

2016 - 2017 Catalog



H a r r i s

School of Business

**Cherry Hill, NJ
Linwood, NJ**

**Hamilton, NJ
Upper Darby, PA**

Cherry Hill, New Jersey



Harris School of Business (Main Campus)

1 Mall Drive, Suite 700
Cherry Hill, NJ 08020
Tel: (856) 662-5300-3701

Hamilton, New Jersey



Harris School of Business (Branch Campus)

3620 Quakerbridge Road
Hamilton, NJ 08619
Tel: (609) 586-9104

Linwood, New Jersey



Harris School of Business (Branch Campus)

1201 New Road, Suite 226
Linwood, NJ 08221
Tel: (609) 972-4310

Upper Darby, Pennsylvania



Harris School of Business (Branch Campus)

20 South 69th Street
Upper Darby, PA 19082
Tel: (484) 463-3800

Hours of Operation

Monday
8:00 am - 8:00 pm

Tuesday - Thursday
8:00 am - 10:00 pm

Friday
8:00 am - 5:00 pm

Saturday
9:00 am - 1:00 pm

State Approvals

The New Jersey campuses are authorized to provide training by:

New Jersey Department of Labor and
Workforce Development
Training Evaluation Unit
1 John Fitch Plaza
PO Box 110
Trenton, NJ 08625-0110

The Upper Darby campus is authorized to provide training by:

Pennsylvania Department of Education
333 Market Street, 9th
Harrisburg, PA 17101

Accreditation

These campuses are accredited by:

Accrediting Council for Independent Colleges and Schools (ACICS)
750 First Street, NE, Suite 980
Washington, DC 20002-4241
Tel: (202) 336-6780
Fax: (202) 842-2593

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Welcome

Harris School of Business is an accredited school with a 50-year history of providing career focused education in the areas of allied health, business and computer technology, including legal and accounting. We specialize in comprehensive, accelerated programs, which prepare our students for interesting and challenging positions in their chosen fields of study.

Our 50 years of success are a result of the successful graduates who have benefited from our programs - the history of their achievements forms the foundation on which today's students set their goals. The administration, staff and faculty look forward to assisting you in attaining your goals. We hope you enjoy your educational experience while at the Harris School of Business.

Sincerely,



Dr. Nicholas V. Hastain
President & CEO

History

The company which became Harris School of Business was founded by Mrs. Ethel S. Harris, a native of Camden, NJ in 1959 after her physician husband died at a young age, leaving her a widow at 37 with three small children. Fortunately before marrying her husband, Mrs. Harris had graduated from a business school and worked in Washington, D.C., as a secretary in various government departments during World War II. With her knowledge of office skills and the help of friends, she started her own business, founding Harris Employment Service in 1959. The Harris School of Business, as an institution of higher learning, was founded in 1965 when it became apparent that many job-seekers and applicants to her employment service needed training or review instruction to become more employable.

After serving the community as a family-owned business since 1965, Premier Education Group, L.P., acquired the school in May 2003; and in November 2003, the school relocated to One Mall Drive, Suite 700, Cherry Hill, NJ, a high-rise office building at the Cherry Hill Mall. This purchase was followed by an expansion in 2005 and 2006 to Linwood, NJ; Hamilton, NJ, and Wilmington, DE, with further expansion into Stratford, NJ, Dover, DE, Upper Darby, PA in 2008, and Danbury, CT and Melbourne Florida in 2013. The school's longevity in the community and excellent reputation with employers are two of the reasons why an education from Harris School of Business opens doors of opportunity for its graduates.

Mission Statement



Mission

Harris School of Business is committed to providing students with the necessary skills and attitudes for securing employment in their fields of training. Through the combination of professional faculty, focused support services, and modern, well-equipped facilities, Harris School of Business strives to foster pride, dignity and self-respect in its student body. Fundamental to its mission is the emphasis on individual advising and guidance. The faculty and staff seek to empower students with industry specific knowledge, which will gain them both the respect and means of rewarding self-support. Harris School of Business provides students with a solid educational foundation on which to build their future professional development.

Institutional Objectives

- Provide curricula that meet the current standards of the industries we serve
- Provide an environment that will foster academic and personal development
- Help students develop proper work habits, professional attitudes, and increased confidence
- Provide a clean, attractive and well-managed facility for the student, staff and faculty
- Assist graduates in securing entry-level positions that will lead to fulfilling their career objectives
- Provide business, industry, government, and professionals with well-trained personnel

General Information

Harris School of Business Main Campus - Cherry Hill, NJ

Harris School of Business - Cherry Hill, NJ is a Main Campus. There are branch campuses located in Linwood and Hamilton in NJ, Upper Darby PA, Danbury CT, and Melbourne FL.

Statement of Legal Control

Harris School of Business is owned by Premier Education Group, L.P.; registered limited partnership in the Commonwealth of Pennsylvania. Dr. Nicholas V. Hastain is the President & CEO and Robert L. Bast, Esq., W. Roderick Gagne and The Elizabeth Brennan Family Trust #2 are limited Partners. The General Partner is incorporated.

Statement of Non-Discrimination

Harris School of Business does not discriminate on the basis of sex, age, physical handicap, race, creed or religion in its admissions to, or treatment within, its programs and activities, advertising, training, employment or placement. The Campus Director is authorized to coordinate Title IX, the Educational Amendment Act of 1972, which prohibits discrimination on the basis of sex in any educational program or activity receiving Federal financial assistance. All grievances or complaints under the sex discrimination provision of Title IX should be directed to the Campus Director. Complaints will be responded to within 10 working days and will be handled directly and equitably. Students who feel the complaint has not been adequately addressed should forward their concerns to Jessica Mastrogiovanni, Vice President/General Counsel at the corporate offices of Premier Education Group:

545 Long Wharf Drive, 5th Floor
New Haven, CT 06511
Tel: (203) 672-2300
Fax: (203) 672-2323

General Facilities

The Cherry Hill campus is located in the One Cherry Hill Building at I Mall Drive in Cherry Hill, NJ. The campus is housed in a comfortable setting that includes lecture classrooms, computer laboratories, fully equipped clinical laboratories, a student lunchroom with vending machines, and a student resource center. The campus occupies the half of the 1st floor and the entire 7th floors of the building.

The Hamilton campus is located in a stand alone building within walking distance of the Hamilton Train station and New Jersey Transit Bus Routes. The campus is housed in a comfortable setting that includes lecture classrooms, computer laboratories, fully equipped clinical laboratories, a student lunchroom with vending machines, and a student resource center.

The Linwood campus is housed in a comfortable setting that includes lecture classrooms, computer laboratories (with course required hardware and software), fully equipped clinical laboratories, a student lunchroom with vending machines, and a student resource center. Additional classrooms are located outside of the main entrance.

The Upper Darby campus is located on 69th Street, Upper Darby, within minutes of downtown Philadelphia, PA and conveniently located a short distance from the state borders of Delaware, Maryland and New Jersey. The school is located on the second floor of a professional building. The building is handicap-accessible. There is ample parking a short distance from the building. The school has a main reception area, large classrooms and clinical rooms with windows.

Compliance

Harris School of Business complies with all local, municipal, city, county, state, and federal regulations.

Facilities for the Handicapped

Harris School of Business facilities are accessible to the handicapped. Harris School follows ADA guidelines in providing reasonable accommodations for all such applicants.

School Hours

Standard day school hours are Monday through Thursday. Classes canceled for holiday observance on a Monday are usually made up on Friday of the same week. The school reserves the right to utilize an extended day, occasional Fridays, or even Saturdays as make-up for snow days or other unusual circumstances. Evening classes regularly meet Tuesday through Thursday. Evening classes canceled for holidays, weather, or other reasons are generally rescheduled for Monday nights. Schedule will vary according to Program and Start date selected.

Day Classes: Monday - Thursday
8:00 am - 2:00 pm

Evening Classes: Tuesday - Thursday
6:00 pm - 10:00 pm

School Calendar

For a complete listing of the school's yearly calendar, including start and end dates of terms, programs, and school holidays, please refer to page 59.

School Closings and Emergency Circumstances

The school utilizes local network for publicizing school closings or late openings. The school reserves the right to cancel or delay the start of classes during an emergency or any other "act of God." Under these conditions, students will not be charged with an absence. Course content will be made up to ensure completion of the student's entire program. In the unlikely event of a catastrophe, the school reserves the right to suspend training for a period not to exceed 90 days, so long as it evidences positive efforts every 30 days to reactivate the institution.

