STELLAR CAREER COLLEGE

COURSE CATALOG

Modesto Campus

4300 Sisk Road

Modesto, CA 95356

(209) 545-5200

modesto.stellarcollege.edu

REVISED 02.07.24

STELLAR CAREER COLLEGE
Mission Statement

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

TABLE OF CONTENTS

SCHOOL INFORMATION

TABLE OF CONTENTS

VOCATIONAL PROGRAMS

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 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 37 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, 1747 N. Market Blvd. Suite 225 Sacramento, CA 95834, 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 (CEC) section 94890 (a)(1). The Act is administered by the Bureau for Private Postsecondary Education, under the Department of Consumer Affairs.   The Bureau can be reached at 1747 N. Market Blvd. Suite 225 Sacramento, CA 95834, 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 1747 N. Market Blvd. Suite 225 Sacramento, CA 95834
www.bppe.ca.gov Phone 888-370-7589 or by Fax 916-263-1897

OFFICE OF STUDENT ASSISTANCE AND RELIEF
The Office of Student Assistance and Relief is available to support prospective
students, current students, or past students of private postsecondary educational
institutions in making informed decisions, understanding their rights, and navigating
available services and relief options. The office may be reached by calling (888) 370-
7589, option #5, or by visiting osar.bppe.ca.gov.

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

INSTRUCTIONAL HOURS
The instructional hours are from 8:00am to 5:20pm for full day students with the exception of certain scheduled healthcare are part-time classes. Classes are scheduled based on 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.

CLOCK HOURS & 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.

OUTSIDE WORK CLOCK HOURS
Outside Work Clock Hours" is the time allocated exclusively to the learning activities that are outside of the classroom time. Instructors are required to create such activities and/or assignments, assign them to the students, grade them, keep track of this grading, and this grade must be a part of a student's final grade of the corresponding course. Outside Work Clock Hours cannot exceed 25% of the total Clock Hours allocated to a Course. Please see Program Charts for the list of individual courses in a program and corresponding Outside Work Clock Hours for each course within a program. Outside Work Clock Hours are applicable only to new programs i.e. Vet, SPT and MA, Dental.

CALENDAR & HOLIDAYS
Stellar Career College calendar of program start and end dates are provided separately. Stellar Career College will be closed in observation of the following holidays:

	Fourth of July
Martin Luther King Jr.	Memorial Day
President's Day	Thanksgiving Day
Labor Day	Winter Break

PHYSICAL FEATURES
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.

EMERGENCY PREPAREDNESS PLANA copy of the college's emergency preparedness plan can be found on the college website under facts and disclosures.

CAMPUS SECURITY

Stellar Career College compiles an annual security report (Clery Act) 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.
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 AND 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. Stellar Career College provides library resources via hard copies and the internet. Students may access the library resources and internet on campus, Monday through Thursday 8:00 am to 5:20 pm. There is a check-in checkout 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 (see section on Placement Assistance Below)
- Financial aid information (see section Financial Aid on page 13 for more information)
- Other student services and resources may be found in our student handbook, provided during student orientation, the student services board in the student breakroom, as well as resource binders found in each classroom.

ADVISING

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

TUTORING

Additional assistance may be arranged through an Instructor or the Director if a student needs additional 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
- Large 17-inch monitors
- Microsoft Windows
- Microsoft Office and the relevant software packages on the market
- Wireless 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

INDEPENDENT STUDY POLICY

 Stellar Career College administration has discretion on approval of independent studies for a student. Independent study is reserved for assignments and homework only. The Modesto Campus of Stellar Career College does not offer online quizzes or exams. Students will record their hours spent in independent study. In all cases, the program instructor or college registrar will get an update from each student weekly or daily via email or verbally. Independent Study can represent no more than 10% of the total course. Grades for the independent study projects cannot represent more than 10% of the final grade. Students who fail the IS component or elect not to complete the IS project will have their grade adjusted accordingly. The college will accept IS coursework electronically.

ADMINISTRATION & FACULTY

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

Kristina Nielsen – **Campus Director, Registrar**
- Bachelor's Degree in Health Science with an option in Education—California State University Chico, Chico, CA
- 9 Years of Experience in the Field

Vic Lal - **Director of Operations, Admissions**
- Background in Marketing, Recruiting, Sales and Admissions
- 20+ Years of Experience in Admissions and Marketing

Chrisann Stewart - **Financial Aid Officer**
- 4 Years of Experience in Financial Aid
- 10+ Years of administrative experience in private post-secondary education

Alma Torres – **Administrative Assistant**
- Certificate in Administrative Accounting Clerk II – Modesto, CA
- 5 years of Customer Service Experience

FACULTY

Lucy Anderson –**Instructor**
- Bachelor of Science in Accounting – California State University, Stanislaus, Turlock, CA
- 25+ Years of Experience in Accounting

Jennifer Reed, RVT –**Instructor**
- Bachelor's Degree in City & Regional Planning – Cal Poly State University, San Luis Obispo, CA
- Associate of Science, Veterinary Technology - Carrington College, Stockton, CA
- 10+ Years of Experience in the Field

