



Ridley-Lowell

Business & Technical Institute

186 Providence Street

West Warwick, RI 02893

www.ridley.edu

2015-2016

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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

ACCREDITATIONS & APPROVALS



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/>.



Ridley-Lowell Business & Technical Institute is approved as a Private Occupations School by the State of Rhode Island and Providence Plantations by the Board of Governors for Higher Education. For more information please visit their web site at <http://www.ribghe.org/>

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

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 Massage Therapy Association
- ◆ American Medical Technologists
- ◆ Association of Private Sector Colleges and Universities
- ◆ National Association of Legal Assistants
- ◆ National Center for Competency Testing
- ◆ National Certification Board for Therapeutic Massage & Bodywork

ADMINISTRATION

Carol Cournoyer.....School Director
B.A.....College of St. Benedict
Diploma.....Galen Institute
Massage Therapist License.....State of Connecticut
Certified Postsecondary Instructor.....NCCT

Tara-Lyn Houle.....Campus Director
B.S.....Salve Regina University

Patricia Simonin.....Admissions Director
B.S.....Johnson & Wales University

Meghan Rydzik.....Director of Financial Aid
M.S.....University of Bridgeport
B.S.....University of Connecticut

Maria Lachapelle...Senior Financial Aid Representative
B.S.....Johnson & Wales University

Christine Lima.....Registrar
A.S.....Community College of Rhode Island

Hina Shafique.....Accounting Services Coordinator
B.S.....Rhode Island College

INTRODUCTION

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 school director to determine if there is any change from the information on the school's teaching personnel and courses/curricula offered.

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 in southeastern Connecticut is conveniently located at 470 Bank Street in New London. This 16,641 square foot location includes 10 administrative offices, 18 classrooms, 2 medical labs, an electrical lab, and a massage clinic. An elevator is located in the building with access to the second floor. Contact information for the New London Campus (860)443-7441 and Fax (860)442-3096

A branch campus serving Rhode Island is located at 186 Providence Street in West Warwick, Rhode Island. This 17,300 square foot branch launched in 2014, providing an additional 6 administrative offices, 14 classrooms, 2 medical labs, a dental lab, and a massage clinic.

A branch campus serving the southwestern part of the state is located at 44 Shelter Rock Road, in Danbury, Connecticut. This 16,500 square foot branch campus launched in 2010, providing an additional 6 administrative offices, 8 classrooms, 2 medical labs, an electrical lab, and a massage clinic. Contact information for the Danbury Campus is Tel (203)797-0551 and Fax (203) 797-0552.

All classrooms at the school are designed to provide exceptional instruction in today's technologies. Equipment and inventory is 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.

Handicap parking spaces are available at each location, and every effort is made to accommodate handicapped students.

ADMISSIONS

ADMISSIONS REQUIREMENTS

Candidates are required to file a formal application, attend a personal interview to determine the program that is best suited for their career goals, be at least 17 years of age, and have received a valid high school diploma, GED or its equivalency prior to being accepted into a full-time program leading to a certificate or diploma. A high school diploma, GED, or its equivalency is not required of students enrolled in indirect courses and not pursuing formal application.

Additionally, all prospective non-English speaking students will be required to pass a language skills assessment with a 75% or higher for admission to the School. All applicants must also satisfy the State of Rhode Island Immunization policy. Dental Assistant and Medical Assistant applicants must submit complete physical records prior to the start of clinical classes. Please see additional programmatic admissions criteria for these programs, listed after the Program Description in this catalog.

APPLICATION PROCESS

At the time of formal application submittal, candidates must remit a nonrefundable \$30 payment towards the application fee for certificate and diploma programs, and a nonrefundable \$50 application fee payment for part-time courses, to Ridley-Lowell Business & Technical Institute, 186 Providence Street, West Warwick, RI 02893. The school reserves the right to limit registration for courses and to discontinue courses for which there is insufficient enrollment.

TUITION AND FEES

A detailed schedule of tuition, fees, and textbook costs is included in this catalog addendum. Prices are subject to change. Payment of tuition is due on registration day. Each student should discuss payment arrangements with the school prior to the start of classes. The balance of all financial obligations with the school not covered by the financial aid programs in which the school participates will be the student's responsibility. All loans must be paid back, regardless of employment.

ORIENTATION

All students are required to attend orientation prior to the start of classes. Orientation is designed to help acquaint students with the school's policies, procedures, requirements, and student services. This is also an opportunity to meet other students, faculty, and staff.

REFUND POLICY

Tuition, fees, and charges retained by the school are calculated as follows:

- a. The application fee is non-refundable upon enrollment
- b. Books, supplies, and equipment are non-refundable once issued.
- c. Insurance, membership, license and exam fees are non-refundable once the charges are incurred.
- d. Tuition, lab, and activity fees are retained by the school for all attempted courses, except where a withdrawal "W" has occurred.

Course retakes due to failing grades will not be charged additional tuition; however, the cost of any additional or updated textbooks required will be billed to the student's account.

RETURN TO TITLE IV POLICY

A recipient of federal Title IV financial aid who withdraws or is dismissed from school during a payment period or period of enrollment in which the student began attendance will have the amount of federal financial aid funds the student did not earn calculated according to a federal formula. This calculation will be based on the student's last date of attendance (LDA), which is the withdrawal date.

Schools are required to determine the amount of federal financial assistance that must be returned based upon the percentage of the payment period completed prior to withdrawing. The amount of federal financial assistance earned is based on the number of days attended up to the withdrawal date divided by the number of days in the program's payment period. After a student has attended more than 60 percent of the payment period or period of enrollment, the student will have earned 100 percent.

Once the amount of federal financial aid that was not earned has been calculated, federal regulations require that the school return the federal financial aid in the following order:

1. Federal Direct Loans
 - a. Unsubsidized Federal Direct Stafford Loans
 - b. Subsidized Federal Direct Stafford Loans
 - c. Federal Parent PLUS loans received on behalf of the student.
2. Federal Pell Grants

If the amount of unearned Title IV financial aid disbursed exceeds the amount that is returned by the school, then the student (or parent, in the case of a Federal Parent PLUS loan) must return or repay, as appropriate, the remaining grant and loan funds. Loan funds are returned in accordance with the terms and conditions of the promissory note. If there are any grant funds to be returned by the student, the student is responsible for returning any overpayment that exceeds 50 percent of the amount of grant received. The student (or parent, if a Federal Parent PLUS loan) will be notified of the amount that must be returned or repaid, as appropriate.

If the student earned more federal financial aid funds than were received, the student (or parent in the case of a PLUS loan) may be eligible to receive a post-withdrawal disbursement. If the student or parent is eligible to receive a post-withdrawal disbursement of loan funds, the institution will ask for the student's or parent's (as applicable) permission to disburse the loan funds. The institution may automatically disburse the post-withdrawal disbursement of grant funds. All returns of unearned Title IV funds will be made within forty-five (45) days of the school's date of determination of the student's withdrawal.

STUDENT SERVICES

ADMINISTRATION

Ridley-Lowell Business & Technical located at 186 Providence Street, West Warwick, Rhode Island is open Monday thru Thursday 8:00 a.m. - 10:35 p.m., and Friday 8:00 a.m. - 4:00 p.m.

An “open-door” policy is maintained by all administrators to allow students easy access to all services including admissions, financial aid, career services, and records.

AVAILABILITY OF EQUIPMENT

All equipment is easily accessible to students outside of class hours. Students may come in before classes begin in the morning or any time during normal operating hours the room is available.

GRADUATION CEREMONIES

Formal graduation ceremonies are held annually and all graduates in good standing are invited to participate in the graduation ceremony. At this time, academic honors will be presented.

COURSE REFRESHERS

Graduated students are always welcomed back to refresh on previously completed coursework at no additional charge, except any required textbooks needed for the course. Grades will not be earned, as the purpose will solely be to stay current with updates in the field, and refreshers are not offered to regularly enrolled students. The opportunity to refresh will be based on program, course, and seat availability, after regularly enrolled students are scheduled.

TUTORING SERVICES

Tutoring services are available without charge to current students that are seeking additional assistance with their coursework. The Dean’s Office will coordinate requests for tutoring assistance with available faculty, staff, and

student peers to establish convenient meeting times and locations, organize tutoring materials, and to facilitate peer-to-peer, group study, or one-to-one instructor led tutoring

ADVISING

Advising is available to students requesting assistance with social, educational, or vocational concerns through the administration at Ridley-Lowell Business & Technical Institute. Please see Academic Policies section of this catalog for further information on academic advisement. Students are also referred to various agencies and community resources for counseling.

TEXTBOOKS

Textbooks are distributed by instructors on the first day of the module during class to avoid waiting in line at the bookstore. In the event that books are lost or stolen, replacement texts may be purchased from the school.

TRANSCRIPT SERVICE

All academic transcript requests must be in writing and addressed to Ridley-Lowell Business & Technical Institute, Registrar’s Office, 186 Providence Street, West Warwick, RI 02893 or completed on the website at www.ridley.edu. Transcripts will not be released without written permission of the student/graduate, and/or if the student/graduate has an outstanding balance due to the school. There is a \$5.00 fee per transcript request

HOUSING

Although there are no dormitories at Ridley-Lowell Business & Technical Institute, housing is available in the general vicinity. Community resources can be provided for those in need of that information.

PERSONAL PROPERTY

A lost and found is maintained in the main office; however, the school cannot assume liability for the loss/theft of personal property on school premises, which is the responsibility of the owner of said property.

CAREER SERVICES

Our Student Services Office maintains an employment service for all graduates without additional charge, regardless of the year of graduation. It is understood that while employment assistance may be provided, the school cannot promise or guarantee employment to any graduate.

The Student Services Office organizes certification activities and professional development workshops, which are designed to help students and graduates, achieve their career goals. Services also include assistance with job-seeking techniques such as resume writing, interview skills, and labor market information.

Ridley-Lowell is aware of its responsibility to prospective employers for recommending the qualified candidates. While opportunities depend on the student's ability, the geographic location of employers, and the student/graduate interview with the company, rewarding and challenging careers await qualified applicants.

Any criminal conviction may affect your ability to take state or national certification and licensing exams in your chosen field of study. Any conviction may also impact your placement status/ability.

PARKING

Student parking is available in designated areas on the premises.

A limited number of handicapped spaces are available in the school lot to students who present a medical recommendation from their physician to the School Director.

Ridley-Lowell Business & Technical Institute will not be responsible for any parking violations & fees issued to students for failure to follow parking procedures. Please see the student handbook for the parking map.

HANDICAPPED SERVICES

An elevator is located in the building with access to the lower level where classes are held. Handicap parking spaces are also available. Every effort is made to accommodate students with disability.

