Ridley-Lowell
Business & Technical Institute

44 Shelter Rock Road
Danbury, CT 06810

Tel (203) 797-0551
Fax (203) 797-0552
www.ridley.edu

2015-2016

This catalog shall go into effect on the issue date 7/1/15 and shall replace all previous versions.
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RESIDENT’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

ACCREDITATION, LICENSURE & APPROVALS

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

ACCREDITING COUNCIL FOR INDEPENDENT COLLEGES AND SCHOOLS

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

COMMISSION ON ACCREDITATION OF ALLIED HEALTH EDUCATION PROGRAMS

The Ridley-Lowell Business & Technical Institute Medical Assistant Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), on recommendation of the Curriculum Review Board of the American Association of Medical Assistants Endowment (AAMAE). CAAHEP can be contacted at: Commission on Accreditation of Allied Health Education Programs, 1361 Park Street, Clearwater, FL 33756, (727) 210-2350 or visit them on the Web at http://www.caahep.org/. CAAHEP is the largest programmatic accreditation organization in the health sciences field and reviews and accredits over 2000 educational programs in 20 health science occupations. CAAHEP is also recognized by the Council for Higher Education Accreditation.

PRIVATE OCCUPATION SCHOOL

Ridley - Lowell Business & Technical Institute is approved as a Private Occupational School by the State of Connecticut Office of Financial and Academic Affairs for Higher Education. For more information, please visit their web site at http://www.ctohe.org/.

VETERANS

We have programs that have been approved for the training of veterans and other eligible persons by the Connecticut State Approving Agency. For more information please visit http://gibill.va.gov/. See the Financial Aid section of the catalog for a listing of approved programs.
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
Richard Griffis, Jr., Secretary/Treasurer

PROFESSIONAL AFFILIATIONS

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

♦ Alpha Beta Kappa National Honor Society
♦ American Academy of Professional Coders
♦ American Association of Medical Assistants
♦ American Management Association
♦ American Massage Therapy Association
♦ American Medical Technologists
♦ American Registry of Medical Assistants
♦ Association of Private Sector Colleges and Universities
♦ Bethel Chamber of Commerce
♦ Connecticut Association of Professional Financial Aid Administrators
♦ Danbury Chamber of Commerce
♦ International Association of Electrical Inspectors
♦ National Association of Financial Aid Administrators
♦ National Center for Competency Testing
♦ National Certification Board for Therapeutic Massage & Bodywork
♦ National Fire Protection Association

ADMINISTRATION

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

Paula King........................................Campus Director
B.A.................................................Rutgers University

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

Elaina Parcesepe.............................Admissions Representative
A.S..............................................Allied Health Medical Institute

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

Kathleen Colley..............................Registrar
A.S................................................Bay Path College

Tobian Banton.................................Student Services Advisor
B.S................................................Vassar College

Nancy Wildman..............................Administrative Assistant
Diploma.........................................Ridley-Lowell
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 Campus 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.

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.

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.
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.

A branch campus serving the southwestern part of the state is located at 44 Shelter Rock Road, in Danbury, Connecticut. This 12,000 square foot branch campus launched in 2010, providing an additional 4 administrative offices, 10 classrooms, 2 medical labs, and an electrical lab. Contact information for the Danbury Campus is Tel (203)797-0551 and Fax (203) 797-0552.

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.

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.

THE SCHOOL YEAR

Ridley-Lowell Business & Technical Institute is in operation throughout the year with the exception of certain holidays as indicated on the school calendar. The calendar year is divided into eight 6-week modules for the Day Division; six 7.5-week modules for the Evening Division. Please see catalog addendum for calendar module dates.

Ridley-Lowell Business & Technical Institute is open Monday thru Thursday 7:30 a.m. - 10:35 p.m., and Friday 7:30 a.m. - 4:00 p.m.
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 Connecticut Immunization policy. 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, 44 Shelter Rock Road, Danbury, CT 06810. The school reserves the right to limit registration for courses and to discontinue courses for which there is insufficient enrollment. The applicant may cancel their enrollment by notifying the school in writing at least seven days prior to classes beginning.

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. Lack of payment could lead to dismissal from school. 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 Institute’s Danbury campus located at 44 Shelter Rock Road, Connecticut is open Monday thru Thursday 7:30 a.m. - 10:35 p.m., and Friday 7:30 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 administration 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, 44 Shelter Rock Road, Danbury CT 06810, 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 in the two back rows of the parking lot.

