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INTRODUCTION

PRESIDENT'S MESSAGE

Welcome to Ridley-Lowell Business & Technical Institute! You have made a valuable decision that will positively affect your future. With hard work, dedication, and determination, you will be rewarded with marketable skills and a bright outlook for your new career pathway.

Our goal at Ridley-Lowell is to offer concentrated training in practical career-related fields of study. Our curriculum, originally created by experts in their field, is based on feedback from local employers, recent graduates, and faculty, who serve as active leaders in their field, to prepare our students for the needs of a changing job market.

Our philosophy is to contribute to the training and education of our local workforce by providing entry-level requirements and guidance towards the skills and attitudes needed for lifetime learning. Our community benefits from our well-trained graduates who are committed to continued professional development within their field.

We welcome you to visit our campus, to meet our highly qualified instructors, and to view the student body at work. Join the successful team of graduates and take advantage of more than 160 years of Ridley-Lowell Business & Technical Institute's experience in offering educational services.

We invite you to become the best that you can be! Remember, Ridley-Lowell Business & Technical Institute is:

"WHERE SUCCESS BEGINS."

Wilfred T. Weymouth, President

MISSION STATEMENT

The mission of Ridley-Lowell Business & Technical Institute is to:

- Provide educational and training opportunities through concentrated, highly structured programs of study that prepare students for entry-level positions.
- Provide curriculum that reflect the needs of a changing job market.
- Provide an opportunity for students to acquire the skills for occupational growth, including the understanding of employer expectations.

- Provide graduates with assistance in securing employment.
- Provide students with the skills and attitudes to continue learning throughout their lifetime.

HISTORY

Lowell School of Business was established in 1850 by Daniel W. Lowell. In 1858, Mr. Lowell changed the name to Binghamton Commercial College and shortly thereafter to Lowell's Commercial College. In 1876, John E. Bloomer joined the staff and became principal 12 years later in 1888. At the time of his death in 1932, Mr. Bloomer had spent more than 50 years of his life supervising the training of thousands of young men and women for business careers.

The New London School of Business was founded as a school of business and secretarial science in 1887. At that time, the school served the community by preparing men for office work in telegraphy, penmanship and bookkeeping. Later, the school also prepared women for office positions.

Ridley Secretarial School was founded in 1936 by Earle D. Ridley. Under his direction, its entire history has been one of providing business training for its students and, in turn, supplying the business and professional communities with personnel fully acquainted with and thoroughly trained in the most modern office techniques of the day.

In 1962, Lowell's Commercial College was acquired by Mr. Ridley. On January 1, 1968, the schools were consolidated into one organizational structure and today the school is one of America's oldest private business schools in continuous operation.

On July 1, 1976, all of the schools became one corporate structure under the leadership of our current president, W.T. Weymouth. The success of our students as active members of the workforce, and our school's dedication to the continued success of our communities, led to a later demand for expansion into Poughkeepsie, New York in 1998, Danbury, Connecticut in 2010, and West Warwick, Rhode Island in 2013.

Ridley-Lowell Business & Technical Institute is in a new chapter in history, spanning more than 160 years in the field of private career education. It owes its growth and reputation to the success of its many graduates.

FACILITIES

Ridley-Lowell Business & Technical Institute's main campus is conveniently located at 26 South Hamilton Street in Poughkeepsie, NY 12601. This 20,000 square foot location includes a main office, 5 private offices, 15 classrooms, 2 medical labs, an electrical/HVAC lab, library, cafeteria, and auditorium.

Our South Hamilton campus was once home to Saint Mary's Church religious education services. Most of the building remains in its original state, highlighting older architecture. Certain portions of the building have been updated to incorporate modern equipment and technology, but none of the updates diminish the historic charm and details.

An additional location serving the Cosmetology and Esthetics programs is located 0.3 miles away at 289 Main Street, Poughkeepsie, NY 12601. This newly renovated 4,500 square foot building launched in 2013 includes 2 administrative offices, 5 classrooms, 3 labs, a Student Lounge, Career Services Center, and a beauty clinic.

All classrooms at the school are designed to provide exceptional instruction in today's technologies. Equipment and inventory are regularly reviewed to stay current with the career training fields offered, and to provide the skills required of our graduates in obtaining employment. The facilities are available for use outside of regularly scheduled class hours.

An elevator is located in the main building with access to the second floor where classes are held, and all courses at the additional location are offered on the first floor. Handicap parking spaces are available at each location, and every effort is made to accommodate handicapped students.

STATEMENT OF OWNERSHIP

Ridley-Lowell Business & Technical Institute was incorporated on July 1, 1976. It is completely owned by Ridley-Lowell School of Business, Inc. The Officers of the Corporation are as follows:

W.T. Weymouth, President
Norma Weymouth, Vice President
Lauren Weymouth, Secretary
Andrea M. Weymouth, Treasurer

PROFESSIONAL AFFILIATIONS

The school, staff and/or faculty are members of the following:

- Alpha Beta Kappa National Honor Society
- American Academy of Professional Coders
- American Association of Medical Assistants
- American Medical Technologists
- Association of Private Sector Colleges and Universities
- Dutchess County Regional Chamber of Commerce
- National Association of Legal Assistants
- New York State Beauty School Association
- Orange County Chamber of Commerce
- Professional Beauty Association
- Society for Human Resource Management
- The Coalition of New York State Career Schools
- The New York State Financial Aid Administrators Association, Inc.

ACCREDITATION, LICENSURE & APPROVAL

Documents describing the school's accreditations, licenses, and approvals are available for review in the main office of each location.

ACCREDITING COUNCIL FOR INDEPENDENT COLLEGES AND SCHOOL

Ridley-Lowell Business & Technical Institute is accredited to award certificates and diplomas by the Accrediting Council for Independent Colleges and Schools (ACICS), 750 First Street NE, Suite 980, Washington, DC 20002-4241, (202) 336-6780. ACICS is recognized by the U.S. Department of Education and the Council for Higher Education Accreditation. To learn more about the benefits of selecting an ACICS accredited school, please visit <http://www.acics.org/students/>.

COMMISSION ON ACCREDITATION OF ALLIED HEALTH EDUCATION PROGRAMS

The Ridley-Lowell Business & Technical Institute Medical Assistant Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), on recommendation of the Curriculum Review Board of the American Association of Medical Assistants Endowment (AAMAE). CAAHEP can be contacted at: Commission on Accreditation of Allied Health Education Programs, 1361 Park Street, Clearwater, FL 33756, (727) 210-2350 or visit them on the Web at <http://www.caahep.org/>. CAAHEP is the largest programmatic accreditation organization in the health sciences field and reviews and

accredits over 2000 educational programs in 20 health science occupations. CAAHEP is also recognized by the Council for Higher Education Accreditation.

BUREAU OF PROPRIETARY SCHOOL SUPERVISION

Ridley-Lowell Business & Technical Institute is licensed by the State of New York as a licensed private career school. For more information, please visit the **New York State Education Department**, Bureau of Proprietary School Supervision (BPSS), website at <http://www.acces.nysed.gov/bpss/>.

VETERAN AFFAIRS

We have programs that have been approved for the training of veterans and other eligible persons by the New York State Division of **Veterans' Affairs**. For more information please visit <http://gibill.va.gov/>. See the Financial Aid section of the catalog for a listing of approved programs.

CATALOG DISCLOSURE

The student should be aware that some information in the catalog may change. It is recommended that students considering enrollment check with the Admissions Department if there is any change from the information on the school's teaching personnel and course/curricula offered. Please be advised that the State Education Department separately licenses all teaching personnel and independently approves all courses and curricula offered. Therefore, it is possible that courses/curricula listed in the school's catalog may not be approved at the time that a student enrolls in the school or the teaching personnel listed in the catalog may have changed. It is again recommended that the student check with the Admissions Department to determine if there are any changes in the courses/curricula offered or the teaching personnel listed in the catalog.

ADMISSIONS & ENROLLMENT

ADMISSIONS REQUIREMENTS

All candidates interested in enrollment are required to fill out an application and complete an interview with a Career Counselor to determine the program that is best suited for their career goals. In addition to the application, an admissions essay will be submitted to determine reading and writing competency. This essay is used to determine whether students have basic reading and writing skills necessary to successfully complete their program of study.

Candidates interested in enrollment must be at least 17 years of age or older.

Candidates must also have acceptable proof of completion for a high school diploma or its equivalent. The following are acceptable documents:

- A high school diploma
- Official high school transcripts displaying date of graduation
- Test Assessing Secondary Completion (TASC/GED)
- Associates, bachelors, masters or doctorate degree from a regionally accredited college or university or official transcript indicating the same

If, for any reason, any of the above named documents cannot be obtained by the scheduled start date, a candidate's enrollment will be cancelled until these documents are provided.

LATE ENROLLMENT

Candidates will have the opportunity to begin attending classes during the late enrollment period. The late enrollment period begins the first day of classes and continues no later than the end of the third day of classes during that semester.

All late enrollment applications must provide original documentation verifying graduation at an approved accredited school or its equivalent. Review above criteria concerning acceptable documentation.

RE-ENTERING STUDENTS

Students who have previously attended and withdrew or have been dismissed from Ridley-Lowell Business & Technical Institute must:

- Complete a request to re-enroll form and submit a typed essay (minimum 1 page in length) explaining what the circumstances were surrounding their withdrawal or dismissal and what has changed
- Once proper documentation has been submitted, the Review Panel consisting of the Campus Director, Admissions Director, Financial Aid Director, and Dean of Education will review
- The student will be notified of the Review Panel's decision by mail
- The application fee will be waived for all students who re-enter less than 6 months after leaving school

All decisions made by the Review Panel are final in relation to the specified semester for re-enrollment. Denied students are encouraged to re-apply for future semesters.

INTERNATIONAL STUDENTS

Candidates with international diplomas are encouraged to apply for admission. All foreign diplomas must be evaluated for equivalency to a United States diploma. For more information regarding evaluations, you may contact:

Educational Perspectives
P.O. Box 618056
Chicago, IL 60661 – 8056
(T) 312-421-9300
www.edperspective.org

The process of evaluation and conversion should begin no later than 60 days prior to the start of a semester to ensure proper completion of candidate's application for acceptance.

APPLICATION PROCESS

All candidates must complete the following to be considered for enrollment into Ridley-Lowell Business & Technical Institute:

- Complete an application for admission.
- Meet with a career counselor for an interview.
- Meet with a Financial Aid Advisor.
- Applications will be randomly selected by the Campus Director for review.
- Upon approval, candidates must remit a non-refundable \$30 deposit towards the \$100 application fee payable to Ridley-Lowell Business & Technical Institute.

FULL-TIME ADMISSION

Every program of study at Ridley-Lowell has two different divisions. These divisions are split into day and evening programs. Traditionally, evening classes tend to be longer in length than the day classes, as they require fewer class meetings or shorter class time.

FULL-TIME

Full-time day admission consists of a minimum of 5 hours per day, 5 days a week, making it possible to complete programs within 12 months or less.

Full-time evening admission consists of a minimum of 4 hours per night, 4 nights a week, making it possible to complete programs within 20 months or less.

Both day and evening programs are considered full-time through the Department of Education and are eligible for Financial Aid.

RIGHTS RESERVED

Ridley-Lowell Business & Technical Institute is not obligated to offer any courses described in this catalog for which enrollment is insufficient. A diploma program with a history of limited enrollment may become inactive.

We also reserve the right to modify curriculum requirements, courses, and policies pertaining to our educational programs without further notice. Students are requested to contact the Admissions Office for the most current information regarding course offerings, class schedules, or tuition and fees.

STUDENT SERVICES

ORIENTATION

Designed to acquaint new and re-enrolling students with all that Ridley-Lowell Business & Technical Institute requires and has to offer, these students are mandated to attend an orientation prior to their first academic term. Addressed during orientation:

- Students will receive a Student Handbook
- School policies, requirements, and school services will be reviewed by the Dean of Education and Campus Director
- Introduced to each administrative department and the services they provide
- Receive class scheduling information
- Complete any remaining enrollment requirements
- Complete Financial Aid counseling process and documentation
- Be introduced to the Career Services Department and the school's expectations for professionalism from all students

STUDENT PORTAL

Accessible to students, via www.studentsupportal.com, the Student Portal is an online database that allows students to have access to their academic history and attendance from their time at Ridley-Lowell Business & Technical Institute. Student accounts are created within the first several weeks of a student's first academic term. The Registrar Department maintains student accounts and updates records posted to the Student Portal database. Contact the Registrar Department if student records need to be updated.

REGISTRAR

The Registrar Department is accessible to students requesting records and general school information, as well as available to direct students to other student services.

The Registrar Department adheres to the FERPA law (explained in Academic Information & Policies section). To access any student's record, an individual must be listed on the student's FERPA waiver and/or provide written consent from the student in question.

REQUESTING STUDENT RECORDS

To request student general academic or attendance records, all previous and active students must complete a *Student Information Request Form* to provide to the Registrar Department. This form can be found outside of the main office and must be handed to a member of the Registrar Department with the student's signature and date. If an individual is unable to come into the main office in person, a written information release form may be mailed to the address stated below, or faxed to (845) 471-4990, with attention to the Registrar Department. Written requests that are not submitted in person must present the following student information:

- Student's name at the time they attended classes
- Date of birth
- Dates of attendance
- Subject of request
- Date and either electronic or hand written signature

All academic transcript requests must include the bulleted requirements above and be mailed to the Registrar's Office at 26 South Hamilton Street, Poughkeepsie, NY 12601, completed online at www.ridley.edu, or done in person in the main office. Each official transcript has a \$5.00 fee. Transcripts will not be released without the written permission of the student and/or if the student has an outstanding balance due to the school.

All transcript, academic, and attendance requests must be given a minimum of 24 hours to be completed by the Registrar Department.

UPDATING OR ALTERING STUDENT RECORDS

In the event that a student wishes to dispute grades or attendance, a student must first speak to their instructor. If a student wishes to appeal the decision of their instructor, they can then contact their department chairperson for further review. Once any change has been agreed upon, the Registrar must have written approval from the instructor of the class or the Dean of Education.

NAME CHANGES

In the event that an active student has gone through a name change and wishes to have their student records reflect said name change, the following steps must be completed:

- The *Name Change Form* must be completed and handed into the Registrar Department
- Two forms of government documentation reflecting the name change must be presented to the Registrar Department:
 - Social Security Card
 - Driver's License
 - Passport
- The individual must contact the Financial Aid Department to update name information

For graduates who wish to have their diploma reflect a name change, the following steps must be completed:

- The *Name Change Form* must be completed and handed into the Registrar Department
- Two forms of government documentation reflecting the name change must be presented to the Registrar Department
 - Social Security Card
 - Driver's License
 - Passport

Once all of these steps have been completed, the graduate may request for a new diploma with the name change. While there is no charge for the first diploma, any additional reprints of a diploma have a \$20.00 fee. All other records will remain under the name of the individual at the time the student was actively enrolled.

PERSONAL PROPERTY

A lost and found area is maintained in the main office; however, the school is not liable for any lost or stolen personal property on school premises. Any such items are the responsibility of the student.