EMERGENCY CONTACT POLICY

Students will be given messages during class only in the case of an emergency. All other phone messages will be given to students during their break time(s).

HEALTH SERVICES

Ridley-Lowell Business and Technical Institute does not offer health care services. Local services from health care professionals are available at: Kent County Hospital 401-737-7000, Rhode Island Hospital 401-444-4000, and Westerly Hospital 401-596-6000.

SCHOOL POLICIES

ATTENDANCE REGULATIONS

Ridley-Lowell tracks daily attendance as required by ACICS. Students are expected to attend all classes, and are responsible for work missed during any absence from class. Students should notify their instructors as soon as possible of any anticipated absences. Absences are considered excessive when a student has missed more than 20% of a course (excused/unexcused), and can result in the student's being removed from or failing the course.

Financial Aid Recipients: If receiving financial aid, failure to maintain school standards on attendance can lead to grant or loan disbursements being cancelled for the student. If the student's grant or loan disbursement is cancelled, you still have a financial obligation to the school.

TARDINESS OR EARLY LEAVE

Coming late to class or leaving early habitually can be disruptive to the instructor, as well as classmates. The instructor has the right to mark a student absent for a class if the student enters a class more than 10 minutes late or leaves more than 10 minutes early.

MAKE UP ATTENDANCE

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 work and its impact on grading policies.

ATTENDANCE PROBATION

At any time, a student who is in danger of exceeding guidelines for attendance may be placed on attendance probation. Continued problems in the following modules may result in dismissal at the discretion of the School Director.

LEAVE OF ABSENCE

A leave of absence 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. A leave of absence is not required if a student is not in attendance only for an institutionally scheduled break. A leave of absence must also meet certain conditions to be counted as a temporary interruption in a student's education, instead of being counted as a withdrawal requiring a school to perform a Return calculation. These conditions are as follows:

1. Students must apply in advance for a leave of absence unless unforeseen circumstances prevent the student from doing so.
2. All requests for leaves of absence be submitted in writing, be signed, dated, and include the reason for the student's request.
3. There must be a reasonable expectation that the student will return from the leave of absence.
4. The School Director or Dean of Education must approve the student's request for a leave of absence.
5. The leave of absence, together with any additional leaves of absence, must not exceed a total of 180 days in any 12-month period.
6. Students may take up to two (2) leave of absences during their period of enrollment, including extensions, which count as an additional leave of absence period.

A student who is granted a leave of absence is considered to remain in an in-school status for Title IV loan repayment purposes. If a student on a leave of absence fails to return, the school must report to the loan holder the student's change in enrollment status as of the withdrawal date, though the institution will not assess the student any additional institutional charges while on a leave of absence. One possible consequence of not returning from a leave of absence is that a student's grace period for a Title IV program loan might be exhausted.

WITHDRAWAL FROM SCHOOL

All withdrawals should be done formally with the School Director or Dean of Education. A withdrawal form is completed noting the date of withdrawal and last official date of attendance. 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. Additionally, when a student fails to contact the school within fourteen (14) days from the last date attended, they will be withdrawn from the school, and must make arrangements to reapply for admission.

INVOLUNTARY SUSPENSION OR DISMISSAL POLICY

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 school catalog.

REINSTATEMENT

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

A dismissed student may be reinstated, at the discretion of the School Director. The student will re-enter on probationary status until the next evaluation date. The student may be required to complete remedial work before being re-admitted as a regular student.

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 request, the school must provide him or her with a copy of the records disclosed, and if the parent of a student who is not an eligible student so request, 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, D.C. 20202-8520

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 School 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, or any conviction that occurs while enrolled/employed at Ridley-Lowell Business & Technical Institute. A student's charges incurred per the enrollment agreement will not be refunded due to involuntary dismissal.

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 (ED). Please contact Tara-Lyn Houle, School Director, Ridley-Lowell Business & Technical Institute, 186 Providence Street, West Warwick, RI 02893, the designated employee responsible for coordination of compliance with all aspects of Section 504.

HARASSMENT POLICY

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, words, jokes, or comments based on any legally protected characteristic will not be tolerated.

Sexual harassment for the purpose of this policy is defined as any unwelcome sexual advance, request for sexual favors, and any conduct of a sexual nature when (a) submission to such conduct is made, either overt or subtle, a term or condition of an individual's enrollment/employment, or a factor in an individual's grade/evaluation, and/or (b) submission to or rejection of such conduct is used as the basis for enrollment/employment decisions, or unreasonable interfering with an individual's work performance,

and/or, (c) such behavior creates an intimidating, hostile, or offensive learning/work environment.

Any violation of the actions described in the preceding paragraph should be reported immediately to the School Director, and if unavailable or inappropriate to contact that person, 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. Any exceptions to the policies described will be fully documented and made available for audit by any authorized agencies.

In addition to this policy, the student consumer information packet contains drug and alcohol prevention program documentation on the legal sanctions, health risks, and local programs associated with drug and alcohol abuse.

GRIEVANCE POLICY

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

To file a formal complaint concerning an academic, administrative, any unlawful harassment, discrimination, or discrimination on the basis of disability, you must file a written statement with the School Director within five (5) days of the occurrence. A prompt and equitable resolution will be afforded to the complainant, and the School 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 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:

- a) 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 School Director, not directly involved in the alleged problem.
- b) 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.
- c) 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.
- d) 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 Rhode Island Office of the Postsecondary Commissioner/Academic Policy and Planning, 560 Jefferson Boulevard Suite 100, Warwick, RI 02886 ;Tel (401)456-6000; ribghe@ribghe.org

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:

- a) Within five (5) days of the filing of the appeal, it will be reviewed by the same panel that reviewed the complaint.
- b) The panel will determine if the complaint response was consistent with school policy.
- c) 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 2000; the Rhode Island Board of Governors for Higher Education RI 80 Washington Street, Suite 524 Providence, Rhode Island 02903; Tel (401)456-6000; ribghe@ribghe.org

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. Below is a list of what is not considered appropriate for school. Students not abiding by this policy will be asked to leave the premises until properly attired. Students will be responsible for all missed classes, assignments, work time and labs.

- strapless tops;
- tank tops;
- shorts higher than finger tips;
- sleepwear;
- bathing suits;
- flip-flops/slippers;
- head coverings including hoods and hats;
- jeans/pants with holes or sitting below the waist;
- any clothing that exposes the chest/stomach/backside

For faculty and students in the Allied Health and Dental Programs, wearing scrubs or a lab coat and closed toe shoes, in the clinical room is mandatory at all times.

ELECTRONIC USAGE POLICY

Use of the computers is a privilege provided for academic and professional use 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 as well any accessed or 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: (a) sending or displaying offensive messages or pictures, (b) using obscene language, (c) harassing, insulting, or attacking others (d) damaging computers, computer systems, or computer networks, (e) violating copyright laws, (f) using another's account or password, (g) trespassing in folders, work, or files of others, (h) employing the network for commercial purposes, (i) downloading files without permission from instructor/administrator, and/or (j) 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 a 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 Web site 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 School Director.

ACADEMIC POLICIES

GRADE POINT AVERAGE

A grade point average (GPA) is determined by dividing the total quality points for the module by the total attempted credits/clock hours for the module. The cumulative grade point average is the total quality points earned in the program divided by the total attempted credits/clock hours in the program.

GRADING SYSTEM

Numerical	Points	Letter
96 or higher	4.00	A
90 – 95	3.70	A-
87 – 89	3.30	B+
84 – 86	3.00	B
80 – 83	2.70	B-
77 – 79	2.30	C+
74 – 76	2.00	C
70 – 73	1.70	C-
67 – 69	1.30	D+
64 – 66	1.00	D
60 – 63	0.70	D-
59 and below	0.00	F
Withdrew Failing; Discontinuance Status	0.00	WF

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 (see catalog pg. 17)
- W Withdrawn (see catalog pg. 17)
- TR Transfer Credit (see catalog pg. 17)

ACADEMIC CREDIT

One academic quarter credit hour for our diploma programs is defined as: 10 hours of lecture instruction; 20 hours of lab instruction; 30 hours of externship experience; or any combination thereof.

A clock (or contact) hour for our certificate programs is defined as: a minimum of 50 minutes of instruction.

For each 30 hour course, students must complete a minimum of 7.5 hours of out-of-class learning activities to receive full academic credit. Out-of-class hours spent on assignments contribute to the objective of the program and the expected learning outcomes of the course. Examples of out-of-class learning activities are reading and writing assignments, projects, clearly defined papers or reports, practice or practical application of theory, and other learning experiences. All course syllabi, excluding externship, outline a minimum 7.5 hours of out-of-class assignments, and are evaluated for academic credit according to the grade weight percentage listed.

ACADEMIC PROGRESS

All students must achieve a 2.0 cumulative grade point average in order to graduate. The School 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 School 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 School Director, who will determine if the student's work can be successfully resumed.

STANDARDS OF SATISFACTORY PROGRESS

Require Evaluation Point	Min. Cumulative Grade Point Average	Min. Successful Completion % of Attempted Hours
25% of program length	1.25	55%
50% of program length	1.5	60%
100% of program length	2.0	67%

Completion % of Eva

PROGRAM LENGTH

Program length is defined as the number of credit/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 credit/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 5 days of the end of the course. Further extension may be allowed at the School Director’s or Dean of Education’s discretion. Failure to complete the missed work required within the allotted time will result in a grade of “59” being recorded for the incomplete material.

WITHDRAWAL FROM A COURSE

To withdraw from a course, written administrative permission must be obtained. A non-punitive grade of “W” will be given if the student withdraws within the first 10 calendar days of a module. If the student withdraws after the first 10 calendar days of a module, the student will receive a grade of “WF” in the class, which will be counted in the grade point average as a failing grade. All courses are essential to program completion; students must retake withdrawn/failed courses. Withdrawal from a course may also affect financial aid recipients, and students should confirm with the Financial Aid office if the change in course load

may affect financial awards. The school cannot guarantee a student’s graduation date when he/she withdraws from a course. These courses will be considered attempted courses if the student has incurred a financial obligation for the module and will affect the maximum time frame for completion.

TRANSFER CREDIT

Transfer credit (“TR”) for courses may be accepted at the discretion of the School 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 5 classes may be transferred at the discretion of the School 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 classes transferred.

Ridley-Lowell Business & Technical Institute does not guarantee the transferability of credits to any other institution.

FAILING GRADES

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

COURSE REPETITIONS

Students 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.

ACADEMIC PROBATION

A student that does not meet the minimum standards of academic progress, as per the chart on page 28 of this catalog, may be placed on academic probation for one module. The student is considered enrolled as a regular student during the probationary period. For probation to be lifted at the end of the module, the student is required to meet the minimum standards for the cumulative grade point average and minimum successful course completion rate that previously were evaluated. If the standards for satisfactory academic progress aren't 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 14.