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

Ridley-Lowell Business & Technical Institute will not be responsible for any parking violations & fees issued to students for failure to follow parking procedures.

### HANDICAPPED SERVICES

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: Danbury Hospital: 203-596-6000.
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 students 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 polices 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 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 Campus Director. 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.

IN Voluntary 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 Office of Higher Education, 61 Woodland Street, Hartford, CT 06105-2326; Tel (800)842-0229; ww.ctohe.org/studentcomplaints.shtml.

**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 20002; the Office of Higher Education, 61 Woodland Street, Hartford, CT 06105-2326; Tel (800)842-0229; ww.ctohe.org/studentcomplaints.shtml.
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/open-toe shoes;
- 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 Medical Assistant 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.

COPYRIGHT INFRINGEMENT POLICY

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 Campus Director.
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

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

Discontinuance Status

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)
WWithdrawn (see catalog pg. 17)
TRTransfer 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 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.

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

<table>
<thead>
<tr>
<th>Require Evaluation Point</th>
<th>Min. Cumulative Grade Point Average</th>
<th>Min. Successful Completion % of Attempted Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>25% of program length</td>
<td>1.25</td>
<td>55%</td>
</tr>
<tr>
<td>50% of program length</td>
<td>1.5</td>
<td>60%</td>
</tr>
<tr>
<td>100% of program length</td>
<td>2.0</td>
<td>67%</td>
</tr>
</tbody>
</table>
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 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 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. 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 16 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 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, 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 if academic integrity has been violated. Disciplinary action may include a failing grade for the course, academic probation, suspension, and/or expulsion.

**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.

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.
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 or 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 criterion includes, but is not limited to, selective service registration for required males and citizenship or eligible non-citizenship 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.

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 the first financial aid year a student attends, they will receive two disbursements. The first will be 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. For the second financial aid year, funds are disbursed a final disbursement is made at the beginning of this year. For Medical Assisting students only, there is one final disbursement prior to graduation. 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 FASFA 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
The student will receive a letter of notification of the documents required to resolve FAFSA conflicts. The student will be required to update their FAFSA to correct their information or the Financial Aid Advisor will work with the student to it using the Central Processing System in an effort to resolve the issue.

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.

**VETERAN’S EDUCATION BENEFITS**

Approved for the training of veterans and other eligible persons by the Connecticut State Approving Agency. Veterans’ benefits are available to students enrolled in the following approved programs:

- Electrical Systems Technician 76.75 credit hours
- Information Technology 71.5 credit hours
- Massage Therapy 78.5 credit hours
- Medical Administrative Assistant 63 credit hours
- Medical Assisting 86.3 credit hours
- Medical Billing & Coding 72 credit hours
- Office Assistant I 270 clock hours
- Office Assistant II 270 clock hours

Students eligible for veterans’ educational benefits may contact the Veterans’ Administration for more information or assistance at the national toll free number 1-800-842-0229. You may also contact the school’s VA certifying official for assistance.
ELECTRICAL SYSTEMS TECHNICIAN

Diploma Program
76.75 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 Electrical Systems Technician program will provide you with the knowledge and skills to work as an electrical apprentice, or as an electrical or electronics installer and repairer in various industries. You will learn the basics of electricity including safety, electrical theory, measuring instruments, AC/DC, National Electric Code, and low-voltage wiring. In addition, you’ll learn to read schematics and blueprints as you focus on residential wiring, commercial wiring, industrial wiring, and motor controls. Certification for OSHA-10 and CPR will also be obtained through this program.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EST101-104</td>
<td>Introduction to Electricity 1, 2, 3, 4</td>
<td>10.75</td>
</tr>
<tr>
<td>EST105-106</td>
<td>Math for Electricians 1, 2</td>
<td>6</td>
</tr>
<tr>
<td>EST107-110</td>
<td>Electricity Essentials 1, 2, 3, 4</td>
<td>9.5</td>
</tr>
<tr>
<td>EST111-114</td>
<td>Conductors &amp; Wiring Devices 1, 2, 3, 4</td>
<td>10.25</td>
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<tr>
<td>EST115-116</td>
<td>Low Voltage Wiring 1, 2</td>
<td>5.25</td>
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<tr>
<td>EST117-120</td>
<td>Residential Wiring 1, 2, 3, 4</td>
<td>10</td>
</tr>
<tr>
<td>EST121-124</td>
<td>Commercial Wiring 1, 2, 3, 4</td>
<td>10</td>
</tr>
<tr>
<td>EST125-126</td>
<td>Motor Controls 1, 2</td>
<td>5</td>
</tr>
<tr>
<td>EST127-130</td>
<td>Industrial Wiring 1, 2, 3, 4</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td><strong>Total Credits</strong></td>
<td><strong>76.75</strong></td>
</tr>
</tbody>
</table>