Mika Steinhauer- **Instructor**
- Associates Degree in Business Administration – San Joaquin Valley College, Modesto, CA
- Certificate in Medical Assistant – Milan Institute, Boise, ID
- 4+ years of experience in the field
- Registered Medical Assistant

Anita Laffoon – **Instructor**
- Diploma in Dental Assistant – Kaplan College, Salida, CA
- 12+ years in the field

ADMISSIONS

ADMISSIONS REQUIREMENTS (Effective December 1st 2023)

Applicants may register for class on any school day. At the time of registration, the applicant will be informed of the next start date. Applicants are accepted on the basis of an admission's interview, testing, and suitability for the required training program. Applicants who fail to show to their admission's interview may not be considered for enrollment. Stellar Career College reserves the right to decline admission to a candidate. 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, GED, or equivalent (as defined by US Department of Education). An applicant must be beyond the age of compulsory school attendance in California.

If an applicant is from another country, no visa services are provided. The institution will not vouch for student status or any associated charges. If an applicant graduated high school in another country and wishes to apply for Title IV funding, the applicant must provide a translated and certified transcript of U.S. high school equivalency by a recognized evaluation agency. In addition, the applicant shall demonstrate English and math proficiency by achieving a minimum score of 200 Verbal on the "Wonderlic Basic Skills" and minimum score of 210 "Wonderlic Quantitative Skills" must be achieved to enroll in any program.

- Applicants must complete an admission's interview with Admissions Director
- Applicants must demonstrate a strong desire to work in field of study.
- Applicants must complete an application for admission.
- Applicants must complete and sign an enrollment agreement.
- Applicants must have valid identification and social security card.
- Applicants must achieve a minimum score of 10 on the Wonderlic Personnel Test.
- Applicants who achieve less than a 10 may re-take Wonderlic Personnel Test once within a six month period.
- Applicants who do not have a high school diploma or GED must take a nationally recognized entrance assessment, which includes the following: 'Wonderlic Quantitative Skills', 'Wonderlic Basic Skills', and 'Wonderlic Personnel Test score of 10'. A minimum score of 200 Verbal and 210 Quantitative must be achieved to enroll in any program.

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 challenge examinations 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. Stellar Career College (Modesto Campus) is not currently approved for funding for veterans.

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 the educational program is also at the complete discretion of the institution to which you may seek to transfer. If the credits or certificate/diploma that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Stellar Career College to determine if your credits or certificate/diploma will transfer.

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

TUITION AND FEES AS OF FEBRUARY 12, 2024

Program	Registration Fee	STRF	Lab Fee	Books & Materials	Tuition	[1]Total Cost
Administrative Assistant II	$100	$35	$0	$593	$13,272	$14,000.00
Administrative Medical Clerk	$100	$35	$0	$593	$13,272	$14,000.00
Administrative Accounting Clerk I	$100	$15	$0	$592.50	$6,280	$6,990.00
Administrative Accounting Clerk II	$100	$35	$0	$593	$13,272	$14,000.00
Veterinary Assistant	$100	$35	$725	$348	$12,792	$14,000.00
Dental Assistant	$100	$35	$725	$348	$12,792	$14,000.00
Medical Assistant/Patient Services Technician	$100	$35	$725	$348	$12,792	$14,000.00

[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 Direct Loans

FINANCIAL INFORMATION

Interest-free Payment Plans:
Payment plans are offered by Stellar Career College on a case-by-case basis and determined by the Campus Director.

Student Tuition Recovery Fund Disclosures: The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if 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. You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program. It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education. To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:
1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution. . You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans. To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF. A student whose loan is revived by a loan holder or debt collector after a period of non-collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law. However, no claim can be paid to any student without a social security number or a taxpayer identification number.

TUITION FUNDING
Stellar Career College accepts tuition funding from the following sources:
- Personal Payment – Cash, Check, Visa, MasterCard, and American Express
- California Department of Rehabilitation
- Worker's Compensation
- Stellar Career College Private Payment Plan
- Pell Grants and Direct Student Loans
- Department of Workforce Development— (WIOA)
- Third Party Lenders
- Tribal Funding
- Third-party scholarships

- Employer Reimbursement

FINANCIAL AID

Stellar Career College participates in federal and state financial aid programs. Students who are interested in obtaining financial aid will be advised of their options in the initial interview. Students who wish to apply for Direct Loans or Pell grants should make an appointment with Stellar Career College's Financial Aid Officer. The Financial Aid Officer will assist the student in completing a Free Application for Federal Student Aid (FAFSA), which will be submitted to the United States Department of Education. Eligibility for federal student aid will be based on current federal guidelines and determined solely by the Department of Education. If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. If the student has received federal student financial aid funds, the student is entitled to a refund of the money not paid from federal student financial aid program funds. Students who participate in the Direct Loan program are required to receive advisement prior to the beginning of training and again prior to completion of their program of study. This advisement will be scheduled through and provided by the Stellar Career College Financial Aid Officer.