Dress Code

Students are asked to maintain personal hygiene and use good judgment, and to dress in a manner which is consistent with preparing to enter the professional work environment. Specific information concerning what is considered appropriate attire will be communicated to students by memo.

Internship/Externship

Some programs of study at Harris School of Business require completion of an internship/externship. During internship/externship the student will apply his or her knowledge and skills in an actual work setting while under the supervision of qualified personnel. Successful completion of the internship/externship is a requirement for graduation. Please note that internship/externship hours are arranged according to the needs of the internship/externship sites. Evening students must complete their internship/externship during the day. Students are responsible for adjusting their schedules to the availability of internship/externship hours.

Graduation - Certificates

Students enrolled are awarded certificates upon successful completion of all program and graduation requirements.



Harris School Philosophy

Harris School of Business is dedicated to providing students with the best quality of education available. Harris School offers a sound clinical and educational experience that produces excellence in the allied health industry. In addition, Harris School is committed to assisting each student in mastering his or her therapeutic and clinical skills, technical knowledge, personal awareness, and sensitivity needed for a successful and rewarding practice in allied health or business.

Accreditation & State Approvals

These campuses are accredited by:

Accrediting Council for Independent Colleges and Schools (ACICS)
750 First Street, NE, Suite 980
Washington, DC 20002-4241
Tel: (202) 336-6780
Fax: (202) 842-2593

The New Jersey campuses are authorized to provide training by:

New Jersey Department of Labor and Workforce Development
Training Evaluation Unit
1 John Fitch Plaza
PO Box 110
Trenton, NJ 08625-0110

The Upper Darby campus is authorized to provide training by:

Pennsylvania Department of Education
333 Market Street, 9th
Harrisburg, PA 17101

Admissions

Admissions Requirements

The basic requirement for admission is that the applicant should possess a high school diploma or recognized equivalent. Other considerations for acceptance are the applicant's ability to successfully complete a curriculum within the allotted time frame, as well as the appropriateness of the program in preparing an applicant for his or her stated career goal. At the discretion of the Campus Director, the school reserves the right to deny admission to an applicant who possesses a high school diploma or GED, yet whose admissions interview and/or testing indicate unsuitability for the program.

Evaluation

Along with the interview, an evaluation is made by means of an admissions test(s), which is given to all prospective students in order to help the school evaluate the applicant's ability to master and successfully complete a training program offered by the school. In order to be admitted, a prospective student must meet the institution's criteria for passing the Wonderlic admissions test. To qualify for admission into Harris School applicants must successfully complete the initial interview process and receive a positive recommendation from the school's Admissions Director. Basic admission requirements include:

- Pass the admissions test with a score that meets the institution's criteria for passing the Wonderlic admissions test
- Submit a copy of a high school diploma, GED certificate or signed attestation
- An admissions interview
- \$25.00 application fee
- Completed Enrollment Agreement
- Be available for learning activities that may be scheduled evenings and/or weekends

Any exceptions concerning a prospective student's eligibility to enter a specific training program would be made on an individual basis, at the discretion of the Education Department.

- * Upon enrollment, all Pharmacy Technician students must complete a background check. The background check must be clear in order to participate in internship and to obtain a license

These campuses utilizes the Wonderlic Scholastic Level Exam in determining the prospective students ability to complete the following programs of study currently offered at the campus:

Professional Medical Assistant Plus	13
Health Claims Specialist Plus	13
Massage Therapy	15
Pharmacy Technician	13
Legal Office	15

High School Diploma (or Equivalent)

The school does not accept Ability-To-Benefit (A.T.B.) students for admissions. Therefore, to be accepted for admission, the school must have evidence on file that a student has received a high school diploma or recognized equivalent.

Application Fee

At the time of the admissions interview, the candidate will complete an Application for Admission. A \$25 application fee will be included in the total cost of the program. The Application Fee is non-refundable and must be paid while in school.

Registration Fee

Upon written acceptance by the school, the applicant will indicate the decision to enroll by signing an Enrollment Agreement. Payment of the \$75 non-refundable registration fee must be included in either the student's private payment plan or financial aid package. For students who are being sponsored by state or county agencies, payment of the application and registration fees at the time of admission will not be applicable due to agency procedures for their participants.

Orientation

An orientation session for new students is held prior to the start of the programs. Students will receive advance notification of the date and time of orientation. It is each student's responsibility to become familiar with the policies and guidelines of the school, which are contained in this catalog, official memos and supplements.

Transferring Credits from Other institutions and Premier Education Group Schools

Post-Secondary institutions honor requests by applicants with previous post-secondary credits for advanced standing. Premier Education Group schools employ practices in line with other higher education institutions in assessing credits from other schools or colleges that are recognized by the US Department of Education. Credit transfers determination is made before the student starts.

Practices and Policies

Academic Transfer of Credit:

The Education Department at the school will review transcripts to determine what hours/credits, if any, will be granted. Students petitioning for transfer credit must submit an official transcript and catalog from the institution.

- Prospective students may be granted transfer credit up to 25% of the total program credits from an outside institution as long as the institution is recognized by the US Department of Education

Premier Education Group students may be granted transfer credit up to 50% of the total program hours/credits within a Premier Education Group school (example Branford to Salter) if the new program and all courses are not identical. If a student comes back within the 180 days they resume their original enrollment

- Students may transfer credits from a Premier Education School with identical curriculum based on the following:
 - A. Premier Education Group students passing grades will be accepted, however, non passing grades will still be calculated in Satisfactory Academic Progress (SAP) and in the Cumulative Grade Point Average (CGPA)
 - B. Premier Education Group students returning after one year or more will be required to take a skills assessment test
 - C. Premier Education Group students returning one year or more with only an internship to complete will be required to take a skills assessment test prior to being placed on an internship site

Skills Assessment Tests:

Medical Assistant - Hands on Skill Assessment
Massage Therapy - Hands on Skill Assessment

(All skill assessments must be documented and graded)

(If the skill assessment is not passed, appropriate courses will be assigned to audit or retake courses.)

The Official Transcript must be accompanied by a catalog of the institution, which describes the courses for which transfer hours/credits is sought. Transfer hours/credits cannot be funded with Federal Title IV financial aid. Transfer credits will count as hours/credits attempted and completed for SAP calculation.

Hours/credits will be considered for transfer hours/credits toward graduation if the following criteria are met:

1. Official transcript and catalog are reviewed
2. Course is adjudged equivalent in content, hours and credits
3. A grade point average (GPA) of 2.0 (C) or better was achieved (does not apply to PEG transfers)
4. Course was completed no more than 5 years prior to "date of request"
5. All courses transferred from another institution will be marked with a "T".
6. PEG Courses that are being transferred from one enrollment at the school to a new enrollment due to program changes, schedule changes, and reentry / reenroll activity will show on the transcript with the original grade earned, including "F" and "W"'s and will also calculate for GPA and SAP using the original grade. This includes same school codes.

Tuition Credit:

Students will be charged on a pro rata credit for tuition based on number of hours remaining in the program.

Right to Appeal:

Students may appeal the transfer credit decision by writing to Premier's Education Specialist at:

Premier Education Group
545 Long Wharf Drive, 5th Floor
New Haven, CT 06511

The Education Specialist may exercise their discretion to reevaluate the award of transfer credit.

Proficiency Credit

Keyboarding Proficiency

Students who wish to demonstrate proficiency in the keyboarding course will undergo an assessment monitored by a representative from the Education Department who will evaluate the student's skill with a proficiency exam to determine "retained knowledge" in both lecture and laboratory components.

- A minimum score of 75% must be achieved in lecture
- The laboratory components must register a practical skill level of a minimum of 30 words per minute with 3 or less errors
- Students receive a P for the applicable course on the Harris School of Business transcript
- Proficiency credits cannot be funded with Federal Title IV financial aid

Special Needs

Harris School of Business will present advice and reasonable accommodations to facilitate enrollment and training to prospective students with special needs. Students should let the Admissions Coordinator know of any disabilities that we should be aware of.

Remedial Education

Harris School of Business offers no remedial education or GED training programs. However, the Director of Education maintains listings of remedial and GED preparation programs which are offered at local adult learning.