EXTENDED ENROLLMENT STATUS

If a student is not eligible for continuing financial aid because of failure to meet the Standards of Satisfactory Progress, 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 certificate/diploma as the graduation requirements have not been met.

GRADE DISCREPANCIES

Any discrepancies in the final grades must be reported to the School Director and/or Dean of Education within 30 days.

COURSE CHANGES

Students must receive written permission from administration to add a course or change schedules. The additions or changes will be considered in the first 3 days of the module only.

SUBSTITUTION OF COURSES

Given the pace of change in technology, new course(s) 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 School 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 credit/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.

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.

An Instructor may recommend formal disciplinary action to the School 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.

Honor Roll Awards are also determined throughout a student's course of study for ongoing recognition of academic achievement. Student awards are recognized per term (2 modules per 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 an 85 for that term.

CERTIFICATES/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 certificate/diploma in his/her respective program.

ACADEMIC HONORS

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

President's List Honors

Cumulative grade point average of 3.75 – 4.00 and all grades an 85 or better.

Dean's List Honors

Cumulative grade point average of 3.50 – 3.74 and all grades an 85 or better.

Alpha Beta Kappa National Honor Society

To receive teacher nomination students should generally have all grades of 90, or higher, or rank in the top 10% of the graduation class. Recipients must attend the graduation ceremony to receive this prestigious award.

FINANCIAL AID

FINANCIAL AID

There are a variety of financial aid programs available to students who qualify. Each prospective student is encouraged to schedule a financial aid appointment to complete a FAFSA (Free Application for Federal Student Aid) and to discuss the most suitable financial aid package that fits their need.

Students are not entitled to receive financial aid if they are currently in default on any loan made under the Stafford Loan program, PLUS Loan program and/or owe a refund on a grant received under Title IV programs at any post-secondary institution.

All eligibility criteria, as determined by the FAFSA and review of the students National Student Loan Database System (NSLDS) history, must also be met. Other eligibility criteria include, but are not limited to, selective service registration for required males, and citizenship or eligible non-citizen status.

In order to maintain financial aid eligibility, a student must be enrolled at least half-time, maintain satisfactory academic progress, and an acceptable attendance record. A student is allowed financial aid during his or her academic/attendance probation period; however, if necessary improvements in both academics and attendance are not met, financial aid awards will be cancelled.

**Students enrolled in certificate programs are not eligible for financial aid.*

PELL GRANTS

A Federal Pell Grant, unlike a loan, does not have to be repaid. Pell Grants are available to those who qualify, and only to undergraduate students who have not earned a Bachelor's or a professional degree. Pell Grants are considered a foundation of federal financial aid to which aid from other federal and nonfederal sources might be added.

RHODE ISLAND STATE GRANT

This is a grant for Rhode Island residents who are pursuing higher education. The Rhode Island Higher Education Assistance Authority determines eligibility for this award. There is an application deadline of March 1. Funding is contingent upon state appropriations.

LOANS

The U.S. Department of Education administers the William D. Ford Federal Direct Loan Program, which consists of what are generally known as Stafford loans for students and PLUS loans for parents. For up-to-date information on interest rates, loan fees and the various repayment options, please visit www.studentaid.ed.gov. All loans must be paid back, regardless of employment, or program completion. Please see Refund Policy section of the catalog for treatment of loan funds when a student withdraws.

DISBURSEMENT OF FUNDS

Funds are disbursed directly to the school, based on the student's academic progress, and credited to their school account within 3 days. For each academic year a student attends they will receive two disbursements, the first after 30 days of attendance, and the second once they have completed half the credits and half the number of weeks in the academic year. Students enrolled in less than half an academic year will be credited in one disbursement only.

VERIFICATION POLICIES & PROCEDURES

Verification is a process the Financial Aid Office performs once your FAFSA has been received and reviewed by the school on select files. Additional information may be required by the student to submit to the Financial Aid Office within 30 days of notification for resolution for the following:

- A completed verification worksheet signed by the student (and parent if applicable)
- A copy of the U.S. tax transcript based on the year filed. Married students must provide a copy of their spouse's transcript if filed separately. Dependent students must provide a parent's tax transcript.
- Other documentation if necessary by the institution to resolve any issues with a FAFSA may also be requested to meet eligibility requirements;
 - Copy of your Social Security Card
 - Copy of your birth certificate or proof of U.S. citizenship

- Selective Service registration
- Copy of your Permanent Resident Card

The student will receive a letter of notification of the documents required to resolve FAFSA conflicts at which time; the student will be required to update their FAFSA to correct or the Financial Aid Advisor will correct using the Central Processing System in an effort to resolve.

Failure to meet the deadline will result in the loss of Title IV eligibility until the requirements are satisfied. Students will be issued a new award notification letter within 30 days should verification result in the change of grant and loan award amounts.

Should the school suspect that a student, employee, or other individual has misreported information or altered documentation to fraudulently obtain federal funds this will be reported to the Office of Inspector General.

PROGRAMS

DENTAL ASSISTANT

Diploma Program
57 Credits

Day Division Courses: 8:00 a.m. - 1:00 p.m., Monday-Friday
Evening Division of Courses: 5:45 p.m. - 9:35 p.m., Monday-Thursday

In the field, the Dental Assistant works directly with the Dentist as he/she performs clinical procedures on patients. The Dental Assistant Program is designed to provide the dental profession with educated and skilled chairside assistants. Students will gain knowledge in dental administrative procedures, anatomy, oral healthcare, chairside assisting, general and specialty procedures, materials, and radiography. Students will also become certified in BLS/AED CPR and become eligible to apply for the Radiation Health & Safety (RHS) and Infection Control (ICE) competency exams certified through the Dental Assisting National Board (DANB).

Course Number	Course Name	Credit
DAA101-102	Dental Administrative Assisting	4.5
DAO101-102	Dental Anatomy & Oral Health 1, 2	5.5
DEC101-102	Dental Chairside 1, 2	6
DEC103	Dental Chairside Lab	1.5
DEM101	Dental Materials	3
DEM102	Dental Materials Lab	1.5
DEP101-102	Dental Procedures 1, 2	6
DEP103	Dental Procedures Lab	1.5
DER101-102	Dental Radiology 1, 2	6
DER103	Dental Radiology Lab	1.5
DEX101	Dental Exam Review	3
DXT200	Dental Externship	10
CIP101-102	Information Processing Basic1, 2	3
DEV101-102	Career Development Tools	4
Total Credits		57

* Please reference course descriptions for individual courses credits

** *Additional Satisfactory Program Requirements listed in Dental Assistant Program Addendum*

Dental Assistant Program Addendum

Dental Assistant Admissions Policy

Students must be able to perform the following tasks necessary to provide safe patient care:

Strength: perform physical activities requiring ability to moving/positioning patients and equipment.

Dexterity: perform very fine, complex motor skills and manipulate very small objects.

Coordination: perform tasks which require significant hand-arm steadiness and eye-hand coordination, so as not to pose a risk to patients while handling sharp instruments.

Movement: Consistently perform mobility skills such as walking, standing, prolonged standing or sitting in an uncomfortable position; move quickly in an emergency and maneuver in small spaces.

Dental Assistant Academic Policy

Students must achieve a 75% or higher on all competency evaluations, as outlined in the course syllabi, to receive a passing grade for the course.

Dental Assistant Externship Policy

Externship opportunities are offered during day time hours. The student is expected to procure their individual site should they need hours beyond this scope.

Dental Assistant Program

Disclosure

Ridley-Lowell Business & Technical Institute's Dental Assisting program is not currently accredited by CODA, the Commission on Dental Accreditation.

- Students/Graduates are not eligible to apply for the General Chairside portion of the exam to obtain national certification as a Dental Assistant, without satisfying the alternate pathway as defined by DANB, the Dental Assisting National Board, including 3,500 hours of dental assistant work experience over a minimum period of 2 years.
- Students/Graduates are eligible to apply for the Infection Control (ICE) and Radiation Health & Safety (RHS) portions of the exam for competency certification through DANB. These portions are scheduled together and the cost for the combined exam is \$250, it is included in the total cost of the program at Ridley-Lowell Business & Technical Institute, and will not be refunded to a student once the application has been submitted by the student.
- Students are also required to obtain professional liability insurance. This is available with membership to the American Dental Assistant Association (ADAA). The cost for this membership is \$45, it is included in the total cost of the program at Ridley-Lowell Business & Technical Institute, and will not be refunded to a student once the application has been submitted by the student.

INFORMATION TECHNOLOGY

Diploma Program

71.5 Credits

Day Division Courses: 8:00 a.m. - 1:00 p.m., Monday-Friday
Evening Division of Courses: 5:45 p.m. - 10:35 p.m., Monday-Thursday

The Information Technology Program provides students with hands-on experience in computer hardware and maintenance; operating systems including Linux, Windows, and Apple; Microsoft Office applications; and HTML/XHTML language for web design. Students will also be prepared to support end users with customer service skills training and hardware and software troubleshooting experience. Lab work is continued with network and security concepts, and server network planning and building.

Course Number	Course Name	Credits
NTS101	Introduction To Computer Hardware & Math	2.5
NTS102-108	Operating Systems 1, 2, 3, 4, 5,6,7	12.5
NTS109-112	MS Office 1, 2, 3, 4	10.5
NTS113	Customer Service	4.5
NTS114-119	Hardware 1,2,3,4,5,6	2.5
DEV103	Career Development Tools 3	2
NTS120-124	Networking, 1, 2, 3, 4, 5	12.5
NTS125-129	Networking 1, 2, 3, 4, 5	12
Total Credits		71.5

* Please reference course descriptions for individual course credits

LEGAL ADMINISTRATIVE ASSISTANT

Diploma Program
66.5 Credits

Day Division Courses: 8:00 a.m. - 1:00 p.m., Monday-Friday
Evening Division of Courses: 5:45 p.m. - 9:35 p.m., Monday-Thursday

This program prepares students for a profession as a Legal Administrative Assistant or Paralegal. Students can prepare for the Certified Paralegal exam through the National Association of Legal Assistants with training in general law, the American legal system, communications, ethics, judgment and analytical ability, and legal analysis and writing. Practical training for administrative skills is also provided in several Microsoft office courses and a legal office simulation series, with integrated projects in document management, practice management databases, electronic/automated courtroom, financial operations, and litigation support methods. Students can also perform factual and legal computer-assisted research.