* Please reference course descriptions for individual course credits
**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.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NTS101</td>
<td>Introduction To Computer Hardware &amp; Math</td>
<td>2.5</td>
</tr>
<tr>
<td>NTS102-107</td>
<td>Operating Systems 1, 2, 3, 4, 5, 5 (Mac Continued)</td>
<td>15</td>
</tr>
<tr>
<td>NTS108-111</td>
<td>MS Office 1, 2, 3, 4</td>
<td>8</td>
</tr>
<tr>
<td>NTS112-113</td>
<td>Web Design 1, 2</td>
<td>4.5</td>
</tr>
<tr>
<td>NTS114</td>
<td>Customer Service</td>
<td>2.5</td>
</tr>
<tr>
<td>DEV103</td>
<td>Career Development Tools</td>
<td>3</td>
</tr>
<tr>
<td>NTS115-119</td>
<td>Hardware 1, 2, 3, 4, 5</td>
<td>12.5</td>
</tr>
<tr>
<td>NTS120-124</td>
<td>Networking 1, 2, 3, 4, 5</td>
<td>12</td>
</tr>
<tr>
<td>NTS125-129</td>
<td>Server 1, 2, 3, 4, 5</td>
<td>12.5</td>
</tr>
</tbody>
</table>

* Please reference course descriptions for individual course credits

| Total Credits | 71.5 |
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 Massage and Bodywork Licensing Examination (MBLEX). A passing score on the exam allows the student to apply for licensure as a Massage Therapist in Connecticut. 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.

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

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.

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

Total Credits 63

* Please reference course descriptions for individual course credits
The Ridley-Lowell Business & Technical Institute Medical Assistant program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), on recommendation of the Curriculum Review Board of the American Association of Medical Assistants Endowment (AAMAE). This accreditation allows our students to apply for the Certified Medical Assistant exam to become nationally certified in their field. By their standards, our program is designed to prepare the student to assist the physician in a variety of administrative and clinical procedures. Medical Assistants may work in physician's offices, clinics, hospitals, and other varied outpatient medical facilities.

* Please reference course descriptions for individual course credits
**Additional Satisfactory Program Requirement listed in Medical Assistant Program Addendum

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.

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

Total Credits 72

* Please reference course descriptions for individual courses credits

** Optional externship is highly recommended through the AAPC
Electronic Health Records

Monday – Thursday 1:30 pm – 4:30 pm
60 Clock Hours (30 on campus/30 online component)

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).

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>EHR101</td>
<td>Electronic Health Records</td>
<td>60</td>
</tr>
</tbody>
</table>
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.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG101-102</td>
<td>English Communications 1, 2</td>
<td>60</td>
</tr>
<tr>
<td>BMA101-102</td>
<td>Practical Math Applications 1, 2</td>
<td>60</td>
</tr>
<tr>
<td>KEB101-102</td>
<td>Keyboarding Basic 1, 2</td>
<td>60</td>
</tr>
<tr>
<td>CIP101-102</td>
<td>Information Processing Basic 1, 2</td>
<td>60</td>
</tr>
<tr>
<td>BLA101</td>
<td>Business Law 1</td>
<td>30</td>
</tr>
</tbody>
</table>

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).