PROVISIONAL ENROLLMENT

Students who have submitted all required documentation in a timely manner that is necessary to secure the method of payment for their tuition cost and fees will be officially accepted into their program and will only then become eligible for Title IV federal financial aid and receive credit for their course(s). The Institution will withdraw any student not meeting the criteria, and such a student will not owe any financial obligation. All new students entering the College for the first time will be enrolled on a provisional basis for the first seven (7) calendar days of their first term (all students who have graduated from one of the College's programs are ineligible). Provisional students are not charged tuition and are not eligible to receive federal or state student aid until they become regular active students. Those provisional students who are earning satisfactory grades and posting satisfactory attendance as determined by the College will be transitioned to regular student status on their first day of attendance on or after the 15th day of enrollment. At this point, regular students will be charged tuition and may receive any student aid for which they are eligible, retroactive to the beginning of the term. A provisional student may cancel his/her enrollment at any time and for any reason during the 7-day provisional enrollment period. The College also may cancel the enrollment of provisional students who are not earning satisfactory grades and/or posting satisfactory attendance as determined by the College as of the end of the provisional enrollment period. Students who fail to post attendance in accordance with the Institution's attendance policy, after the 7th day will be considered to have cancelled while in provisional period. Students who cancel their enrollment or who do not move to regular active student status, for any reason, will be withdrawn from all classes and will not be charged any tuition for their time in school, and will receive no academic penalty. A student may be provisionally enrolled a maximum of 2 times. This applies only to students who have been provisionally cancelled by the College during their initial enrollment. A student wanting to provisionally enroll for a second time must have approval of the Campus Director, and the second provisional enrollment must be recorded in the student database.

REFUND POLICY AND 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 seventh (7) 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 7 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 7 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.

TITLE IV CREDIT BALANCE POLICY

If a credit balance occurs, the school has up to 14 calendar days from the date the credit balance was created that the refund will be sent to the student/parent.

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.
- Due to Covid-19, the director may approve an extension to a student leave of absence.

MAKE UP WORK

- All pre-approved make-up or incomplete work must be completed in a timely manner. 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.

EXAM RE-TAKE POLICY

If a student scores less than 75% on an exam, the student has failed the exam. Students may not retake an exam if they score a 75% or better. If a student retakes the exam and scores 75% or better, the student passes the exam. A score of 75% will be awarded to the student. (Example- If a student scores 100% on any retake, 75% is the grade.)

If a student is absent on an exam day, they must arrange a time to make-up the exam during instructor office hours. Make-up exams will be awarded a score no greater than 75%. Failure to turn in assignments by due date will result in no credit. Exceptions can be made at the administrator's discretion.

GRADING POLICY

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

Letter Grade	%	Quality Points	Effect on Credits Earned	Effect on Credits Attempted	Effect on CGPA	Effect on SAP (Rate of Progress)
A	94%-100%	4.0	Y	Y	Y	Y
A-	90%-93%	3.7	Y	Y	Y	Y
B+	87%-89%	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%	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%	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%	0.0	Y	Y	Y	Y
I	N/A	0.0	N/A	N/A	N/A	N/A
TC	N/A	0.0	Y	Y	N	Y
PC	N/A	0.0	Y	Y	N	Y
W	N/A	0.0	Y	Y	N	Y

MODULE MAKE-UP

If a student's final grade in a course results in less than a 2.0 GPA, the student will be required to make up the module associated with the failed course to demonstrate mastery of the course content. Students who need to make up a module will be required to do so during the next scheduled offering of the course. The college will calculate students' expected graduation dates based on the term in which they successfully complete the required module make-up, in addition to any other outstanding academic requirements. This addition ensures that students have the opportunity to rectify their academic standing through module make-up and allows the college to adjust their expected graduation dates accordingly. The policy aims to support students in their academic journey while maintaining academic standards and integrity.

FAILURE

Any course in a program of study that receives a grade less than 75%, must be repeated and passed. The college may terminate the students enrollment based on the causation of failure.

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

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%

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, additional hours spent on campus, and or additional assignments as arranged by instructor.

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.

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.

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 FINANICAL 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.

MINIMUM GPA REQUIREMENTS FOR VA STUDENTS

The Veterans Administration (VA) requires students on educational benefits to maintain satisfactory progress. If the student on VA benefit falls below 2.0 grade point average (GPA) and/or not meeting attendance standards over two monthly evaluation periods, this is reported to the VA as unsatisfactory progress and benefits are suspended. To reinstate benefits, students must complete one month with a 2.0 or higher GPA. Stellar Career College is required to have and to enforce standards of progress and conduct in order for their programs to be approved for VA benefits.

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 or Diploma.

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 policies as outlined in the student code of conduct 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 OF 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.

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. Reinstatement availability may be limited for programs on a modular calendar.

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, transcripts or any other documents may be made for a fee of $20.00. 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 $60.00 fee. Stellar Career College will not release any records if a student or graduate is not in good financial standing.

FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT

The Family Educational Rights and Privacy Act defines the procedures for maintaining the confidentiality of student records. It describes the process by which a student may review his or her own education records, request corrections to those records, and release other parties to examine the records. For more information, please seek information from the front desk. Student records are permanently maintained in an electronic database. The Family Educational Rights and Privacy Act (FERPA) of 1974, 20 U.S.C. §1232g, guarantees certain rights and protections to students concerning their school records and the information they provide to the College. The Act protects students from having their educational records or identifying information (i.e., any information that would allow a reasonable person in the school community to identify the student with reasonable certainty) released to outside parties without their written permission. Specifically, the provisions of the Act guarantee students: 1. The right to inspect and review the student's educational records within 45 days after the day STELLAR CAREER COLLEGE receives a request for access. A student should submit to the Campus Registrar or other appropriate Official, a written request that identifies the record(s) the student wishes to inspect. The School Official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the School Official to whom the request was submitted, the Official shall advise the student of the correct Official to whom the request should be addressed. 2. The right to request amendment of student's educational records, that the student believes are inaccurate, misleading, or a violation of the student's privacy rights under FERPA. A student who wishes to ask the School to amend a record should write the School Official responsible for the record, clearly identifying the date of the record(s) that they want to have amended and specifying the reasons they believe them to be inaccurate, misleading, or a violation of privacy. STELLAR CAREER COLLEGE will notify the student in writing and/or verbally of the decision and, if the decision is negative, of the right to a hearing regarding his/her request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing. 3. The right to provide written consent before STELLAR CAREER COLLEGE discloses Personally Identifiable Information (PII) contained in the student's education records, except to the extent that FERPA authorizes disclosure without prior consent. The School discloses educational records without a student's prior written consent under the FERPA exception for disclosure to School Officials with legitimate educational interests. A School Official is a person

employed by the School in an administrative, supervisory, and academic or research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the Board of Governors; or a student serving on an official committee, such as disciplinary or grievance committee. A School Official may include a company with whom the Institution is affiliated; a volunteer or contractor outside of STELLAR CAREER COLLEGE who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student assisting another school official in performing his or her tasks. A School Official has a "legitimate educational interest" if the official needs to review an education record in order to fulfill a professional responsibility for the School. 4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Compliance Office U.S. Department of Education 400 Maryland Avenue SW Washington DC 20202-4605

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 President. 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. A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education, at any point in time during their enrollment, 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.

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the school for a response. This can be accomplished by filing the ACCSC Complaint Form. To request a complaint form, students may visit www.accsc.org/studentcorner/complaints.aspx or email complaints@accsc.org. 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 other inquiries to:

Accrediting Commission of Career Schools & Colleges
2101 Wilson Boulevard, Suite 302
Arlington, VA 22201
(703) 247-4212
www.accsc.org

NOTICE OF NON-DISCRIMINATION
Stellar Career College complies with all pertinent titles and sections of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, the Rehabilitation Act of 1973 and all other applicable federal, state and local laws. Stellar Career College does not discriminate on the basis of any characteristic protected by federal, state, or local law, ordinance, or regulation. Any discriminatory action should be reported to the Campus President, Zulfiqar Satti. If a student believes they have been subjected to discrimination under a WIOA Title I financially assisted program or activity, they may file a complaint in writing to the to their referring county department of workforce development.

STUDENT INFORMATION

STUDENTS WITH DISABILITIES

In conformity with the Federal Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, Stellar Career College shall not discriminate, on the basis of disability, against any student in its academic programs, services, and activities. Individual students will be given reasonable and necessary accommodation based on specific information and assessment data documented by qualified medical professionals. Students who have special needs related to a permanent or temporary disability may request an accommodation from the president of Stellar Career College at any phase of their educational experience. The student is responsible for initiating the interactive process. An accommodation may be requested for an unlimited or a specified period of time. Each request for accommodation will be evaluated on a case-by-case basis. Consideration for an accommodation, however, cannot be retroactive. Once documentation has been provided and accommodations are agreed upon between the College and the student, faculty and staff will implement the accommodations. Stellar Career College facilities are essentially barrier-free and accessible to the disabled.

CONTINUING EDUCATION

Stellar Career College offers the following continuing education courses. These continuing education courses are:
- Not vocational in nature and does not lead to initial employment,
- Placement assistance is not provided for these courses,
- These courses are not prerequisite to or provide any credit towards vocational program offered at this institution,
- A certificate of completion will be provided by the school upon completion,
- Refund policy and the complaint policy that are applicable to our vocational programs also apply to these continuing education courses.