Consumer Information - Maintenance Of Academic Records

Students have the right to inspect and review their records, as well as request amendment of records which they believe to be inaccurate or misleading. Procedure requires that the student make an appointment with the Campus Director to review the documentation in his or her file; the school will need to comply within a maximum of 45 days. The school is not required to provide a student with copies of the contents of his or her file unless failure to do so would deny the student access (i.e., the student has moved out of state and is no longer living within driving distance of the school).

Other than "directory information," which is information not generally considered harmful or an invasion of privacy if disclosed, the school may not disclose a student's records without the student's signature on a written consent form that indicates both the purpose of the disclosure and the party to whom disclosure may be made – with the following exceptions: school officials with a legitimate educational purpose, federal, state and local authorities involved in an audit or evaluation of compliance with educational programs, organizations conducting studies for, or on the institution's behalf, agencies on behalf of the student, accrediting organizations, for judicial orders, or in a safety emergency.

Right to Make Changes or Revisions

This catalog is an official publication of the Harris School of Business. The school reserves the right to make changes or revisions to the catalog at any time by means of official addendums. Such changes may include, but are not limited to, courses, methods, faculty, staff, provisions or requirements, the cancellation of courses or programs, and any other change deemed necessary in the best interests of the school and its students. It is advised that all students read and fully understand the regulations and policies stated herein.

Financial Information

Tuition & Fees

All students are guaranteed that tuition at the time of registration will not increase as long as they are actively and continuously enrolled in the same program. For a complete list of the tuition and fees for current programs, including the standard application, registration, and graduation fees, please refer to the Schedule of Tuition and Fees section of the catalog. **Upon satisfactory completion of a program and discharge of all financial obligations, students will be awarded a certificate.**

Books & Supplies

Students will be charged for books and supplies received unless, in case of cancellation, they are promptly returned in proper condition for resale.



Administrative Fee For Withdrawal

Students will be charged an Administrative Fee for processing a withdrawal, which will be the lesser of \$100 or 5% of the tuition, fees, and other charges assessed. In addition, if a student is funding his or her education by means of any of the Title IV programs of the U.S. Department of Education, it is important to refer to the description of the Federal Return of Unearned Title IV Funds policy. For additional examples of how the calculations of charges are determined, please ask the Financial Aid Advisor.

Service Charge

In the event that a personal check rendered for payment of obligations is returned by the bank for insufficient funds or for any other reason, a \$25 bookkeeping fee will be charged in addition to the bank charge.

Collections

Students in arrears with monthly payments may be sent to a Collection Agency. In accordance with the terms of their enrollment, interest and/or collection fees may be added to the balance owed.

Policy On Unpaid Debt

It is the policy of Harris School of Business that students or former students who have any unpaid obligations for tuition or fees due to the school who have not made acceptable arrangements for settlement of obligations, will be subject to the withholding of any grades, grade reports, transcripts, or certificates, and will not be able to participate in the internship course or continue with the program until satisfactory settlement of unpaid debts.

Financial Aid

Harris School of Business believes that limited resources should not limit a student's career aspirations and educational opportunities. The Financial Aid Administrator at Harris School is available to personally consult with the student (and/or parent/spouse) concerning eligibility for financial aid programs, the application process, and a payment plan that fits the student's needs.

In general, in order to receive aid a student must be a U.S. citizen or eligible non-citizen and demonstrate financial need and eligibility for a loan, and the student must attend the school on at least a half-time basis. Financial aid recipients should be aware of the difference between a grant and a loan:

- **A grant** is an award to eligible students that does not have to be repaid
- **A loan** is borrowed money that must be repaid with interest

Free Application for Federal Student Aid (FAFSA)

The FAFSA must be completed by all students applying for financial aid from the U.S. Department of Education Title IV Student Assistance programs. Applications are available in the Financial Aid office and may be transmitted electronically to the Department of Education's Central Processing System (CPS). Please consult the Financial Aid Administrator for more information.

Method Of Financial Aid Disbursement

Disbursements of Pell Grants and student loans are made in no less than two separate disbursements, provided that the student has completed all necessary paperwork to be eligible for the programs and is maintaining SAP at the scheduled disbursements points.

Entrance & Exit Counseling

All student loan recipients are required by the U.S. Department of Education to receive Entrance and Exit Counseling to ensure they are aware of their rights and responsibilities under the specific loan program which applies to them. Topics include: the lender's name and address, amount of the loan(s) borrowed, terms of repayment, interest which will be charged, prerequisites for requesting deferment of repayment, requirements to keep the lender informed, and consequences of defaulting on repayment of a student loan. The Financial Aid Office is responsible for scheduling and conducting entrance and exit counseling with borrowers at the appropriate times.



Financial Aid Programs

Availability for financial aid is subject to change, based on state and federal regulations. The financial aid programs available to students at Harris School of Business are made available through the U.S. Department of Education and Title IV of the Higher Education Act of 1965, as amended, and the Harris School of Business Institutional Scholarship & Grant Programs. For a more detailed explanation of Title IV Aid students may request a copy of The Student Guide from the Financial Aid office.

Federal Pell Grant

Eligibility is established by the U.S. Department of Education from information submitted on the Free Application for Federal Student Assistance (FAFSA). The Federal Pell Grant Program is the largest Federal student aid program. For many students these grants provide a foundation that is then supplemented by other resources. Eligibility is determined by a standard formula that is developed by the Federal Government each year.

Federal Supplemental Educational Opportunity Grant (FSEOG)

The Supplemental Education Opportunity Grant (SEOG) is an additional grant that may assist qualifying students in meeting their financial obligations. Students apply through the Financial Aid Advisor. Grants are based on the funds available and do not have to be repaid. Need is determined by the financial resources of the students and their parents and the cost to attend the School.

Federal Stafford Loans

Federal Stafford Loans (FSL) were formally known as Guaranteed Student Loans (GSL). This is a low-interest loan available to qualified students through lending agencies and institutions participating in the program and is guaranteed by the U.S. government. Repayment for these loans starts six months after the student drops below half-time status, terminates training, or graduates.

Federal Parent Loans

The Federal Parent Loan for Undergraduate Students (FPLUS) provides additional funds to help parents pay for a student's expenses. There is a competitive interest rate charged and the repayment schedules are different for different parents. Loan origination fees may be deducted from the loan by the institution making the loan as set forth by government regulations.

William D. Ford Federal Direct Loan Program (FDLP)

Students attending school on at least a half-time basis may apply for educational funding through the FDLP. Eligibility is based on financial need as designed by a formula set forth by the U.S. Department of Education. Applicants must first submit a FAFSA to determine eligibility for the grant programs before application may be made for a loan. Loan eligibility for the grant programs must be made before application may be made for a loan. Loan Origination and Promissory Notes are generated electronically by the Financial Aid Office. Promissory Notes are distributed and signed by the applicant at the time of Loan Entrance Counseling. Federally subsidized and unsubsidized Direct Loans, as well as Direct Parent Loans for Undergraduate Students (FDPLUS) are available. Please consult the Financial Aid Director or The Student Guide for more information.

GI Bill®/Educational Benefits

Harris School of Business is approved for education benefits under the GI BILL. Harris School of Business students will complete an application and submit it to the Harris School of Business certifying official. The certifying official needs to certify the student's enrollment at the school to the VA using (VA Form 22-1999). The application and the certification of enrollment will be submitted by the certifying official to the Regional Processing Office for payment. It is the applicant's responsibility to contact the school's certifying official to initiate the payment of benefits.

It is also the applicant's responsibility to notify the certifying official of change in program, withdraw from a course or school, non-attendance, or other matters affecting academic status. The student may obtain an application by calling 800-827-1000 or by logging on to the national web site at www.gibill.va.gov.
GI Bill®

Harris School of Business Institutional Grant

Harris School of Business makes available the Ethel S. Harris Transitional Grant funds up to \$400,000. In order to be eligible for an institutional grant, a candidate must meet the qualifying criteria, as well as meet the requirements for admission that applies to all students. The Ethel S. Harris Grant is available to individuals who are experiencing a life-changing event.