PARKING

Reviewed during the enrollment process and at orientation, parking is available through Ridley-Lowell Business & Technical Institute and the City of Poughkeepsie. Students may purchase a monthly Ridley-Lowell parking pass through the Registrar Department, or a city parking pass through the City of Poughkeepsie. Information about prices and locations for all available parking lots is accessible at the front desk of both campuses and inside the Student Handbook.

Parking around the 26 South Hamilton Campus is not permitted unless approved by the Main Office. Students who wish to request parking behind the main campus building must have a handicap parking permit issued by the DMV and registered in their name. The

permit must be current and not expired. Once the student receives approval from the Registrar, they may begin parking in the main campus building lot.

Parking spots available to approved students are directly behind the building in elongated spaces across from numbered parking 3-9 spots. Under no circumstances are students permitted to park in numbers faculty/staff designated parking spots. Students who violate the parking regulations and fail to have their parking pass properly displayed or up-to-date are subject to tickets or towing.

HOUSING

Ridley-Lowell Business & Technical Institute is a commuter campus, and therefore, does not provide housing to its students. Community resources can be provided for those in need of information about housing in the general vicinity of the City of Poughkeepsie.

ACCOMMODATIVE SERVICES

Accommodative Services is home to the Section 504 Coordinator who provides support services for students with learning, emotional, mobility, sensory and health-related disabilities. The Coordinator authorizes reasonable accommodations based on the student's identification and impact of the disability on their academic success.

Students who have a disability or condition that inhibits or disrupts their educational experience are encouraged to disclose with either the Office of Admissions or Accommodative Services to ensure all necessary measures are taken. Documentation is required. Once documentation is received and processed, the student will follow up with the Coordinator for support services.

The main campus building is physically accessible to all students and visitors. However, the cosmetology campus does have physical access limitations between the first and second floor. To ensure accessibility compliance standards are met, all student, graduate, and academic services scheduled on the second floor are available on the first floor. There are disabled parking spaces available at both campus parking locations. A state-issued handicap parking permit is required to park in the designated spaces. The parking permit must be registered in the name of the requesting student to qualify for disabled parking.

For further information concerning services for students with disabilities, contact the Section 504

Coordinator, Eric Hardwick, located in the Director's Office, (845) 471-0330.

Academic assistance is also available through tutoring provided by the school at no additional fee. To coordinate tutoring, students must fill out a tutoring request form and hand it into the Registrar Department. After the needs of the student are reviewed, tutoring sessions are coordinated between student and faculty to accommodate student needs. Tutoring sessions may involve peer-to-peer, group study, or one-to-one instructor-led tutoring.

HEALTH CARE SERVICES

Ridley-Lowell Business & Technical Institute does not offer health care services. Local services from health care professionals are available at: Northern Dutchess Hospital, (845) 876-3001; MidHudson Regional Hospital, (845) 483-5000; Saint Luke's Hospital, (845) 561-4400; or Vassar Brothers Hospital, (845) 454-8500

VETERAN SERVICES

For students that have previously served in the military, we provide several services.

Veterans may request transfer credits for courses taken while in the military. To process any request the following must be provided prior to the start date of the program they are enrolled in:

- Course descriptions and/or course syllabi for each course being reviewed for transfer credits
- An official transcript from the institute where the courses were taken

Special seating may be available for any veterans that express the need for additional accommodations within the classroom. Official documentation may be required by the Campus Director before reasonable accommodations are put into effect.

If in the event that a student must temporarily leave classes due to being called to duty, the individual may request to take a Leave of Absence from his or her program. Please refer to the Academic Information & Policies section for further requirements and restrictions regarding a Leave of Absence with Ridley-Lowell.

Veterans may request information about support clubs from the Dean of Education. If they wish to start any support clubs of their own, please review the Student Handbook rules and regulation for creating and maintaining student clubs.

CAREER SERVICES

The Career Services Department serves all Ridley-Lowell graduates from one or more of the school's programs. The foundation of this role is to develop an appropriate, professional relationship with each student that reflects and supports their academic journey, such as:

- **Student Interaction-** Develop and nurture professional relationships with students & help them prepare for the job search & for success in the job market.
- **Employer Relations and Community Outreach-** Develop relationships in the community that may increase the likelihood that employers will contact the institution when there is an opening.
- **Event Planning-** Schedule regular events that can engage current and potential employers with the school, its graduates, and students.

The Career Services Department will assist upcoming graduates and alumni with:

- Resume Writing & Interview Skills
- Message Boards for Job Postings & Workshops
- Professional Networking Techniques & Annual Advisory Board Meetings
- Job Search Tools
- Certification Bootcamps, Workshops, & Licensing Preparations
- Regular Contact with Graduates

Through seminars, resources and services, the staff seeks to educate and empower students to actively prepare and plan for their future after graduation.

Excellent relationships with students contribute to their success in school and employment upon graduation. Building powerful relationships starts before the student begins classes, and extends into their time as alumni. Recent graduates have the opportunity for successful employment when weekly contact and continuous professional repertoire is maintained with the Career Services Department. As long as Ridley-Lowell is an operating school of postsecondary education, every graduate is offered our services.

REFRESHER COURSES

Refresher courses are designed to keep graduates competitive and informed of the job market within their respective fields. To enroll in refresher courses, graduates must contact the Director of Admissions.

Requirements and restrictions for these courses are as follows:

- Students must be a graduate of Ridley-Lowell Business & Technical Institute
- A refresher course's subject must match the course subject of a class previously taken with Ridley-Lowell
- While there is no charge for refresher courses, required textbooks must be purchased for the course
- Students expecting to take refresher courses will not be enrolled in any course until all actively enrolled students have been fully enrolled within their classes
- Grades are not recorded throughout the course, and while attendance is not weighted throughout the course, it will be tracked for the school's records

STUDENT RIGHTS AND RESPONSIBILITIES

Schools are required to provide this disclosure information to individuals interested in enrolling in their school.

WHAT IS THE PURPOSE OF THIS SECTION?

All prospective and enrolled students in a non-degree granting proprietary school are required to receive this information. This section provides an overview of students' rights with regard to filing a complaint against a school and accessing the tuition reimbursement fund if they are a victim of certain violations by the school.

Licensed private career schools which are licensed by the New York State Education Department are required to meet very specific standards under the Education Law and Commissioner's Regulations. These standards are designed to help ensure the educational appropriateness of the programs that schools offer. It is important for you to realize the New York State Education Department's Bureau of Proprietary School Supervision closely monitors and regulates all non-degree granting proprietary schools. The schools are required to have their teachers meet standards in order to be licensed by the Department. Schools are also required to have their curriculum approved by the New York State Education Department every four years, at minimum, thereby helping to ensure that all curriculum offered in the schools are educationally sound.

In addition, staff members of the Bureau of Proprietary School Supervision are often in the school buildings monitoring the educational programs being

offered. The interest of the New York State Education Department is to ensure that the educational program being offered meets your needs and that your financial investment is protected.

The New York State Education Department's Bureau of Proprietary School Supervision wishes you success in your continued efforts to obtain the necessary skill training in order to secure meaningful employment. In addition, Bureau staff will continue to work with all the schools to help ensure that a quality educational program is provided to you.

WHO CAN FILE A COMPLAINT?

If you are or were a student or an employee of a Licensed Private Career School in the State of New York, and you believe that the school or anyone representing the school has acted unlawfully, you have the right to file a complaint with the New York State Education Department.

WHAT CAN A STUDENT OR EMPLOYEE COMPLAIN ABOUT?

You may make complaints about the conduct of the school, advertising, standards and methods of instruction, equipment, management personnel, enrollment agreement, methods of collecting tuition and other charges, school license or registration, school and student records, and private school agents.

HOW CAN A COMPLAINT BE FILED BY A STUDENT OR EMPLOYEE?

You should try to resolve your complaint directly with the school unless you believe that the school would penalize you for your complaint. Use the school's internal grievance procedures or discuss your problems with teachers, department heads, or the school director. We suggest you do so in writing and keep copies of all correspondence with the school. However, the school cannot require you to do this before you file a complaint with the New York State Education Department. If you do file a complaint with the Department, please advise the Bureau of any action you have taken to attempt to resolve your complaint.

The steps you must take to file a complaint with the New York State Education Department are:

- Write to the New York State Education Department at 89 Washington Avenue, Albany, NY 12234, or telephone the Department at (518) 474-3969, requesting an interview for the purpose of filing a written complaint. Bring all relevant documents with you to the interview, including an enrollment agreement, financial aid application, transcripts, etc. An investigator from the

Department will meet with you and go through your complaint in detail

- If you cannot come for an interview, send a letter or call the office to request a complaint form. You must complete and sign this form and mail it to the office. Please include with it copies of all relevant documents. You should keep the originals. You must file a complaint within two years after the alleged illegal conduct took place. The Bureau cannot investigate any complaint made more than two years after the date of the occurrence

The investigator will attempt to resolve the complaint as quickly as possible and may contact you in the future with follow-up questions. You should provide all information requested as quickly as possible; delay may affect the investigation of your complaint. When appropriate, the investigator will try to negotiate with the school informally. If the Department determines that violations of law have been committed and the school fails to take satisfactory and appropriate action then the department may proceed with formal disciplinary charges.

WHAT IS THE TUITION REIMBURSEMENT FUND?

The Tuition Reimbursement Fund is designed to protect the financial interest of students attending non-degree proprietary schools. If a school closes while you are in attendance prior to the completion of your educational program, then you may be eligible for a refund of all tuition expenses that you have paid. If you drop out of school prior to completion and you file a complaint against the school with the State Education Department, you may be eligible to receive a tuition refund if the State Education Department is able to provide factual support that your complaint is valid and to determine that there was a violation of Education Law or the Commissioner's Regulations as specified in Section 126.14 of the Commissioner's Regulations. To file a claim to the Tuition Reimbursement Fund, you must first file a complaint with the State Education Department at the address previously included. The staff of the State Education Department will assist you in the preparation of a tuition reimbursement form (a sample of this form should have been provided to you upon enrollment).

WHAT IS THE REFUND AND CANCELLATION POLICY?

All schools must have a tuition refund and cancellation policy for each program included in the catalog and in the student enrollment agreement.

Read and understand the school's policy regarding tuition refund and cancellation before you sign the enrollment agreement. If you do not understand it, or are

confused by the school's explanation, get help before you sign. You may ask for assistance from the Department at the address previously included.

WHAT SHOULD STUDENTS KNOW ABOUT "PRIVATE SCHOOL AGENTS"?

Private School Agents are employed by schools for the purpose of recruiting or enrolling students in the school; they are not school counselors. Private school agents cannot require a student to pay a placement or referral fee. Each school agent must be licensed by the New York State Education Department, must have an agent identification card and must be a salaried employee of the school. School agents who cannot show an agent identification card are breaking the law if they try to interest students in enrolling in a particular school or group of schools. The name(s) of the agent(s) who enrolled a student must appear on the student's enrollment agreement. Therefore, you should write down the name of the agent who talked to you. Each student will be required to confirm the name(s) of the agent(s) when signing the enrollment agreement. A full refund shall be made to any student recruited by an unlicensed private school agent or even by a licensed agent if there is evidence that the agent made fraudulent or improper claims. To find out if you are eligible to receive a refund, you must follow the complaint procedures included in this section.

WHAT SHOULD STUDENTS KNOW ABOUT "GRANTS AND GUARANTEED STUDENT LOANS"?

A grant is awarded to a student based on income eligibility, and it does not need to be repaid. Two examples are New York State Tuition Assistance Program (TAP) grants or Pell grants provided by the federal government.

Guaranteed student loans are low-interest loans provided under the Federal Guaranteed Student Loan program. The decision to apply for such a loan is yours—the school cannot require that you apply for a loan. You should understand that if you pay school tuition with money loaned to you from a lender, you are responsible for repaying the loan in full, with interest, in accordance with the terms of the loan agreement. A failure to repay the loan can hurt your credit rating and result in legal action against you. Even if you fail to complete your educational program, you are still responsible for repaying all the money loaned to you.

It is your right to select a lender for a guaranteed student loan. The school cannot require you to apply to a particular lender or lending institution. However, the school can recommend a lender, but if it does, the school must also provide you with a statement about your right

and ability to obtain a loan from another lender and the insurance premiums charged on these loans. Read and understand all the information and application for financial aid grants and loans before signing.

WHERE CAN STUDENTS FILE A COMPLAINT, FILE A CLAIM TO THE TUITION REIMBURSEMENT FUND, OR GET ADDITIONAL INFORMATION?

Contact the New York State Education Department at:
New York State Education Department
116 West 32nd Street, 5th Floor
New York, NY 10001
Attention: Bureau of Proprietary School Supervision
(212) 643-4760

This Section is provided by the New York State Education Department (NYSED). The NYSED regulates the operation of Licensed Private Career Schools.

GRADUATION

The successful completion of a program and its requirements at Ridley-Lowell will result in your eligibility to attend graduation. All candidates for graduation from Ridley-Lowell Business & Technical Institute are required to:

- Fulfill the requirements of the approved and registered program for which the student is enrolled
- Successfully complete the minimum number of clock hours required by our accreditors.
- Apply for graduation by submitting the graduation application by designated time
- Be current and up to date with all student payments/balances owed to the school
- Invites, including cap and gown measurement forms, are usually mailed two months prior to the ceremony. Each graduate is required to fill out this form and return it to the main office no later than three weeks prior to the ceremony. Failure to do so will result in your ineligibility to attend graduation

Graduation is held once a year in May. During the graduation ceremony students may be recognized for the following achievements:

- School Spirit: One student from both day and evening programs who shows commitment to education with a positive and motivated attitude
- Honors (Gold Rope): Any student who received a GPA of 3.5-3.74 and no grade lower than a B

- High Honors (Red Rope): Any student who received a GPA of 3.75 – 3.99 and no grade lower than a B
- Highest Honors (Red and Gold Rope): Any student who received a GPA of 4.0 and no grade lower than a B

Students also have the opportunity to be inducted into Alpha Beta Kappa, The Premier National Honor Society for America's Private Postsecondary Schools, Institutes, Colleges and Universities. Each program will have one graduate inductee. To be inducted, students must have received the achievement of High Honors (requirements listed above), have exceptional character and professionalism, and be nominated by the faculty. If inducted, the student will receive a special recognition rope, pin, and certificate.

ACADEMIC SERVICES

ACADEMIC ADVISING

Each student is assigned an academic advisor. It is the goal of every advisor to aid students in their educational journey and help enrich their experience with Ridley-Lowell.

It is not enough that our academic advisors take great pride in the assistance they provide to our student body, but students must assume full responsibility in maintaining regular communication with their advisors. Each student must take the initiative to meet with their advisor early and on a regular basis to ensure successful completion of their course of study.

TUTORING

It is the intention of all students to perform to the best of their ability towards the successful completion of their course. Despite these efforts, some students may require additional assistance. For those who need tutoring services, Ridley-Lowell offers two different types of tutoring, peer and professional.

Students that have already completed the courses needed by other students and who maintain a minimum of a 3.0 GPA are eligible to become a peer tutor. Peer tutoring is a great way to receive the academic assistance needed for students who are more comfortable learning from another student.

Students who prefer the assistance of a well-trained instructor can utilize our professional tutoring services. Each instructor scheduled for tutoring services can provide structured tutoring lessons and will be directly licensed in the specific subject area.

