completion of the program a certificate of achievement is awarded.

PROGRAM LENGTH

18 or 36 Weeks, 720 Hours, 36 Credits

PROGRAM SCHEDULE

18 Week Course	36 Week Course - Morning	36 Week Course - Afternoon	36 Week Course- Evening
Monday through Thursday 8:00 a.m. to 5:20 p.m.	Monday through Thursday 8:00 a.m. to 12:20 p.m.	Monday through Thursday 1:00 p.m. to 5:20 p.m.	Monday through Thursday 5:30 p.m. to 9:50 p.m.

PROGRAM DESCRIPTION

Medical Front Office Procedures
Medical Billing & Terminology
Introduction to Personal Computers
Windows
Word Processing - Microsoft Word
Spreadsheets - Microsoft Excel
Keyboarding III

Customer Service & Modern Office Skills
Ten Key by Touch
Internet - World Wide Web
Business Education & Communication Skill I
Simulation
Placement Preparation & Assistance

OCCUPATIONAL OUTCOMES

Medical Office Clerk
Medical Office Receptionist

Medical Front Office
Medical Billing

Office Clerk/Assistant
Customer Service Rep

ADMINISTRATIVE MEDICAL CLERK

Medical Front Office Procedures
Medical Billing & Terminology
(10 Credits)
Students are taught medical front office procedures including: medical ethics and law, patient relations, telephone skills, scheduling appointments, travel arrangements, medical forms and reports, medical correspondence, medical filing, health insurance claims, medical pegboard and computerized accounting procedures, medical billing and collections, and basic medical terminology and abbreviations.

Introduction to Personal Computers & Windows (1 Credit)
Computer features, such as formatting, copying and deleting files, moving through the directory structure, obtaining file lists, and rules for naming files are taught and practiced. Students will also be introduced to computer hardware. Students will learn all of the important features of the Windows program.

Word Processing -Microsoft Word
(5 Credits)
Students are taught the essential elements of word processing as they relate to the business environment. Specific features taught include: creating, printing and editing documents, formatting and enhancing text, proofreading projects using the spelling and thesaurus features, printing documents and creating customized form letters with merging. Shortcuts, the table feature, formatting long documents and using headers and footers will also be taught. Students will be able to produce complex documents and reports.

Spreadsheets - Microsoft Excel
(5 Credits)
Basic, intermediate and advanced features are taught in this class. All spreadsheet fundamentals, including proper layout and working with numbers and formulas to create a management tool are covered. This class also covers advanced functions such as linking, sorting and charting. In addition to providing students with good fundamentals in this popular computer spreadsheet program, this course will present mathematical concepts as they relate to business, including percentage increases, projections and budgets.

Keyboarding III
(6 Credits)
This class teaches more than typing speed. Accuracy is strongly encouraged. This will give the students a competitive edge in the clerical field as well as making them feel more confident in their own abilities.

Customer Service & Modern Office Skills
(2 Credits)
The skills to be covered include the following: Customer Service Techniques, Photocopiers/Fax Machines, Telephone Answering Techniques, Business Correspondence, Filing Systems, and Reception Techniques.

10 Key by Touch
(2 Credits)
Participants are taught to use the 10 key number pad without looking at it. They are also taught the use and importance of timesaving features, the operational keys, and the options and settings available.

Internet - World Wide Web
(2 Credits)
The World Wide Web has become a prevalent part of business life in today's society. Students will be introduced to the web and learn how to browse websites, perform searches, create bookmarks and download software. Students will also create e-mail accounts and learn to send and receive messages.

Business Simulations II
(2 Credits)
Students are guided through two simulations that put into practice and apply the skills and knowledge they have acquired to become Administrative Assistants: Handwriting, Keyboarding, Filing, Calculating, Communicating, Telephoning, Decision-Making, Proofreading, and Managing Time.

Business Education & Communication Skills I
(1 Credit)
This curriculum is individually tailored to the requirements of each participant. Areas covered include: following instructions, good study habits, business math, grammar, punctuation, business letter writing and spelling. The computer identifies students' specific areas of weakness and special emphasis is placed on these areas. Lessons are generated by the computer with supervision from the instructor.

Placement Preparation & Assistance
See page 4 in this catalog for complete description.