The requirements are:

1. Meet the general admissions requirement for Harris School of Business
2. Be approved and funded by the Workforce Investment Act, Department of Vocational Rehabilitation, Workforce Development Partnership, or The Trade Act of 1974 to attend Harris School of Business
3. Must complete (during the general admissions application process) the Ethel Harris Grant application, including the essay section describing your use of a Harris education in meeting your goals

These grants will be apportioned throughout the year and can only be applied to institutional charges (tuitions, books, and fees). The Campus Director will be responsible for determining whether the applicant has met the eligibility requirements and the amount of the award. Recipients will meet with the Financial Aid Department where an award letter will be provided detailing the cost of attendance, the institutional grant, federal financial aid and any other funding sources. Additionally, the student must provide an approval letter from their agency.

Harris School Of Business Payment Plans

Installment payment plans may be arranged on an individual basis for students, which would be paid directly to the school or its agent. Interest will be charged (with the rate dependent upon the length of the payment plan). If a collection agent or attorney is needed because of non-payment, attorney's fees and collection costs will be paid by the student. Other programs which can help students fund their education include the Veterans' Benefits, WIA, NJ Workforce Development Program, Trade Act, and Vocational Rehabilitation. Harris School of Business is regularly approved for the training of veterans and participants from several programs such as WIA, Trade Act, and the Division of Vocational Rehabilitation. However, student eligibility to participate in these programs is determined solely by those agencies.

Cancellation & Refund Policy

In conformance with Federal regulations, the policy of Harris School of Business is to distribute the proceeds of return to Title IV calculation to the origination sources in the following order, up to the net amount disbursed:

- Unsubsidized Federal Stafford Loan
- Subsidized Federal Stafford Loan
- Unsubsidized Direct Stafford Loan
- Subsidized Direct Stafford Loan
- Federal PLUS Loan
- Federal Direct PLUS Loan
- Federal Pell Grant Program
- Federal SEOG

Please note, students are responsible for any balance owed to Harris School of Business as a result of the repayment of Federal aid funds.

To obtain a refund of unearned tuition, students are requested to complete a Student Withdrawal Request, available from the school office.

Return Of Title IV Funds

The return of Title IV funds as prescribed in Section 484B of the HEA Amendments determines the amount of Title IV aid a student has earned at the time a student withdraws. The amount of the Title IV aid a student has not earned is then returned to the Title IV programs. It is a proportional calculation based on the date of withdrawal through sixty percent (60%) of the payment period. The formula in brief is as follows:

1. The school will determine the withdrawal date and the percentage of the payment period attended
2. The school will determine the amount of Title IV aid for which the student was eligible
3. The school will compare the amount of aid earned to the amount disbursed. If the amount disbursed exceeds the amount earned, this amount of Title IV aid must be returned

For a student who is dismissed or who withdraws from the program, refund of tuition due to the student for the period of training and financial obligation will be calculated by doing a detailed comparison between the institutional and state refund policies. A refund will be issued according to whichever is more lenient to the student and any overpayments will be returned within 45 days of the date of determination.

New Jersey State Refund Policy (Cherry Hill, Hamilton, & Linwood)

In calculating refunds of tuition paid in advance or sums due the school where tuition is paid on a weekly, monthly, or semester basis, the following shall apply:

- A. For courses of 300 hours or less, the school may retain the registration fee plus a pro-rata portion of the tuition calculated on a weekly basis.
- B. For full-time attendance in courses exceeding 300 hours in length, the school may retain the registration fee plus:
 1. Ten percent (10%) of the total tuition if withdrawal occurs in the first week
 2. Twenty percent (20%) of the total tuition if withdrawal occurs in the second or third week
 3. Forty-five percent (45%) of the total tuition if withdrawal occurs after the third week but prior to the completion of twenty-five percent of the program
 4. Seventy percent (70%) of the total tuition if withdrawal occurs after twenty-five percent but not more than fifty percent of the course has been completed
 5. One hundred percent (100%) of the total tuition if withdrawal occurs after completion of more than fifty percent of the course

Pennsylvania Cancellations and Refund Policy (Upper Darby)

- C. For part-time attendance in courses over 300 hours in length, calculation of the amount the school may retain in addition to the registration fee shall be based on:
1. Ten percent of the total tuition in withdrawal occurs in the first 25 hours of scheduled attendance
 2. Twenty percent of the total tuition if withdrawal occurs between 26 and 75 hours of scheduled attendance
 3. After 75 hours of scheduled attendance the amount the school retains shall be calculated on the same basis as for full-time attendance
- D. In cases where other fees have been charged, the refund shall be based upon the extent to which the student has benefited. For example, the graduation fee shall be refunded and the materials fee shall be pro-rated. Plus other charges as shown on your enrollment agreement.
- E. The calculations of refunds will be based on the effective date of termination.
- F. Refunds will be processed no later than 45 days after the school determined withdrawal date. All other refunds (i.e., FFELP, FDSLPL, etc.) will be issued in accordance with applicable state and federal mandates.
- G. Students who have not visited the school facility prior to enrollment will have the opportunity to withdraw without penalty within three days following either the regularly scheduled orientation date, as appropriate, or following a tour of the school facilities and inspection of equipment.
- H. **Special cases:** in case of prolonged illness or accident, death in the family, or other circumstances that make it impractical to complete the program, the school shall make a settlement, which is reasonable and fair to both parties.
- I. Please note, students are responsible for any balance owed to the Harris School of Business as a result of the repayment of federal aid funds.
- A. For a student cancelling after the 5th calendar day following the date of enrollment, but prior to the beginning of classes, monies paid to the school shall be refunded, except the nonrefundable amount of the application or registration fees.
- B. If a student enrolls and withdraws or discontinues after the term, semester or quarter has begun, but prior to the completion of the term, semester or quarter, the following minimum refunds apply:
1. For a student withdrawing from or discontinuing the program during the first 7 calendar days of the term, semester or quarter, the tuition charges refunded by the schools shall be at least 75% of the tuition for the term, semester or quarter
 2. For a student withdrawing from or discontinuing the program during the first 7 calendar days, but within the first 25% of the term, semester or quarter, the tuition charges refunded by the schools shall be at least 55% of the tuition for the term, semester or quarter
 3. For a student withdrawing from or discontinuing after 25% but within 50% of the term, semester or quarter, the tuition charges refunded by the schools shall be at least 30% of the tuition for the term, semester or quarter
 4. For a student withdrawing from or discontinuing after 50% of the term, semester or quarter, the student is entitled to no refund
 5. For refund computations, the term, semester or quarter may not exceed 18 weeks
- C. The calculations of refunds will be based on the effective date of termination.
- D. All other refunds (i.e., FFELP, FDSLPL, etc.) will be issued in accordance with applicable state and federal mandates.
- E. Students who have not visited the school facility prior to enrollment will have the opportunity to withdraw without penalty within three days following either the regularly scheduled orientation date, as appropriate, or following a tour of the school facilities and inspection of equipment.
- F. Special cases: In case of prolonged illness or accident, death in the family, or other circumstances that make it impractical to complete the program, the school shall make a settlement, which is reasonable and fair to both parties.

G. In conformance with federal regulations, the policy of Harris School of Business is to distribute the proceeds of return to Title IV calculation to the origination sources in the following order, up to the net amount disbursed:

- Unsubsidized Federal Stafford Loan
- Subsidized Federal Stafford Loan
- Unsubsidized Direct Stafford Loan
- Subsidized Direct Stafford Loan
- Federal PLUS Loan
- Federal Direct PLUS Loan
- Federal Pell Grant Program
- Federal SEOG

H. Please note, students are responsible for any balance owed to Harris School of Business as a result of the repayment of Federal aid funds.

I. To obtain a refund of unearned tuition, students are requested to complete a Student Withdrawal Request, available from the school office

* *Date of withdrawal is the students last date of attendance. Date of determination is the date the student is actually dropped in the school's student database*

Involuntary Withdrawal from School

Fourteen (14) consecutive days of absence resulting in interruption of training may require a student to drop and reenter at a later date. Students should meet with financial aid personnel to discuss the impact on their financial aid awards. The student may return to the program at a later date with the approval of the Director of Education. An interview, educational assessment, and possible written test will occur to determine at what point in the program a student might reenter. If it is determined that the amount of learning lost while being away from study requires a student to repeat a prior course, then the student will be provided with this information prior to restarting classes.

Re-entry

Any student who has withdrawn from school, or has been dismissed, may request re-entry. The request is to be addressed to the Director of Education. The former student must demonstrate that any/all problems that caused withdrawal or dismissal has/have been corrected.