To begin the tutoring process, please complete a Tutor Request form and submit it to the Tutor Services Coordinator or the Dean of Education. The earlier students inquire, the more likely they are to succeed!

ACADEMIC TECHNOLOGY AND ELEARNING

Ridley-Lowell is committed to the successful education of both students and instructors. As an educational facility, we recognize the value in continued education for not only students, but our instructor and administrative staff. Ridley-Lowell incorporates modern instructional equipment to enrich and diversify the learning process.

Ridley-Lowell has partnered with McGraw-Hill and Cengage Learning in order to provide students with the Connect and MindTap eLearning services. Both systems are designed to further enrich the learning process with interactive activities, assignments, and lessons. Students will now have additional support through Connect and MindTap services that will assist students in grasping skills and concepts taught and demonstrated in class.

LIBRARY

Each campus has a library on premises stocked with books, texts, articles and magazines representative of each program the school has to offer. Ridley-Lowell also provides online databases and learning resources such as Gale Databases, EBSCO Databases, and Grolier Online. Each database can be found online through the library webpage at www.ridleylibrary.com. For more information, please refer to the Ridley Library page.

ACADEMIC INFORMATION AND POLICIES

CLOCK HOURS

The Institution awards credit in clock hours. A clock hour is defined as fifty (50) minutes of instruction in a sixty (60) minute period.

ATTENDANCE AND TARDINESS

Good attendance leads directly to achievement and success. Students are required to maintain prompt and regular attendance in all classes and are responsible for any and all assignments presented in their absence. All students must attend at least 85% of entire program length to meet graduation requirements. The completion of 1,000 hours of training is required for the Cosmetology program and 600 hours of training is required for the Esthetics program. Make-up hours are recorded and maintained in individual student files.

Financial Aid Recipients: Failure to maintain school attendance standards can lead to grant or loan disbursements being cancelled for the student. If the student's grant or loan disbursement is cancelled, the student will be required to pay the remaining financial obligation to the school.

Coming late to class or leaving early habitually can be disruptive to the learning environment. The instructor has the right to mark a student absent for a full hour of educational instruction if the student enters a class more than 15 minutes late or leaves more than 15 minutes early.

MAKE-UP

Make-up work can be scheduled at the instructor's discretion for absences accrued. Please consult individual course syllabi for instructor policies regarding make-up hours and work and its impact on grading policies. The completion of 1,000 hours of training is required for the Cosmetology program and 600 hours of training is required for the Esthetics program. Make-up hours are recorded and maintained for individual students. These make-up hours are accumulated into the student's overall hours for the program but may not be factored into grading for individual course/module.

Each student, over the course of their enrollment, is allowed 50 makeup hours at no charge. After 50 hours, the student must pay \$10.00 for every makeup hour to be completed. Students must pay before sitting for any make-up time after 50 hours.

ATTENDANCE WARNING

An Attendance Warning is a written notice that may be given to any student if he or she reaches a ten percent (10%) absence rate for any course. It is a student's responsibility to keep track of their hours and to adhere to attendance policies.

LEAVE OF ABSENCE

A Leave of Absence (LOA) is a temporary interruption in a student's program of study, and refers to the specific time period during a program when a student is not in attendance. An LOA is not during a scheduled break between academic terms. An LOA is only put into effect when it is approved by the Executive/Campus Director or Dean of Education. These conditions are as follows:

- Requests for an LOA can only be completed for medical reasons accompanied by medical documentation or for required military duties with appropriate documentation.
- Students must apply in advance for an LOA.
- All requests for LOA's must be submitted in writing, signed, dated, and include the reason for the student's request.
- There must be a reasonable expectation that the student will return from the LOA.
- The Executive/Campus Director or Dean of Education must approve the student's request for a LOA.
- The LOA, together with any additional leaves of absence, must not exceed a total of 180 days.
- Students may take up to two (2) LOA's during their period of enrollment, including extensions, which count as an additional LOA period.
- Students must provide medical documentation clearing them for re-entry.

A student who is granted an LOA maintains an in-school status for Title IV loan repayment purposes. If a student on an LOA fails to return, he or she will be automatically withdrawn from Ridley-Lowell Business & Technical Institute. The school must also report to the loan holder the student's change in enrollment status as of the withdrawal date, though the student will not accumulate any additional institutional charges while on an LOA. One possible consequence of not returning from an LOA is that a student's grace period for a Title IV program loan might be exhausted.

COURSE WITHDRAWAL AND ADDITION

A student who wishes to withdraw from or add a course must meet with the Executive/Campus Director or Dean of Education and fill out the proper paperwork. Doing so may have an impact on Financial Aid, so the student is also required to meet with a Financial Aid Representative. In most cases, the course will need to be completed at some point before a student can graduate, and the graduation date may need to be modified. All courses dropped prior to semester midpoint will receive a W on the student's transcript and after midpoint will receive a WF.

WITHDRAWAL FROM SCHOOL

All withdrawals should be done formally with the Executive/Campus Director or Dean of Education. The failure of a student to provide sufficient paperwork of a withdrawal may delay refund of tuition due pursuant to Section 5002 of the Education Law. A withdrawal form will require the reason for the withdrawal, the date of withdrawal, and last official date of attendance.

During a withdrawal meeting, financial obligations are also discussed at that time, including exit information concerning any student loans received. A return of Title IV funds will be based on actual hours of attendance as per the Federal Return of Title IV policy. Information from a student's academic file will not be released until the student obtains financial clearance.

INVOLUNTARY SUSPENSION OR DISMISSAL

A student may be suspended or dismissed from the school due to violation of any school policy, or in the event the school has determined that it is unsafe for a

student to attend classes due to a medical/safety concern for the student, their peers, or the employees. In the event that a student is involuntarily suspended or dismissed for any reason, the decision may be appealed by following the appeal policies and procedures as outlined in the Academic Information And Policies section. The student will re-enter on probationary status until the next evaluation date.

VOLUNTARY LEAVE

Voluntary leaves are granted to students by the Executive/Campus Director or Dean of Education for situations involving non-disciplinary actions. Typically, voluntary leaves are reserved for students involved with a pending medical investigation where verification of paperwork is necessary to continue schooling.

REINSTATEMENT

A student may have the opportunity to be considered for re-admission after an absence of at least two quarters/terms if evidence of the student's ability to successfully graduate is expressed. Under extenuating circumstances, the student may appeal the decision in order to return before the two quarters/terms.

A dismissed student may be reinstated, at the discretion of the Executive/Campus Director. The student will re-enter on probationary status until the next evaluation date.

THE FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

NOTIFICATION RIGHTS UNDER FERPA FOR POSTSECONDARY INSTITUTIONS

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school
- Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies
- When a disclosure is made, if a parent or eligible student so requests, the school must provide a copy of the records disclosed, and if the parent of a student who is not an eligible student so requests, the school must provide the student with a copy of the records disclosed
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate, misleading, or violates the rights of the student. If the request is denied, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interests
 - U.S. Comptroller General, U.S. Attorney General, U.S. Department of Education
 - State and local officials
 - Authorized organizations conducting educational research
 - Accrediting agencies
 - Alleged victim of a crime
 - Parent of a Dependent Student as defined by the IRS
 - Parent of a student under 21 regarding the violation of a law regarding alcohol or drug abuse

Your school makes a reasonable effort to notify a student who is the subject of a subpoena or court order before complying, so that the student may seek protective action (unless the court or issuing agency has prohibited such disclosure).

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date, and place of birth, honors and awards, and

dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them.

A health and safety exception permits the disclosure of personally identifiable information from a student's record in case of an immediate threat to the health or safety of students or other individuals. The school only discloses personally identifiable information from an education record to appropriate parties in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may call 1-800-437-0833. Or you may contact us at the following address: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-8520

EMERGENCY CONTACT

In the event the school is contacted in an attempt to notify the student regarding a personal emergency, main office personnel will provide immediate notification to the student. Although students are allowed to keep a personal cell phone active during class hours, it is recommended having emergency contacts come straight to the office to ensure classroom disruption is kept to a minimum.

SMOKING

Ridley-Lowell Business & Technical Institute is a smoke-free campus. Students who wish to smoke must do so off the school grounds. All smokers must adhere to New York State Law Penal Code which mandates individuals remain at least 50 feet from all entrance and exit ways.

All cigarette refuse must be properly disposed of in the designated trash receptacles located by each entrance. Individuals who choose not to properly dispose of their cigarette refuse properly may be subject to fines or penalties specific to the city or town penal code of that campus' location.

Students who fail to abide by the smoking policy may be subject to either suspension or dismissal in addition to the aforementioned fines or penalties imposed by local authorities.

AFFIRMATIVE ACTION AND EQUAL OPPORTUNITY

Ridley-Lowell Business & Technical Institute does not discriminate on the basis of race, color, creed, age, sex, national origin, disability, handicap, veteran or any other protected status.

Section 504 is a federal law designed to protect the rights of individuals with disabilities in programs and activities that receive federal financial assistance from the U.S. Department of Education. Please contact the designated employee responsible for coordination of compliance with all aspects of Section 504: Eric Hardwick, Campus Director, Ridley-Lowell Business & Technical Institute, 26 South Hamilton Street, Poughkeepsie, NY, 12601 Tel: (845) 471-0330.

CONDUCT POLICY

Proper attitude and professionalism are expected from all students/employees. Any student/employee may be subject to immediate dismissal/termination at the discretion of the Executive/Campus Director for any conduct that may be detrimental, disrespectful, or improper towards employees, students, or the school's reputation.

Inappropriate conduct also includes, but is not limited to, the use or possession of alcohol/illegal drugs/weapons, evidence of cheating, theft, destruction of school property or any conviction that occurs while enrolled/employed at Ridley-Lowell Business & Technical Institute. All charges incurred by the student, per the enrollment agreement, will not be refunded due to involuntary dismissal.

ALCOHOL AND DRUG POLICY

Information is available on drug awareness to all students from the Executive/Campus Director, Dean and Student Handbook. Refer to the Student Handbook for specific details regarding drug and alcohol prevention and awareness.

The possession, use, and/or sale of alcohol and/or drugs on any part of the school's premises or any location where the school will be represented by the student are prohibited. Students using illegal drugs or alcohol on any part of the school's premises, or while representing Ridley-Lowell, will be terminated from the school and/or referred to appropriate rehabilitation agencies. Students selling drugs on any part of the school's premises, or while representing Ridley-Lowell,

will be terminated from school and referred to the appropriate legal authorities for prosecution.

ANTI-HARASSMENT POLICY

Ridley-Lowell Business & Technical Institute is an equal opportunity learning facility, and does not condone any action or behavior resulting in unwanted harassment towards students, applicants, and employees. Ridley-Lowell Business & Technical Institute does not discriminate, and prohibits harassment on the basis of race, color, creed, age, sex, national origin, disability, handicap, veteran or any other protected status. Actions such as discriminatory words or statements intended to cause harm and jokes or comments based on any legally protected characteristics are considered forms of harassment.

Sexual harassment, for the purpose of this policy, is defined as any unwelcome sexual advance, request for sexual favors, or any conduct of a sexual nature.

Any violation of the actions previously described should be reported immediately to the Executive/Campus Director or Dean of Education, and if unavailable, please contact another member of management. The Grievance Policy for handling complaints will be followed, and may lead to immediate dismissal/termination of the student/employee. All incidences will be fully documented and made available for audit by any authorized agencies.

In addition to this policy, the student handbook contains harassment prevention and awareness documentation on the legal sanctions, health risks, and local programs associated with harassment.

GRIEVANCE POLICY

Any academic disagreements must first be discussed with the appropriate instructor(s), and, if unsettled, the program director. Any continuing misunderstandings or complaints from students, employees, or third parties concerning the institution should be discussed with the Executive/Campus Director. The institute may waive policies for students who document mitigating circumstances.

To file a formal complaint concerning an academic, administrative, any unlawful harassment, or discrimination, you must file a written statement with the Executive/Campus Director within five (5) days of the occurrence. A prompt and equitable resolution will be afforded to the complainant, and the Executive/Campus Director gives assurance that no adverse reaction will result.

The statement must consist of: (a) a detailed explanation of the occurrence, (b) the date(s) of the occurrence, (c) an explanation of the policies or regulations involved, (d) the names of all individuals involved, (e) the remediation sought. Complaints of sexual harassment or violence filed by students against school employees, other students, or third parties will be handled in accordance with Title IX regulations. Complaints of discrimination based on a disability will be handled in accordance with Section 504 regulations. If a formal complaint is filed the following procedures will be followed:

- Within five (5) days of the filing of the written statement, the complaint will be reviewed by a panel of three (3) persons including the Executive Director, not directly involved in the alleged problem.
- Voluntary informal mechanisms (e.g. mediation) may be used to resolve some types of complaints; however mediation will not be used to resolve sexual violence complaints.
- In the event that informal mechanisms do not resolve the complaint, an adequate, reliable, and impartial investigation of complaints, including the opportunity for both parties to present witnesses and other evidence will be conducted by the school within thirty (30) days.
- Both parties will be notified, in writing, about the outcome of both the complaint and the appeal policy, within ten (10) days of the completion of the investigation.

In the event a resolution cannot be reached between the school and student, the student may seek assistance from the school's accrediting body and state licensing authority: Accrediting Council for Independent Colleges and Schools, 750 First Street, NE, Suite 980, Washington, DC 20002; the New York State Education Department, Bureau of Proprietary School Supervision 89 Washington Avenue, Albany, NY 12234.

APPEAL POLICY

To file an appeal regarding a formal complaint concerning an academic, administrative, or any unlawful harassment, either party may file a written appeal of the findings or remedy within 10 days of receipt of the complaint response. The appeal statement must consist of: (a) the date of the complaint response, (b) an explanation of the regulations or remediation that are not consistent with school policy. If an appeal is filed the following procedures will be followed:

- Within five (5) days of the filing of the appeal, it will be reviewed by the same panel that reviewed the complaint.
- The panel will determine if the complaint response was consistent with school policy.
- Both parties will be notified, in writing, about the outcome of the appeal, within five (5) days of the completion of the appeal review.

In the event a resolution cannot be reached between the school and student, the student may seek assistance from the school's accrediting body and state licensing authority: Accrediting Council for Independent Colleges and Schools, 750 First Street, NE, Suite 980, Washington, DC 20002; the New York State Education Department, Bureau of Proprietary School Supervision, 89 Washington Avenue, Albany, NY 12234.

DRESS CODE POLICY

Our appearance is the first impression that employers and prospective students/employees see when visiting our campus, and making a good impression with students/employees for future networking opportunities is just as important. We do not expect anyone to dress in the latest fashion, but consider it part of the training/employment to understand and adhere to the expectations for appropriate attire in the associated career field.

Anyone who comes to school with any of the below inappropriate attire will be asked to go home to change and will be marked absent/docked for any missed time:

- Shorts or skirts higher than finger tips
- Sleepwear, bathing suits, or dance/exercise leggings
- Strapless, halter, or spaghetti strap tops
- Shirts with offensive words, logos, or pictures
- Flip-flops in Lab
- Any clothing that exposes the chest, too much cleavage, stomach, back, or underwear

Some programs have additional dress code requirements, as outlined in those individual program contracts, signed at the time of enrollment, or explained at orientation.