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG103-104</td>
<td>English Communications 3, 4</td>
<td>60</td>
</tr>
<tr>
<td>ACC101-102</td>
<td>Introduction to Accounting</td>
<td>60</td>
</tr>
<tr>
<td>KEB201-202</td>
<td>Keyboarding Advanced 1, 2</td>
<td>60</td>
</tr>
<tr>
<td>CIP103</td>
<td>Information Processing Basic 3</td>
<td>30</td>
</tr>
<tr>
<td>CIP104</td>
<td>Information Processing Basic Advanced</td>
<td>30</td>
</tr>
<tr>
<td>BLA102</td>
<td>Business Law 2</td>
<td>30</td>
</tr>
</tbody>
</table>

*Please reference course descriptions for individual course hours
PHLEBOTOMY TECHNICIAN

Certificate Program
120 Clock Hours (a hybrid of on campus & online components)

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.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHB101</td>
<td>Phlebotomy Technician</td>
<td>120</td>
</tr>
</tbody>
</table>
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

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

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

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-class 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. Students will also identify and assign correct coding from the HCPCS Level II manual. 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 AAPP 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 advanced 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, CIP102, CIP103
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 & 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:  None

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:  DEV103

EHR 101 Electronic Health Records  60 Clock hours
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).
Prerequisite:  None

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
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG103</td>
<td>English Communications 3</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>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</td>
<td></td>
</tr>
<tr>
<td>ENG104</td>
<td>English Communications 4</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>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</td>
<td></td>
</tr>
<tr>
<td>EST101</td>
<td>Introduction to Electricity 1</td>
<td>2.75</td>
</tr>
<tr>
<td></td>
<td>This course introduces students to basic concepts of electrical theory. It focuses on general safety rules on the work site, atomic structure, electrical quantities, Ohm’s Law, and static electricity. In addition, students become familiar with the fundamental provisions and terminology of the National Electrical Code (NEC). This course includes, at a minimum, 7.5 hours of out-of-class work. Prerequisite: None</td>
<td></td>
</tr>
<tr>
<td>EST102</td>
<td>Introduction to Electricity 2</td>
<td>2.75</td>
</tr>
<tr>
<td></td>
<td>This course continues to introduce students to basic concepts of electrical theory. It focuses on resistors, electrical measurements, and meters. In addition, students become familiar with the NEC’s general and specific provisions for junction boxes and enclosures. This course includes, at a minimum, 7.5 hours of out-of-class work. Prerequisite: EST101</td>
<td></td>
</tr>
<tr>
<td>EST103</td>
<td>Introduction to Electricity 3</td>
<td>2.75</td>
</tr>
<tr>
<td></td>
<td>This course continues to introduce students to basic concepts of electrical theory. It focuses on the tools of the trade, the symbols and schematics used in blueprints, and hand bending of conduit. In addition, students use the National Electrical Code to learn about the regulations for raceways, conductors, and general and specific provisions for commercial buildings. This course includes, at a minimum, 7.5 hours of out-of-class work. Prerequisite: EST102</td>
<td></td>
</tr>
<tr>
<td>EST104</td>
<td>Introduction to Electricity 4</td>
<td>2.5</td>
</tr>
<tr>
<td></td>
<td>This course continues to introduce students to basic concepts of electrical theory. Students use the National Electrical Code to learn about the regulations for raceways, conductors, general and specific provisions for one-family dwellings. It also continues to focus on hand bending techniques for conduit. This course includes, at a minimum, 7.5 hours of out-of-class work. Prerequisite: EST103</td>
<td></td>
</tr>
<tr>
<td>EST105</td>
<td>Math for Electricians 1</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>This course begins with a review of basic mathematical concepts including whole numbers, fractions, percent’s, averages, and estimates. The remaining course focuses on the mathematics that electricians use on the job such as powers, roots, and measurements. This course includes, at a minimum, 7.5 hours of out-of-class work. Prerequisite: None</td>
<td></td>
</tr>
<tr>
<td>EST106</td>
<td>Math for Electricians 2</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Basic mathematical concepts including ratios and proportions, formulas, and trigonometry will be reviewed during this course. The students then focus on mathematics for electricians including general simple formulas, Ohm’s Law formulas, and combined problems in trigonometry. This course includes, at a minimum, 7.5 hours of out-of-class work. Prerequisite: EST105</td>
<td></td>
</tr>
<tr>
<td>EST107</td>
<td>Electricity Essentials 1</td>
<td>2.5</td>
</tr>
<tr>
<td></td>
<td>This course examines alternating current (AC) and how it produces most of the electric power used in the world. Students learn about basic electric circuits, including series, parallel and combination circuits. They apply electrical laws, theorems, and formulas to practical applications. This course includes, at a minimum, 7.5 hours of out-of-class work. Prerequisite: EST104 &amp; EST106</td>
<td></td>
</tr>
<tr>
<td>EST108</td>
<td>Electricity Essentials 2</td>
<td>2.5</td>
</tr>
<tr>
<td></td>
<td>This course continues to examine alternating current (AC) and inductance in AC circuits. Students learn about batteries and other sources of electricity, magnetic induction, and resistive-inductive series circuits. They apply electrical laws, theorems, and basic trigonometry to practical applications. This course includes, at a minimum, 7.5 hours of out-of-class work. Prerequisite: EST107</td>
<td></td>
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</tbody>
</table>
EST109  Electricity Essentials 3  2
This course continues to examine alternating current (AC), and introduces capacitors and capacitance in AC circuits. Students learn about resistive-inductive parallel circuits, resistive-capacitive series circuits, and resistive-capacitive parallel circuits. They apply electrical laws, theorems, and basic trigonometry to practical applications. This course includes, at a minimum, 7.5 hours of out-of-class work.
Prerequisite:  EST108