A former student may reenter after a scheduled conference with the re-entry committee composed of the Campus Director, Director of Education, Program Director and/or teacher(s) of the program desired to reenter. During this conference, the institution will address with the student all the requirements to make academic progress. The granting of re-entry will be at the discretion of the committee based upon whether or not the former student has presented compelling evidence that he/she is capable of meeting academic progress and demonstrates the desire and ability to progress in and complete the program.

Student Returning Within 180 Days of Last Date of Attendance (LDA)

A student who returns to school within 180 days to the same program will not be charged any additional fees. Also, they will not be responsible for any tuition increase that may have occurred. Students who return to the same program at the same school campus within 180 days are considered to be in the same payment period they were in at the time of the withdrawal for purposes of student financial awards. The student retains his or her original eligibility for that payment period.

Student Returning After 180 Days of Last Date of Attendance (LDA)

If a student returns to the same program after 180 days, or transfers into a new program at the same school campus, or transfers to a different school campus, then the student starts a new payment period for purposes of calculating their program costs and financial aid. The institution treats the credits remaining in the program as if they are the student's entire program. Also, the student will have their earned hours reevaluated to determine the amount of hours that are transferable upon re-enrolling. The student will be responsible for a new enrollment fee, lab fee, books and supplies fee and any increase in the tuition. See the Campus Director for additional information regarding the school's Re-enrollment policy and procedures.

Academic Policies

Grading System

Students must receive a minimum passing grade in every course in order to receive a certificate; a failed course does not count toward graduation credit.

The grading system is as follows:

Letter Grade	Grade Range	GPA	Description
A	93 - 100	4.00	
B	83 - 92	3.00	
C	70 - 82	2.00	
D	60 - 69	1.00	
F	0 - 59	0.00	Fail
P	-	-	Proficiency
S	-	-	Satisfactory
T	-	-	Transfer
W	-	-	Withdraw

Withdrawal

In the event of a student's withdrawal or dismissal prior to completion of the program, the tuition charge will be computed as set forth in the Cancellation & Refund Policy. A student will be expected to submit notification of his/her intent to withdraw and will be expected to complete an exit interview with the Education Department and the Business Office. The failure of a student to notify the Campus Director in writing of withdrawal may delay refund of tuition.

Make-Up Work

All class work and homework assignments must be made up in accordance with a schedule to be arranged with the instructor and/or academic advisor.

Make-Up Tests & Retests

If a student is absent for a scheduled test, a make-up test may be taken after returning to school if the absence is considered excused. Students who fail a test are allowed to take a retest that will be similar to the original test. The test grade recorded is the average of the two. If all tests are not made up by the end of the course, the student will be given a grade of incomplete.

Recognition Of Outstanding Scholastic Achievement

Students earning a grade point average of 4.0 and an attendance percentage of 90% or better will graduate with Honors. Upon graduation, students maintaining an attendance record of 98% or better will graduate with an attendance award.

Standard Of Conduct & Dress

All students will be responsible for abiding by the rules, regulations, and procedures of Harris School of Business as set forth in this catalog and the Student Handbook. They will also be expected to conduct themselves at all times in an acceptable manner consistent with the best interests of the school and the student body.

Students in all programs are expected to dress in an appropriate and becoming manner consistent with the guidelines set forth in the Harris School of Business dress code, which each student receives in advance of his/her entrance date. Students are expected to dress in a manner consistent with the standards of business in preparation for their careers. The school reserves the right to dismiss students who are out of dress code.

Progress Report

A report of each student's grades is issued upon completion of each course.

Grade Appeal

Students may appeal to the registrar for review of their grades or academic status. The appeal must be made in writing within ten days of the grade determination. A designated committee Secondary Heading consisting of the directors or their designees will review all appeals. The committee's decision will be final.

Graduation Requirements

In order to qualify for a certificate, students must meet the following requirements at the end of a program:

- Final grade point average (GPA) of 2.0 or higher
- A record of attendance of no less than 80% of the total program hours
- Fulfillment of financial obligations to the school
- Adequate level of performance in each skill area required
- Passing grades in all courses attempted

Students who meet all graduation requirements will be awarded a certificate. Formal graduation ceremonies are held for all students who have successfully completed their programs. Family and friends are invited to attend.

Transcripts

Transcripts are available upon request. Requests are made at the front desk. There is a processing fee of \$10 for each official transcript. There is no fee for an unofficial transcript. Transcripts are not released until money owed to the school is paid in full. Transcripts will be processed within one week of the request.

Transfer Of Credit

Our programs are career focused. The academic credits are not designed to be transferred to other institutions. If the transferability of credits is important to you, we encourage you to contact the institution of interest to ascertain their policy regarding transfer credit.

Standards of Satisfactory Academic Progress

Process Overview & Responsibilities

Premier Education Group Schools employ proactive strategies for effective instruction, advisement, tutoring and intervention that effectively support each student's academic achievement and advance students toward their career goals. Students are expected to maintain Satisfactory Academic Progress (SAP) and progress toward graduation. Students are graded at regular intervals.

The Education Department is responsible for calculating SAP for each enrolled student according to the SAP Standards outlined in this policy and in the school catalog. The Financial Aid Office will review calculated SAP for each student to determine eligibility for Financial Aid.

Same As or Stricter Than

Premier Education Group Schools employ an early intervention plan aimed at helping students achieve their best. To that end, the Education Department monitors academic success at the end of each term and intervenes as appropriate to assist students at risk of not meeting SAP standards. Students who are at risk are evaluated at the end of each term and are counseled by the Education Department. The Education Department works with at risk students to develop an academic plan. At risk students must be placed on a PASS plan (Plan for Academically Successful Students) that will help them achieve the standards necessary to meet SAP standards by their next official evaluation point. Official SAP calculations are evaluated only to coincide with the evaluation points outlined in the SAP policy.

The SAP Policy is applied to all students regardless of receipt of Title IV Financial Aid. Students must maintain Satisfactory Academic Progress to:

- Remain in their enrolled program
- Remain eligible for Title IV Financial Aid
- To determine graduation

Qualitative Measure

Students are expected to maintain a Cumulative Grade Point Average (CGPA) of at least 2.0 at the mid point of each academic year and at graduation.

Quantitative Measure

Students are expected to complete their program within 150 percent of the published length of the program. Quantitative Progress is measured at the midpoint of each academic year.

Credit Hour:

(An example would be a Medical Program that awards 65 credits. The maximum number of credits a student can attempt and still graduate is 97.5 based on 150% of the program)

Quantitative progress is calculated by dividing the cumulative number of credits the student has completed by the cumulative number of credits attempted. For transfer students, credits accepted for transfer towards the students program will count towards both the credits earned and credits attempted categories. Pace is measured at midpoint of each academic year as follows:

- Upon completion of half the credits and weeks in an academic year (whichever is greater), cumulative pace must be equal to or greater than 67%
- Upon completion of the remaining credits and weeks in the remainder of the academic year or remaining portion of a program, cumulative pace must be equal to or greater than 67%

Evaluation Periods

To ensure that students are making sufficient progress both quantitatively and qualitatively, SAP is officially evaluated at each mid point and end of each academic year.

Failure to maintain SAP

Upon determination that a student has not met the SAP requirements, they will be assigned one of three statuses. In all cases, these students will need to meet with an academic advisor to discuss their PASS plan.

Warning/Financial Aid Warning Status

Students who fail to meet either the qualitative or quantitative standards outlined above at the first evaluation point of an academic year will be automatically placed on warning/financial aid warning for the remainder of the academic year. The student will receive notification of this status and will be encouraged to meet with the Director of Education to discuss their PASS plan. Students on warning will remain eligible for financial aid for the remainder of the academic year. Students can not be placed on financial aid warning for more than one payment period.

SAP Not Met

Students who do not meet the SAP benchmarks for a second consecutive evaluation will be placed in a “SAP Not Met” status. They are ineligible for Title IV Aid. The student must meet with the Director of Education within 7 days to avoid potential dismissal.

SAP Probation

Students in a “SAP Not Met” status will be notified in writing and given the opportunity to appeal. Successful appeal will change their status to “SAP Probation” and they will regain Title IV eligibility.

Appeals

Students may appeal a determination they are not making SAP to the Director of Education to account for mitigating circumstances (i.e. family member’s death, illness etc.). To be eligible for an appeal, the Education Department must determine that the student will be able to meet SAP standards by the end of the academic year and develop a PASS plan which, if followed ensures the student will be making SAP by the specified point in time.