EQUAL OPPORTUNITY EMPLOYMENT (EEO)

As a recipient of federal funds, it is against the law for Stellar Career College and its sub recipients, including training agencies, to discriminate on the following bases: Against any individual in the United States, on the basis of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, sex stereotyping, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, or political affiliation or belief, or Against any beneficiary of, applicant to, or participant in programs financially assisted under Title 1 of the Workforce Innovations and Opportunity Act, on the basis of the individual's citizenship status or participation in any WIOA Title 1-financially assisted program or activity .Stellar Career College must not discriminate in any of the following areas: Deciding who will be admitted, or have access, to any WIOA Title 1-financially assisted program or activity; Providing opportunities in, or treating any person with regard to, such a program or activity; or Making employment decisions in the administration of, or in connection with, such a program or activity. Recipients of federal financial assistance must take reasonable steps to ensure that communications with individuals with disabilities are as effective as communications with others. This means that, upon request at no cost to the individual, recipients are required to provide appropriate auxiliary aids and services to qualified individuals with disabilities. If you think that you have been subjected to discrimination under a WIOA Title 1-financially assisted program or activity, you may file a complaint within 180 days from the date of the alleged violation with NOVA's Equal Opportunity Officer or you may file a complaint directly with the Director, Civil Rights Center (CRC), U.S. Department of Labor, 200 Constitution Avenue NW, Room N-4123, Washington, DC 20210 or electronically as directed on the CRC website at www.dol.gov/crc.

VOCATIONAL PROGRAMS

ADMINISTRATIVE ASSISTANT II

ADMINISTRATIVE MEDICAL CLERK

ADMINISTRATIVE ACCOUNTING CLERK I

ADMINISTRATIVE ACCOUNTING CLERK II

VETERINARY ASSISTANT

MEDICAL ASSISTING/PATIENT SERVICES TECHNICIAN

DENTAL ASSISTANT

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. A student must have a 2.0 grade point average, met 80**%** of total clock hours, and have satisfied all financial obligations. 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
Monday through Thursday	Monday through Thursday
8:00 a.m. to 5:20 p.m.	8:00 a.m. to 12:20 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 (43-6011.00)	Office Clerk/Assistant (43-9061.00)	Receptionist (43-4171.00)
Customer Service (43-4051.00)	Secretary (43-6011.00)	Clerk Typist (43-9061.00)
General Clerical (43-4121.00)	Data Entry Specialist (43-9021.00)	Data Processing Clerks (43-4151.00)

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.

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

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. A student must have a 2.0 grade point average, met 80**%** of total clock hours, and have satisfied all financial obligations. 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
Monday through Thursday	Monday through Thursday
8:00 a.m. to 5:20 p.m.	8:00 a.m. to 12:20 p.m.

PROGRAM DESCRIPTION

Medical Front Office Procedures	Customer Service & Modern Office Skills
Medical Billing & Terminology	Ten Key by Touch
Introduction to Personal Computers	Internet - World Wide Web
Windows	Business Education & Communication Skill I
Word Processing - Microsoft Word	Simulation
Spreadsheets - Microsoft Excel	Placement Preparation & Assistance
Keyboarding III	

OCCUPATIONAL OUTCOMES

Medical Office Clerk	Medical Front Office	Office Clerk/Assistant
(29-2071.00)	(43-9061.00)	(43-9061.00)
Medical Office Receptionist	Medical Billing	Customer Service Rep
(43-6013.00)	(43-3021.02)	(43-4051.00)

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 (ICD-10), coding, 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.

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.

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

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. A student must have a 2.0 grade point average, met 80**%** of total clock hours, and have satisfied all financial obligations. 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 (43-3031.00)	Full Charge Bookkeeper (43-3031.00)
Accounts Receivable Clerk (43-3031.00)	Audit Clerks (43-3031.00)
Accounts Payable Clerk (43-3031.00)	Production Clerk (43-5061.00)
Office Clerk (43-9061.00)	Shipping / Receiving Clerks (43-5071.00)

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.

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.

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

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. A student must have a 2.0 grade point average, met 80**%** of total clock hours, and have satisfied all financial obligations. 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
Monday through Thursday	Monday through Thursday
8:00 a.m. to 5:20 p.m.	8:00 a.m. to 12:20 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 (43-3031.00)	Full Charge Bookkeeper (43-3031.00)
Accounts Receivable Clerk (43-3031.00)	Audit Clerks (43-3031.00)
Accounts Payable Clerk (43-3031.00)	Production Clerk (43-5061.00)
Office Clerk (43-9061.00)	Shipping / Receiving Clerks (43-5071.00)

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.

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.

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

VETERINARY ASSISTANT

PROGRAM OBJECTIVE

The Veterinary Assistant 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. A student must have a 2.0 grade point average, met 80**%** of total clock hours, and have satisfied all financial obligations. Upon successful completion of the program, graduates will receive a certificate of achievement.

PROGRAM LENGTH
36 Weeks, 670 Hours, 120 Outside Prep Hours, 32.5 Credits
Dept. of Education Clock Hours: 670 and FSA Quarter Credits: 32

PROGRAM SCHEDULE
36 Week Course - Morning
Monday through Thursday
8:00 a.m. to 12:35 p.m.

PROGRAM DESCRIPTION

VA101 Fundamentals of Veterinary Assisting

VA102 Pharmacology and Emergency Practices

VA103 Microbiology, Parasitological and Laboratory Procedures

VA104 Radiology and Outpatient Practices

VA105 Surgery, Dentistry, and Anesthesia

VA106 Nursing and Animal Behavior

VA107 Veterinary Assistant Externship

Placement Preparation & Assistance

OCCUPATIONAL OUTCOMES
Veterinary Assistant   (31-9096.00)

STUDENT LEARNING OUTCOMES:
After completing the Veterinary Assistant 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.