EST110  Electricity Essentials 4  2.5
This course continues to examine alternating current (AC), resistive-inductive-capacitive series circuits, and resistive-inductive-capacitive parallel circuits. Students also increase their knowledge about direct current (DC), single-phase motors, and three-phase motors. They apply electrical laws, theorems, and basic trigonometry to practical applications. This course includes, at a minimum, 7.5 hours of out-of-class work.
Prerequisite:  EST109

EST111  Conductors & Wiring Devices1  2.5
This course focuses on conductors of electricity. Students learn how to select and install an appropriate conductor and to identify conductors based on color coding. Wiring devices are introduced, and students become familiar with wire sizes, how to use wire tables, how to calculate wire resistance, and addresses NEC code requirements. This course includes, at a minimum, 7.5 hours of out-of-class work.
Prerequisite:  EST103, EST106

EST112  Conductors & Wiring Devices2  2.5
This course continues to focus on conductors of electricity. Students learn about the switch control of lighting circuits and lighting branch-circuits for the garage. This course also addresses NEC code requirements for one-family dwellings, services, and electrical equipment. Students apply their knowledge in 3-way switch, split receptacle, and low voltage wiring projects. This course includes, at a minimum, 7.5 hours of out-of-class work.
Prerequisite:  EST111

EST113  Conductors & Wiring Devices 3  2.5
This course continues the focus on conductors of electricity, wiring devices, and the National Electrical Code (NEC). Students become familiar with special purpose outlets for the bathroom, branch-circuits, and lighting branch-circuits for the workshop. They also learn about NEC comprehensive, specific, and general provisions for multi-family dwellings. Students apply their knowledge in reading commercial building drawings. This course includes, at a minimum, 7.5 hours of out-of-class work.
Prerequisite:  EST112

EST114  Conductors & Wiring Devices 4  2.75
This course continues the focus on conductors of electricity, wiring devices, and the National Electrical Code (NEC). Students become familiar with special purpose outlets for the kitchen, and then focus on equipment and conductor short-circuit protection. They apply their knowledge in lab creating schematics and installing special purpose outlets, receptacles, and branch-circuits. This course includes, at a minimum, 7.5 hours of out-of-class work.
Prerequisite:  EST113

EST115  Low Voltage Wiring 1  2.75
In this course, students become familiar with low voltage systems. Topics covered include overcurrent, equipment, and conductor protection, short-circuit calculations, and signaling systems. This course includes, at a minimum, 7.5 hours of out-of-class work.
Prerequisite:  EST104 & EST106

EST116  Low Voltage Wiring 2  2.5
Students continue the study of low voltage systems during this course. Areas of study include the wiring of low voltage electrical systems for audio, video, security, telephone, computer networking, and wireless. In addition, this course focuses on fire alarm systems and components, generators, and emergency power systems. This course includes at a minimum, 7.5 hours of out-of-class work.
Prerequisite:  EST115
EST117   Residential Wiring 1   2.5
This course builds a foundation of knowledge about the wiring of a typical residence in accordance with the requirements set forth by the National Electrical Code. It focuses on important topics such as safety when working with electricity, electrical symbols, circuit layouts, types of luminaires, and wiring methods. Students apply basic wiring concepts to the wiring of a residence, room by room, circuit by circuit. This course includes at a minimum, 7.5 hours of out-of-class work.
Prerequisite: EST116