Students who successfully appeal a SAP determination will be placed on SAP probation and will remain eligible for aid for the remainder of the academic year. Students who do not successfully appeal remain ineligible for aid. Students may only appeal once per program. Students must submit a written appeal to the Director of Education within 7 calendar days after the beginning of the term. The Director of Education will respond to all appeals within 7 days of receipt of a request for SAP appeal. As with any Professional Judgment decision, appeals are only considered on a case-by-case basis, to account for unusual circumstances.

Documentation

As with any use of Professional Judgment, adequate documentation is critical. A student who appeals must submit information explaining why he or she failed to meet SAP standards, and what has changed in his or her situation that will allow him or her to make SAP by the next evaluation point.

Academic Plans - Re-Establishment of SAP

Students who successfully appeal a determination that he or she is not meeting SAP standards must work with the Director of Education to develop an academic success plan. Academic Success Plans must be developed on a student-by-student basis and designed in such a way that, if followed, the student will be meeting SAP standards by the next evaluation period. Plans may be as simple as a mathematical calculation that specifies the percentage of coursework the student must complete or as detailed as a course by course plan toward degree or certificate completion.

Regaining Eligibility

A student not making SAP may re-establish eligibility for aid and SAP by meeting qualitative and quantitative components of the SAP policy.

Categories of Students

Students who are not recipients of Title IV aid are required to meet the standards of the SAP policy to remain in their enrolled program.

Failing Grades

Grades of F are counted as hours attempted but not achieved and have a 0.00 value toward GPA. Repetitions of courses are counted as hours attempted. However, both the original credit hours and subsequent repetitions must be calculated as credits attempted in the successful course completion percentage. A student may only fail and repeat the same course once unless there are extenuating circumstances that prevent the student from successfully completing the course. Extenuating circumstances will be determined by the Campus Director and the Vice President of Education. Repeated courses may adversely affect a student's academic progress in terms of the maximum time frame, which is 150% of the published length of the program.

Withdrawals/Incompletes

Withdrawals are counted as attempted but not achieved. A student must withdraw from the entire program; a student cannot withdraw from a course. Students who withdraw from a program before the end of the term will be given a grade of "W". Premier Education Group schools do not assign "Incomplete" grades to individual classes. When the student is given permission to reenter the program, the determination is first made that the student will complete the program within the 150% timeframe. When a student reenters the program with less than a 2.0 CGPA, he/she will be put on Academic Advisement.

Audited Courses/Review Classes

Students auditing courses and/or reviewing classes will not earn a grade. Audited Courses and Review Classes are not counted as hours attempted or achieved and are not graded.

Pass/Fail

Pass/Fail courses will be counted toward the quantitative progress only.

Completion of Certificate Requirements

A student who has completed all of the coursework for his or her certificate but has not received the degree or certificate can not receive further financial aid for that program.

Transfer/Proficiency Credits

Transfer and Proficiency Credits, will be counted as hours attempted and hours earned, but will not be counted in the CGPA.

Remedial/Non-Punitive Grades

We do not offer Remedial classes or classes with non-punitive grades.

* *The school does not offer extended enrollment.*

Quarter Credit Hours

Harris School has adopted the standard federal definition of a credit hour for Federal Financial Aid awarding using the standard federal clock to credit hour conversion rate of 25 clock hours = one quarter credit hour. An academic year for a fulltime equivalent student for Federal Title IV purposes is defined as a minimum of 36 credits or 30 weeks. A clock hour is defined as one actual hour of attendance (60-minute period), though each hour may include a 10-minute break. Therefore a 900 clock hour program will be awarded aid based on 36 Federal quarter credits ($900/25 = 36$), one full year of Title IV eligibility.

The credits used for Title IV eligibility evaluation may differ from those used for academic transcripts.

Satisfactory Academic Progress Measurement Chart

Measuring Point	Academic Credits	CGPA	Amount of Work to be completed
Professional Medical Assistant Plus - 83 Quarter Credits			
Mid Point first Academic Year	37	2.0	67%
End of first Academic Year	74	2.0	67%
Mid Point Second Academic Year	78.5	2.0	67%
End of Second Academic Year	83	2.0	67%
Health Claims Specialist Plus - 82 Quarter Credits			
Mid Point first Academic Year	36.875	2.0	67%
End of first Academic Year	73.75	2.0	67%
Mid Point Second Academic Year	77.875	2.0	67%
End of Second Academic Year	82	2.0	67%
Massage Therapy - 56.25 Quarter Credits			
Mid Point first Academic Year	28.125	2.0	67%
End of first Academic Year	56.25	2.0	67%
Legal Office Technology - 59.2 Quarter Credits			
Mid Point first Academic Year	29.6	2.0	67%
End of first Academic Year	59.2	2.0	67%
Pharmacy Technician (Linwood Campus Only) - 71.5 Quarter Credits			
Mid Point first Academic Year	35.75	2.0	67%
End of first Academic Year	71.5	2.0	67%
Medical Assistant (Upper Darby Campus only) - 65 Quarter Credits			
Mid Point first Academic Year	37.5	2.0	67%
End of first Academic Year	65	2.0	67%
Dental Assistant (Upper Darby Campus Only) - 52.5 Quarter Credits			
Mid Point first Academic Year	26.25	2.0	67%
End of first Academic Year	52.5	2.0	67%

Attendance

Since employers will expect employees to report to work regularly and promptly, Harris School of Business believes that students should follow a similar policy with class attendance. It is important that students use their time at Harris School of Business to develop proper work habits and attitudes. Due to the intensive nature of Harris School of Business' programs:

- Day students must call the school by 7:45am (night students by 5:45pm) on the days of absence, explain the causes of absence, and the expected day of return
- Students are responsible for making up all assignments, tests, quizzes, notes, etc. upon their return to school in accordance with faculty members' course policies
- To be eligible for make-up hours, a student must inform the school of his/her absence prior to the start of the first class scheduled of the day/eve classes. Students will only be able to make up 10% of the total instructional hours per course

Absence

The school reserves the right to dismiss any student absent for 14-consecutive-calendar-days.

Any student who is absent due to illness, other grave circumstances or appointments with official agencies should bring relevant documentation to the registrar for filing. This documentation will be used in deciding if a student will be permitted to do make-up hours.

Attendance Requirement

Attendance is recorded for each course and during each class. Students enrolled at the Harris School of Business are required to maintain an 80% attendance rate. Students are allowed to complete faculty-created, faculty-monitored, and course specific make-up assignments during unscheduled academic hours within the same term. No more than 10% of any individual course of study can be earned as a result of these assignments and the work must be completed before the start of the next academic term.

Should a student have less than 80% in any course, at the close of a term (150 hours of instruction), they will be placed on Academic Advisement. While on Academic Advisement, students will be required to make progress towards improving attendance. In the event a student completes the following term with an individual course attendance below 80%, the Advisement will continue. Should the student's attendance continue to fall below 80% while on academic advisement, the student may face withdrawal from their program of study.

Leaves Of Absence

The school does not offer a leave of absence.

Course Repetitions

Harris School of Business recognizes that students may need to retake a class/classes due to a failing grade. Harris School of Business permits this to occur, however a student must understand the following:

- When a class is retaken for credit, both grades will appear on the final transcript, however only the higher grade will be used to calculate the GPA on the final transcript
- In calculating the GPA for a successful repeat of a course, the new grade will replace the old grade and the hours will not be included. However for determining minimum academic achievement and successful course completion, the amount of clock hours attempted will include both the first and second attempt of the class
- Financial Aid eligibility may be affected. Therefore, it is the student's responsibility to consult with a Financial Aid Advisor
- No additional tuition is charged for retaking a class/classes. However, if a student retaking a class or classes subsequently withdraws or is dismissed, all hours attended are used for calculation of the refund policy. Additionally, students will be responsible for purchasing textbooks and workbooks that have been updated

Make-Up Policy Requirements

With the goal of supporting student retention, Harris School of Business has a make-up policy that allows a student who has been absent due to exceptional circumstances to make up any hours missed beyond 10% of the regular program hours. For make-up hours to be credited to a student's attendance record, make-up sessions must be completed within the current term, at the latest, 7 calendar days from the date of the absence. Students must call into Harris School of Business on the day of the absence in order to qualify for make-up hours.