COURSE DESCRIPTION

VA101 Fundamentals of Veterinary Assisting (4.5 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 (4.5 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, Parasitological and Laboratory Procedures (4.5 Credits)

This course is designed to teach a broad spectrum of laboratory procedures that veterinary technicians need to perform effectively in the practice setting. Comprehensive content presents the fundamentals of microbiology, hematology, urinalysis, immunology, cytology, along with the laboratory procedures used to perform them. In this course, students will also learn about parasites and parasitology, the different types of animal parasites, and how to diagnose, treat, and prevent parasites. 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 Radiology & Outpatient Practices (4.5 Credits)

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. 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 transaction.

VA105 Surgery, Dentistry, and Anesthesia (4.5 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 (4.5 Credits)

In this course, you'll learn to recognize types of animal behavior and understand the role of the veterinary assistant in behavior counseling. 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 (5.5 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 166 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

MEDICAL ASSISTANT/PATIENT SERVICES TECHNICIAN

PROGRAM OBJECTIVE

Medical Assistants assist the physicians and nurses with examining and treating patients. The objective of this program is to provide students with the knowledge and skills to work at an entry-level position at a medical facility. The program provides the knowledge and skills in the structure and systems of the human body, procedures to assist the nurses and physicians, injections, venipunctures, and emergency procedures, including EKG rhythm recognition. In addition to clinical skills, the program also trains medical assistants to be able to perform the administrative as well as patient support services functions that keep a medical practice operating, including such skills as telephone techniques, written communications, scheduling, referrals, ordering supplies, controlling inventory, and maintaining records. A student must have a 2.0 grade point average, met 80**%** of total clock hours, and have satisfied all financial obligations. Upon successful completion of the program a diploma is awarded.

Graduates of the program are qualified and encouraged to take the national certification examination offered by the National Center for Competency Testing (NCCT) to become certified Medical Assistants. Tuition includes one exam attempt fee for the Medical Assisting certification examination offered by the National Center for Competency Testing. For more information, please visit the National Center for Competency Testing at www.ncctinc.com/certifications.

PROGRAM LENGTH
36 Weeks, 720 Hours, 130 Outside Prep Hours 37 Credits
Dept. of Education Clock Hours: 720 and FSA Quarter Credits: 36

PROGRAM SCHEDULE
36 Week Course
AM Schedule: 8:00 a.m. – 12:35 p.m.
Monday - Thursday

PROGRAM DESCRIPTION

MA101 Medical Term, Anatomy, Physiology	MA105 Medical Assisting II
MA102 Medical Assisting I	MA106 Medical Assisting II Lab
MA103 Medical Assisting I Lab	MA107 & MA 108 Medical Assisting Practicum I & II
MA104 Patient Services & Principles of Success	Placement Preparation & Assistance

OCCUPATIONAL OUTCOMES

Medical Assistant/Patient Services Specialist (31-9092.00)	EKG Tech/EKG Telemetry Tech
Medical Administrative Assistant (31-9092.00)	Medical Office Receptionist (43-6013.00)
Medical Clerk (29-2071.00)	Admission's Clerk (43-4051.03)
Clinical Assistant (31-9092.00)	Unit Clerk (43-9061.00)

STUDENT LEARNING OUTCOMES: After completing the Medical Assisting/Patient Services Technician program, students will be able to:

- List professional qualities of a medical assistant and their scope of practice
- Describe components of the Health Insurance Portability and Accountability Act (HIPAA)
- Identify the components that create the structure of medical terms.
- Explain the process of screening patients to their level of care.
- List average vital sign ranges and recognize abnormalities related to all vital signs.
- List CLIA-waived tests that are associated with common diseases.
- Describe the process of capillary puncture.
- Identify common sites and different methods for venipuncture.
- Explain the proper order of draw using blood collection tubes.
- Explain what wave patterns are on the ECG and recognize basic rhythms.
- Describe how a normal vs. an abnormal ECG would appear.
- Describe equations and conversions used to calculate medication dosages.
- Identify symbols and abbreviations used in the medical profession.

- Compare prescription and nonprescription drugs.
- Identify common routes and methods of drug administration and related safety precautions.
- Identify and explain professional skills related to the workplace.
- Describe why critical thinking skills are important for patient care.
- Explain why teamwork is important in a workplace setting.
- Explain how lifelong learning is a component of professionalism.

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.

COURSE DESCRIPTIONS
MA101 Medical Term, Anatomy, Physiology (5 Credits)

Students are introduced to the language used in a healthcare setting. Students learn medical terminology, concentrating on prefixes, suffixes, and roots common to diseases and the medical field. Pronunciation, identification, and spelling are stressed. Students are introduced to the structure and function of the human organ systems. The course is designed to provide a basic understanding of the human body and associated terminology.

MA102 Medical Assisting I (5.5 Credits)

This course introduces the basic clinical care skills and procedures necessary to perform routine patient care in a clinic or office situation, including patient assessment, education, and positioning, aseptic technique; the fundamentals of OSHA regulations for health care workers and patient safety, and front office procedures. Topics include skill development in beginning procedures, including vital signs, common injection techniques, bandaging, and medication administration.