ADMINISTRATIVE ACCOUNTING CLERK I

PROGRAM OBJECTIVE

The objective of this program is to provide students with the skills and knowledge to work in an entry-level position in an office environment as an Accounting Clerk. Additionally, you are qualified to work in customer service or a general office environment. The program focus is primarily on accounting and computer applications. Word processing and electronic spreadsheets are the two main computer applications used in the business environment. Microsoft Windows, the leading operating environment, will be covered. The need to know these programs is vital for every accounting position. An instructor teaches accounting in small groups. An instructor teaches computer skills with a hands-on approach in small groups. This small group size enables students to focus on the task at hand and get individual help if needed to fully accomplish lessons. Upon successful completion of the program a certificate of achievement is awarded.

PROGRAM LENGTH

12 Weeks, 480 Hours, 24 Credits

PROGRAM SCHEDULE

Monday through Thursday
8:00 a.m. to 5:20 p.m.

PROGRAM DESCRIPTION

Manual & Computerized Accounting	Keyboarding I
Introduction to Personal Computers	Ten Key by Touch
Windows	Business Education & Communication Skill I
Word Processing - Microsoft Word	Placement Preparation & Assistance
Spreadsheets - Microsoft Excel	

OCCUPATIONAL OUTCOMES

Accounting Clerk	Full Charge Bookkeeper
Accounts Receivable Clerk	Audit Clerks
Accounts Payable Clerk	Production Clerk
Office Clerk	Shipping / Receiving Clerks

ADMINISTRATIVE ACCOUNTING CLERK I

Manual & Computerized Accounting
(8 Credits)
Students are taught the basics of accounting from Journal Entries through Trial Balance and the preparation of Income Statements and Balance Sheets. The course includes the elements of accrual accounting, accounts payable and accounts receivable, balancing checkbooks, preparing depreciation schedules and the correct preparation and reporting of payroll. Students will have learned the principles of computerized accounting by the time they graduate. Skills learned during this phase of their training will be easily transferred to many accounting programs, since concepts are similar between computer programs. The majority of chapters in the accounting book will be covered.

Introduction to Personal Computers & Windows (1 Credit)
Computer features, such as formatting, copying and deleting files, moving through the directory structure, obtaining file lists, and rules for naming files are taught and practiced. Students will also be introduced to computer hardware. Students will learn all of the important features of the Windows program.

Word Processing - Microsoft Word
(5 Credits)
Students are taught the essential elements of word processing as they relate to the business environment. Specific features taught include: creating, printing and editing documents, formatting and enhancing text, proofreading projects using the spelling and thesaurus features, printing documents and creating customized form letters with merging. Shortcuts, the table's feature, formatting long documents and using headers and footers will also be taught. Students will be able to produce complex documents and reports.

Spreadsheets – Microsoft Excel
(5 Credits)
Basic, intermediate and advanced features are taught in this class. All spreadsheet fundamentals, including proper layout and working with numbers and formulas to create a management tool are covered. This class also covers advanced functions such as linking, sorting and charting. In addition to providing students with good fundamentals in this popular computer spreadsheet program, this course will present mathematical concepts as they relate to business, including percentage increases, projections and budgets.

Keyboarding I
(2 Credits)
This class teaches more than typing speed. Accuracy is strongly encouraged. This will give the students a competitive edge in the clerical field as well as making them feel more confident in their own abilities.

10 Key by Touch
(2 Credits)
Participants are taught to use the 10 key number pad without looking at it. They are also taught the use and importance of timesaving features, the operational keys, and the options and settings available.

Business Education & Communication Skills I
(1 Credit)
This curriculum is individually tailored to the requirements of each participant. Areas covered include: following instructions, good study habits, business math, grammar, punctuation, business letter writing and spelling. The computer identifies students' specific areas of weakness and special emphasis is placed on these areas. Lessons are generated by the computer with supervision from the instructor.

Placement Preparation & Assistance
See page 4 in this catalog for complete description.