Course Number	Course Name	Credits
ENG101-104	English Communications 1, 2, 3, 4	8.5
BMA101-102	Practical Math Applications 1, 2	5
KEB101-102	Keyboarding Basic 1, 2	3
KEB201-202	Keyboarding Advanced 1, 2	3
KEL101-102, 201	Legal Office Simulation 1, 2, 3	6
CIP101-103	Information Processing Basic	4.5
CIP104	Information Processing Advanced	1.5
ACC101-102	Introduction to Accounting 1, 2	6
BLA100	The Paralegal Profession	3
BLA101-102	Business Law 1, 2	6
BLA103	Legal Research & Communications	2
BLA104	Litigation	3
BLA105	Criminal Law & Procedure	3
BLA106	Family Law, Planning & Probate	3
BLA107	Real Estate & Administrative Law	3
BLA108	Career Development Tools 1, 2	2
DEV101-102	Career Development Tools 1, 2	4
Total Credits		66.5

* Please reference course descriptions for individual course credits

MASSAGE THERAPY

Diploma Program
78.5 Credits

Day Division Courses: 8:00 a.m. - 1:00 p.m., Monday-Friday
Evening Division of Courses: 5:45 p.m. - 9:35 p.m., Monday-Thursday

Upon completion of this program, the student will qualify to apply for the licensing exam through the Federation of State Massage Therapy Boards (MBLEX). A passing score on the exam allows the student to apply for licensure as a Massage Therapist in Rhode Island. The applicant must also meet additional requirements set forth by the Rhode Island Department of Health. Ridley-Lowell prepares students with a strong knowledge of anatomy & physiology, pathology, kinesiology, therapeutic massage, spa services, sports and medical massage, and the legal and ethical issues of massage necessary to be proficient as a massage therapist.

Course Number	Course Name	Credits
MMT101-104	Medical Terminology 1, 2, 3, 4	12
MAP101-104	Anatomy & Physiology 1, 2, 3, 4	12
MTH001-002	Principles of Massage 1, 2	6
MTH101-104	Massage Therapy 1, 2, 3, 4	9
MTH105-108	Massage Therapy 5, 6, 7, 8	9
MTH109-111	Massage Therapy 9, 10, 11	6.75
MTH112	Massage Review	2.25
KNE101-103	Kinesiology 1, 2, 3	7.5
PTH101-103	Pathology 1, 2, 3	9
DEV103	Career Development Tools 3	2
DEV201	Career Development for Massage	3
Total Credits		78.5

* Please reference course descriptions for individual course credits

MEDICAL ADMINISTRATIVE ASSISTANT

Diploma Program
63 Credits

Day Division Courses: 8:00 a.m. - 1:00 p.m., Monday-Friday
Evening Division of Courses: 5:45 p.m. - 9:35 p.m., Monday-Thursday

This program prepares students for a profession in Medical Office Assisting including Medical Records Clerk, Medical Secretary, Unit Administrator, or Medical Transcriptionist. Students begin training with a base knowledge in English communications, mathematics, and keyboarding. Field specific areas of training focus on medical terminology, professional standards, office procedures, HIPPA, law and ethics, therapeutic communications, and insurance.

This program includes hands-on training in several Microsoft office programs and a medical office simulation series. Students begin with an understanding of computers in the medical office, including scheduling, patient records, and billing and collections. This program integrates projects in health care claims, medical coding, and electronic health records.

Course Number	Course Name	Credits
ENG101-417	English Communications 1, 2, 3, 4	8.5
BMA101-102	Practical Math Applications	5
KEB101-102	Keyboarding Basic 1, 2	3
KEB201-202	Keyboarding Advanced 1, 2	3
CIP101-103	Information Processing Basic 1, 2, 3	4.5
CIP104	Information Processing Advanced	1.5
DEV101-102	Career Development Tools 1, 2	4
MMT101-104	Medical Terminology 1, 2, 3, 4	12
MMA101-106	Medical Administrative 1, 2, 3, 4, 5, 6	13
MMA108	Medical Administrative Review	2.5
CMO101-102	Computerized Medical Office 1, 2	4
PHA101	Principals of Pharmacology	2
Total Credits		63

* Please reference course descriptions for individual course credits

MEDICAL ASSISTANT**

Diploma Program
86.3 Credits

Day Division Courses: 8:00 a.m. - 1:00 p.m., Monday-Friday
Evening Division of Courses: 5:45 p.m. - 9:35 p.m., Monday-Thursday

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 Registered Medical Assistant exam.

Course Number	Course Name	Credits
ENG101-102	English Communications 1, 2	4.5
BMA101	Practical Math Applications	2.5
BMA103	Medical Math	2.5
KEB101-102	Keyboarding Basic 1, 2	3
CIP101-102	Information Processing Basic 1, 2	3
DEV101-102	Career Development Tools 1, 2	4
MMT101-104	Medical Terminology 1, 2, 3, 4	12
MAP101-104	Anatomy & Physiology 1, 2, 3, 4,	12
MMA101-106	Medical Administrative 1, 2, 3, 4, 5, 6	13
MMA107	Medical Assistant Review	2.5
CMO101-102	Computerized Medical Office 1, 2	4
PHA101	Principals of Pharmacology	2
MCP100	MA Preclinical	2
MCP101-107	Clinical Procedures 1, 2, 3, 4, 5, 6, 7	14
EXT200	Medical Externship	5.3
Total Credits		86.3

* Please reference course descriptions for individual course credits

Medical Assistant Program Addendum

The Medical Assistant program at Ridley-Lowell Business & Technical Institute has additional academic criteria that must be met in order to remain enrolled in the program. This is in addition to the Satisfactory Academic Progress policy.

At the time of enrollment, Medical Assisting students sign this contract acknowledging the receipt of these academic policies as outlined below:

Upon completion of MMT101 and MAP101 courses, students are evaluated based on all of the following academic criteria:

MMT101 Final Grade of 75 or better, and
MAP101 Final Grade of 75 or better, and
Cumulative Grade Point Average of 2.5 or higher, and
Completed physical and immunization record on file

Students that do not satisfactorily meet the above criteria after the first attempt (retakes are not considered) will be withdrawn from the Medical Assistant program and offered alternative program enrollment. In this case, a review of transfer credits will be discussed with the student.

If a student wishes to be reconsidered for the Medical Assistant program, they may reapply only after successful completion of the alternate program with a cumulative Grade Point Average of 2.5 or higher.

Medical Assistant Externship Policy

Externship opportunities are offered during day time hours. The student is expected to procure their individual site should they need hours beyond this scope.

MEDICAL BILLING & CODING SPECIALIST

Diploma Program
72 Credits

Day Division Courses: 8:00 a.m. - 1:00 p.m., Monday-Friday
Evening Division of Courses: 5:45 p.m. - 9:35 p.m., Monday-Thursday

Those responsible for the filing and/or processing of health insurance claims require thorough instruction in all aspects of medical insurance, including plan options, payer requirements, state and federal regulations, abstracting of source documents, accurate completion of claims, coding of diagnoses and procedures/services, computer fundamentals, and electronic health records. Our students are eligible to apply for the AAPC, American Academy of Professional Coders, Certified Professional Coder (apprentice) exam, a nationally recognized certification. In preparation for this credential, our program delivers a curriculum for students to develop an understanding of anatomy, human disease, and terminology to prepare them for career-focused skills such as insurance theory and coding and billing procedures.

Course Number	Course Name	Credits
ENG101-102	English Communications 1, 2	4.5
BMA101-102	Practical Math Applications 1, 2	5
KEB101-102	Keyboarding Basic 1, 2	3
CIP101-102	Information Processing Basic 1, 2	3
DEV101-102	Career Development Tools 1, 2	4
MMT101-104	Medical Terminology 1, 2, 3, 4	12
MAP101-104	Anatomy & Physiology 1, 2, 3, 4	12
MMA102-103	Medical Administrative 2, 3	4
BNC101-105	Insurance Theory & Coding 1, 2, 3, 4, 5	14.5
BNC106	Hospital Billing	2
BNC107	Billing & Coding Review	2
CMO101-102	Computerized Medical Office 1, 2	4
PHA101	Principals of Pharmacology	2
Total Credits		72

* Please reference course descriptions for individual courses credits

** *Optional externship is highly recommended through the AAPC*

PROGRAMS CERTIFICATE

Electronic Health Records

Day Division Courses: 1:00 p.m. – 4:00 p.m., 3 days on campus, 2 on line
 Evening Division of Courses: 5:45 p.m. – 9:35 p.m., 2 nights on campus, 2 on line

This certificate program focuses on developing Electronic Health Record (EHR) skills used to perform routine clerical and administrative functions for the medical office environment, including standards of EHR systems, setup of EHR software, administrative functions; patient chart creation and maintenance; office visits; clinical tools; and templates. Other topics include test and procedure ordering and maintenance; e-prescribing; procedural and diagnostic coding; including database maintenance; messaging; letter and report creation; and the use of productivity center and utilities. This course is designed to provide each student with the necessary tools for successful preparation to become a certified Electronic Health Records Specialist (CEHRS).

Course Number	Course Name	Hours
EHR101	Electronic Health Records	60

**Please reference course descriptions for individual course hours*

**The Schools Transfer Credit Policy does not apply to the Certificate Program*

OFFICE ASSISTANT I

Certificate Program
 270 Clock Hours

Day Division Courses: 8:00 a.m. – 1:00 p.m., Monday-Friday
 Evening Division of Courses: 5:45 p.m. – 9:35 p.m., Monday-Thursday

This certificate program focuses on developing entry-level skills used to perform routine clerical and administrative functions for the office environment. Students will receive word processing and computer skills using Microsoft Word and Excel. In addition to the information processing courses, this offering includes basic math concepts and business communications. The business communications courses focus on the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar. Business law will also be introduced during this program.

Course Number	Course Name	Hours
ENG101-102	English Communications 1, 2	60
BMA101-102	Practical Math Applications 1, 2	60
KEB101-102	Keyboarding Basic 1, 2	60
CIP101-102	Information Processing Basic 1, 2	60
BLA101	Business Law 1	30
Total Hours		270

** Please reference course descriptions for individual course hours*

OFFICE ASSISTANT II

Certificate Program
270 Clock Hours

Day Division Courses: 8:00 a.m. - 1:00 p.m., Monday-Friday
Evening Division of Courses: 5:45 p.m. - 9:35 p.m., Monday-Thursday

This advanced certificate program focuses on skill enrichment for the student already possessing entry-level skills in an office environment. Students will receive a working knowledge in Microsoft PowerPoint, Outlook, Publisher, and advanced Word. In addition to the information processing courses, the student will build upon business essentials in proofreading and editing, oral communications, filing, transcription, accounting basics, and business law.

Program Prerequisite: Students enrolling in this program must have satisfactorily completed the Office Assistant I program or gain advanced placement through demonstrated competency (75% or higher assessment overall and per section score).