EST118   Residential Wiring 2   2.5
This is the second course focusing on the wiring of a typical residence in accordance with the requirements set forth by the National Electrical Code. The various lighting branch-circuits for all rooms in a residence are covered during this course. Students apply basic wiring concepts to the wiring of a residence, room by room, circuit by circuit. This course includes at a minimum, 7.5 hours of out-of-class work.
Prerequisite: EST117

EST119   Residential Wiring 3   2.5
The third course in the residential wiring series, this course focuses on laundry room circuits and outlets, and special-purpose outlets including water pumps, heaters and cooking units. Students apply basic wiring concepts to the wiring of a residence, room by room, circuit by circuit in accordance with the requirements set forth by the National Electrical Code. This course includes at a minimum, 7.5 hours of out-of-class work.
Prerequisite: EST118

EST120   Residential Wiring 4   2.5
During this final course of study in residential wiring, students will be exposed to special-purpose outlet installation of dishwashers, disposals, electric heaters and air conditioners. Students will also become familiar with service entrance equipment and over current protection. Students apply basic wiring concepts to the wiring of a residence, room by room, circuit by circuit in accordance with the requirements set forth by the National Electrical Code. This course includes at a minimum, 7.5 hours of out-of-class work.
Prerequisite: EST119

EST121   Commercial Wiring 1   2.5
This course exposes students to the basics of commercial wiring. It focuses on the planning of a commercial installation. Topics included are commercial building plans and specifications, reading electrical drawings, load requirement conversions, branch circuits, and switches and receptacles. Students determine circuit loads and apply concepts learned to commercial building drawings. This course also addresses NEC code requirements for commercial locations. This course includes at a minimum, 7.5 hours of out-of-class work.
Prerequisite: EST115

EST122   Commercial Wiring 2   2.5
The second course in commercial wiring focuses on the planning of a commercial installation by covering motor and appliance circuits and feeders. The NEC will be reviewed and then used to discuss commercial locations, non-dwelling load calculations, and services, feeders, and equipment. Students determine requirements and apply concepts learned to commercial building drawings. This course includes at a minimum, 7.5 hours of out-of-class work.
Prerequisite: EST121

EST123   Commercial Wiring 3   2.5
This course continues to expose students to the basics of commercial wiring as the third course in the series with a focus on a commercial building’s main electrical service. Topics covered include working drawings, special circuits, panelboard selection and installation, the electric service, and lamps and luminaries. Students apply concepts to commercial building drawings and NEC code requirements to commercial locations. This course includes at a minimum, 7.5 hours of out-of-class work.
Prerequisite: EST122

EST124   Commercial Wiring 4   2.5
This is the final course of commercial wiring with a focus on cooling systems, special occupancies, hazardous locations, health care, industrial locations, and special equipment. Students apply concepts and NEC code requirements to commercial building drawings and locations. This course includes at a minimum, 7.5 hours of out-of-class work.
Prerequisite: EST123
EST125  Motor Controls 1  2.5
In this course, students are introduced to motor control systems. Topics covered are basic control circuits, relays, and switches. Schematic diagrams are an integral part of the course as students use them to locate information about control systems and connect circuits. This course includes at a minimum, 7.5 hours of out-of-class work.
Prerequisite:  EST114

EST126  Motor Controls 2  2.5
Students will expand on their knowledge of motor control systems during this course. Topics covered are switches, sensing devices, braking methods, types of motors, and variable speed drives. Schematic diagrams are an integral part of the course as students use them to locate information about control systems and connect circuits. This course includes at a minimum, 7.5 hours of out-of-class work.
Prerequisite:  EST125

EST127  Industrial Wiring 1  2.5
This course introduces students to the basics of installing wiring systems in an industrial building. Students will become familiar with the symbols used in reading and understanding site plans, the components of a unit substation, feeder bus systems, and an introduction to panel boards. They proceed through the wiring process by applying concepts learned during the course to industrial building drawings. This course includes at a minimum, 7.5 hours of out-of-class work.
Prerequisite:  EST115