Students will only be able to make up 10% of the total instructional hours per course.

Mitigating Circumstances

The Campus Director may waive satisfactory progress standards for circumstances of poor health, family crisis, or other significant occurrences outside the control of the student. This circumstance must be documented, and it must be demonstrated by the student that it had an adverse impact on the student's satisfactory progress in the academic program. No waivers will be provided for graduation requirements.

Program Start & End Date

New Classes begin approximately at 6-week intervals (12-week intervals in the evening) throughout the year.

Course Numbering

The course numbering system uses an alpha numeric or letter identifier. The alpha portion of the number identifies the subject area while the numeric portion determines the course difficulty level.

Re-Enrollment

Any student who has withdrawn from school, or has been dismissed, may request re-enrollment. The request is to be addressed to the Director of Education. The student must demonstrate that any problem that caused withdrawal or dismissal has been corrected. A student may be re-enrolled after a conference with the Campus Director, Director of Education, Department Chairperson and/or teacher. During this conference, the institution will address with the student all the requirements to meet to make academic progress. The re-enrollment will be at the discretion of the evaluation team, based upon whether or not the student is able to complete all the needed requirements to make academic progress and has the desire and academic ability to progress in the program.

Change Of Program

A student may change from one program to another, if circumstances permit, with the approval of the Director of Education. A student requesting a change should see the Director of Education, so that a new enrollment agreement can be signed. Students who change programs of study will be responsible for all charges incurred in the first program of study. SAP starts over with the new program.

Additional Program

If a graduate enrolls in an additional program SAP will start over with the new program.

Student Conduct

Harris School of Business reserves the right to dismiss or discontinue a student for breach of school rules and regulations, or for any cause that Harris School deems necessary for the good of the school. Student conduct in the classroom and in the school must be professional. The following list includes some, but not all, unacceptable behaviors:

1. Swearing and yelling
2. Hostile arguing
3. Striking & physical fighting
4. Physical or mental intimidation
5. Any behaviors disruptive to teaching/learning
6. Any behaviors disrespectful of a staff member
7. Any behaviors deemed harassing or discriminatory
8. Deliberately infecting Premier Education computers with viruses
9. Deliberately violating the computer network security system or gaining unauthorized access into restricted areas of the network
10. Theft of school or personal property
11. Plagiarism
12. Copyright infringement (including unauthorized distribution of copyrighted materials)
13. Using the Premier Education Group Network for unauthorized peer-to-peer file sharing

Violation

With regard to student conduct and perceived severity of misconduct, any staff member has the right to immediately dismiss a student engaging in the aforementioned behaviors. The student will be suspended from school for the remainder of the day. Any tests, quizzes, or homework assignments due in a class missed for reasons of suspension will receive a grade of zero and will not be allowed to be made up. Should the student refuse to comply with the suspension and attend classes for the remainder of the day, the student will receive a grade of zero for the tests, quizzes, or homework assignments due in the classes that day.

The staff member who dismissed the student will submit an incident form to the Campus Director, or his or her designee, who will investigate the incident. When the student returns to school the following day, the Campus Director, or designee, will meet with the student to discuss the incident. Should the investigation reveal that the student's conduct was appropriate; the student will be allowed to make up any tests, quizzes, homework assignments for grades, and attendance missed during their suspension. The Campus Director will take further action, if necessary. The incident report will become part of the student's permanent file.

Alcohol & Drugs

Harris School of Business' standards of conduct clearly prohibit the unlawful possession, use, sale, or distribution of alcohol and/or illicit drugs on its property, or as part of any school function. Should a student act in violation of this policy, disciplinary measures up to, and including dismissal from the school, and notification of appropriate law enforcement authorities, will ensue. In addition, if the student wishes to remain enrolled at Harris School, the student may be required to undergo professional counseling.

Personal Property

Harris School of Business assumes no responsibility for loss, theft, or damage of any personal property or vehicle in, on, or adjacent to the school's property. Students should arrange for adequate coverage of their personal belongings.

Measurement of Instruction

The unit of measurement of instruction is quarter credit hours. One quarter credit hour equals a minimum of 10 clock hours of lecture, or 20 clock hours of laboratory, or 30 clock hours of internship/externship.

Student/Teacher Ratio:

Number of student's ratio per each classroom:
Lecture classrooms - number of students 30-1
Laboratory classrooms - number of students 25-1

Family Educational Rights and Privacy

Family Educational Rights and Privacy

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
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, 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 interest
 - Other schools to which a student is transferring
 - Specified officials for audit or evaluation purposes
 - Appropriate parties in connection with financial aid to a student
 - Organizations conducting certain studies for or on behalf of the school
 - Accrediting organizations
 - To comply with a judicial order or lawfully issued subpoena
 - Appropriate officials in cases of health and safety emergencies
 - State and local authorities, within a juvenile justice system, pursuant to specific state law



Student Services

CORI/SORI and Drug/Alcohol Screening Statement

Internship and employment agencies/companies may require a Criminal/Sexual Offender Records Information (CORI or SORI) check. The internship site may decline the student's application for internship. In addition, students may be required to participate in drug and alcohol screening as part of the internship process.

Campus Security

In compliance with the Student Right to Know Security Act, Public Law 101-542, as amended by the Higher Education Technical Amendments of 1991, Public Law 102-26, Harris School of Business provides campus crime statistics and procedures for reporting and deterring criminal activity to a Federal website. Students may secure the crime data by going to www.ope.ed.gov/security. Click on Open the Campus Security Statistics, go to the State Section and pick the school's State, click on search at the bottom of the screen, and pick the School. Students unable to access this information are advised to see their Campus Director to obtain a printed copy.

Pursuant to the provisions of Pennsylvania's Megan's Law, the State Police provides registration information regarding offenders living in Pennsylvania at the following web address:

<http://www.sexcriminals.com/regs/1044.html>

Completion/Graduation Data

Students may secure the completion/graduation data by going to <http://nces.ed.gov/ipeds/cool/>. Click on the State Section and pick your state and city. Then click on "search" at the bottom of screen and then pick your school. The graduation rates are reached via the menu at the bottom of the screen. Any students not able to access this information are advised to see their Campus Director to obtain a printed copy.

Resources

Students have the benefit of an active Career Services Department which is dedicated to assisting each graduating student to conduct an active job search in his or her areas of interest.

Graduate Placement Assistance/Career Services Department

All graduates in good financial standing are entitled to receive assistance from the Career Services Department upon completion of their programs. While the school does not guarantee employment, a reasonable effort will be made to assist all graduates to secure training-related employment in a position of their choice.

- Assistance in preparing a professional resume
- Instruction in techniques of interviewing and conducting an active job search
- Assistance with completing application and employment forms
- Making contacts with employers to identify job openings
- Marketing resumes on the student's behalf and endeavoring to promote job interviews with prospective employers
- Assisting students by faxing their resumes and providing references to employers when asked
- Follow-up and documentation of interviews, job search activity, job placement and retention.

Full participation by the student is necessary to achieve positive results. It is only through the combined efforts of the student and the school that job placement for graduates is accomplished. The Career Services Department has established procedures outlining the student's responsibilities in the job placement process, a copy of which is given to graduating students.

Continuous Placement Assistance

Eligibility for continuous assistance from the Career Services Department is given to all former graduates who have cooperated with the policies and procedures of the school's Career Services Department. If more than a year has elapsed since attending Harris, graduates in need of assistance are advised to personally meet with the Director of Career Services in order to update the school about their current skills and job search goals. While the school continually gives assistance as needed to all graduates in good standing who request it, the best job opportunities are available to those who possess current software skills at the time of seeking a job. Therefore, considering the rapidity with which software programs change in the hiring community, graduates need to make efforts to remain current with software programs in order to achieve desired salary goals and gain maximum benefit from the continuous placement assistance offered by the school. Harris School of Business does not guarantee employment.

Eligibility for placement assistance from the school may be withdrawn if a graduate has been repeatedly uncooperative with the Career Services Department's procedures or efforts, failed to provide the school with job placement information when requested, or conducted his or her job search in an unprofessional manner which negatively affected the reputation of the school and its graduates.