Course Number	Course Name	Hours
ENG103-104	English Communications 3, 4	60
ACC101-102	Introduction to Accounting	60
KEB201-202	Keyboarding Advanced 1, 2	60
CIP103	Information Processing Basic 3	30
CIP104	Information Processing Basic Advanced	30
BLA101	Business Law 1	30
Total Hours		270

* Please reference course descriptions for individual course hours

Phlebotomy

Certificate Program
120 Clock Hours (50 on campus/40 online)

Day Division Courses: 1:00 p.m. - 4:00 p.m., 3 days on campus, 2 on line
Evening Division of Courses: 5:45 p.m. - 9:35 p.m., 2 nights on campus, 2 on line

This course will prepare the student for the NCCT (National Center for Competency Testing) Phlebotomy Exam. The student will learn an overview and safety procedures within the phlebotomy practice. They will be provided with the latest safety guidelines; federal regulations; updates on equipment and supplies; hazard prevention techniques; competencies important in the workplace; strategies for the NCCT certification process; and communication skills for all ages. The student will also learn medical terminology, anatomy and physiology of cardiovascular and lymphatic systems.

Course Number	Course Name	Hours
PHB	Phlebotomy Technician	120

**Please reference course descriptions for individual course hours*

**The Schools Transfer Credit Policy does not apply to the Certificate Program*

Course Descriptions

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. Next to the number and title of each course description is the academic quarter credit granted for the course. All courses taken within a certificate program are awarded 30 clock hours per course.

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 to offer an advanced understanding of subject material.

ACC101 Introduction to Accounting 1 3

This course introduces the student to the basic principles of accounting, including topics such as analyzing business transactions, the general ledger, and adjustment, and the worksheet. This course includes, at a minimum, 7.5 hours of out-of-class work.

Prerequisite: None

ACC102 Introduction to Accounting 2 3

This course introduces the student to the basic principles of accounting, including topics such as closing entries, accounts payable/receivable, and cash management. This course includes, at a minimum, 7.5 hours of out-of-class work.

Prerequisite: ACC101

BLA100 The Paralegal Profession 3

This introductory course begins with an overview of the professional standards in the paralegal profession, the inner workings of the law office, and continues with a strong focus on ethical considerations, development of good judgment, and analytical ability and techniques. This course includes, at a minimum, 7.5 hours of out-of-class work.

Prerequisite: None

BLA101 Business Law 1 3

This introductory course in business law covers the general law and contract law, including covered topics such as the American legal system, courts and court procedures, and types of contracts and agreements. This course includes, at a minimum, 7.5 hours of out-of-class work.

Prerequisite: None

BLA102 Business Law 2 3

This course in business law covers business organizations and bankruptcy law, including covered topics such as the creation, operation, management, and dissolution of business enterprises, governing rules and procedures for partnerships, the sale of personal property, and the Bankruptcy Code, along with its terminology and procedures. This course includes, at a minimum, 7.5 hours of out-of-class work.

Prerequisite: BLA101

BLA103 Legal Research & Communications 3

This course develops analytical skills through the process of legal research using case studies and reporting systems. Legal writing is practiced with an emphasis on general legal correspondence, memoranda, pleadings, and discovery documents. This course includes, at a minimum, 7.5 hours of out-of-class work.

Prerequisite: BLA101

BLA104 Litigation 3

This course covers litigation and the preparatory steps to civil litigation. It focuses on the various tasks required of paralegals during the pretrial phase of litigation, including discovery tools, pleadings, and pretrial motions. This course includes, at a minimum, 7.5 hours of out-of-class work.

Prerequisite: BLA101

BLA105 Criminal Law & Procedure 3

This course explores trial procedures, criminal procedure, and criminal law, including elements of criminal liability, types of crime, and constitutional safeguards. Students learn about the different elements of trial procedure including pretrial preparation, jury selection, post-trial motions, and judgment enforcement. This course includes, at a minimum, 7.5 hours of out-of-class work.

Prerequisite: BLA101

BLA106 Family Law, Planning & Probate 3

This course covers estate planning and probate and family law. Topics covered include estate administration, construction of wills and trusts, marriage and divorce, family relationships, and guardianships and conservators. This course includes, at a minimum, 7.5 hours of out-of-class work.

Prerequisite: BLA101

BLA107 Real Estate & Administrative Law 3

This course covers real estate law and administrative law, including the topics of ownership, land use, title assurance, the real estate closing, agency, the administrative process, and the general requirements for policy formulation under the Administrative Procedure Act. Students will also review for the certification exam, beginning with the area of general law. This course includes, at a minimum, 7.5 hours of out-of-class work. Prerequisite: BLA101

BLA108 Paralegal Review 2

This is a comprehensive review course designed to prepare students for the Certified Paralegal examination. This will include an in-depth review of communications, ethics, judgment and analytical ability, and legal research. Students will also focus on understanding general law and an additional four selected areas of substantive law from the following to conclude their review: Administrative, Bankruptcy, Business, Contracts, Criminal, Estate Planning & Probate, Family, Litigation, and Real Estate law. This course includes, at a minimum, 7.5 hours of out-of-class work.

Prerequisite: BLA100 – BLA107

BMA101 Practical Math Applications 1 2.5

This course provides a review of basic mathematical calculations. This course includes, at a minimum, 7.5 hours of out-of-class work.

Prerequisite: None

BMA102 Practical Math Applications 2 2.5

This course continues to provide a review of basic mathematical calculations. This course includes, at a minimum, 7.5 hours of out-of-class work.

Prerequisite: BMA101

BMA103 Medical Math 2.5

This course is designed to teach medical assistant students the math skills necessary in a laboratory setting. This course includes, at a minimum, 7.5 hours of out-of-class work.

Prerequisite: BMA101

BNC101 Insurance Theory & Coding 1 3

This course will give the student an introduction and overview of all aspects of medical insurance, including the role of a health claims specialist and skills required. Major considerations will be given to HIPAA laws and compliance, the medical billing cycle, medical record handling and documentation, and completion of the CMS-1500 form. This course includes, at a minimum, 7.5 hours of out-of-classroom work.

Prerequisite: None

BNC102 Insurance Theory & Coding 2 3

Students will be coding from each chapter of the ICD-10-CM coding manual, utilizing chapter specific coding guidelines. Students will also have an introduction to the format and structure of ICD-10-CM. This course includes, at a minimum 7.5 hours of out of classroom work.

Prerequisite: None

BNC103 Insurance Theory & Coding 3 3

This course provides utilization of the methodology of coding utilizing CPT-4 procedural codes. After completing this course the student should be able to explain the structure, format, and conventions used in CPT; apply modifiers with an understanding of their importance in coding; assign anesthesia codes; and assign correct surgical procedure codes. This course includes, at a minimum, 7.5 hours of out of classroom work.

Prerequisite: BNC102

BNC104 Insurance Theory & Coding 4 2.5

Students will study Medicare, Medicaid, TRICARE, CHAMPVA, Workers Compensation, and Disability. Students will complete both primary and secondary claims on the CMS-1500 form for each government medical assistance program and health insurance plan. Students will study claim follow-up and payment processing and the appeals process. This course includes, at a minimum, 7.5 hours of out of class work.

Prerequisite: BNC101

BNC105 Insurance Theory & Coding 5 3

This course provides utilization of the methodology of coding utilizing CPT-4 procedural coding. After completing this course the student should be able to assign correct Evaluation & Management codes; identify and assign correct radiology codes; apply concepts and assign correct pathology & laboratory codes; and recognize the format and content of the Medicine section. This course requires at a minimum, 7.5 hours of out of classroom work.

Prerequisite: BNC103

BNC106 Hospital Billing 2

The course introduces the student to the basic concepts, knowledge, and skills needed for an entry-level position as a patient account specialist in hospital billing departments. It covers the rules and guidelines for submitting correct UB-04 claims for proper reimbursement. This course includes, at a minimum, 7.5 hours of out of classroom work.

Prerequisite: BNC105

BNC107 Billing & Coding Review 2

This course is a review of coding concepts and techniques required to pass the AAPC Certification exam. This course requires, at a minimum, 7.5 hours of out of classroom work.

Prerequisite: BNC101-106

CIP101 Information Processing Basic 1 1.5

Students will become familiar with the concepts of word/information processing to attain basic hands-on experience on word processing equipment, and to review English principles, punctuation, and grammar. The student will learn to create documents, select and edit text, move and copy, the spell check feature, grammar check, thesaurus, and document formatting. This course includes, at a minimum, 7.5 hours of out-of-class work.

Prerequisite: None

CIP102 Information Processing Basic 2 1.5

Students will learn the concepts of electronic financial worksheets and reports, relative to accounting principles. The students will learn how to create and enhance worksheets, formulas, function creation, editing, saving, and printing worksheets and workbooks. This course includes, at a minimum, 7.5 hours of out-of-class work.

Prerequisite: CIP101

CIP103 Information Processing Basic 3 1.5

Students will become familiar with the concepts of MS-PowerPoint, Outlook, and Publisher programs in MS Office. They will learn to use PowerPoint software to create professional presentations, including using slides, outlines, speaker's notes, and audience's handouts. Students learn how to use the scheduling and task planning functions of Outlook, and use Outlook to manage contacts and as an E-mail communication program. They will learn to use Publisher to create a wide assortment of documents, such as business cards and restaurant menus. This course includes, at a minimum, 7.5 hours of out-of-class work.

Prerequisite: CIP101

CIP104 Information Processing Advanced 1.5

Students will to become familiar with the concepts of word/information processing to attain advanced hands-on experience on word processing equipment. The student will learn sorting and calculating, customizing tables and creating charts', merging form documents, directories, mailing labels and envelopes, formatting graphics and text boxes. This course includes, at a minimum, 7.5 hours of out-of-class work.

Prerequisite: CIP101 -103

CMO101 Computerized Medical Office 1 2

This course provides experience in performing entry-level competencies in the administrative areas of the medical office. The material and activities included in this 30 hour simulation provides the student with medical office experiences and acquaints them with procedures, forms, medical transcription, HIPPA, filing, managing records, scheduling, ordering supplies, billing, coding, utilizing effective communication demonstration involving ethical considerations, and management skills. This course includes, at a minimum, 7.5 hours of out-of-class work.

Prerequisite: MMA105 or BNC103

CMO102 Computerized Medical Office 2 2

This course provides the learner with a thorough understanding of the terminology of Electronic Health Records (EHR) systems and on the practical use of such systems in actual medical settings. It will reinforce theoretical material with hands-on experience. Students will cover components such as prescriptions, exam notes, laboratory orders and results, and scanned images. The text used in this course draws directly from the rules and guidance documents published by the U.S. government. This course includes, at a minimum, 7.5 hours of out-of-class work.