ADMINISTRATIVE ACCOUNTING CLERK II

PROGRAM OBJECTIVE

The objective of this program is to provide students with the skills and knowledge to work in an entry-level position in an office environment as an Accounting Clerk. Additionally, you are qualified to work in customer service or a general office environment. The program focus is primarily on accounting and computer applications. This program goes into more depth than the Administrative Accounting Clerk I program. Word processing and electronic spreadsheets are the two main computer applications used in the business environment. Microsoft Windows, the leading operating environment, will be covered. The need to know these programs is vital for every accounting position. Accounting is taught in small groups by an instructor. An instructor teaches computer skills with a hands-on approach in small groups. This small group size enables students to focus on the task at hand and get individual help if needed to fully accomplish lessons. Upon successful completion of the program a certificate of achievement is awarded.

PROGRAM LENGTH

18 or 36 Weeks, 720 Hours, 36 Credits

PROGRAM SCHEDULE

18 Week Course	36 Week Course - Morning	36 Week Course - Afternoon	36 Week Course- Evening
Monday through Thursday 8:00 a.m. to 5:20 p.m.	Monday through Thursday 8:00 a.m. to 12:20 p.m.	Monday through Thursday 1:00 p.m. to 5:20 p.m.	Monday through Thursday 5:30 p.m. to 9:50 p.m.

PROGRAM DESCRIPTION

Manual & Computerized Accounting with Payroll	Keyboarding III
Introduction to Personal Computers	Ten Key by Touch
Windows	Customer Service & Modern Office Skills
Word Processing - Microsoft Word	Simulation I
Spreadsheets - Microsoft Excel	Business Education & Communication Skill I
Internet - World Wide Web	Placement Preparation & Assistance

OCCUPATIONAL OUTCOMES

Accounting Clerk	Full Charge Bookkeeper
Accounts Receivable Clerk	Audit Clerks
Accounts Payable Clerk	Production Clerk
Office Clerk	Shipping / Receiving Clerks

ADMINISTRATIVE ACCOUNTING CLERK II

**Manual & Computerized Accounting
with Payroll
(10 Credits)**
Students are taught the basics of accounting from Journal Entries through Trial Balance and the preparation of Income Statements and Balance Sheets. The course includes the elements of accrual accounting, accounts payable and accounts receivable, balancing checkbooks, preparing depreciation schedules and the correct preparation and reporting of payroll. Students will have learned the principles of computerized accounting by the time they graduate. Skills learned during this phase of their training will be easily transferred to many accounting programs, since concepts are similar between computer programs. The majority of chapters in the accounting book will be covered.

**Introduction to Personal Computers & Windows
(1 Credits)**
Computer features, such as formatting, copying and deleting files, moving through the directory structure, obtaining file lists, and rules for naming files are taught and practiced. Students will also be introduced to computer hardware. Students will learn all of the important features of the Windows program.

**Word Processing - Microsoft Word
(5 Credits)**
Students are taught the essential elements of word processing as they relate to the business environment. Specific features taught include: creating, printing and editing documents, formatting and enhancing text, proofreading projects using the spelling and thesaurus features, printing documents and creating customized form letters with merging. Shortcuts, the table's feature, formatting long documents and using headers and footers will also be taught. Students will be able to produce complex documents and reports.

**Spreadsheets - Microsoft Excel
(5 Credits)**
Basic, intermediate and advanced features are taught in this class. All spreadsheet fundamentals, including proper layout and working with numbers and formulas to create a management tool are covered. This class also covers advanced functions such as linking, sorting and charting. In addition to providing students with good fundamentals in this popular computer spreadsheet program, this course will present mathematical concepts as they relate to business, including percentage increases, projections and budgets.

**Keyboarding III
(6 Credits)**
This class teaches more than typing speed. Accuracy is strongly encouraged. This will give the students a competitive edge in the clerical field as well as making them feel more confident in their own abilities.

**Customer Service & Modern Office Skills
(2 Credits)**
The skills to be covered include the following: Customer Service Techniques, Photocopiers/Fax Machines, Telephone Techniques, Business Correspondence, Filing, and Reception Techniques.

**10 Key by Touch
(2 Credits)**
Participants are taught to use the 10 key number pad without looking at it. They will also learn the use and importance of timesaving features, the operational keys, and using the options and settings available.

Internet - World Wide Web
(2 Credits)
The World Wide Web has become a prevalent part of business life in today's society. Students will be introduced to the web and learn how to browse websites, perform searches, create bookmarks and download software. Students will also create e-mail accounts and learn to send and receive messages.