MA103 Medical Assisting Lab I (5.5 Credits)

This is a laboratory course that will provide hands-on training opportunities to the students to develop lab skills to perform the basic clinical care skills and procedures necessary to perform routine patient care in a clinic or office situation, including patient assessment, education, and positioning, aseptic technique; the fundamentals of OSHA regulations for health care workers and patient safety, and front office procedures. Students will also be trained in beginning procedures, including vital signs, common injection techniques, bandaging, and medication administration.

MA104 Patient Services & Principles of Success (5.5 Credits)

This course introduces students to the basic ideas, skills, and strategies necessary for academic achievement and success within the spectrum of the health care profession. Emphasis is placed on developing an understanding of the careers associated with patient services; effective listening and communication skills; critical thinking and problem solving; setting priorities and goal setting; and setting academic, career, and personal goals. This course will also emphasize the additional career strategies focused on patient services and expansion of careers in the medical community.

MA105 Medical Assisting II (5 Credits)

This course introduces advanced laboratory techniques, including the collection of routine specimens, the preparation and examination of samples for diagnostic purposes, and the recognition of normal laboratory values, and abnormal levels. Topics include Universal Precautions, quality assurance, and microscope usage. Emphasis is place on developing skills in venipuncture, and other methods of blood collection, EKG with interpretation, and spirometry. Emphasis is placed on emergency preparedness and response through the study of the principles of First Aid and CPR; rhythm recognition and interpretation based on the guidelines of the American Heart Association.

MA106 Medical Assisting II Lab (4.5 Credits)

This is a laboratory course that will provide hands-on training opportunities to the students to develop advanced laboratory techniques, including the collection of routine specimens, the preparation and examination of samples for diagnostic purposes, and the recognition of normal laboratory values, and abnormal levels. Students will also be trained in advance procedures including Universal Precautions, quality assurance, and microscope usage. Emphasis is place on developing skills in venipuncture, and other methods of blood collection, EKG with interpretation, and spirometry. Emphasis is placed on emergency preparedness and response through the study of the principles of First Aid and CPR; rhythm recognition and interpretation based on the guidelines of the American Heart Association.

MA107 & MA 108 Medical Assisting Practicum I & II (6 Credits)

Students gain practical work experience with the opportunity to perform various clinical and administrative procedures in a supervised program for a minimum of 200 hours in a medical facility. This required externship is to correlate patient care principles and concepts with the hands-on experience of patient care situations as presented in the externship. Externships are taken in the final quarter of the program.

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

Placement Preparation & Assistance

DENTAL ASSISTANT

PROGRAM OBJECTIVE

Dental Assisting is an oral healthcare professional trained to provide supportive procedures for the dentist and for patients. Stellar Career College's Dental Assistant program is designed to introduce dental assisting students to the field of dentistry and dental assisting skills. Students are trained to provide quality dental services under the direction of a licensed dentist. The course covers the basics of dental anatomy, tooth morphology, dental radiography, teeth and gum diseases, infection control management, chairside assisting procedures, dental hygiene and patient education.

PROGRAM LENGTH
36 Weeks, 720 Hours, 130 Outside Prep Hours 36 Credits
Dept. of Education Clock Hours: 720 and FSA Quarter Credits: 36

PROGRAM SCHEDULE
36 Week Course

AM Schedule: 8:00 a.m. – 12:35 p.m.
Monday - Thursday

PROGRAM DESCRIPTION

DA101 Fundamentals of Dental Assisting	DA105 Dental Assisting Technology II
DA102 Sciences of Dental Assisting	DA 106 Dental Assisting Lab II (8 Credits)
DA103 Dental Assisting Technology I	DA107 Dental Assisting Externship
DA104 Dental Assisting Lab I	Placement Preparation & Assistance

OCCUPATIONAL OUTCOMES

Dental Assistant (31-9091.00)	Medical Secretaries and Administrative Assistants (43-6013.00)
Dental Laboratory Technicians (51-9081.00)	

STUDENT LEARNING OUTCOMES:

After completing the Dental Assistant program, students will be able to:

- Learn the role and responsibilities of a dental assistant
- Learn the skills to assist dentist with the tools and procedures that are needed
- Learn human anatomy and physiology related to dental care
- Learn to apply the principles of dental sciences to ensure quality patient care
- Learn to comply with all applicable OSHA standard
- Learn to apply current concepts of infection control and occupational safety
- Learn about safety data sheets (SDSs) to develop safe work procedures
- Learn the factors that affect dental materials and the properties of dental materials
- Learn different types of dental restorative materials
- Learn the skills of using types of dental cements
- Learn common dental procedures
- Learn how to work sanitation and safety measures
- Learn how to communicate in a clear professional manner
- Learn how to establish rapport with a patient
- Learn critical thinking practices to determine appropriate course of action
- Learn to educate patients in maintaining proper dental hygiene

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.