Prerequisite: MMA105 or BNC103

DAA101 Dental Administrative Assisting 1 2.5

This course introduces students to the administrative procedures in the dental office. Topics covered include the dental team and patient management, legal and ethical issues, technology in the dental business office, equipment placement and office design, working with office documents, and storage of business records. This course includes, at a minimum, 7.5 hours of out-of-class work.

Prerequisite: None

DAA102 Dental Administrative Assisting 2 2

Students continue to become knowledgeable in the administrative procedures of the dental office. This course focuses on written communication, telecommunication, appointment management systems, recall, inventory and supply ordering systems, dental insurance and financial systems. This course includes, at a minimum, 7.5 hours of out-of-class work.

Prerequisite: DAA101

DAO101 Dental Anatomy & Oral Health 1 3

This course provides students with the knowledge of the human body that a dental assistant needs to effectively assist chairside. Topics will include general anatomy, general physiology, oral embryology and histology, head and neck anatomy, landmarks of the face and oral cavity, overview of the dentition, and tooth morphology. This course includes, at a minimum, 7.5 hours of out-of-class work.

Prerequisite: None

DAO102 Dental Anatomy & Oral Health 2 2.5

This course provides students with knowledge of oral health and prevention of dental disease, including dental caries, periodontal disease, preventative dentistry, nutrition, and oral pathology. In addition, microbiology and disease transmission and infection control will be covered. This course includes, at a minimum, 7.5 hours of out-of-class work.

Prerequisite: DAO101

DEC101 Dental Chairside 1 3

This course begins with an overview of the professional dental assistant, the dental healthcare team, and continues with the principles and techniques of disinfection. Instrument processing and sterilization, regulatory and advisory agencies, chemical and waste management, and dental unit water lines will also be covered. This course includes, at a minimum, 7.5 hours of out-of-class work.

Prerequisite: None

DEC102 Dental Chairside 2 3

During this course students will become familiar with the patient record, including collecting diagnostic data, such as charting and taking vital signs, needed for oral diagnosis and treatment planning. The dental office, including equipment and instruments, the medically compromised patient, the principles of pharmacology, and how to assist in delivering dental care and in medical and dental emergencies will also be covered. This course includes, at a minimum, 7.5 hours of out-of-class work.

Prerequisite: DEC101

DEC103 Dental Chairside Lab 1.5

This course will provide students with hands-on experience working with sterilization and infection control techniques, including proper care of dental unit waterlines and dental waste management. Additionally, students will practice collection of diagnostic data, including charting and taking vital signs, needed for treatment planning. Students will also become certified in BLS/AED CPR, practice the dental office routines, and basic instrument exchange. This course includes, at a minimum, 7.5 hours of out-of-class work.

Prerequisite: DEC102

DEM101 Dental Materials 3

This course will provide students with key terms and knowledge of dental materials necessary to perform chairside and laboratory duties in a dental office. This course covers restorative and esthetic dental materials, dental liners, bases and bonding systems, cements, impression materials, pouring stone models, and fabricating custom trays. This course includes, at a minimum, 7.5 hours of out-of-class work.

Prerequisite: DEC103

DEM102 Dental Materials Lab 1.5

This course will provide hands-on experience working with restorative and esthetic materials, dental liners, bases, bonding systems, cements, and impression materials. Students will mix, pour, and trim stone models, and fabricate custom trays. This course includes, at a minimum, 7.5 hours of out-of-class work.

Prerequisite: DEM101

DEP101 Dental Procedures 1 3

This course will provide the student with the knowledge of hand instruments, dental handpieces and accessories, moisture control, anesthesia and pain control, general dentistry, matrix systems, and fixed prosthodontics. This course includes, at a minimum, 7.5 hours of out-of-class work.

Prerequisite: DEM102

DEP102 Dental Procedures 2 3

This course provides students with the theory behind the procedures that will be part of the dental assistant's daily routine. Topics covered will include provisional coverage, removable prosthodontics, implants, endodontics, periodontics, oral and maxillofacial surgery, pediatric dentistry, coronal polishing, dental sealants, and orthodontics. This course includes, at a minimum, 7.5 hours of out-of-class work.

Prerequisite: DEP101

DEP103 Dental Procedures Lab 1.5

This course will provide students with hands-on experience assisting chairside during a variety of general and specialty dental procedures, including placing matrix systems, sealants, and working with fixed and removable prosthodontics. Students will also practice fine-tuning skills in instrument transfer and pain and moisture control. This course includes, at a minimum, 7.5 hours of out-of-class work.

Prerequisite: DEP102

DER101 Dental Radiology 1 3

This course will provide the student with knowledge in radiation history and the physics, characteristics, and biology of radiation. Safety procedures and radiation protection will also be discussed. In addition, the student will learn the characteristics of the dental x-ray machine, dental film, processing, and quality assurance of x-rays in the dental office. Infection control and legal issues will also be discussed. This course includes, at a minimum, 7.5 hours of out-of-class work.

Prerequisite: DEC103

DER102 Dental Radiology 2 3

This course will expand on radiology in the areas of x-ray technique, exposure, and radiographic errors. Extraoral radiography, digital radiography, and radiology of special needs patients will also be discussed. Film mounting and interpretation of different radiographic images will be identified. This course includes, at a minimum, 7.5 hours of out-of-class work.

Prerequisite: DER101

DER103 Dental Radiology Lab 1.5

This course will provide students with hands-on experience exposing, processing, mounting, and evaluating dental radiographs. Instruction in paralleling, bisecting, bitewings, and occlusal radiographs will be provided using film and digital sensors. In addition, infection control procedures will be reviewed for all radiographic equipment used. This course includes, at a minimum, 7.5 hours of out-of-class work.

Prerequisite: DER102

DEV101 Career Development Tools 1 2

In this course, students will develop a personal database, job search database, and begin assembling a career portfolio for their new career areas. Students will research the job market and document their knowledge and experience to be used in the creation of hard-copy and electronic resumes, and multiple forms of cover letters. Students will also prepare for the interview experience, including preparing a detailed practice script for interview practice. This course includes, at a minimum, 7.5 hours of out-of-class work.

Prerequisite: None

DEV102 Career Development Tools 2 2

In this course, students will develop hard-copy and electronic resumes, and write cover letters, follow-up correspondence, and thank you letters. Students will also expand on their preparation for the actual interview experience through the use of mock interviews. This course includes, at a minimum, 7.5 hours of out-of-class work.

Prerequisite: None

DEV103 Career Development Tools 3 2

In this course, students will develop hard-copy and electronic resumes, and write cover letters, follow-up correspondence, and thank you letters. Students will also expand on their preparation for the actual interview experience through the use of mock interviews. This course includes, at a minimum, 7.5 hours of out-of-class work.

Prerequisite: NONE

DEV201 Career Development for Massage 3

This class is designed for students to learn the business side of massage therapy. From resume writing to job search, and business plan to creating your own business, this class covers a realistic view of what the current market is for massage therapists. This course includes, at a minimum, 7.5 hours of out-of-class work.

Prerequisite: DEV102

DEX101 Dental Exam Review 3

This course provides students with a review of material in preparation for their exam application for a certificate of competency in Radiation Health and Safety (RHS) and Infection Control (ICE), offered through the Dental Assisting National Board (DANB). This course includes, at a minimum, 7.5 hours of out-of-class work.

Prerequisite: DEP103, DER103, and DAO102 proficiency.

DXT200 Dental Externship 10
Students will gain clinical experience assisting in a general dentistry environment, with an emphasis on participating in patient care. Each student must complete 300 unpaid hours of clinical experience, 150 hours at two general dentistry offices or clinics, under the supervision of the dental office site supervisor.
Prerequisite: DAA102, DAO102, DEP103, and DER103

EHR 101 Electronic Health Records 60 clock hours
(Certification Course)
This course focuses on developing Electronic Health Record (EHR) skills used to perform routine clerical and administrative functions for the medical office environment, including standards of EHR systems, setup of EHR software, administrative functions; patient chart creation and maintenance; office visits; clinical tools; and templates. Other topics include test and procedure ordering and maintenance; e-prescribing; procedural and diagnostic coding; including database maintenance; messaging; letter and report creation; and the use of productivity center and utilities. Students will gain real-world experience through the use of SpringCharts EHR software program. This course is designed to provide each student with the necessary tools for successful preparation to become a certified Electronic Health Records Specialist (CEHRS).

ENG101 English Communications 1 2.5
This course will provide a review of grammar and punctuation to develop writing foundations in accordance with up-to-date business English standards for basic business correspondence. This course includes, at a minimum, 7.5 hours of out-of-class work.
Prerequisite: None

ENG102 English Communications 2 2
This course will provide a review of advance punctuation mechanics and development of writing foundations in accordance with up-to-date business English standards for basic business correspondence. This course includes, at a minimum, 7.5 hours of out-of-class work.
Prerequisite: ENG101

ENG103 English Communications 3 2
This course expands the coverage of business communications skills to include oral presentations and the editing and proofreading of written correspondence. This course includes, at a minimum, 7.5 hours of out-of-class work.
Prerequisite: ENG102

ENG104 English Communications 4 2
This course continues to expand on the coverage of business communications skills to include oral presentations, editing, and proofreading of prepared materials used in presentations, and business correspondence management through files management rules and practice. This course includes, at a minimum, 7.5 hours of out-of-class work.
Prerequisite: ENG103

EXT200 Medical Externship 5.3
You will be placed into an actual medical assisting position, where they will perform administrative and clinical duties under the supervision of medical office staff members.
Prerequisite: MCP100-107

KEB101 Keyboarding Basic 1 1.5
Students learn the touch method for keying the alphabetic, numeric, and punctuation marks of the keyboard with an emphasis on technique, accuracy, and speed building throughout the course. This course includes, at a minimum, 7.5 hours of out-of-class work.
Prerequisite: None

KEB102 Keyboarding Basic 2 1.5
Students will apply their keyboarding skills in an on-the-job format introducing basic word processing skills through general documents, interoffice memos, email, and business letters. Special emphasis is provided on document formats, proofreading, and editing in all course tasks. Proper application of touch typing skills learned-to-date are reinforced and built upon throughout the course. This course includes, at a minimum, 7.5 hours of out-of-class work.
Prerequisite: KEB101

KEB201 Keyboarding Advanced 1 1.5
Students will become familiar with basic machine transcription skills through hands-on instruction, practice, and use of offline and online transcription systems utilizing audio files. Students will use the *Express Scribe* software system to learn, use, and practice basic transcription techniques required to prepare usable/mailable business documents on electronic letterheads. This course includes, at a minimum, 7.5 hours of out-of-class work.
Prerequisite: KEB102

KEB202 Keyboarding Advanced 1.5
This is an administrative office simulation course designed for students to utilize critical thinking, computer processing skills, and the internet to complete a wide range of office tasks and documents related to correspondence, business communications, and transcription. This office simulation provides the student with authentic on-the-job experience including managing electronic mail and files in a business setting. This course includes, at a minimum, 7.5 hours of out-of-class work.
Prerequisite: KEB201