Business Simulation I
(2 Credits)
Students are guided through one simulation that put into practice and apply the skills and knowledge they have acquired to become Administrative Accounting Clerks: Handwriting, Keyboarding, Filing, Calculating, Communicating, Telephoning, Decision-Making, Proofreading, and Managing Time.

Business Education & Communication Skills I
(1 Credit)
This curriculum is individually tailored to the requirements of each participant. Areas covered include: following instructions, good study habits, business math, grammar, punctuation, business letter writing and spelling. The computer identifies students' specific areas of weakness and special emphasis is placed on these areas. Lessons are generated by the computer with supervision from the instructor.

Placement Preparation & Assistance
See page 4 in this catalog for complete description.

STERILE PROCESSING TECHNICIAN

PROGRAM OBJECTIVE

This certificate program trains you to become a Sterile Processing Technician, where you will play an important role in patient care by preventing infections. In this program, you will learn how to sterilize medical instruments, learn basic surgical instrumentation and medical terminology as well as decontamination and sterilization processes.

Our sterile processing technician courses include training in the following areas:

- This program teaches you the fundamentals of surgical instrument decontamination, including preparation, packing, sterilization, instrumentation, sterile storage and materials management.
- Foundational anatomy and physiology, medical terminology, and basic principles of microbiology and infection control will be presented.

Sterile processing technicians play a critical role in keeping patients healthy by ensuring medical instrumentation and equipment is sterile. Their work helps patients avoid infections while receiving treatment. They also maintain the functionality and inventory of health care and surgical equipment. The SPT can work in a sterile processing department and central service department in a variety of health care facilities, including hospitals, dental or eye care practices, plastic surgery offices, surgery centers and laboratories. You will contribute to a team of sterile processing technicians who are all working together to maintain sterilization and storage. This program is designed to prepare graduates to pursue entry-level employment in the field or jobs in related fields.

Upon successful completion of the program, graduates will receive a certificate of achievement.

PROGRAM LENGTH

32 Weeks, 550 Hours, 32 Credits

PROGRAM SCHEDULE

32 Week Course - Morning	32 Week Course- Evening
Monday through Thursday	Monday through Thursday
8:00 a.m. to 12:00 p.m.	5:30 p.m. to 9:30 p.m.

STERILE PROCESSING TECHNICIAN

PROGRAM DESCRIPTION

S101 Fundamentals of Sterile Processing

AH102 Computer Operations
S103 Sterile Processing Technology
S104 Sterilization Practices

S105 Quality Assurance, Inventory Management, and Recordkeeping
S106 Principles of Aseptic Techniques
AH107 Career Strategies
AH 108 Fundamentals of Health Care Placement Preparation & Assistance

OCCUPATIONAL OUTCOMES

Central Processing & Distribution Technician (CPD Tech)
Central Processing Technician (CPT)
Central Sterile Processing Technician

Central Sterile Supply Technician (CSS Tech)
Instrument Technician
Sterile Processing & Distribution Technician (SPD Tech)

STUDENT LEARNING OUTCOMES:

Upon completion of the Sterile Processing Technician program, graduates will be able to:

- Demonstrate basic technical skills in managing the process for surgical instrumentation sterilization, inventory control and supply chain management, and information technology as it relates to the sterile processing environment.
- Demonstrate professional behaviors of caring, accountability, responsibility, respect for the quality care of patients, acceptable attitude and attire, and organization and time management skills.
- Work independently in a team of central sterile processing technicians who are collaborating to maintain sterilization and storage.
- Utilize critical thinking skills as a basis for clinical judgment and anticipatory decision making when managing all tasks related to sterile processing.
- Effectively apply verbal, nonverbal, and written communication principles and skills in the workplace.
- Maintain industry standards of quality control and safety principles in the workplace.
- Uphold legal and ethical standards and adhere to principles of patient confidentiality within the health care community environment as defined by HIPAA.

This program is designed to prepare graduates to pursue entry-level employment in the field, or jobs in related fields, the specific job titles of which may not be represented in the program title or described above. Although the School will assist students with job placement, finding a job is the individual responsibility of the student.