EST128  Industrial Wiring 2  2.5
During this course, students will learn about the installation of various panel boards, trolley busways, using wire tables, and determining conductor sizes. They proceed through the wiring process by applying concepts learned during the course to the industrial building drawings. This course includes at a minimum, 7.5 hours of out-of-class work.
Prerequisite:  EST127

EST129  Industrial Wiring 3  2.5
Students expand their knowledge about the installation of wiring systems in an industrial building during this course. Topics covered include motors and controllers, motor installation, power factor, ventilating, air conditioning, system protection, and lightning protection. Concepts learned during the course are applied to industrial building drawings. This course includes at a minimum, 7.5 hours of out-of-class work.
Prerequisite:  EST128

EST130  Industrial Wiring 4  2.5
Students will conclude their study of the installation of wiring systems in an industrial building during this course. Areas to be covered include site lighting, PLC’s, fiber optics, hazardous locations, and harmonics. Concepts learned during the course are applied to industrial building drawings. This course includes at a minimum, 7.5 hours of out-of-class work.
Prerequisite:  EST129

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 2 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

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, and how they 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 overview of the human body. 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.  
Prerequisite:  None

MAP102 Anatomy & Physiology 2 3  
This course focuses on the Skeletal, Muscular, and the Nervous systems, including Special Senses. You will study how these systems work and the related diseases. This course includes, at a minimum, 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 3  
This 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 offices 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 is 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: MCP101

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: None

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 may medical terms that are made up of interchangeable word parts used in different combinations. Additionally, you will recognize, define, spell, and pronounce the terms related to the structural organizations of the body, disease, developmental disorders, and related abbreviations and acronyms. 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: None

MTH102  Massage Therapy 2  2.25
In this course, the massage procedure is the actual process of performing a massage therapy session. There are many variations of doing a massage and practitioners can adopt a general routine or the practitioner can tailor the massage to that particular client. We will focus on the process of performing a massage session. This course includes, at a minimum, 7.5 hours of out-of-class work. Prerequisite: MTH101

MTH103  Massage Therapy 3  2.25
Students continue to learn the effects, benefits, and contraindications of massage while learning hands-on application of massage techniques, procedures for giving a complete body massage and therapeutic assessments. Students will experience giving and receiving a full body massage during class time. This course includes, at a minimum, 7.5 hours of out-of-class work. Prerequisite: MTH101

MTH104  Massage Therapy 4  2.25
This class is designed to emphasize human anatomy as it relates to external body movement. We will focus on bones, muscles and joints as they pertain to movement of the body. Prerequisite: MTH101

MTH105  Massage Therapy 5  2.25
This class has two parts, the first part addresses hydrotherapy, with incorporates water, heat, and cold therapies. The second part teaches the history and culture of spas and how these spa services have evolved. Students will learn how these two areas combine to create much sought after therapies, as well as what it is really like to work in a spa industry. This course includes, at a minimum, 7.5 hours of out-of-class work. Prerequisite: MTH101
MTH106  Massage Therapy 6  2.25
This course introduces the therapeutic massage techniques that address specific conditions and complaints that clients might present. Techniques introduced in this section include neuromuscular techniques, muscle energy, position release, myofascial techniques. Students will experience giving and receiving a full body massage during class time. This course includes, at a minimum, 7.5 hours of out-of-class work.
Prerequisite: MTH103

MTH107  Massage Therapy 7  2.25
This course creates awareness for the lymph system and the importance of lymph massage. Along with concept of using therapeutic procedures for intake and assessment of our clients prior to determine the most appropriate techniques for the client. Students will experience giving and receiving a full body massage during class time. This course includes, at a minimum, 7.5 hours of out-of-class work.
Prerequisite: MTH106

MTH108  Massage Therapy 8  2.25
This course looks specifically at athletic/sports massage. Topics covered will include which techniques work best with active/sports minded clients as well as how to differentiate between acute, subacute and chronic injuries and the treatment choices for each stage of injury. This course includes, at a minimum, 7.5 hours of out-of-class work.
Prerequisite: MTH107

MTH109  Massage Therapy 9  2.25
This course looks at both Massage for special populations and Massage in Medicine. Students will learn how we can best work with clients, who have special needs, i.e.: pregnancy, children, older clients, as well as how to collectively work with the current healthcare system to create a wellness partnership. Students will experience giving and receiving a full body massage during class time. This course includes, at a minimum, 7.5 hours of out-of-class work.
Prerequisite: MTH101