ELECTRONIC USAGE & COPYRIGHT INFRINGEMENT POLICY

Use of the computers is a privilege provided for academic and professional purposes by Ridley-Lowell

Business & Technical Institute students/employees. Anyone using a student computer for non-academic purposes may be asked to relinquish the system for a person with an academic need. Ridley-Lowell Business & Technical Institute may monitor and review computer/internet activity, stored files, e-mail, and public postings to maintain system integrity and ensure that users are using the system responsibly.

General rules, as stated in the Conduct Policy and Harassment Policy, apply on the Computer/Internet as well. Additionally, the following activities performed on electronic media are not permitted:

- sending or displaying offensive messages or pictures
- using obscene language
- harassing, insulting, or attacking others
- damaging computers, computer systems, or computer networks
- violating copyright laws
- using another's account or password
- trespassing in folders, work, or files of others
- employing the network for commercial purposes
- downloading files without permission from instructor/administrator
- loading software without permission from instructor/administrator.

Further, unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject students/employees to civil and criminal liabilities. Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of the copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

For more information, please see the Website of the U.S. Copyright Office at www.copyright.gov, especially their FAQ's at www.copyright.gov/help/faq. Any

student/employee found to be violating this policy may be subject to immediate dismissal/termination at the discretion of the Executive Director.

GRADE POINT AVERAGE

A grade point average (GPA) is determined by dividing the total quality points for the academic period by the total attempted clock hours for the academic period. The cumulative grade point average is the total quality points earned throughout the program divided by the total attempted clock hours throughout the program.

If a student has any questions or concerns regarding their GPA, the student must contact the registrar department with any inquiries.

GRADING SYSTEM

Grade	Meaning	Percentage	GPA
A	Excellent	93-100	4.0
A-		90 – 92	3.7
B+		87 – 89	3.3
B	Above Average	83 – 86	3.0
B-		80 – 82	2.7
C+		77 – 79	2.3
C	Average	73 – 76	2.0
C-		70 – 72	1.7
D	Passing	65 – 69	1.0
F	Failing	Below 65	0.0
WF	Withdrew Failing; Discontinuance Status		0.0
I	Incomplete (See Incompletes section in catalog)		

Elective courses taken as extra courses will be counted in determining Grade Point Average and Clock Hours attempted. The following are not counted in determining Grade Point Average, but will impact the maximum time frame for completion:

I	Incomplete
W	Withdrawn
TR	Transfer Credit (See Transfer Credit section of catalog)

ACADEMIC PROGRESS

All students must achieve a 2.0 cumulative grade point average in order to graduate. The Executive/Campus Director or Dean of Education checks the Standards of Academic Progress at least once per year, at the end of a payment period. Any student whose academic progress evaluation results in impacted aid eligibility will be

contacted and required to meet with the Executive/Campus Director or Dean of Education.

Any student that does not meet the standards of satisfactory progress requirements below will be placed on probationary status. A student not meeting an evaluation point is not eligible for continuing financial aid, but may remain in an extended enrollment status. If the criteria below are not achieved at the end of the probationary period, the student will be dismissed from school. To be re-admitted, the student must meet with the Executive/Campus Director, who will determine if the student's work can be successfully resumed.

SATISFACTORY ACADEMIC PROGRESS (SAP)

REQUIRED EVALUATION POINT	MINIMUM CUMULATIVE GRADE POINT AVERAGE
INDIVIDUAL SEMESTER	1.5
PROGRAM COMPLETION	2.0

PROGRAM LENGTH

Program length is defined as the number of clock hours required to complete a program. The maximum time frame in which the educational objective must be successfully completed is defined as 150% of the normal program length in attempted clock hours.

INCOMPLETES

Incomplete or "I" can be given to any student unable to complete the requirements of a course due to circumstances beyond the student's control. Satisfactory academic progress cannot be determined while the grade remains in an incomplete status. A grade will be substituted for the "I" if the student successfully completes the unfinished work within a maximum of 30 days from the end of the course. Each extension and length of time is determined by either the Executive/Campus Director or Dean of Education on a case-by-case basis. Failure to complete the missed work required within the allotted time will result in a grade of "F" being recorded for the incomplete material.

FAILING GRADES

If a student receives a failing grade in any course listed in the program, the student must retake the course. All clock hours attempted will be counted toward maximum time frame for completion and the cumulative grade point average.

REPEATING COURSES

Actively enrolled students who are matriculated into a program and withdrawn/re-entry students returning within six months may repeat a previously passed course to earn a higher grade. Only the higher grade will be counted in the determination of the student's grade point average; however, a course repetition will be counted towards maximum program length, and in no case may a student extend the maximum program length.

Students may repeat up to three courses, whether for failure or to earn a higher grade, free of charge. After three repeats, students must pay for any more courses that are repeated.

Students that have missed more than fifteen percent (15%) of the scheduled course hours may be subject to failure and must repeat the course.

ACADEMIC PROBATION

A student that does not meet the minimum standards of academic progress, as per the chart on page 22 of this catalog, may be placed on academic probation for one term. The student is considered enrolled as a regular student during the probationary period. For probation to be lifted at the end of the term, the student is required to meet the SAP and minimum successful course completion rate that previously were evaluated. If the standards for satisfactory academic progress are not achieved after the probationary period, the student will be dismissed, or may continue in an extended enrollment status, if eligible.

ACADEMIC APPEAL

To appeal a decision regarding satisfactory academic progress, please follow the appeal policy stated in this catalog on page 20.

GRADE DISCREPANCIES

Any discrepancies in the final grades must be reported to the Executive/Campus Director or Dean of Education within thirty (30) calendar days of the following quarter/term start date.

ACADEMIC INTEGRITY

Academic Integrity governs student performance based on the principles of truth, honesty, fairness, respect, and responsibility. Ridley-Lowell students are expected to demonstrate the highest standards of academic integrity. Unless otherwise instructed by faculty, work is to be completed on an individual basis. Behaviors considered to be inconsistent with Ridley-Lowell's Academic Integrity Policy include theft of faculty or peer academic materials, cheating, assisting another to cheat, and plagiarism. This would include, but is not limited to, inappropriate usage of electronic devices, presence of any items not approved by the instructor, and improper communication with peers.

Plagiarism is frequently misunderstood and therefore deserves clarification. Merriam-Webster defines plagiarism as, "the act of using another person's words or ideas without giving credit to that person." Without express, proper citation or notation that information presented is from a source other than one's own creative intellect, a student is committing plagiarism. Always ask an instructor before submitting work that is questionable in this regard.

An instructor may recommend formal disciplinary action to the Executive/Campus Director or Dean of Education if academic integrity has been violated. Disciplinary action may include a failing grade for the course, academic probation, suspension, and/or expulsion.

ACADEMIC HONORS

To emphasize the importance of academic performance, the school maintains these program completion awards determined as follows:

High Honors

Cumulative grade point average of 3.75 – 4.00 and all grades of B or better.

Honors

Cumulative grade point average of 3.50 – 3.74 and all grades of B or better.

Alpha Beta Kappa National Honor Society

To receive teacher nomination, students should generally have all grades of A-, or higher, or rank in the top 10% of the graduation class. Recipients must attend the graduation ceremony to receive this prestigious award.

Honor Roll Awards are also determined throughout a student's course of study for ongoing recognition of academic achievement. Student awards are recognized per quarter/term to full-time students with a cumulative grade point average of 3.5 or higher at the time of determination and no grades lower than a B for that term.

EXTENDED ENROLLMENT STATUS

If a student is not eligible for continuing financial aid because of failure to meet the standards of satisfactory academic progress (SAP), the student is allowed to continue their course work in an extended enrollment status. Extended enrollment status may only continue as long as the student remains within the 150% maximum time frame for program completion.

COMPLETER STATUS

Any student that completes all required courses within their program, but does not meet one or more of the Standards of Satisfactory Academic Progress, within the 150% maximum time frame allowed, will be considered a Completer. The student will not be considered a graduate or be awarded a diploma as the graduation requirements have not been met.

COURSE CHANGES

Students must receive written permission from administration to add a course or change schedules. The additions or changes will be considered only in the first week of the quarter/term.

SUBSTITUTION OF COURSES

Given the pace of change in technology, new courses may be offered which can increase the employability of the student. Upon the approval of the education department, individual required courses in each program may be substituted with alternative courses, provided this change benefits the student and does not affect the overall purpose of the program.

PROGRAM CHANGE/ADDITIONAL CREDENTIAL

Students who desire to change their program must meet with the Executive/Campus Director or Dean of Education, Financial Aid office, and complete a new enrollment agreement. When a student changes his/her program of study, the school cannot guarantee the date of graduation due to course scheduling. Any clock hours attempted and grades earned that will transfer towards the student's new program of study will be included in the determination of satisfactory academic progress.

TRANSFER CREDIT

Transfer credit ("TR") for courses may be accepted at the discretion of the Executive/Campus Director or Dean of Education for students who have satisfactorily completed courses at another post-secondary institution with a minimum grade of "C." The course must be substantially equivalent to those offered at Ridley-Lowell Business & Technical Institute. It is the responsibility of the student to ensure that an official copy of the transcript which indicates the grade for the course(s) be obtained, as well as a course description from the institution. Failure to supply this material will result in the student's obligation to take the course(s) at Ridley-Lowell. A maximum of 180 clock hours may be transferred at the discretion of the Executive/Campus Director or Dean of Education. The program of a student granted transfer credit will reflect a reduction in program length and tuition to correspond with the credit given. Regarding satisfactory academic progress, a student's grade point average is not affected by transfer credits; however, the maximum time frame for completion is reduced by the amount of hours transferred.

Ridley-Lowell Business & Technical Institute does not guarantee the transferability of credits to any other college. It is at the discretion of the institution the student is looking to transfer to provide credit towards the student's completed courses of study. Courses taken within two years of application to Ridley-Lowell or any other higher education facility are eligible for evaluation by the Dean of Education or Campus Director.

However, educational institutions with whom Ridley-Lowell has developed an articulation agreement will provide a student with credit toward their program of study. For a list of participating colleges and transfer credit criteria, please contact the Admissions Department.

DIPLOMAS AWARDED

Upon successful completion of all course requirements and the satisfaction of all financial obligations, a student will receive an official transcript and be awarded a diploma in his/her respective program.

TUITION, FEES AND FINANCIAL AID

TUITION AND FEES BY PROGRAM

Tuition and fees will vary between each program based on program length, tools/equipment issued, books and materials used during the course of a student's time at Ridley-Lowell.

The following is a list of tuition and fees broken down by program:

Cosmetology

Tuition	\$14,100.00
Application Fee.....	\$100.00
Books/Supplies.....	\$1,400.00
Program Total.....	\$15,600.00

Electrical Systems Technician

Tuition	\$16,000.00
Application Fee.....	\$100.00
Books/Supplies.....	\$2,000.00
Program Total.....	\$18,100.00

Esthetics

Tuition	\$8,395.00
Application Fee.....	\$100.00
Books/Supplies.....	\$1,300.00
Program Total.....	\$9,795.00

HVAC Installation & Service Technician

Tuition	\$16,800.00
Application Fee.....	\$100.00
Books/Supplies.....	\$2,000.00
Program Total.....	\$18,900.00

Medical Administrative Assistant

Tuition	\$10,750.00
Application Fee.....	\$100.00
Books/Supplies.....	\$2,050.00
Program Total.....	\$12,900.00

Medical Assistant

Tuition	\$15,100.00
Application Fee.....	\$100.00
Books/Supplies.....	\$2,800.00
Lab Fee.....	\$300.00
Program Total.....	\$18,300.00

Medical Billing & Coding

Tuition	\$9,800.00
Application Fee.....	\$100.00
Books/Supplies.....	\$2,050.00
Program Total.....	\$11,950.00

Networking & Technical Support Specialist

Tuition	\$12,430.00
Application Fee.....	\$100.00
Books/Supplies.....	\$2,500.00
Lab Fee.....	\$300.00
Program Total.....	\$15,330.00

Nursing Assistant

Tuition.....	\$1,700.00
Application Fee.....	\$100.00
Program Total.....	\$1,800.00

TUITION PAYMENT

For students with a monthly balance owed to Ridley-Lowell, payments are to be submitted the first of the month. If a student is unsure whether they have a balance and are obligated to make payments to the school directly, then consult your payment or inquire with the Financial Aid Office.

Tuition payments must be paid regularly and on-time in the Main Office with the Registrar. If students have difficulty making regular payments, please consult with the Financial Aid Department. Flexible payment plans and options are available, and will be determined on a case-by-case basis.

If for any reason, a student falls behind in payments or fails to uphold their financial obligations, then the following penalties may occur:

- Academic dismissal at the completion of a term or quarter.
- Restriction from obtaining academic transcripts, diploma and other records.
- Removal from class in extreme cases.
- Inability to attend the graduation ceremony.
- Disqualification of Career Services.

TUITION REFUND

A student who cancels enrollment by notifying the school within five (5) days after the semester start date will receive a full refund of all prepared payments with the exception of the nonrefundable application fee. The five (5) day grace period is used for students to determine whether they want to continue enrollment. Students will be responsible for all books, supplies and tools received during the five (5) day grace period and will be billed if lost, stolen, broken or marked in any way.

After the five (5) day grace period, a student will be liable for the cost of any textbooks, supplies and/or tools accepted, plus a tuition liability from the last date of physical attendance (LDA). Tuition liability is limited to the quarter/term during which the student withdrew or was dismissed in addition to all previously completed quarters/terms.

First Quarter

If Termination occurs, the school may keep	
During the first week.....	0%
During the second week.....	25%
During the third week.....	50%
During the fourth week.....	75%
After the fourth week.....	100%

Subsequent Quarter

If Termination occurs, the school may keep	
During the first week.....	25%
During the second week.....	50%
During the third week.....	75%
After the third week.....	100%

First Term

If Termination occurs, the school may keep	
During the first week.....	0%
During the second week.....	20%
During the third week.....	35%
During the fourth week.....	50%
During the fifth week.....	70%
After the fifth week.....	100%

Subsequent Term

If Termination occurs, the school may keep	
During the first week.....	20%
During the second week.....	35%
During the third week.....	50%
During the fourth week.....	70%
After the fourth week.....	100%

RETURN OF TITLE IV FUNDS

Recipients of federal Title IV funding who either withdraw or are dismissed from school during a payment period in which the student began attendance, will have the amount of Title IV funds they did not earn calculated according to federal regulations. This calculation will be based on the student's last date of attendance and the date the school determines that the student has withdrawn from school, or the date of dismissal for a student who is dismissed by the school.

Ridley-Lowell is required to determine the refund of Title IV funds based upon the percentage of the payment period completed prior to withdrawing. Title IV funds must be returned to the Department of Education if the student received an overpayment based upon costs not incurred in which Title IV funds were received.

Federal regulations require that the school return Title IV funds disbursed for the payment period used for institutional costs in the following order:

- Loans
 - Unsubsidized Federal Direct Loans
 - Subsidized Federal Direct Loans
 - Federal Direct Plus loans received on behalf of the student
- Federal Pell Grants

After the return to Title IV (R2T4) has been processed, the student will be notified by either phone or mail and issued an updated account card. Students will be notified of any balance changes or money owed to the school.

FINANCING YOUR EDUCATION

Financing your education should be well thought out before making any commitments. There are several ways to finance your education, such as family support, financial aid, part-time/full-time employment, savings, scholarships, and other various agency or government grants.