KEL101 Legal Office Simulation 1 2
This course is the first of a three part legal office simulation series, beginning with an understanding of computers in the law office, system requirements, various software forms, the concept of metadata, word processing, PDF file creation, document assembly, spreadsheets, and the ethical considerations to be considered in the computing environment. This course integrates projects in document management, conflict of interest checks, reporting, form generation, and time, billing, and accounting. This course includes, at a minimum, 7.5 hours of out-of-class work.
Prerequisite: KEB202

KEL102 Legal Office Simulation 2 2
This course is the second of a three part legal office simulation series, where students utilize an integrated practice management database that manages all calendar, case, and client information. This course continues to explore manual and computerized litigation support methods, use various search methods to retrieve litigation support data, and discuss the process of producing and receiving litigation documents in electronic format following the Federal Rules of Civil Procedure for electronically stored data. This course includes, at a minimum, 7.5 hours of out-of-class work.
Prerequisite: KEL101

KEL201 Legal Office Simulation 3 2
This course is the final section of the legal office simulation series, where students perform factual and legal computer-assisted research utilizing the Internet, Westlaw, and LexisNexis. Students also learn proper management of electronic mail, electronic/automated courtrooms, and develop professional presentation documents and graphics. This course includes, at a minimum, 7.5 hours of out-of-class work.
Prerequisite: KEL101

KNE101 Kinesiology 1 2.5
This class is designed to emphasize human anatomy as it relates to external body movement. We will focus on mapping the human body, skeletal tissues, bones, and joint actions & terminology. This course includes, at a minimum, 7.5 hours of out-of-class work.
Prerequisite: None

KNE102 Kinesiology 2 2.5
This course focuses on joints of the body and how they interact with muscles, including their classification, the axial joints, and those of the lower and upper extremities. Students will also learn about the roles and functions of muscles, types of muscle contractions, and the physiology of muscle tissue. This course includes, at a minimum, 7.5 hours of out-of-class work.
Prerequisite: KNE101

KNE103 Kinesiology 3 2.5
This class is designed to focus on the muscles of the human body, their location, how they create muscular contractions, motion assessments, neuromuscular interactions, and our posture and gait. Keeping in mind how muscles pertain to and create or inhibit movement of the body. This course includes, at a minimum, 7.5 hours of out-of-class work.
Prerequisite: KNE102

MAP101 Anatomy & Physiology 1 3
This beginning course in anatomy and physiology begins with an introduction to anatomy and physiology. During this course, you will study how the body is organized from cells to organ systems and can function as one unit, an introduction to Pathology, and the Integumentary system. This course includes, at a minimum, 7.5 hours of out-of-class work.

MAP102 Anatomy & Physiology 2 3
This course focuses on the skeletal system, muscular system, and the nervous system, including special senses. You will study how these systems work and the related diseases. 7.5 hours of out-of-class work.
Prerequisite: MAP101

MAP103 Anatomy & Physiology 3 3
This continuing course of anatomy and physiology focuses on the endocrine, cardiovascular and lymphatic systems and their related disorders. This course includes, at a minimum, 7.5 hours of out-of-class work.
Prerequisite: MAP101

MAP104 Anatomy & Physiology 4

3This final course in anatomy and physiology teaches the Respiratory, Digestive, Excretory and Reproductive systems. This course includes, at a minimum, 7.5 hours of out-of-class work.

Prerequisite: MAP101

MCP100 MA Preclinical 2

This preclinical course will cover basic office safety (including components of a safety plan), OSHA Hazard Communications, electrical, fire, and chemical safety. You will also be introduced to infection control theory and methods. The care and maintenance of medical office's examination and treatment areas; performing tasks to prepare and maintain rooms, equipment and supplies. Conducting patient interviews and recording pertinent medical history needed for accurate diagnosis and treatment. Gain knowledge of the geriatric patient's needs which prepares the medical assistant to work in a geriatric practice. This course includes, at a minimum, 7.5 hours of homework.

Prerequisite: MMT101 75%+ & MAP101 75%

MCP101 Clinical Procedures 1 2

This course is taught to prepare you for assisting with patients. You will learn to obtain vital signs and measurements, and to assess pain when preparing the patient to be examined. Understanding your role working in pediatrics; parent or caregiver education, adherence to immunization schedules, and recognition of special health concerns. Lastly, you will learn the basics of noninvasive and invasive radiology along with your role as a medical assistant in diagnostic testing. This course includes, at a minimum, 7.5 hours of homework.

Prerequisite: MCP100

MCP102 Clinical Procedures 2 2

This course in clinical procedures will teach you your role during the physical exam creating an atmosphere that results in a positive outcome for the patient. As a medical assistant, you will learn diseases and disorder, examinations, diagnostic tests, and treatment for reproductive and urinary systems. Lastly, you will be introduced to many of the medical specialties, their diseases and disorders, the types of exams involved, and how you can assist with diagnostic testing. Being prepared to address concerns and questions in all these areas will allow you to help patients effectively and fulfill a vital role on the healthcare team. This course includes, at a minimum, 7.5 hours of homework.

Prerequisite: MCP101

MCP103 Clinical Procedures 3 2

In this course, you will explore the role of ophthalmology and otology in patient care, various eye and ear disorders, and exams and procedures related to the eye and ear, including vision and hearing tests. You will gain knowledge in how to prepare the patient for surgery, assist the practitioner during surgery, care for the patient after surgery, and medical and sterile asepsis. Lastly, you will learn to assist with some forms of physical therapy including cold and heat therapy, demonstrating use of cane, walker, and crutches, and patient education. This course includes, at a minimum, 7.5 hours of homework.

Prerequisite: MCP102

MCP104 Clinical Procedures 4 2

This course addresses safety in the laboratory and steps to aid in preventing accidents. Clinical Laboratory Improvement Amendments of 1988 (CLIA '88) impact on the laboratory setting that helps you understand quality assurance, quality control procedures, and required recordkeeping. You will learn the different life forms of microorganisms and how they may be identified. It also teaches you the proper collection technique for common types of specimens. Additional, you will learn about various types of urine specimens and how to properly instruct or assist patients with the collection processes. Lastly, you will be able to identify normal and abnormal constituents of samples and what may cause abnormal elements to be present. This course includes, at a minimum, 7.5 hours of homework.

Prerequisite: MCP101

MCP105 Clinical Procedures 5 2

In this course, you will be introduced to venipuncture and capillary collection procedures and you will learn the appropriate supplies and equipment needed to perform these procedures. You will receive instruction on the performance and screening of common blood tests. You will also learn the effect that nutrition has on health so that you can help patients meet their dietary requirements. This course includes, at a minimum, 7.5 hours of homework.

Prerequisite: MCP104

MCP106 Clinical Procedures 6 2

In this course you will be introduced to the electrocardiograph instrument and how to properly administer an electrocardiogram. You will learn how to apply electrocardiograph electrodes and wires, operate the instrument, troubleshooting problems, holter monitors, stress testing, and the basics of performing respiratory procedures like spirometry, peak flow and pulse oximetry. You also will gain knowledge in the foundations of pharmacology and an overview of the role of drugs in ambulatory healthcare facilities. This course includes, at a minimum, 7.5 hours of homework.

Prerequisite: MCP101

MCP107 Clinical Procedures 7 2

This course provides the basics of safe dosage calculations. You will perform basic math, understand various systems of measurement, and be able to convert from one measurement system to another or within a system. You will also learn how to administer drugs safely and effectively to all patient groups, including pediatric, pregnant, and elderly patients. Also, using your knowledge of pharmacology and dosage calculations, you will understand the fundamentals of drug administration. This course includes a minimum of 7.5 hours of out of class work.

Prerequisite: MCP106

MMA101 Medical Administrative 1 2

This course provides an introduction to the Medical Assistant profession, and explores the professional behaviors required of a medical assistant in school and in practice. You will gain a working knowledge of the different specialties and allied health professions and gain a spirit of cooperation and professionalism as an integral part of the healthcare delivery. You will be knowledgeable about, and aware of, the ethical issues and laws that govern patient care, including the Health Insurance Portability and Accountability Act (HIPAA). This course requires a minimum of 7.5 hours of out of class work.

Prerequisite: None

MMA102 Medical Administrative 2 2

This course includes the management of patient medical records, telephone techniques, and patient education. You will learn to triage calls, take a complete telephone message, renew a prescription by telephone, and follow HIPAA compliance regarding messages for patients. You will understand your role and scope of practice related to patient education. This course requires a minimum of 7.5 hours of out of class work.

Prerequisite: None

MMA103 Medical Administrative 3 2

This course requires the review and application of keyboarding, fundamental writing, and office correspondence skills learned to date. You will explore the Americans with Disabilities Act (ADA), the Older Americans Act, and the Red Flags Rule. You will gain entry-level competence in the process of performing an inventory, and the use and maintenance of administrative medical office equipment. Included in this course, is the development of skills in composing business documents using different styles and formats. You will explore the various options for handling large volumes of medical records, and learn helpful tips to locate and access patient records quickly and efficiently. This course requires a minimum of 7.5 hours of out of class work.

Prerequisite: ENG102 and KEB102

MMA104 Medical Administrative 4 3

This course will identify and contrast non-verbal and verbal communication, including the sensitivity to cultural issues. You will recognize the professional boundaries that must exist between patient and professional. Psychological theories explaining human behavior will be reviewed as well as the defense mechanisms that affect human behaviors and an analysis of the stages of dying. You will discuss the developmental stages of life. Videos will accompany each chapter to illustrate important concepts. This course requires a minimum of 7.5 hours of out of class work.

Prerequisite: None

MMA105 Medical Administrative 5 2

This course prepares you for the tasks of preparing healthcare claims, reviewing patient's insurance coverage, explaining fees, estimating what is covered by payers, submitting claims for charges. You will be able to describe the types of healthcare plans available today and how payers calculate their payments. In addition, you will, through in class and/or homework activities, learn to calculate the patient's financial responsibility. Included in this course, is the study of the concepts and the performance of diagnosis and procedure coding. This course requires a minimum of 7.5 hours of out of class work.

Prerequisite: None

MMA106 Medical Administrative 6 2

In this course, you will learn how to handle many types of scheduling situations within the medical office. Legal aspects of the manual and electronic appointment schedules are discussed, and proper documentation is stressed. The administrative duties of billing and collections will be studied and practiced.

Prerequisite: MMA105

MMA107 Medical Assistant Review 2.5

This course teaches First Aid, Adult CPR/AED, plus Child and Infant CPR leading to certification by the American Heart Association or the American Red Cross. The course continues with a four week review for the CMA examination. This course includes, at a minimum, 7.5 hours of out-of-class work.