Graduates of the program are qualified and encouraged to take the Certification Board for Sterile Processing and Distribution's (CBSPD) Sterile Processing Distribution (SPD) certification exam. Tuition includes a prep course and one exam attempt fee.

STERILE PROCESSING TECHNICIAN

COURSE DESCRIPTION

S101 Fundamentals of Sterile Processing (4 Credits)

This course is designed for students interested in a health related career. Foundational Anatomy and Physiology and basic principles of microbiology will be presented. Course competencies include decontamination, preparation and packaging for sterilization, sterilization process, and sterile storage. Basic surgical instrumentation and medical terminology that is necessary for this area of employment in the healthcare setting will also be presented.

S103 Sterile Processing Technology (4 Credits)

This course is designed to introduce students to industry regulations and established practices used for central sterile processing; federal agencies and professional organizations; principles of asepsis; personal hygiene and attire; managing the spread of bacteria; elements of transmission and the chain of infection. Additional topics covered include; decontamination practices for point-of-use preparation and equipment transport; cleaning, decontamination, and disinfection practices for common instrumentation and equipment; equipment and tools used for the decontamination process; identification of standard and complex surgical instruments. Basic surgical instrumentation and medical terminology that is necessary for this area of employment in the healthcare setting will also be presented.

S104 Sterilization Practices (4 Credits)

This course is designed to introduce students to assembly and packaging guidelines and procedures; point-of-use processing standards and recommended practices; high-temperature sterilization procedures; types of steam sterilizers used; low-temperature sterilization requirements; sterile storage and transportation guidelines. Additional topics include; review of standard calculations and solving simple equations encountered in entry-level technical positions. Students will be introduced to measurement systems and conversion concepts related to temperature and volume, English and Metric systems, and converting within and between systems. Basic surgical instrumentation and medical terminology that is necessary for this area of employment in the healthcare setting will also be presented.

S105 Quality Assurance, Inventory Management, and Recordkeeping (4 Credits)

This course is designed to introduce students to monitoring and recordkeeping practices; established quality assurance practices for sterile processing operations; importance of inventory management; common inventory replenishment systems; the role of the central service department in supporting ancillary departments; management of patient care equipment; the use of information management systems in central service departments. Additional topics covered include; workplace safety and disaster preparedness; essentials of workplace communication, human relations, diversity, team collaboration, and customer service skills; importance of personal and professional development. Basic surgical instrumentation and medical terminology that is necessary for this area of employment in the healthcare setting will also be presented.

AH102 Computer Operations (4Credits)

Students are introduced to health-care office management software. Classroom activities familiarize them with computers and word processing applications through Microsoft Office Suite such as; Word, Excel, and PowerPoint applications. This course also includes the integumentary, oncology, and digestive systems that focuses on common disease processes, diagnosis and evaluation, common treatments, and prognosis. Topics include the related medical terminology, and pathophysiology.

AH107 Career Strategies (4 Credits)

This course is designed to introduce students to the fundamentals of planning and organizing job search strategies. Emphasis is placed on identification of individual goals, assessment of talents, exploration of career options, analysis of the job market, effective use of employment search tools (e.g., resumes, cover letters, interviewing, networking and management of career pathways). This course also includes psychiatry and reproductive system that focuses on common disease processes, diagnosis and evaluation, common treatment and prognosis. Topics include the related medical terminology, and pathophysiology.

AH108 Fundamentals of Health Care (4 Credits)

This course introduces documentation, recordkeeping and office communications. Emphasis is placed on accuracy, confidentiality and concise written communication. Students create original medical documents transcribe patient histories and chart notes, and gain proficiency in medical documentation. This course also includes medical terminology, anatomy and physiology, human behavior and communications, medical emergencies including first aid and CPR, and safety in the medical environment.

Placement Preparation & Assistance

See page 4 in this catalog for complete description.

MEDICAL OFFICE ADMINISTRATION

PROGRAM OBJECTIVE

Through a blend of classroom instruction and lab training, you can receive an in-depth education in medical office administration, including written and spoken communication, office administration, medical billing and coding, and medical office operations.