When financing your education, understand you are making an investment in yourself. Higher education can be expensive to the average student, but acknowledging that education provides the opportunity to increase your earning potential makes pursuing education worthwhile.

Developing your financial plan early and taking the time to familiarize yourself to all resources available can reduce time and frustration experienced.

PURPOSE OF FINANCIAL AID

Ultimately, the financial burden of paying for higher education rests with the student and their family. However, financial aid for those who qualify provides students an opportunity to acquire the education they desire. Depending on the circumstances surrounding each student's financial responsibilities, each student will have separate eligibility and financial aid awards. Eligibility can only be determined by filling out a Free Application for Federal Student Aid (FAFSA).

MEETING FINANCIAL NEED

Financial need is the difference between total college costs (tuition, fees, books, housing, transportation, and personal expenses) and the assessed ability of the student and family to contribute to the student's educational expenses. Student financial aid at Ridley-Lowell is awarded on the basis of financial need. Financial assistance is available for eligible students from several sources — including the federal government, public and private agencies, organizations, and companies. The Financial Aid Department is available to assist any student with understanding the Financial Aid process.

APPLYING FOR FINANCIAL AID

Complete the Free Application for Federal Student Aid (FAFSA). You may do this by applying on the web, using www.fafsa.gov. Your eligibility for all federal aid programs and most other types of aid administered by Ridley-Lowell will be determined by using the FAFSA. To sign your FAFSA electronically, you must have a

PIN number. You can apply for a PIN number at www.pin.ed.gov.

All financial aid applicants may be required to submit IRS Tax Return transcripts and/or W-2 forms, and also provide appropriate non-taxable income documentation when required.

FEDERAL AID PROGRAMS

Federal student aid programs are designed to assist students with the cost of higher education. Each student is awarded a different amount of funding based on a variety of circumstances that must be carefully evaluated. Eligibility for the federal aid programs is determined by the federal formulas through the FAFSA. Federal aid programs available to students attending Ridley-Lowell: Federal Pell Grant, Plus Loan, Direct Loans, Scholarships and Agency Funding.

LOANS

Students are not required to have their credit history checked to qualify for Direct Loans. Direct Loans are low-interest loans that can either be paid or deferred while in school. Direct loans must be used to pay for tuition, room, board, transportation and other personal related expenses incurred while in school.

Direct loans are broken down into Subsidized and Unsubsidized categories. Subsidized loans are based on need while Unsubsidized loans are not. Repayment does not go into effect until six months after graduation, withdrawal/dismissal, or if student falls below a half-time enrollment status.

Direct Plus Loans are credit-based loans available to parents of dependent students. Applicants must not have an adverse credit history. Approved applicants have the option to accept or deny the loan. Repayment begins within 60 days of the final disbursement of the loan period. Parents do have the option of deferring the loan until the student graduates or drops below half-time status.

Private loans are available to applicants that wish to apply at any lending institution of their choice. Private loans are contingent upon credit history and cannot be guaranteed to prospective students. For more information, please inquire with local lending institutions.

SCHOLARSHIPS

Ridley-Lowell Business & Technical Institute does not currently hold established internal scholarships. However, we post local and state scholarships to provide prospective and current students with alternative funding options.

OTHER GOVERNMENT SOURCES OF AID

Ridley-Lowell has partnered with several local, state, and federal agencies to help those in pursuit or in need of an education. Partnered agencies: ACCES – VR; Veterans Affairs; Dutchess, Orange, Ulster and Putnam

Work Force. Each agency has unique qualifying criteria and applicants are encouraged to meet with a representative to understand their eligibility.

STIPEND

Ridley-Lowell is concerned for our student body loan debt. Ridley-Lowell packages our students to cover their tuition, books and fees. If additional funds are requested by the student during any given payment period, the funds not used to cover educational costs will be issued to the student within 14 days of eligibility date. In most cases, additional funding will increase student loan debt. Students are encouraged to meet with the Financial Aid department for more information concerning funding.

PROGRAMS OF STUDY

COSMETOLOGY

Diploma Program
1000 Clock Hours
Day and Evening Divisions

The Cosmetology Program will focus not only on the development of the skills and knowledge that students need to pass the New York State Cosmetology Licensing Exam, but also to become exemplary professionals in their chosen field. The Cosmetology program focuses on training in hair, skin, and nail services, allowing for students to pursue a career where they may express their creativity.

Course Number	Course Name	Clock Hours
COS101	Professional Skills*	24
COS102	Safety and Health*	26
COS103	Anatomy and Physiology*	15
COS104	Hair Analysis**	10
COS105	Hair and Scalp Disorders**	10
COS106	Chemistry Applied to Cosmetology**	5
COS107	Shampoo, Rinsing and Treatments**	30
COS108	Hair Cutting and Shaping**	175
COS109	Hair Styling**	245
COS110	Chemical Reconstruction**	180
COS111	Hair Color and Lightening**	180
COS112	Nail Care and Procedures**	40
COS113	Skin Care and Procedures**	60
Total Instructional Hours		1000

*Course Prerequisite **

*Course has Prerequisite Requirements ***

ELECTRICAL SYSTEMS TECHNICIAN

Diploma Program
1200 Clock Hours
Day and Evening Divisions

The Electrical Systems Technician Program will provide students with the knowledge and skills to work as an entry-level electrician in various industries and prepare them to enter an electrical apprenticeship. Students will learn the basics of electricity, including electrical theory, safety, measuring instruments, Alternating and Direct Current (AC/DC) systems and equipment, applying the National Electric Code, low voltage wiring, and alternative energy. In addition, you will learn to interpret wiring schematics and blueprints as you focus on residential, commercial, and industrial wiring.

A few careers that entry-level electricians may pursue are construction electrician, maintenance electrician, electrical and electronics installation, and alternative energy systems installation and repair.

Course Number	Course Name	Clock Hours
EL100	Introduction to Electricity*	90
EL101	Math for Electricians*	60
EL102	Electricity Essentials**	120
EL105	National Electric Code(Prov.)**	30
EL110	Residential Wiring**	120
EL111	Commercial Wiring**	90
EL112	Low Voltage Wiring**	60
EL115	National Electric Code(Dwel.)**	60
EL120	Industrial Wiring**	120
EL121	Motor Controls	60
EL122	Conductors and Wiring Devices**	90
EL125	National Electric Code(Com.)**	60
BU111	Business Speaking	60
BU118	Career Development	60
CAP050	Computer Fundamentals	60
EL128	Internship**	120
Total Instructional Hours		1200

*Course Prerequisite **

*Course has Prerequisite Requirements ***

ESTHETICS

Diploma Program
600 Clock Hours
Day and Evening Divisions

The Esthetics program focuses on training in the area of skin and make-up for those wishing to pursue a career as an Esthetician. Completion of this program results in the awarding of a diploma and graduates are eligible to apply for a New York State temporary Esthetics license to assist in securing employment in a salon or spa. Graduates can then become eligible to apply to the New York State Board to obtain a permanent license.

Course Number	Course Name	Clock Hours
ES101	Orientation*	4
ES102	Bacteriology*	8
ES103	Safety and Health*	18
ES104	Anatomy, Physiology and Nutrition*	25
ES105	Structure and Function of Skin*	12
ES106	Superfluous Hair**	24
ES107	Chemistry*	3
ES108	Chemistry Applied to Cosmetics**	21
ES109	Electricity and Machines	40
ES110	Facial Treatments**	239
ES111	Body Procedures**	48
ES112	Make-Up Techniques**	84
ES113	Business Practices	50
ES114	Job Skills**	6
ES115	Intro to Paramedical Esthetics	18
Total Instructional Hours		600

*Course Prerequisite **

*Course has Prerequisite Requirements ***

HVAC INSTALLATION TECHNICIAN

Diploma Program
1160 Clock Hours**
Day and Evening Divisions

The Heating, Ventilation, Air Conditioning and Refrigeration (HVAC/R) program will provide students with the knowledge and skills needed to work in an entry-level position assisting with the installation and servicing of Air Conditioning, Refrigeration, Hot Air and Hydronic heating systems, HVAC/R and piping specialty with residential and mechanical construction companies, as well as fuel oil, natural gas and propane distribution companies, installation and service departments.

Students will learn the basics of HVAC/R including thermodynamics, heat transfer, and electricity and control. Students will learn about commercial and residential heating systems that utilize natural gas, fuel oil and propane. In addition, students will learn about commercial and residential air conditioning (AC) systems that utilize gas, brine solutions, ammonia, and non-hydrochlorofluorocarbons (HCFC's) for refrigerants. Students will learn about HVAC/R equipment including refrigerators, freezers, ice making equipment, truck refrigeration units, and produce and meat coolers.

Course Number	Course Name	Clock Hours
HVAC101	Introduction to Thermodynamics*	160
HVAC102	Introduction to Electricity and Controls*	160
HVAC201	Commercial Refrigeration I**	140
HVAC202	Domestic Refrigeration Systems**	140
HVAC301	Heating Systems**	140
HVAC302	Residential AC Systems**	140
HVAC401	Commercial Refrigeration Systems II**	140
HVAC402	All Weather Systems**	140
Total Instructional Hours		1160

*Course Prerequisite **

*Course has Prerequisite Requirements ***

****The 1160 hour HVAC program is scheduled to no longer accept enrollment for admission starting January 2015.**

Discontinuance of the program will not occur until all students graduate **.

HVAC INSTALLATION TECHNICIAN

Diploma Program
1200 Clock Hours**
Day and Evening Divisions

The Heating, Ventilation, Air Conditioning and Refrigeration (HVAC/R) program will provide students with the knowledge and skills needed to work in an entry-level position assisting with the installation and servicing of Air Conditioning, Refrigeration, Hot Air and Hydronic heating systems, HVAC/R and piping specialty with residential and mechanical construction companies, as well as fuel oil, natural gas and propane distribution companies, installation and service departments.

Students will learn the basics of HVAC/R including thermodynamics, heat transfer, and electricity and control. Students will learn about commercial and residential heating systems that utilize natural gas, fuel oil and propane. In addition, students will learn about commercial and residential air conditioning (AC) systems that utilize gas, brine solutions, ammonia, and non-hydrochlorofluorocarbons (HCFC's) for refrigerants. Students will learn about HVAC/R equipment including refrigerators, freezers, ice making equipment, truck refrigeration units, and produce and meat coolers.

Course Number	Course Name	Clock Hours
HVAC101	Introduction to Thermodynamics*	150
HVAC102	Introduction to Electricity and Controls*	150
HVAC201	Domestic Refrigeration Electric Heating Systems**	150
HVAC202	Commercial Refrigeration**	150
HVAC301	Heating Systems**	150
HVAC302	Residential AC Systems**	150
HVAC401	Commercial Refrigeration II**	150
HVAC402	All Weather Systems**	150
Total Instructional Hours		1200

*Course Prerequisite **

*Course has Prerequisite Requirements ***

***The 1200 hour HVAC program is scheduled to begin enrollment for the January 2015 Semester**.*

MEDICAL ASSISTANT**

Diploma Program
1260 Clock Hours
Day and Evening Divisions

The Medical Assistant program is designed to train students in the patient-related aspect of a health care facility. Students will learn both the administrative and clinical duties and be able to obtain a patient's history, take vitals, perform routine tests, and assist the physician by preparing the room and patient for exams.

Graduates will also demonstrate the ability to manage front desk operations, such as scheduling appointments, greeting patients for exams, and handling telephone calls and correspondence. Graduates of the Medical Assistant program are eligible to apply for the national Certified Medical Assistant (CMA) exam.

Course Number	Course Name	Clock Hours
BU109	Business English	60
BU111	Business Speaking	60
CAP100	Word Processing Fundamentals*	60
MA108	Health Care Issues*	60
MA109	Medical Office Procedures**	60
MA112	Medical Terminology*	90
MA113	Anatomy & Physiology I *	60
MA114	Anatomy & Physiology II**	60
MA115	Psychology/Human Relations*	30
MA116	Clinical Procedures I **	60
MA117	Clinical Procedures II **	90
MA118	Laboratory Procedures**	90
MA120	CPR/First Aid*	30
MA121	Seminar for Externship**	12
MA122	Externship**	168
MA123	Medical Mathematics*	60
MA129	Principles of Pharmacology*	60
MDG141	Computerized Medical Office**	30
ME103	Medical Machine Transcription**	60
ME107	Medical Insurance and Coding*	60
Total Instructional Hours		1260

*Course Prerequisite **

*Course has Prerequisite Requirements ***

***The medical assistant program located on page 31 is scheduled to no longer accept enrollment for admission starting January 2015. Discontinuance of the program will not occur until all students graduate**.*

MEDICAL ASSISTANT PROGRAM CRITERIA

The Medical Assisting program at Ridley-Lowell Business & Technical Institute has a programmatic academic policy that must be acknowledged in order to enroll in the program. This is in addition to the institutional policies stated in the catalog and medical admissions contracts.

MEDICAL ASSISTANT ACADEMIC POLICY

Please note the start dates below to determine which academic requirements apply. Upon completion of the first quarter/term, students enrolled in the Medical Assistant program are evaluated on all of the following academic criteria:

****Students enrolled prior to Fall 2014****

- Anatomy & Physiology Final Grade of C+ or better
- Medical Terminology Final Grade of C+ or better
- Cumulative Grade Point Average (CGPA) of 2.5 or higher
- Complete physical and immunization record on file
- Complete all remaining medical courses with an MA code not listed above with a final grade of C or better

****Students enrolled Fall 2014 and forward****

- Cumulative Grade Point Average (CGPA) of 2.5 or higher
- Complete physical and immunization record on file
- Complete all core medical courses containing an MA code with a C+ or better.
- Each medical student is required to have no less than 2 instructor recommendations per semester to move forward in the program. Instructors are responsible for evaluating and submission of evaluations to the Dean of Education for review.

MEDICAL ASSISTANT**

Diploma Program
1260 Clock Hours
Day and Evening Divisions

The Medical Assistant program is designed to train students in the patient-related aspect of a health care facility. Students will learn both the administrative and clinical duties and be able to obtain a patient's history, take vitals, perform routine tests, and assist the physician by preparing the room and patient for exams.

Graduates will also demonstrate the ability to manage front desk operations, such as scheduling appointments, greeting patients for exams, and handling telephone calls and correspondence. Graduates of the Medical Assistant program are eligible to apply for the national Certified Medical Assistant (CMA) exam.

Course Number	Course Name	Clock Hours
BU109	Business English*	60
BU118	Career Development	60
CAP100	Word Processing Fundamentals*	60
MA108	Health Care Issues*	60
MA109	Medical Office Procedures*	90
MA112	Medical Terminology*	90
MA113	Anatomy & Physiology *	90
MA114	Therapeutic Communications	30
MA116	Clinical Procedures I **	90
MA117	Clinical Procedures II **	90
MA118	Clinical Procedures III **	90
MA120	CPR/First Aid*	30
MA121	Seminar for Externship**	20
MA122	Externship**	160
MA123	Medical Math	60
MA124	Medical Assistant Review	30
MA129	Principles of Pharmacology**	60
MDG141	Computerized Medical Office**	30
ME107	Medical Insurance and Coding**	60
Total Instructional Hours		1260

*Course Prerequisite **

*Course has Prerequisite Requirements ***

****The 1260 hour medical assistant program located on page 33 is scheduled to begin enrollment January 2015**.**

MEDICAL ASSISTANT PROGRAM CRITERIA

The Medical Assisting program at Ridley-Lowell Business & Technical Institute has a programmatic academic policy that must be acknowledged in order to enroll in the program. This is in addition to the institutional policies stated in the catalog and medical admissions contracts.