Prerequisite: MCP100-107

MMA108 Medical Administrative Review 2.5

This is a comprehensive review course to prepare students for a Medical Administrative Assistant certification including insurance, law and ethics, medical terminology, and office procedures. This course includes, at a minimum, 7.5 hours of out-of-class work.

Prerequisite: MMA101-106

MMT101 Medical Terminology 1 3

This first course in medical terminology is an important step in preparing for a career as a health care professional. You will learn the techniques of medical word building, using basic word elements. It introduces students to anatomical, physiological, and pathological terms and includes basic anatomy and physiology. This course includes, at a minimum, 7.5 hours of out-of-class work.

Prerequisite: None

MMT102 Medical Terminology 2 3

This course explains the techniques of medical word building, using basic word elements. It introduces students to anatomical, physiological, and pathological terms as they relate to the skin and body membranes, musculoskeletal, nervous, and sensory systems. Basic anatomy and physiology are included to enhance the students understanding of word definitions. This course includes, at a minimum, 7.5 hours of out-of-class work.

Prerequisite: MMT101

MMT103 Medical Terminology 3 3

This course explains the techniques of medical word building, using basic word elements. It introduces students to anatomical, physiological, and pathological terms as they relate to the endocrine, blood, cardiovascular systems, and lymphatic system and body defense. Basic anatomy and physiology are included to enhance the students understanding of word definitions. This course includes, at a minimum, 7.5 hours of out-of-class work.

Prerequisite: MMT101

MMT104 Medical Terminology 4 3

This course explains the techniques of medical word building, using basic word elements. It introduces students to anatomical, physiological, and pathological terms as they relate to the respiratory, digestive and body metabolism, urinary and reproductive systems. Basic anatomy and physiology are included to enhance the students understanding of word definitions. This course includes, at a minimum, 7.5 hours of out-of-class work.

Prerequisite: MMT101

MTH001 Principles of Massage 1 3

This class will encompass the history, requirements for national, state and local practice, and professional ethics and legal issues of massage therapy. This course includes, at a minimum, 7.5 hours of out-of-class work.

Prerequisite: None

MTH002 Principles of Massage 2 3

This class discusses the effects and benefits of massage, indications and contraindications to receive massage, along with the equipment and products used for massage therapy and the safety and sanitation of equipment. This course includes, at a minimum, 7.5 hours of out-of-class work.

Prerequisite: None

MTH101 Massage Therapy 1 2.25

In this course students will learn the various techniques for a Swedish (classical) massage. The correct application of the massage movements requires more than the use of the practitioners hands against the clients skin. When done correctly these movements engage the therapist's whole body. Massage is a physically demanding profession. This course includes, at a minimum, 7.5 hours of out-of-class work.

Prerequisite: MTH002

NTS110 MS Office 4 2

This course provides an introductory presentation of Microsoft Access and Microsoft Outlook. Using Access, students will create a database, add tables and records, become familiar with queries, and manage records. In Outlook, students will utilize the various calendar functions, manage appointments, and will be acquainted with proper email procedures. This course includes, at a minimum, 7.5 hours out-of-class work..

Prerequisite: NTS109

NTS111 MS Office 5 2.5

Microsoft SharePoint will be introduced as students evaluate the capabilities using end-user scenario's and highlight major functional areas that deliver the greatest business value. This course includes, at a minimum, 7.5 hours out-of-class work.

Prerequisite: NTS105

NTS112 Web Design 1 2.5

This course provides an introduction to the basic principles of Web documents and about the Hypertext Markup Language (HTML) and Cascading Style Sheets (CSS). Students will be able to design and create various types of web pages using HTML and CSS. This course includes, at a minimum, 7.5 hours of out of class work.

Prerequisite: NTS105

NTS113 Web Design 2 2

Students will continue using HTML, CSS, syntax, and special effects to create a webpage. They will also learn to work with multimedia, frames, and XHTML during this course. This course includes, at a minimum, 7.5 hours of out of class work.

Prerequisite: NTS112

NTS114 Customer Service 2.5

This course is designed to provide an in-depth look at the business skills, soft skills and self-management skills people need to provide effective customer service and support in a technical environment. This course includes, at a minimum, 7.5 hours of out of class work.

Prerequisite: None

NTS115 Hardware 1 2.5

The student will learn the fundamentals of supporting and repairing most common PC hardware and software concerns including electrical safety, system overview, motherboard, and CPU. This course includes, at a minimum, 7.5 hours of out of class work.

Prerequisite: NTS101-105

NTS116 Hardware 2 2.5

The student will learn the fundamentals of supporting and repairing most common PC hardware and software concerns including configuring motherboard chipsets and memory. This course includes, at a minimum, 7.5 hours of out of class work.

Prerequisite: NTS115

NTS117 Hardware 3 2.5

The student will learn the fundamentals of supporting and repairing most common PC hardware and software concerns including various types of hard drives, I/O devices, and adapter cards. This course includes, at a minimum, 7.5 hours of out of class work.

Prerequisite: NTS116

NTS118 Hardware 4 2.5

The student will learn the fundamentals of supporting and repairing different kinds of hard drive technologies. The student will learn how to support, maintain, and troubleshoot the OS after it is installed. This course includes, at a minimum, 7.5 hours of out of class work.

Prerequisite: NTS117

NTS119 Hardware 5 2.5

The student will be able to learn the fundamentals of supporting and repairing most common PC hardware and software concerns for notebooks, laptops, and mobile devices. Printer types and features will also be covered. This course includes, at a minimum, 7.5 hours of out of class work.

Prerequisite: NTS118

NTS120 Networking 1 2.5

The student will learn network concepts and techniques including design, media and interface cards. This course includes, at a minimum, 7.5 hours of out of class work.

Prerequisite: NTS119

NTS121 Networking 2 2.5

The student will learn network concepts and techniques including Communications, Protocols, Architecture, and Operation. This course includes, at a minimum, 7.5 hours of out of class work.

Prerequisite: NTS120

NTS122 Networking 3 2.5

This course provides a comprehensive presentation of network security concepts and techniques involving Wireless Network Security, Access Control, and Authentication. We will examine System Threats and Risks with Network Vulnerabilities and Attacks and demonstrate Protecting Systems. This course includes, at a minimum, 7.5 hours of out of class work.

Prerequisite: NTS121

NTS123 Networking 4 2.5

This course provides a comprehensive presentation of network security concepts and techniques. Students will apply authentication and business controls, understand risk and risk management, and gain incident procedures training. This course includes, at a minimum, 7.5 hours of out of class work.

Prerequisite: NTS122

NTS124 Networking 5 2

This course continues to provide a comprehensive presentation of network security concepts and techniques. Students will apply basic cryptography and develop an understanding of environmental controls and organizational security policies. This course includes, at a minimum, 7.5 hours of out of class work.

Prerequisite: NTS123

NTS125 Server 1 2.5

This course provides an introduction to network server concepts and techniques including introduction, installation, configuring, managing, printing, and troubleshooting. This course includes, at a minimum, 7.5 hours of out of class work.

Prerequisite: NTS124

NTS126 Server 2 2.5

This course prepares the student for the real-world challenges of planning and building a secure and reliable Windows Server Network by understanding disk management, IIS, remote access, server monitoring, and troubleshooting. This course includes, at a minimum, 7.5 hours of out of class work.

Prerequisite: NTS125

NTS127 Server 3 2.5

This course prepares the student for the real-world challenges of planning and building a secure and reliable Windows Server Network by installing, configuring, managing, and troubleshooting a windows server. Students will also become familiar with server manager, active directory, and file security. This course includes, at a minimum, 7.5 hours of out of class work.

Prerequisite: NTS126

NTS128 Server 4 2.5

Students will become prepared for the real-world challenges of planning and building a secure and reliable Windows Server Network while becoming familiar with printing services, storage options, IIS, and remote access services. This course includes, at a minimum, 7.5 hours of out of class work.

Prerequisite: NTS127

NTS129 Server 5 2.5

Students will prepare for the real-world challenges of planning and building a secure and reliable Windows Server with virtualization, application and data provisioning, securing, monitoring, and managing system reliability. This course includes, at a minimum, 7.5 hours of out of class work.

Prerequisite: NTS128

PHA101 Principals of Pharmacology 2

This course will introduce the basic concepts of pharmacology and drug administration. Definitions and identification of drug sources, types, and actions will be covered. Consumer safety and legal regulations concerning drugs will be taught, as will the use of drug references and manuals. Specific medications and their classifications will be discussed in relation to their actions, side effects, and other essential information. Skin ointments, anti-infective, anesthetics, and medications used for all body systems will be covered. This course includes, at a minimum, 7.5 hours of homework.

Prerequisite: MMT101-104

PHB 101 Phlebotomy Technician

(Certification Course) 120 Clock Hours

This course will prepare the student for the NCCT (National Center for Competency Testing) Phlebotomy Exam. The student will learn an overview and safety procedures within the phlebotomy practice. They will be provided with the latest safety guidelines; federal regulations; updates on equipment and supplies; hazard prevention techniques; competencies important in the workplace; strategies for the NCCT certification process; and communication skills for all ages. The student will also learn medical terminology, anatomy and physiology of cardiovascular and lymphatic systems.

PTH101 Pathology 1 3

This course gives an introduction to what pathology is, and takes an in depth look at the skin, muscles and nervous systems as they relate to disease and massage. Massage therapists and body workers must have a thorough knowledge of three things: how the human body works when it is healthy, how the body works in the context of disease or dysfunction and how a particular bodywork modality may influence those processes. With this knowledge, the therapist is in a position to turn positive intention into positive action. This course includes, at a minimum, 7.5 hours of out-of-class work.

Prerequisite: None

PTH102 Pathology 2 3

A continuation of PTH 101, this course focuses on diseases of the circulatory, immune/lymphatic, digestive, and respiratory system. Massage therapists and body workers must have a thorough knowledge of three things: how the human body works when it is healthy, how the body works in the context of disease or dysfunction and how a particular bodywork modality may influence those processes. With this knowledge, the therapist is in a position to turn positive intention into positive action. This course includes, at a minimum, 7.5 hours of out-of-class work.

Prerequisite: PTH101

PTH103 Pathology 3 3

This course of pathology takes an in-depth look at the endocrine, urinary, reproductive systems, and the principles of cancer. Massage therapists and body workers must have a thorough knowledge of three things: how the human body works when it is healthy, how the body works in the context of disease or dysfunction and how a particular bodywork modality may influence those processes. With this knowledge, the therapist is in a position to turn positive intention into positive action. This course includes, at a minimum, 7.5 hours of out-of-class work.

Prerequisite: PTH102

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