Our medical office administration courses include training in the following areas:

- Computer data entry of patient information, patient files, and filing systems and records
- Insurance claim filing
- Billing and coding

Medical office administration positions perform vital functions that keep medical offices running efficiently and keep day-to-day operations of medical facilities on track. Medical office administration professionals perform clerical functions such as answering telephones, assisting patients with paperwork, scheduling appointments and obtaining referrals. They also assist the medical practice with daily office operations including ordering supplies, bookkeeping and sorting mail. Medical office administrators have versatile roles and can work in many types of practices. Stellar Career College Medical Office Administration certificate program prepares students for entry-level employment in a medical or dental office or other health-related professional office setting. Upon successful completion of the program, graduates will receive a certificate of achievement.

PROGRAM LENGTH

32 Weeks, 550 Hours, 32 Credits

PROGRAM SCHEDULE

32 Week Course - Morning	32 Week Course- Evening
Monday through Thursday	Monday through Thursday
8:00 a.m. to 12:00 p.m.	5:30 p.m. to 9:30 p.m.

PROGRAM DESCRIPTION

M101 Medical Office Administration	M105 Medical Insurance Applications
AH102 Computer Operations	M106 Medical Office Procedures
M103 Disease Classifications	AH107 Career Strategies
M104 Coding Procedures	AH 108 Fundamentals of Health Care

MEDICAL OFFICE ADMINISTRATION

OCCUPATIONAL OUTCOMES

Medical Office Clerk	Medical Coder
Medical Receptionist	Medical Records Clerk
Medical Insurance Biller	Medical Front Office
Customer Service Representative	Information/Data Processing

STUDENT LEARNING OUTCOMES:

Upon completion of the Medical Office Administration program, graduates will be able to:

- Demonstrate the skills and knowledge required to perform medical office procedures and administration and medical billing and coding within the health care setting;
- Communicate with patients and other professionals and visitors in the health care setting;
- Provide patient and client information and instructions; and
- Demonstrate the ability to apply critical thinking, work collaboratively, communicate clearly and act professionally.

This program is designed to prepare graduates to pursue entry-level employment in the field, or jobs in related fields, the specific job titles of which may not be represented in the program title or described above. Although the School will assist students with job placement, finding a job is the individual responsibility of the student. The School does not guarantee that any student will be placed in any of the jobs described, or placed at all.

Graduates of the program are qualified and encouraged to take the American Association of Professional Coders (AAPC) Certified Professional Coder (CPC) certification examination.

MEDICAL OFFICE ADMINISTRATION

COURSE DESCRIPTION

M101 Medical Office Administration (4 Credits)

In this course, students learn about law and ethics related to health care, pharmacology, infection control, vital signs, and complementary and alternative medicine. This course is also designed to develop professional skills and proactive career management. This course also includes the musculoskeletal and nervous system that focuses on common disease processes, diagnosis and evaluation, common treatments, and prognosis. Topics include the related medical terminology, and pathophysiology.

M104 Coding Procedures (4 Credits)

This course focuses on CPT and HCPCS coding, including a study of nomenclature versus classification systems, basic coding principles, code modifiers, and application of coding guidelines in outpatient and inpatient settings. The course also includes an overview of the technology and software related to the medical coding practice. This course also includes the endocrine and urinary systems that focus on common disease processes, diagnosis and evaluation, common treatments, and prognosis. Topics include the related medical terminology, and pathophysiology.

M103 Disease Classifications (4 Credits)

This is an introductory course to the statistical classification system of the International Classification of Diseases, Tenth Revision, Clinical Modification (ICD-10-CM), the system in use in hospitals and private medical practices for the classification and reporting of morbidity and mortality in the United States. Many third-party payment systems are based on the ICD-10-CM classification and coding system. This course also includes sensory system and fundamentals of radiology. Topics include the related medical terminology and pathophysiology.

M106 Medical Office Procedures (4 Credits)

This course is an overview of the daily operation of health care offices, including office technology, telephone techniques, scheduling, protocols, legal issues and interpersonal skills. Students are introduced to operation of general office equipment. An introduction to basic pharmacology is also presented. This course also includes the cardiovascular and respiratory systems that focus on common disease processes, diagnosis and evaluation, common treatment and prognosis. Topics include the related medical terminology, and pathophysiology.