MEDICAL ASSISTANT ACADEMIC POLICY

Please note the start dates below to determine which academic requirements apply. Upon completion of the first quarter/term, students enrolled in the Medical Assistant program are evaluated on all of the following academic criteria:

****Students enrolled prior to Fall 2014****

- Anatomy & Physiology Final Grade of C+ or better
- Medical Terminology Final Grade of C+ or better
- Cumulative Grade Point Average (CGPA) of 2.5 or higher
- Complete physical and immunization record on file
- Complete all remaining medical courses with an MA code not listed above with a final grade of C or better

****Students enrolled Fall 2014 and forward****

- Cumulative Grade Point Average (CGPA) of 2.5 or higher
- Complete physical and immunization record on file
- Complete all core medical courses containing an MA code with a C+ or better.
- Each medical student is required to have no less than 2 instructor recommendations per semester to move forward in the program. Instructors are responsible for evaluating and submission of evaluations to the Dean of Education for review.

MEDICAL BILLING AND CODING SPECIALIST

Diploma Program
690 Clock Hours
Day and Evening Divisions

Upon completion of this program, the student will be qualified to work in medical insurance billing departments within various health care settings or private billing firms. A strong knowledge of medical codes and insurance processes is necessary for proficiency. This program provides training in essential areas for this specialty, such as medical terminology, human body, pharmacology, computer fundamentals, and legal issues of the profession. Among other positions, the graduate will qualify to be a medical examiner rating clerk, coding file clerk, hospital insurance clerk, or patient insurance clerk.

Course Number	Course Name	Clock Hours
BU101	Business Mathematics	60
BU109	Business English	60
BU118	Career Development	60
CAP100	Word Processing Fundamentals*	60
MA108	Health Care Issues	60
MA112	Medical Terminology*	90
MA119	Essentials of Pharmacology**	30
MDG051	The Human Body*	60
MDG053	Medical Coding I**	60
MDG054	Medical Coding II**	60
MDG055	Medical Insurance **	60
MDG141	Computerized Medical Office**	60
Total Instructional Hours		690

*Course Prerequisite **

*Course has Prerequisite Requirements ***

*****The medical billing & coding specialist program is scheduled to no longer accept enrollment for admission starting September 2016. Discontinuance of the program will not occur until all students graduate**.***

MEDICAL OFFICE ASSISTANT INCLUDING BILLING & CODING

Diploma Program
990 Clock Hours
Day and Evening Divisions

The Medical Office Assistant program can provide students with the skills needed to work in a medical facility in an administrative capacity. This curriculum provides training in medical office procedures, terminology, coding, billing, and transcription. A strong knowledge of medical codes and insurance processes is necessary for proficiency. In addition to the core medical courses, students will learn word processing, basic accounting, grammar, and various computer applications. Graduates of the Medical Office Assistant program will be prepared for employment in a variety of facilities such as hospitals, medical clinics, nursing homes, and health care offices.

Course Number	Course Name	Clock Hours
AC102	Accounting Applications**	30
BU101	Business Mathematics	60
BU109	Business English*	60
BU118	Career Development	60
CAP100	Word Processing Fundamentals*	60
CAP110	Text Editing	60
MA108	Health Care Issues	60
MA109	Medical Office Procedures**/*	90
MA112	Medical Terminology*	90
MA113	Anatomy & Physiology*	90
MA114	Therapeutic Communications	30
MA120	CPR/First Aid	30
MA129	Principles of Pharmacology**	60
MDG141	Computerized Medical Office**	60
MDG053	Diagnostic Coding**	60
MDG054	Procedural Coding**	60
ME107	Medical Insurance & Billing	60
Total Instructional Hours		990

*Course Prerequisite **

*Course has Prerequisite Requirements ***

****The 990 hour medical office assistant program is scheduled to begin enrollment July 2016**.**

NETWORKING AND TECHNICAL SUPPORT SPECIALIST

Diploma Program
960 Clock Hours
Day Division

The Networking and Technical Support Specialist program provides the knowledge needed to support end-users and programmers in business environments. Students will gain significant hands-on experience operating computers and peripherals. A student who successfully completes the necessary skills to become employed as a Technical Support Specialist, Network Support Specialist, Applications Support Specialist, Internet Support Specialist, Computer Operator, Computer Repair Technician, or Web Page Development Specialist.

The program will also help prepare students for the following certification exams: Microsoft Certified Professional (MCP), Microsoft Office Specialist (MOS), INET or Webmaster Fundamentals, CompTIA A+, CompTIA Networking+, Microsoft Product Specialist, and Microsoft Windows User.

Course Number	Course Name	Clock Hours
NTS110	Computer Operating Systems*	150
NTS120	Software Applications	150
NTS130	Internet/Help Desk	150
NTS140	Hardware*	150
NTS150	Networking**	150
NTS155	Advanced Networking**	150
BU118	Career Development	60
Total Instructional Hours		960

*Course Prerequisite **

*Course has Prerequisite Requirements ***

NETWORKING AND TECHNICAL SUPPORT SPECIALIST

Diploma Program
900 Clock Hours
Evening Division

The Networking and Technical Support Specialist program provides the knowledge needed to support end-users and programmers in business environments. Students will gain significant hands-on experience operating computers and peripherals. A student who successfully completes the necessary skills to become employed as a Technical Support Specialist, Network Support Specialist, Applications Support Specialist, Internet Support Specialist, Computer Operator, Computer Repair Technician, or Web Page Development Specialist.

The program will also help prepare students for the following certification exams: Microsoft Certified Professional (MCP), Microsoft Office Specialist (MOS), INET or Webmaster Fundamentals, CompTIA A+, CompTIA Networking+, Microsoft Product Specialist, and Microsoft Windows User.

Course Number	Course Name	Clock Hours
NTS110	Computer Operating Systems*	150
NTS120	Software Applications	150
NTS130	Internet/Help Desk	150
NTS140	Hardware*	150
NTS150	Networking**	150
NTS155	Advanced Networking**	150
Total Instructional Hours		900

*Course Prerequisite **

*Course has Prerequisite Requirements ***

NURSING ASSISTANT

Diploma Program
125 Clock Hours
Day Division

The nursing assistant program prepares students to work in a variety of medical facilities. Coursework includes approved training in resident's rights, nursing and personal care, social services, special needs, and restorative services. Students will have both theory and hands-on training, as well as an externship at a nursing facility. This course is approved through New York State, but students are not eligible for Title IV funding.

Course Number	Course Name	Clock Hours
Unit 1	Basics of Being a RCHF Nurse Aide/Assistant*	25
Unit 2	Basic Nursing Skills**	11
Unit 3	Personal Care Skills**	41.5
Unit 4	Mental Health & Social Services Needs**	2.5
Unit 5	Care of Residents with Special Needs**	7
Unit 6	Basic Restorative Services**	8
Unit 7	Supervised clinical Experience**	30
Total Instructional Hours		125

*Course Prerequisite **

*Course has Prerequisite Requirements ***

****The 125 hour nursing assistant program is scheduled to begin enrollment Spring 2016**.**

COURSE DESCRIPTIONS

The courses of study offered at Ridley-Lowell Business & Technical Institute are arranged alphabetically in this section, and are generally designed for first-year students. Courses numbered below 100 are preparatory in nature; 100-level courses are usually designed for an introductory understanding of the subject; 200-level course are generally designed for and often restricted to second-year students.

AC101 ACCOUNTING I

60 Clock Hours

Prerequisite: None

This course is designed to introduce the student to fundamental accounting concepts, principles, terminology, and procedures through the demonstration and use of the accounting cycle. In addition, the student will demonstrate gained knowledge by using journals and ledgers in recording business transactions, preparing a worksheet and various financial statements, performing bank reconciliations to checking accounts, and explaining the purpose of and procedures followed in using a petty cash fund.

AC102 ACCOUNTING APPLICATIONS

30 Clock Hours

Prerequisite: MA109

This course teaches students how to use QuickBooks Accountant to help manage the financial activity of the company. This includes creating balance sheets, income statements, cash flow statements, and various report summaries. Setting up a company's accounting preferences is also covered.

BU101 BUSINESS MATH

60 Clock Hours

Prerequisite: None

This course offers students a review of basic mathematical concepts and leads to the application of these skills in the business world. Fractions, decimals, percentages, markups, and discounts are discussed.

BU109 BUSINESS ENGLISH

60 Clock Hours

Prerequisite: None

This course is designed to provide a thorough review of the basics of good grammatical structure in preparation for the writing of business letters and reports. The student will learn proper punctuation and commonly accepted rules of style and usage. In addition, students will develop their business vocabulary and spelling skills through the completion of regular proficiency spelling exams.

BU110 BUSINESS LETTER WRITING

60 Clock Hours

Prerequisite: BU109

This course will enable the student to compose several kinds of business letters after introductory coaching in composition and letter mechanics. Business correspondence will be examined for appearance, organization, and strategy. Specifically, the students will learn to write effective positive, neutral, negative, and persuasive letters.

BU111 BUSINESS SPEAKING

60 Clock Hours

Prerequisite: None

This course is designed to enable the student to give meaningful and professional oral presentations in the business world. The student will demonstrate speaking skills by engaging in oral presentations throughout the term.

BU118 CAREER DEVELOPMENT

60 Clock Hours

Prerequisite: None

This course will assist students in developing a better understanding of themselves as well as those with whom they interact. This increased awareness can and should improve personal, job, and career effectiveness. Students will explore various job-seeking practices including effective resume writing and interviewing skills.

CAP050 COMPUTER

FUNDAMENTALS

60 Clock Hours

Prerequisite: None

This course will begin with an introduction to the Windows operating system and Microsoft Office, to include saving and organizing files, screen resolution, moving, renaming, and deleting files, and help functions. Students will continue to learn and apply their knowledge in Microsoft Word applications such as inserting, formatting, graphics, and document properties through creation of various documents.

CAP100 WORD PROCESSING

FUNDAMENTALS

60 Clock Hours

Prerequisite: None

This introductory course provides students with the terminology and concepts that are essential to successful computer operation. Windows-based operations are demonstrated and then practiced. Students will be able to create, format, save, merge, and print documents such as letters, memos, and email messages. In addition, proper keyboarding skills are taught, reinforced, and practiced.

CAP110 TEXT EDITING

60 Clock Hours

Prerequisite: CAP100

Students in this course will build on their word processing skills to create professional-looking documents such as reports, letter, memos, and newsletters. Emphasis will be on effectively using Microsoft Word's writing and formatting tools, including borders, columns, tables, outlines, and graphics. Students will also increase their speed and accuracy through keyboarding drills.

COS101 PROFESSIONAL

REQUIREMENTS

24 Clock Hours

Prerequisite: None

Students will review the program curriculum and also learn about the New York State license requirements, career opportunities, and professional organizations

associated with the appearance enhancement industry.

COS102 SAFETY AND HEALTH

26 Clock Hours

Prerequisite: None

Students will learn the basic infection control principles and practices.

COS103 ANATOMY AND PHYSIOLOGY

15 Clock Hours

Prerequisite: None

Students will learn about cells, tissues, and organs in the body. They will learn about the different body systems, the basic principles of nutrition, and they will learn an overview of the bones and muscles of the head, arms, and feet.

COS104 HAIR ANALYSIS

10 Clock Hours

Prerequisite: COS101-103

Students will learn the structure of hair including all three phases of growth. They will learn about the hair texture, porosity, elasticity and growth.

COS105 HAIR AND SCALP DISORDERS AND DISEASES

10 Clock Hours

Prerequisite: COS104

Students will learn about the different types of hair disorders and diseases that they will come into contact with working in the cosmetology field. They will learn which ones that they are able to treat and the ones that they will need to refer to a physician.

COS106 CHEMISTRY AS APPLIED TO COSMETOLOGY

5 Clock Hours

Prerequisite: COS101, COS102, COS103

Students will learn about the property of matter, what the differences are between elements, compounds, and mixtures, and different chemical reactions with which they will be working. Students will learn about the pH Scale and the FDA regulations governing the hair care

products and product safety. Students will also be familiarized with MSDS sheets for each product they use.

COS107 SHAMPOOS, RINSES, CONDITIONERS AND TREATMENTS

30 Clock Hours

Prerequisite: COS105

Students will learn how to prepare a client for their initial consultation, how to drape a client, and perform a client analysis. They will learn how to shampoo and condition a client and choose the right products for each client. Students will learn how to apply a color rinse and a conditioning treatment. Students will learn how to perform scalp manipulations during a shampoo treatment.

COS108 HAIR CUTTING AND SHAPING

175 Clock Hours

Prerequisite: COS105

Students will learn the basic fundamentals, principles, and concepts of hair design. They will learn how to do a basic blunt haircut and layered haircut. They will learn how to perform a razor cut to thin out the hair as well as using thinning shears. They will perform a basic men's haircut using the clippers and edgers. Students will learn about the different women's hairstyles, men's hairstyles, and children's hairstyles. Students will learn how to trim a man's beard and mustache and the proper way to set up and prepare for each client.

COS109 HAIR STYLING

245 Clock Hours

Prerequisite: COS105

Students will learn how to perform finger waving, pin curling, skip waving, and roller styling. They will learn how to twist, wrap, weave, put in extensions, and lock and braid all hair types. They will learn how to perform a blowout hairstyle and how to use a curling iron and flat iron. The students will also learn about hair pieces.

COS110 CHEMICAL RESTRUCTURING

180 Clock Hours

Prerequisite: COS106

Students will learn the basic use of chemistry in the cosmetology field. They will learn about chemical reconstructing products and the client consultation for each. They will learn how to chemically alter the hair when doing a perm or a reverse perm.

COS111 HAIR COLORING AND LIGHTENING

180 Clock Hours

Prerequisite: COS105

Students will learn about color theory and the chemistry involved in mixing the color and developer together. They will learn what products can and cannot be mixed together. They will perform a client consultation for hair coloring, highlighting and special effects. They will also learn how to perform a color correction.

COS112 NAIL CARE AND PROCEDURES

40 Clock Hours

Prerequisite: COS101, COS102, COS103

The students will learn about the nail structure, how it grows and the diseases that are associated with nail disorders, and how to shape the nails and perform a basic manicure and pedicure. They will also learn the basic manipulations of the hand, arm, leg, and foot, along with all sanitation, disinfection, and safety requirements essential to nail and hand care services.

COS113 SKIN CARE AND PROCEDURES

60 Clock Hours

Prerequisite: COS101, COS102, COS103

The students will learn the structure and function of the skin. They will learn about the skin conditions and disorders that they can treat and ones they should refer to a physician. They will learn how to perform a skin analysis and consultation as well as prepare the room for each procedure. They will learn how to perform a basic

facial, wet and dry exfoliation, and the use of seaweed, salt, paraffin, mud, ampules, and creams. They will learn about temporary methods of removing hair through the use of wax, tweezing, and bleaching. The students will also learn about make-up application, through the use of color analysis and the morphology of the face. They will also learn about cosmetic products, their chemistry, and related composition.