MTH110  Massage Therapy 10  2.25
This course looks at the resurgence of various touch therapies that relate to the maintenance of physical, mental, and emotional health. We will cover the following topics: chair massage, reflexology, acupressure, chakras, and other somatic therapies. Students will experience giving and receiving alternative modalities during class time. This course includes, at a minimum, 7.5 hours of out-of-class work.
Prerequisite: MTH101

MTH111  Massage Therapy 11  2.25
A continuation of MTH110, this final section has a three phase set up. The first phase is to learn the integration of massage into the medical community. The second phase is about learning alternative modalities: aromatherapy, ayurveda, reflexology, hot stone massage, etc. The third and final phase of this class is to learn about eastern philosophy that incorporates an overview of, The Five Element Theory, energy, meridians, Yin/Yang and Shiatsu.
Prerequisite: MTH101

MTH112  Massage Review  2.25
This course is designed as a seminar to prepare students to take their massage exam through the Federation of State Massage Therapy Boards (FSMTB) along with training in CPR and First Aid. We will be studying and reviewing the content areas necessary to take the MBLEx. This course includes, at a minimum, 7.5 hours of out-of-class work.
Prerequisite: MTH001-111

NTS101  Intro to Computer Hardware & Math  2.5
The student will be able to identify the basic hardware components in the computer system. Students will be able to demonstrate understanding of the idea of place and conversion values in decimal, binary, and hexadecimal number systems. This course includes, at a minimum, 7.5 hours of out of class work.
Prerequisite: None

NTS102  Operating Systems 1  2.5
Students will learn the most important topics of the Windows Command Line, including working with files, directories, and using troubleshooting tools. This course includes, at a minimum, 7.5 hours of out of class work.
Prerequisite: None
NTS103 Operating Systems 2 2.5
Students will learn the fundamentals of the UNIX/Linux families including debugging, installation, security, protocols, internetworking, and troubleshooting. This course includes, at a minimum, 7.5 hours of out of class work.
Prerequisite: NTS101-102

NTS104 Operating Systems 3 2.5
This course provides an introduction to Microsoft Windows XP. Topics include creating, saving, and printing documents, understanding directories and subdirectories, creating batch files, and customizing and configuring a system. This course includes, at a minimum, 7.5 hours of out of class work.
Prerequisite: NTS101-102

NTS105 Operating Systems 4 2.5
Students will learn the fundamentals of Microsoft Windows 7 including topics such as Windows Explorer, files management, and working with graphics, hardware, fonts, and networks. This course includes, at a minimum, 7.5 hours of out of class work.
Prerequisite: NTS101-102

NTS106 Operating Systems 5 2.5
This course is designed to introduce a Mac and Android operating system, and explore the functionality of software applications. Students learn how to configure and customize tools and capabilities to help solve problems and increase productivity. This course includes, at a minimum, 7.5 hours of out of class work.
Prerequisite: NTS106

NTS107 Operating Systems 5 (Mac Continued) 2.5
This course is designed to introduce a Mac Operating system, and explore the functionality of software applications. Students learn how to configure and customize tools and capabilities to help solve problems and increase productivity. This course includes, at a minimum, 7.5 hours out-of-class work.
Prerequisite: NTS106

NTS108 MS Office 2 2
Microsoft PowerPoint will be introduced as students create and edit a presentation using clip art, pictures, shapes, and media. This course includes, at a minimum, 7.5 hours out-of-class work.
Prerequisite: None

NTS109 MS Office 3 2
Students will then be introduced to Microsoft Excel as they utilize formulas, functions, charting, worksheet formats, what-if analysis, financial functions, data tables, functions, and validation. This course includes, at a minimum, 7.5 hours out-of-class work.
Prerequisite: NTS108

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 1 2
This course provides an introductory presentation of Microsoft Word. Topics include creating, formatting, and editing word documents. The students use templates to create a business letter and resume. This course includes, at a minimum, 7.5 hours out-of-class work.
Prerequisite: None

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 computer networking and gain understanding of a broad range of networking technologies. 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  Principles 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-MMT104

PHB 101  Phlebotomy Technician  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. Prerequisite: None

PHB 101  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

PHB 102  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

PHB 103  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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