M105 Medical Insurance Applications (4 Credits)

In this course, students gain familiarity with various types of health insurance and billing processes. Practice on the completion and submission of typical paperwork for common types of coverage is included. This course also includes blood and lymphatic systems that focus on common disease processes, diagnosis and evaluation, common treatments, and prognosis. Topics include the related medical terminology, and pathophysiology.

AH102 Computer Operations (4 Credits)

Students are introduced to health-care office management software. Classroom activities familiarize them with computers and word processing applications through Microsoft Office Suite such as; Word, Excel, and PowerPoint applications. This course also includes the integumentary, oncology, and digestive systems that focuses on common disease processes, diagnosis and evaluation, common treatments, and prognosis. Topics include the related medical terminology, and pathophysiology.

AH107 Career Strategies (4 Credits)

This course is designed to introduce students to the fundamentals of planning and organizing job search strategies. Emphasis is placed on identification of individual goals, assessment of talents, exploration of career options, analysis of the job market, effective use of employment search tools (e.g., resumes, cover letters, interviewing, networking and management of career pathways). This course also includes psychiatry and reproductive system that focuses on common disease processes, diagnosis and evaluation, common treatment and prognosis. Topics include the related medical terminology, and pathophysiology.

AH108 Fundamentals of Health Care (4 Credits)

This course introduces documentation, recordkeeping and office communications. Emphasis is placed on accuracy, confidentiality and concise written communication. Students create original medical documents transcribe patient histories and chart notes, and gain proficiency in medical documentation. This course also includes medical terminology, anatomy and physiology, human behavior and communications, medical emergencies including first aid and CPR, and safety in the medical environment.

Placement Preparation & Assistance
See page 4 in this catalog for complete description.

VETERINARY ASSISTANT

PROGRAM OBJECTIVE

The Veterinary Assisting program is designed to provide the student with the knowledge and skills required for entry- level work performing the administrative and clinical functions of a veterinary assistant. Program topics include animal behavior and restraint, small-animal nursing, office and hospital procedures, client relations, medication dosage and administration, surgical preparation, and laboratory procedures.

In addition to office procedures, you'll learn how to:

- Administer common medications.
- Handle animals.
- Assist in filling prescriptions.
- Set up lab work.
- Assist with nursing care and surgical preparation.

Veterinary assistants are the 'jack of all trades' in the veterinary profession. Their job touches every different part of a busy veterinary hospital or clinic. A veterinary assistant perform reception functions, fill prescriptions, keep exam rooms and kennels cleaned and prepped, set up lab work, assist with inventory, update medical records, assist with nursing care, assist with surgical preparation and procedure, and perform radiographic procedures. Their assistance provides invaluable help to veterinarians and licensed veterinary technicians. Upon successful completion of the program, graduates will receive a certificate of achievement.

PROGRAM LENGTH

32 Weeks, 550 Hours, 28.5 Credits

PROGRAM SCHEDULE

32 Week Course - Morning	32 Week Course- Evening
Monday through Thursday	Monday through Thursday
8:00 a.m. to 12:00 p.m.	5:30 p.m. to 9:30 p.m.

PROGRAM DESCRIPTION

VA101 Fundamentals of Veterinary Assisting
VA102 Pharmacology and Emergency Practices
VA103 Microbiology, Pathology, and Radiology
VA104 Outpatient Practices

VA105 Surgery, Dentistry, and Anesthesia
VA106 Nursing and Animal Behavior
VA107 Veterinary Assistant Externship
Placement Preparation & Assistance

VETERINARY ASSISTANT

OCCUPATIONAL OUTCOMES

Veterinary Assistant

STUDENT LEARNING OUTCOMES:

After completing the Veterinary Assisting program, students will be able to:

- Describe the interpersonal skills and professional characteristics of an effective veterinary assistant, explain where employment opportunities can be found for those with training in animal care, and outline typical daily responsibilities.
- Use appropriate veterinary terminology to describe basic concepts of anatomy and physiology, pathology and disease, pharmacology, dentistry, and nutrition, as they apply to animals.
- Describe how to determine the difference between emergency medical conditions and less critical medical ailments by identifying symptoms, signs, and clinical signs, and by reading animal body language.
- Explain the fundamental quality control processes used to safely handle and treat both healthy and sick/injured animals, such as when conducting physical examinations, collecting samples, conducting tests, performing procedures, and making observations.
- Identify standard procedures used in the animal care laboratory and surgical center and describe the functions, use, and maintenance of the specialized equipment and instruments found there.
- Interact with veterinarians, veterinary technicians, clients, and animals, displaying professional skills, appearance, and ethics in a work-experience setting.