EL100 INTRODUCTION TO ELECTRICITY

90 Clock Hours
Prerequisite: None

This course introduces students to the basic concepts of electrical theory. It focuses on general safety rules on the work site, atomic structure, electrical quantities, Ohm's Law, and static electricity. In addition, students become familiar with resistors, electrical measurements, and meters, tools of the trade, the symbols and schematics used in blueprints, and hand bending of conduit.

EL101 MATH FOR ELECTRICIANS

60 Clock Hours
Prerequisite: None

This course begins with a review of basic mathematical concepts including whole numbers, fractions, percent's, averages, and estimates. The remaining course focuses on the mathematics that electricians use on the job including powers, roots, measurements, ratios and proportions, formulas, trigonometry, and Ohm's Law.

EL102 ELECTRICITY ESSENTIALS

120 Clock Hours
Prerequisite: EL100-101

This course examines alternating current (AC) and students learn about basic electric circuits, including series, parallel, and combination circuits. This course continues to examine inductance in AC circuits, batteries, magnetic induction, and resistive-inductive series circuits. This course also introduces capacitors and capacitance in AC circuits and students learn about resistive-inductive parallel circuits, resistive-capacitive series circuits, resistive-capacitive parallel circuits, resistive-inductive-capacitive series circuits, and resistive-inductive-capacitive parallel circuits. Students

also increase their knowledge about direct current (DC), single-phase motors, and three-phase motors.

EL105 NATIONAL ELECTRICAL CODE (PROVISIONS)

30 Clock Hours
Prerequisite: EL100, EL102

This course introduces students to the fundamental provisions of the National Electrical Code (NEC), a set of nationally adopted rules to govern electrical installations and operations. Students become familiar with the terminology used by NEC. They learn about the regulations for boxes and enclosures, cables, and raceways, and conductors. Also covered are the general and specific provisions for one-family dwellings.

EL110 RESIDENTIAL WIRING

120 Clock Hours
Prerequisite: EL100, EL102

This course builds a foundation of knowledge about the wiring of a typical residence in accordance with the requirements set forth by the National Electrical Code. It focuses on important topics such as safety when working with electricity, electrical symbols, circuit layouts, types of luminaires, and wiring methods. Students apply basic wiring concepts to the wiring of a residence, room by room, circuit by circuit. The various lighting branch-circuits for all rooms in a residence are covered during this course, as well as laundry room circuits and outlets; special-purpose outlets, including water pumps, heaters, and cooking units; special-purpose outlet installation of dishwashers, disposals, electric heaters, and air conditioners; and service entrance equipment and over current protection.

EL111 COMMERCIAL WIRING

90 Clock Hours
Prerequisite: EL100, EL102

This course exposes students to the basics of commercial wiring. It focuses on the planning of a commercial installation. Topics included are commercial building plans and specifications, reading electrical drawings, load requirement conversions, branch circuits, and switches and receptacles. This course continues by covering motor and appliance circuits and feeders, and a commercial building's main electrical service, including working drawings, special circuits, panel board selection and installation, the electric service, and lamps and luminaires.

EL112 LOW VOLTAGE WIRING

60 Clock Hours

Prerequisite: EL100, EL102

In this course, students become familiar with low voltage systems. Topics covered include overcurrent, equipment, conductor protection, short-circuit calculations, and signaling systems. Students continue with this area of study including the wiring of low voltage electrical systems for audio, video, security, telephone, computer networking, and wireless. In addition, this course focuses on fire alarm systems and components, generators, and emergency power systems.

EL115 NATIONAL ELECTRICAL CODE (DWELLINGS)

30 Clock Hours

Prerequisite: EL100, EL102

This course addresses NEC code requirements according to the type of occupancy. Covered are load calculations and services and electrical equipment for one-family dwellings. Students also learn about the comprehensive, specific, and general provisions for multi-family dwellings and the standard load calculations for each unit.

EL120 INDUSTRIAL WIRING

120 Clock Hours

Prerequisite: EL100, EL102

This course introduces students to the basics of installing wiring systems in an industrial building. Students will become familiar with the symbols used in reading and understanding site plans, the components of a unit substation, and feeder bus systems. During this course, students will learn about the installation of various panel-boards, trolley busways, using wire tables, and determining conductor sizes. Students expand their knowledge with topics including motors and controllers, motor installation, power factor, ventilating, air conditioning, system protection, and lightning protection. Additional areas to be covered include site lighting, PLC's, fiber optics, hazardous locations, and harmonics.

EL121 MOTOR CONTROLS

60 Clock Hours

Prerequisite: EL100, EL102

In this course, students are introduced to motor control systems. Topics covered are basic control circuits, relays, and switches. Schematic diagrams are an integral part of the course as students use them to locate information about control systems and connect circuits. Students will expand on their knowledge of motor control systems through topics such as sensing devices, braking methods, types of motors, and variable speed drives.

EL122 CONDUCTORS AND WIRING DEVICES

90 Clock Hours

Prerequisite: EL100, EL102

This course focuses on conductors of electricity. Students learn how to select and install an appropriate conductor and to identify conductors based on color coding. Wiring devices are introduced, and students become familiar with wire sizes, how to use wire tables, and how to calculate wire resistance. This course continues the focus on conductors of electricity, wiring devices, and the NEC code requirements for one-family dwellings, services, and electrical equipment. Students apply their knowledge in 3-way switch, split receptacle, and low voltage wiring projects. Students become familiar with special purpose outlets for the bathroom, branch-circuits, and lighting branch-circuits for the workshop and garage. They also learn about NEC comprehensive, specific, and general provisions for multi-family dwellings. Students apply their knowledge in reading commercial building drawings.

EL125 NATIONAL ELECTRICAL CODE (COMMERCIAL)

30 Clock Hours

Prerequisite: EL100-102

Study of the National Electrical Code in this course focuses on commercial locations, including cooling systems, special occupancies, hazardous locations, health care, industrial locations, and special equipment. Students apply concepts and NEC code requirements to commercial building drawings and locations.

EL128 INTERNSHIP

120 Clock Hours

Prerequisite: EL100- EL125

This internship provides practical hands on work experience in an electrical setting. Students will be required to participate in a 120 hour internship at various facilities where they will work in an electrical capacity under the supervision of an electrical supervisor.

ES101 ORIENTATION

4 Clock Hours

Prerequisite: None

Students will learn about the history and career opportunities in the esthetics field. Important skills required in the profession will also be covered including time management, professional standards, conduct, and communication.

ES102 BACTERIOLOGY

8 Clock Hours

Prerequisite: None

The student will understand the federal and state regulatory bodies for safety and health, laws and rules, and the differences between them. An introduction to the principles of infection are also covered including infection control, bacteria, viruses, blood borne pathogens, fungi, parasites, and immunity.

ES103 SAFETY & HEALTH

18 Clock Hours

Prerequisite: None

The student will learn the principles of prevention including decontamination methods, disinfectant safety, and disinfecting tools and implements. This course will also cover proper care of work surfaces, supplies, types of cleaners, and hand washing. Students will gain knowledge in professional responsibility including how to handle emergencies, incidents, and application of first aid in accordance with OSHA standards.

ES104 ANATOMY, PHYSIOLOGY & NUTRITION

25 Clock Hours

Prerequisite: None

The student will begin to learn a detailed analysis of how the body systems work beginning with the cells, blood,

lymph, bones, muscles, and organs that connect our life system. The student will study nutrition and its ability to promote growth with nourishment as it assimilates through the digestive system, as well as how the food groups offer balanced diets to promote health in our body.

ES105 STRUCTURE AND FUNCTION OF THE SKIN

12 Clock Hours

Prerequisite: None

Encasing our internal structure, the outermost skin is also known as the integumentary system, which defends the body against microbial attack, regulates heat, and is constantly growing outward from within the body. In this course, students will observe and identify the Fitzpatrick scale, skin layers, skin disorders, and diseases of the skin. The student will also learn the esthetician's role to offer procedures that accelerate growth of the skin to aid in the prevention of the aging process and from environmental factors, as well as addressing the individual concerns of each client.

ES106 SUPERFLUOUS HAIR

24 Clock Hours

Prerequisite: ES101, ES102, ES103, ES104, ES105

The student will learn the phases of hair growth, how to apply soft and hard wax to remove hair, and also how to maintain the integrity of the skin for the client's comfort. The student will observe as the instructor demonstrates: tweezing and eyebrow shaping and full body waxes. The student will then apply these procedures.

ES107 CHEMISTRY

25 Clock Hours

Prerequisite: None

The student will learn the basic structure of chemistry and matter as related to esthetics. The instructor will discuss chemical reactions and solutions, elements, compounds, mixtures, and biochemistry, and the pH scale as relevant to the equilibrium of the skin.

ES108 CHEMISTRY APPLIED TO COSMETICS

21 Clock Hours

Prerequisite: ES107

The student will learn the precautions of variable skin conditions and how they react with specific products; how to define the classifications of specific ingredients from product contents; how to break down ingredients onto a material safety sheet template; how to differentiate cosmetic and cosmeceutical products in review of the pH; and the governing agencies and their policies.

ES109 ELECTRICITY AND MACHINES

40 Clock Hours
Prerequisite: None

The student will receive an overview of the basic knowledge of terms that produce electrical currents. The instructor will discuss the pH scale for product penetration by means of electrical application. The instructor will also demonstrate procedures and safety of the machines in relation to electricity and how the skin responds. The student will learn electricity with machines and how the skin reacts to electrical stimulation.

ES110 FACIAL TREATMENT

239 Clock Hours
Prerequisite: ES106

In this course, students will begin with the introduction to facial procedures. Students will learn to manage the face using the following techniques: effleurage, petrissage, friction, and tapotement. The student will also learn body mechanics, draping, product dispensing and applications. Students will perform client consultations, complete SOAP notes, and will perform basic facial treatments

ES111 BODY PROCEDURES

48 Clock Hours
Prerequisite: None

This course covers treatments and peels through advanced, laser, and light technologies. Practical application of spa body treatments include chemical exfoliation, body scrub, and body wrap or mask.

ES112 MAKE-UP TECHNIQUES

84 Clock Hours
Prerequisite: ES108

In this course, the instructor will teach about the history of make-up from ancient discoveries to the present trend applications. This course includes color theory for proper make-up and skin analysis. The student will learn to recognize the application of blending, highlighting, shading, and contouring of colors; to apply day, evening, and bridal make-up; concealing and camouflage techniques to minimize imperfections and enhance features; to perform the application of artificial eyelashes; to apply theatrical makeup techniques; to perform, operate, and maintain the use of the airbrush machines for makeup application and spray tanning. Students will also learn about products and comparison of ingredients and sanitation procedures.

ES113 BUSINESS PRACTICES

50 Clock Hours
Prerequisite: None

In this course, the student will develop the skills necessary for career planning, including licensure requirements, resume preparation, interviewing skills, the job search process, understanding the importance of a business plan, and how to maintain accurate records to comply with state, local, and federal government regulations.

ES114 JOB SKILLS

6 Clock Hours
Prerequisite: ES110, ES111, ES112

The student will develop the skills necessary for marketing and selling product and promoting services to develop and retain a client base.

ES115 INTRODUCTION TO PARAMEDICAL ESTHETICS

18 Clock Hours
Prerequisite: None

In this course, the student will review dermatological and cosmetic surgery procedures. This course will also cover patient referrals for procedures that do not fall into the scope of esthetic licensure; pre and post-operative procedures in the relationship with the esthetician and physician, and patient confidentiality and HIPPA regulations.

HVAC101 INTRODUCTION TO THERMODYNAMICS

160 Clock Hours
Prerequisite: None

This course is designed to present the student with the principles of energy and how it is applied to heat and refrigeration by teaching the effects of temperature and pressure on liquids and gases used to produce cooling and heating cycles in air conditioning. Students will be able to apply the proper procedures used in the fabrication of tubing assemblies to include cutting, bending, flaring, swaging, and soldering. Finally students will be able to check system efficiency.

HVAC102 INTRODUCTION TO ELECTRICITY AND CONTROLS

160 Clock Hours
Prerequisite: None

This course introduces students to the fundamentals of electricity as they apply to the HVAC/R industry. Topics include electrical theory, electrical installation and service for air conditioning units, gas heating, and heat pumps, electron theory of electricity, Ohm's Law Watt's Law, electrical components, wiring circuitry, and electrical safety. Upon completion of the course, students should be able to describe the electron theory of electricity, along with Ohm's and Watt's Laws, and describe how wiring circuitry is used in the HVAC/R industry.

HVAC201 COMMERCIAL REFRIGERATION SYSTEMS I

140 Clock Hours
Prerequisite: HVAC101, HVAC102

This course presents the various types of commercial air conditioning systems, their characteristics, and applications. The student is also exposed to the types and functions of air conditioning system components. Methods for troubleshooting and servicing of systems and controls are also presented, along with the techniques for maintaining efficiency levels in air conditioning systems.

HVAC202 DOMESTIC REFRIGERATION SYSTEMS

140 Clock Hours
Prerequisite: HVAC101

This course introduces students to the fundamentals of equipment used in residential domestic appliances (refrigerators, freezers and room air-conditioners). Topics include installation/service of residential domestic appliances, domestic appliance controls and circuitry, troubleshooting domestic appliances, repair of domestic appliances, and domestic appliance components.

HVAC301 HEATING SYSTEMS

Clock Hours 140
Prerequisite: HVAC101, HVAC102

This course introduces students to the fundamentals of residential heating. Topics include installation/service of residential heating equipment, heating and cooling controls and circuitry, troubleshooting heating equipment, repair of heating units, heat loss and heat gain principles, split systems, packaged systems, and heating components. Upon completion of the course, students should be able to describe heat loss and heat gain principles, and troubleshoot basic residential heating equipment.

HVAC302 RESIDENTIAL AC SYSTEMS

140 Clock Hours
Prerequisite: HVAC101, HVAC102

Students are introduced to air-sourced air conditioning systems. Emphasis is placed on the application, installation, electric controls and servicing of these systems.

HVAC401 COMMERCIAL REFRIGERATION SYSTEMS II

140 Clock Hours
Prerequisite: HVAC201

This course is designed to prepare technicians with the knowledge and skills necessary for the installation, troubleshooting, and repair of refrigeration equipment found in commercial environments. Students will be trained to assist in the start-up, preventive maintenance, service, repair, and installation of commercial

refrigeration equipment and systems.

HVAC402 ALL WEATHER SYSTEMS

140 Clock Hours

Prerequisite: HVAC101, HVAC102

This course is designed to introduce the student to the theory and relevant lab exercises reviewing the major components of the heat pump systems. Component parts include: condenser, compressor, accumulator, suction line, evaporator, metering devices, receivers, and condensate and liquid lines.

MA108 HEALTH CARE ISSUES

60 Clock Hours

Prerequisite: None

This course will introduce students to the legal and ethical standards of medical care in the United States. Students will learn specific legal and ethical principles in order to protect the patients, the physicians, and themselves in a healthcare environment. In addition, information about medical practice, medical care delivery, and medical facilities will be discussed.