COURSE DESCRIPTIONS

DA101 Fundamentals of Dental Assisting (4 Credits)

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

DA102 Sciences of Dental Assisting (4 Credits)

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

DA103 Dental Assisting Technology I (4 Credits)

In this course students learn to pronounce and use dental terminology correctly. They learn to identify various parts of the mouth, neck, and throat. Students are taught structure (anatomical parts) of the tooth. Students learn the names of different types of teeth (incisors, canines, premolars, molars) and their function. The course also introduces students to primary goal of preventive dentistry and the role of good nutrition in maintaining dental health. Dental plaque, calculus and their role in causing dental disease is discussed. Students are also familiarized on the use of fluorides to improve dental health, prevent cavities and reverse early signs of tooth decay. Students learn to identify the types of questions asked on the medical and dental history forms. They go through the list of medical conditions and their importance in dental treatment. Learn to take vital signs and to record the results. Identify permanent (adult) and deciduous (baby) teeth. Learn cavity classification. The course includes understanding of the laws and rules of dentistry. Students learn to act in an ethical manner. Students learn the basics of dental jurisprudence describing the legal limitations and regulations related to the practice of dentistry. Information on HIPAA is discussed. Students also learn the differences between privacy, confidentiality and security. Students are introduced to basic pharmacology and its relationship to the dental profession. Topics include use of topical and local anesthetic agents, methods of administering local anesthesia, preparation of anesthetic syringes, use of nitrous oxide and precautions in its use.

DA 104 Dental Assisting Lab I – Pathologies and Instrumentation (8 Credits)

Students will identify and understand the use of different instruments and major pieces of equipment found in a dental operatory. They will be described the major functions of rotary instruments. Students will know the correct seated position of the operator and assistant at chairside. Students will learn and demonstrate how to pass instruments in the position of use. Students learn universal precautions that are to be taken with every patient. In this course students will study the microorganisms that cause disease, transmission of diseases, oral pathology and emergencies most likely to encounter in the dental office. Students learn about infection control procedures, personal attire, protective barriers, disinfection procedures and sterilization.

Students also learn proper hand-washing and gloving procedures. This course also introduces students to the OSHA regulations that are intended to minimize employee illness due to accidents and disease encountered in the workplace. Topics to be discussed will be OSHA regulations relating to the dental office, blood borne pathogens standard, infection control requirements and workplace hazards.

It is the dental assistant's responsibility to maintain moisture control and keep a clean oral environment, when they are assisting with a dental procedure. Here students learn the different moisture control techniques which include oral evacuation systems, rinsing the oral cavity and teeth isolation.

In this course students learn about dental materials and how they're used in restorations. Topics include the factors that affect dental materials and the properties of dental materials; different types of dental cements and their use; identify the principles of cavity preparation and the different cavity classifications; compare impression materials

that are used in the dental office; how to construct a custom tray, its purpose, and the materials used; purpose of a bite registration; how to trim a stone or plaster cast for general and orthodontic uses.

DA 105 Dental Assisting Technology II (4 Credits)
This course will introduce you to radiology. Topics include types of dental radiographs, hazards and benefits of x-rays, cell radio-sensitivity, effects of radiation on cells, types of radiation produced by the machine and their hazards, dental film sizes, speeds, components, and storage. Students also learn the manual, automatic, and instant processing methods for radiographs. In addition, students will also be introduced to the business aspects of a dental office including dental administration and communication skills, business operating systems, financial management. Students will learn how to properly build a resume, prepare themselves for interviews and how to market their skills. Dentrix software will also be introduced in this course.

DA 106 Dental Assisting Lab II (8 Credits)

This is continuation of Dental Assisting I Lab. The previous topics will be continued in depth. Students will identify and understand the use of different instruments and major pieces of equipment found in a dental operatory. They will be described the major functions of rotary instruments. Students will know the correct seated position of the operator and assistant at chairside. Students will learn and demonstrate how to pass instruments in the position of use. It is the dental assistant's responsibility to maintain moisture control and keep a clean oral environment, when they are assisting with a dental procedure. Here students learn the different moisture control techniques which include oral evacuation systems, rinsing the oral cavity and teeth isolation. In this course students learn about dental materials and how they are used in restorations. Topics include properties of dental materials; different types of dental cements and their use; identify the principles of cavity preparation and the different cavity classifications; compare impression materials that are used in the dental office; how to construct a custom tray, its purpose, and the materials used; purpose of a bite registration; how to trim a stone or plaster cast for general and orthodontic uses.

DA 107 Dental Assisting Externship (4 Credits)
Students gain practical work experience with the opportunity to perform various clinical and administrative procedures in a supervised program for a minimum of 200 hours in a medical facility. This required externship is to correlate patient care principles and concepts with the hands-on experience of patient care situations as presented in the externship. Externships are taken in the final quarter of the program.

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

Placement Preparation & Assistance

List of Separate Facilities

Branch Campus
Stellar Career College Chicago
205 W. Randolph Street, Suite 200
Chicago, IL 60606

Satellite Location
Stellar Career College Indiana
5521 W. Lincoln Highway,
Crown Point, IN 46307