This program is designed to prepare graduates to pursue entry-level employment in the field, or jobs in related fields, the specific job titles of which may not be represented in the program title or described above. Although the School will assist students with job placement, finding a job is the individual responsibility of the student.
State Requirements:

A career in this field may require you to meet certain licensing, training, and other requirements that can vary by vocation and state. You should check with your state, local government and/or licensing board to find out which requirements may be applicable in your state.

COURSE DESCRIPTION

VA101 Fundamentals of Veterinary Assisting
(4 Credits)

In this course, students get an introduction to veterinary terminology. You'll learn to recognize, understand, and pronounce anatomical and veterinary procedure terminology. You'll also learn about metric terms and abbreviations. You'll study the anatomical terms to correctly indicate the orientation and location of animal body parts, and you'll recognize cells, tissues, organs, and organ systems, both structurally and functionally.

VA102 Pharmacology and Emergency Practices
(4 Credits)

In this course, students will learn medical terminology and commonly used basic medications. Additionally, students will be introduced how to assess emergency situations, actions to take, and basic drug calculations. Finally, the student will study veterinary drugs, where they come from, and who regulates them. The student will learn how drugs enter the body and how to ensure that the right amount enters, and the student will be able identify drugs used for infection, inflammation, vital organs, body systems, disease prevention, and hormone regulation.

VA103 Microbiology, Pathology, and Radiology
(4 Credits)

In this course, students will learn about parasites and parasitology, the different types of animal parasites, and how to diagnose, treat, and prevent parasites. Students will study the principles of radiology and the veterinary assistant's role in radiology. Students will learn how to prepare patients for radiographic and ultrasound examination and the safety measures and guidelines for radiographic procedures. Students will also learn to recognize various surgical instruments and how to clean, sterilize (eliminate all bacteria, fungi, and viruses), and maintain the instruments.

VA104 Outpatient Practices (4 Credits)

In this course, students will learn how to order and maintain office inventory and supplies and how to admit and discharge patients and prepare appropriate release forms and certificates. Students will study the role of the veterinary assistant within a typical veterinary practice, including how successful interpersonal communication skills can help you deal with clients and coworkers. Students will also study some of the basic accounting principles they will need to keep accurate records of office financial transactions.

VA105 Surgery, Dentistry, and Anesthesia
(4 Credits)

In this course, students will learn the requirements, routes, procedures, and concerns of fluid administration. Students will also study the principles and procedures of dog and cat dental prophylaxis, as well as the concerns and procedures of pediatric, geriatric, and routine animal health care. Students will learn to recognize anesthetic drugs, how they're used, the anesthetic process, and how an animal is monitored and maintained under anesthesia.

VA106 Nursing and Animal Behavior
(4 Credits)

In this course, you'll learn to recognize types of animal behavior, understand the role of the veterinary assistant in behavior counseling, and identify common animal behavior problems. You'll also learn to handle, restrain, and transport dogs, cats, birds, horses, and other animals. Students will study the most common procedures used in veterinary sample collection and diagnosis, the treatment procedures involved in veterinary nursing, and the physical therapy concerns and methods most relevant to the duties of a veterinary assistant.

VA107 Veterinary Assistant Externship
(4.5 Credits)

This course allows the student the chance to observe the actual conditions of a real veterinary hospital or clinic and to see firsthand some of the concepts they learn about in the Veterinary Assistant Program. The Externship consists of a minimum of 137.5 hours of unpaid work experience, which can be anything from job shadowing to assisting the veterinarian and other veterinary personnel. The actual experience you may have during the externship will vary from hospital to hospital or clinic to clinic. During the Externship, the student will be evaluated on their aptitude for performing the tasks expected of a Veterinary Assistant.

Placement Preparation & Assistance
See page 4 in this catalog for complete description.