MA109 MEDICAL OFFICE PROCEDURES

60 Clock Hours

Prerequisite: MA112

This course provides the student with the basis of administrative procedures provided in a medical office. Through a combination of theory and practical application, the student will become proficient in administrative skills, such as telephone techniques, patient scheduling, records management, letter writing, financial records and billing, as well as other methods of records management.

MA112 MEDICAL TERMINOLOGY

90 Clock Hours

Prerequisite: None

Students will learn the basic structure of medical terms. Suffixes, prefixes, root words, and the use of medical dictionaries will be emphasized. The techniques of word building and analyzing medical terms will be taught. Students will be able to analyze, spell, and define

anatomical, surgical, procedural, and diagnostic terms related to each body system. Medical abbreviations will be discussed and learned. Medical terminology pronunciation will be included.

MA113 ANATOMY & PHYSIOLOGY I

60 Clock Hours

Prerequisite: None

Students will become knowledgeable about the basic anatomy and physiology of the human body, including its structure and functions. The integumentary, muscular, skeletal, blood, lymphatic, cardiovascular, respiratory, digestive, nervous, sensory, urinary, endocrine, and reproductive systems will be taught.

MA114 ANATOMY & PHYSIOLOGY II

60 Clock Hours

Prerequisite: MA113

Students will become knowledgeable about the basic anatomy and physiology of the human body. Students will learn about the structure and functions of the human body. Students are expected to identify the structures and functions of each body system studied. Students will be able to state vocabulary words and their meaning for each body system studied.

MA115 PSYCHOLOGY/HUMAN RELATIONS/THERAPEUTIC COMMUNICATIONS

30 Clock Hours

Prerequisite: None

This course will introduce students to theories of psychology and interpersonal relationships. Communication skills, assessment of patients' needs and concerns, delivery of health care, and professionalism will be emphasized. The student will be able to describe and apply theories to case studies and role-playing scenarios in order to achieve skill in developing satisfactory interpersonal relationships with patients, colleagues, and employers.

MA116 CLINICAL PROCEDURES I

60 Clock Hours

Prerequisite: MA112, MA113

This first course in the medical office clinical procedures will introduce the student to basic concepts and techniques/procedures that are performed in the medical office. Concepts of asepsis, infection control, vital signs, and assisting with routine examinations are included in this course. OSHA regulations, universal/standard precautions, and the disease process are also discussed. The student will be expected to define, recognize, and explain specific terms and techniques associated with assisting the physician in the medical office. The student will also be required to demonstrate specific skills and techniques with proficiency.

MA117 CLINICAL PROCEDURES II

90 Clock Hours

Prerequisite: MA114, MA116

This course is a continuation of Clinical Procedures I in which the student will learn principles and techniques associated with specific medical procedures and specialty examinations. Administration of medications, office surgery, electrocardiography, and other diagnostic and procedural skills will explain specific terms and techniques associated with assisting in and performing these procedures. The student will also be required to demonstrate specific skills and techniques with proficiency.

MA118 LABORATORY PROCEDURES/CLINICAL III

90 Clock Hours

Prerequisite: MA114, MA116

This course will introduce the student to laboratory safety, equipment, quality assurance, and record keeping in the physician's office laboratory. The use of the microscope will be learned. Techniques of urinalysis collection, handling, and testing will be demonstrated and practiced by the student. Collection, handling, and testing of microbiological and hematological laboratory specimens will be discussed and demonstrated. Completion of lab requisitions and reporting of lab results will also be included. Patient preparation and testing procedures will be emphasized, with the student developing proficiency in all lab techniques.

MA119 ESSENTIALS OF PHARMACOLOGY

30 Clock Hours

Prerequisite: MA112

In this course, students will be introduced to the basic concepts of pharmacology and drug administration. Students will be expected to define and identify drug sources, types, actions, and routes. Legal issues concerning drugs and uses of drug reference materials will also be mastered. Students will be expected to define and identify classifications of drugs and specific drugs that are prescribed and administered to patients. The student will be able to describe the writing and reading of prescriptions.

MA120 CPR/FIRST AID

30 Clock Hours

Prerequisite: None

The student will understand and apply concepts of first aid and cardiopulmonary resuscitation. Emphasis will be placed on recognition of emergencies and decision-making skills so that correct action can be taken in a medical emergency.

MA121 SEMINAR FOR EXTERNSHIP

12 Clock Hours

Prerequisite: MA108-120, MA123, MA129, ME107

Students will take part in discussions regarding externship experiences, time and stress management techniques, problem solving and decision making strategies, and performance evaluation criteria.

MA122 EXTERNSHIP

168 Clock Hours

Prerequisite: MA108-120, MA123, MA129, ME107

The externship provides practical, hands-on work experience in a medical office setting. Students will participate in a 168-hour externship where they will work in both administrative and clinical capacities under the supervision of the medical office staff.

MA123 MEDICAL MATH

60 Clock Hours

Prerequisite: None

This course is designed to provide the students with the skills necessary to perform dosage calculations, including using the metric and apothecary systems of measurement, as well as becoming proficient in the use of fractions and decimals.

MA124 MEDICAL ASSISTANT REVIEW

30 Clock Hours

Prerequisite: MA108-120, MA123, MA129, ME107

This course is preparation for RMA & CMA exams, review of test-taking strategies, review of general medical assisting knowledge, review of administrative medical assisting knowledge, review of clinical medical assisting knowledge, and practice examinations.

MA129 PRINCIPLES OF PHARMACOLOGY

60 Clock Hours

Prerequisite: MA112

This course will introduce the basic concepts of pharmacology and drug administration. Definitions and identification of drug sources, types, actions, and routes will be covered. Consumer safety and legal regulations concerning drugs will be taught, as will the use of drug references and manuals. The preparation and administration of oral, topical, and parenteral medications will be discussed and demonstrated. Students will demonstrate proficiency in the calculation of dosages and proper documentation of medical administration. Specific medications and their classifications will be discussed in relation to their actions, side effects, and other essential information. Vitamins, herbs, skin ointments, anti-infective, anesthetics, and medications used for all body systems will be covered.

MDG051 THE HUMAN BODY

60 Clock Hours

Prerequisite: None

Students will become knowledgeable about the basic anatomy and physiology of the human body, including its structure and functions. The integumentary,

muscular, skeletal, blood, lymphatic, cardiovascular, respiratory, digestive, nervous, sensory, urinary, endocrine, and reproductive systems will be taught.

MDG053 DIAGNOSTIC CODING

60 Clock Hours

Prerequisite: MA112, MA113

In this course, students will learn the principles and guidelines of diagnostic coding. Students will also learn to efficiently and accurately use diagnostic coding reference materials. Given sample patients' case histories, students should be able to determine correct diagnostic codes and use them accurately according to the current rules and regulations for the purpose of medical billing claim submission and reporting to the insurance carriers.

MDG054 PROCEDURAL CODING

60 Clock Hours

Prerequisite: MA112, MA113

This course will cover the principles and guidelines of procedural coding. The students will also learn how to efficiently use the procedural coding reference materials. Given sample patients' case histories, students should be able to determine procedural codes and use them accurately according to the current rules and regulations for the purpose of medical billing claim submission and reporting to insurance carriers.

MDG055 MEDICAL INSURANCE

60 Clock Hours

Prerequisite: MA112, MDG051

This course will cover the basic principles, regulations, and guidelines of the insurance claim processing procedure. The students will learn how to complete and submit the insurance CMS-1500 claim form, and the appropriate follow-up procedures efficiently. Legal issues associated with insurance carriers and plans, scope of practices, and professional responsibilities will be reviewed and discussed, including handling both confidential and non-confidential information (HIPAA).

MDG141 COMPUTERIZED MEDICAL OFFICE

30 Clock Hours

Prerequisite: CAP100

This course is an introduction to Electronic Health Records built around the need for health care students to understand the entire medical office workflow process. Hypothetical scenarios using this fully integrated electronic health record and practice management system, gives the student the opportunity to experience the entire workflow process. Through this course, students will cover every stage of a patient's encounter in the office. Students will be expected to use the software program to complete a patient database, schedule appointments, complete insurance claim forms, complete billing reports, financial records correctly and efficiently. Every step in the medical office workflow process is covered, including the clinical staff. The course gives students a step-by-step learning process that is sequential in nature. By the end of this course the student will be able to proficiently chart electronically and understand the basic skills of navigating an Electronic Health Record.

ME103 MEDICAL MACHINE TRANSCRIPTION

60 Clock Hours

Prerequisite: CAP100, MA112

This course is designed to enable the student to use word processing and transcription equipment in a medical setting. The student will be able to format office notes, consultation letters/reports, operative reports, discharge summaries, and radiology reports. The student will be able to apply rules for capitalization, punctuation, numbers, abbreviations, and symbols. Use of correct medical terminology and abbreviations will enable students to achieve objectives. Further practical experience will be gained utilizing patient registration and scheduling software to manage patient appointments.

ME107 MEDICAL INSURANCE AND CODING

60 Clock Hours

Prerequisite: MA112

This course will cover the basic principles, regulations, and guidelines of the insurance claim processing

procedure. The students will learn how to complete and submit the insurance CMS-1500 claim form and perform the appropriate follow-up procedures efficiently. Legal issues associated with insurance carriers and plans, scope of practices, and professional responsibilities will be reviewed and discussed, including handling both confidential and non-confidential information (HIPAA). The student will be responsible for knowing the rules and regulations of proper and accurate coding to the highest level of specificity; this will be reinforced through practice from real case scenarios. Given sample patients' case histories, students should be able to determine accurate diagnostic and procedural (including CPT-4, HCPCS, and ICD-9-CM) codes, according to the current rules for the purpose of medical billing/insurance claim submission and reporting to the various insurance carriers.

NTS110 COMPUTER OPERATING SYSTEMS

150 Clock Hours

Prerequisite: None

The course is designed to be a complete step-by-step approach for learning the fundamentals of supporting and troubleshooting computer hardware and software. Students will be given detailed information on various Windows operating systems, and will understand the differences between each. This course is one of a series that will prepare students in CompTia A+ exam objectives.

NTS120 SOFTWARE APPLICATIONS

150 Clock Hours

Prerequisite: None

Students will gain knowledge and hands on experience in applications used in an office environment. The course will deal specifically with the Microsoft Office applications Word, Excel, Power Point, Access and integrating applications with the Internet. Students will learn and practice the use of keyboard shortcuts, menus, formulas, functions, hyperlinks, and queries along with the useful features of Help assistant.

NTS130 INTERNET/HELP DESK

150 Clock Hours

Prerequisite: None

This course provides students with a comprehensive understanding of the helpdesk environment and the knowledge, skills, and abilities needed to work in the user support industry. Students will apply his or her knowledge to further develop their ideas, problem-solving skills, and communication skills. Additionally, students will begin developing a basic web page using HTML and then move onto developing a basic web site, creating web page forms, working with cascading style sheets, and using multimedia on the Web. Students continue with gaining an understanding of XHTML, JavaScript, explore working with forms and regular expressions, working with event models, and create an XML document.

NTS140 HARDWARE

150 Clock Hours

Prerequisite: None

This course will teach the student how to assemble a computer, as well as how to perform system testing procedures. The course is designed to teach the concepts behind the hardware associated with computer construction and the various peripherals involved in computer usage, including multimedia components. Topics covered include motherboards, CPU's, RAM, peripherals, storage devices, and various multimedia devices including CD-ROM's and DVD-ROM's. This course is one of a series that will prepare students in CompTia A+ exam objectives

NTS150 NETWORKING

150 Clock Hours

Prerequisite: NTS110, NTS140

This course covers concepts of System and Network Administration using Microsoft Windows Server OS. Topics include an overview of Server hardware, installing, managing and maintaining the Server environment. The course will cover network management, security, disaster recovery, and related concepts. The student will be able to connect to a domain, add users, file sharing, map network drive connections, and how to control access to network resources. In addition, topics such as hardware failures, providing network availability, backups, and printing are discussed.

NTS155 ADVANCED

NETWORKING

150 Clock Hours

Prerequisite: NTS150

Student will be able to set project outlines, install, manage and maintain network infrastructures consisting of server room management, basic understanding of backbone infrastructures, concepts and theories pertaining to TCP/IP structure, OSI model, DHCP, DNS, WINS, and installation of network hardware such as routers

SE121 RECORDS MANAGEMENT

60 Clock Hours

Prerequisite: None

This course is a practical course in methods of business filing which includes alphabetical card filing, alphabetical correspondence filing, subject correspondence filing, filing systems and equipment, and exposure to numeric and geographic filing. Students will become proficient in indexing personal, business, and government names through the use of cross referencing and guidelines established by ARMA (Association of Records Managers and Administrators, Inc.).

UNIT I: BASICS OF BEING A RCHF NURSE AIDE/ASSISTANT

25 Clock Hours

Prerequisite: None

This course covers communication and interpersonal skills among caretakers and coworkers. Students will also learn about infection control and safety and emergency procedures (including Heimlich maneuver). Residents' rights are also taught, including promoting independence, privacy and confidentiality, care for possessions, and avoiding the need for restraint. This course must be taught and completed in its entirety before students can progress on to other courses. Course is taught using both skills and theory.

UNIT II: BASIC NURSING SKILLS

11 Clock Hours

Prerequisite: Unit I

This course teaches students how to take and record vital signs, measure height and weight, and care for a resident's environment. Students also learn how to recognize abnormal changes in body functioning and the importance of reporting such changes to a supervisor. Pain management is also covered, as well as care of a dying resident. Course is taught using both skills and theory.

UNIT III: PERSONAL CARE

SKILLS

41.5 Clock Hours

Prerequisite: Unit I

Core concepts focus on bathing, grooming, dressing, toileting, assisting with eating and hydration, proper feeding techniques, and skin care. Students also learn about transferring, positioning, and turning residents, ambulation, and sleep and rest needs. Course is taught using both skills and theory.

UNIT IV: MENTAL HEALTH & SOCIAL SERVICE NEEDS

2.5 Clock Hours

Prerequisite: Unit I

This course covers developmental tasks that occur with the aging process. Students learn how to respond and modify residents' behavior as well as their own to accommodate varying situations, reinforcing positive behavior while respecting residents' dignity. Emotional support of family is also covered. This is an all-theory course.

UNIT V: CARE OF RESIDENT'S WITH SPECIAL NEEDS

25 Clock Hours

Prerequisite: Unit I

This course teaches students how to deal with cognitively impaired residents including techniques for addressing the needs and behaviors of those with dementia, Alzheimer's, and cognitively impaired residents. This includes communication, identifying behaviors and causes, appropriate response, reducing effects, and other special care for other medical conditions. This course is all theory.

UNIT VI: BASIC RESTORATIVE SERVICES

8 Clock Hours

Prerequisite: Unit I

This course covers training the resident in self-care, including the use of assistive devices in transferring, ambulating, eating, and dressing. Also covered is maintenance of range of motion, proper positioning and turning in bed and chairs, and care and use of prosthetic and orthodontic devices. Course is taught using both skills and theory.

UNIT VII: SUPERVISED CLINICAL EXPERIENCE

30 Clock Hours

Prerequisite: Unit I, II, & III

Students practice skills learned in classroom/lab in a clinical setting under the supervision of a registered nurse instructor. Students will demonstrate skills previously taught in class in a manner which is safe for residents during their clinical at a residential health care facility.