Grievance Procedure

Harris School of Business wants its students to be satisfied with both their training and learning environment. It is important that students inform the school of any concerns they may have regarding any aspect of their educational experience. Students seeking to resolve problems should contact the instructor in charge. If unresolved, they should contact the Department Chair or Director of Education. Request for further action may be directed to the Campus Director. Should satisfaction not be obtained by the decisions or directives of the administrators, students may file formal complaints with Premier Education Group's corporate administration. Please send complaints to Dr. Nicholas V. Hastain, President & CEO

Premier Education Group
545 Long Wharf Drive, 5th Floor
New Haven, CT 06511
Tel: (203) 672-2300
Fax: (203) 672-2323

After this step, unresolved complaints may be forwarded to the state of New Jersey and/or to the school's accrediting organization:

**New Jersey Department of Labor and Workforce
Development (NJ Schools Only)**
School Approval Unit
1 John Fitch Plaza
PO Box 110
Trenton, NJ 08625-0110

**PA State Board of Private Licensed School
(Upper Darby Only)**
333 Market Street, 12th Floor
Harrisburg, PA 17126

ACICS (All Campuses)
750 First Street, N.E. Suite 980
Washington, D.C. 20002-4241
Tel: (202) 336-6780





Programs of Study



Professional Medical Assistant Plus 1110 Hours - 83 Quarter Credits 46½ Weeks/Day - 92.5 Weeks/Evening

Educational Objective: Medical Assistants perform a wide array of clinical, clerical, and human relations functions, which ultimately contribute to fostering a sense of confidence among patients in the operation of the medical office. This program is designed to provide students with strong foundations in patient care procedures and theory, medical office administration, and communication skills necessary for thorough, successful integration into any medical office.

Course	Quarter Credits	Prerequisites
410MLE Medical Law & Ethics	3.0	
410PS Psychology for the Medical Assistant	3.0	
410MOM Medical Office Manager	2.75	
110CD Career Development	2.25	
110FL Financial Literacy	3.0	
041AP A&P Systems: Integumentary, Nervous and Special Senses	3.0	
241MC Clinical Examination Procedures/ Aseptic Techniques	2.5	
041MT Terminology Systems: Integumentary, Nervous and Special Senses	3.0	
141PH Pharmaceuticals: Integumentary, Nervous and Special Senses	2.0	
142MT Terminology Systems: Musculoskeletal, Endocrine, Cardiovascular, and Lymphatic	3.0	
142AP A&P Systems: Musculoskeletal, Endocrine, Cardiovascular, and Lymphatic	3.0	
142PH Pharmaceuticals: Musculoskeletal, Endocrine, Cardiovascular, and Lymphatic	2.0	
245MC Venipuncture, Hematology, and Specialty Exams	2.5	
143AP A&P Systems: Respiratory, Gastrointestinal, Urinary, and Reproductive	3.0	
143PH Pharmaceuticals: Medical Origins, Classifications and Administration	2.0	
143MT Terminology Systems: Respiratory, Gastrointestinal, Urinary, Reproductive, and Obstetrics	3.0	
243MC Clinical Procedures: Microbiology, EKG, OB/GYN and, Urinalysis	2.5	
244MC Phlebotomy, Injections, Cultures, Medication Administration, and Clinical Simulations	2.5	
110BS Basic Skills	1.25	
111CDP Career Development Practicum	2.25	110CD
210CBS Computerized Billing Simulation	2.25	412MOS
412MOS Medical Office Skills	3.0	
412MOP Medical Office Procedures	3.5	
101EHR Electronic Health Records	5.0	
102EHR Electronic Health Records Applications	5.0	
412CR Clinical Review	1.5	241MC, 243MC, 245MC, 244MC
411BIC Billing, Insurance and Coding	2.25	
411MAR Medical Assisting Review	3.0	All Courses Co-req: 413INT
413INT Professional MA Internship	<u>6.0</u>	All courses Co-req: 411MAR
Total 83 Credits		

* Please see course descriptions for additional prerequisite information

* ALL CLINICAL CLASSES MUST BE COMPLETED WITH A GRADE OF "C" OR BETTER
Course numbers listed herein are for reference only. The sequence of course offerings may vary depending upon scheduling needs.

Health Claims Specialist Plus

1110 Hours - 82 Quarter Credits

46½ Weeks/Day - 92½ Weeks/Evening



Health Claims Specialist Plus is designed to provide individuals with the basic knowledge and competencies necessary to prepare, submit, and/or process medical insurance claims in a myriad of environments related to the health care and insurance industries. Such environments could include physicians' offices, hospitals, extended care facilities, diagnostic centers, and insurance companies.

Course	Quarter Credits	Prerequisites
I10PP Personal Psychology	2.0	
I10LE Law and Ethics	3.0	
I10BM Basic Math	2.25	
I10OM Office Manager	2.0	
MT101 Medical Terminology & Anatomy Basics	3.0	
510CE Coder's English	2.25	
510INS Introduction to Insurance	3.0	
MC510 diagnostic Coding Basics	2.0	
MT201 Medical Terminology & Anatomy Systems: Digestive, Urinary, Respiratory and Integumentary	3.0	
I21WPW Word Processing I for Windows	1.5	
521INS Insurance	3.0	510INS
MC520 ICD-10 Coding: Body Systems, Pregnancy & Childbirth; E Codes and Late Effects	2.0	
510BCF Billing and Coding Forms	2.25	521MCD, 521INS
511CRC Collection and Reimbursement Concepts	2.25	521INS
MT301 Medical Terminology & Anatomy Systems: Reproductive, Endocrine, Lymphatic/ Immune, Nervous and Musculoskeletal	3.0	
MC530 E&M;Anesthesia, Modifiers and Integumentary System Coding	2.25	
MC540 Surgical Coding	2.25	
MT401 Medical Terminology & Anatomy Systems: Circulatory, Cardiovascular, and Sense Organs	3.0	
MC550 Radiology; Pathology & Laboratory Sections; Endocrine & Nervous System; HCPCS Level II Codes	2.25	
101EHR Electronic Health Records	5.0	
102EHR Electronic Health Records Applications	5.0	
MC560 Advanced Coding	2.25	
511SMR Health Claims Seminar & Certification Prep	2.25	All courses Co-Req: 511INT
515INT Internship	6.0	All courses Co-Req: 511SMR
Total 82 Credits		

* Please see course descriptions for additional prerequisite information.

Course numbers listed herein are for reference only. The sequence of course offerings may vary depending upon scheduling needs.



Massage Therapy

750 Hours - 56.25 Quarter Credits

3 1/2 Weeks/Day - 62 1/2 Weeks/Evening

The Massage Therapy program prepares students for an exciting career in therapeutic massage. From the beginning, the students are engaged in medical and educational courses that provide the essential foundation for the massage techniques required in this emerging health career field. The massage hands-on courses immerse students in the classical massage techniques along with advanced therapeutic procedures and soft tissue manipulation. Emphasis on developing a business, communications skills and human relations develops the level of professionalism required in the health and wellness community.

Course		Semester Credits	Prerequisites
110CPR	CPR and First Aid	1.0	
110HCD	Career Development	2.0	
110LE	Law and Ethics	2.5	
110PP	Personal Psychology	2.5	
201APA	Anatomy and Physiology Fundamentals	6.0	
202APA	Anatomy & Physiology: The Body Complete	6.0	201APA
202MTH	The Art of Massage Therapy	4.5	
203MTH	Complimentary Bodyworks	4.5	202MTH
204MTH	Seated Massage	2.5	202MTH, 201APA
205MTH	Assessments & Special Populations	4.25	202APA, 212MTH
211MTH	The Business of Massage Therapy	3.0	
212MTH	Kinesiology & Myology	5.0	201APA
213PR	Practicum	4.0	All Courses
213MTH	Kinesiology and Myology II	3.0	212MTH
213PAT	Pathology	5.5	
		Total	56.25 Credits

* Please see course descriptions for additional prerequisite information.

Course numbers listed herein are for reference only. The sequence of course offerings may vary depending upon scheduling needs

Legal Office Technology

(Cherry Hill Campus Only)

900 Hours - 59.2 Quarter Credits

37½ Weeks/Day - 75 Weeks/Evening

Legal office support professionals with specialized training in legal terminology, legal office procedures, and legal document preparation are prepared to make a valuable contribution to the legal office team. This program teaches legal specialty skills, along with extensive hands-on training in word processing, spreadsheet, database, presentation, and file management programs. In addition, students will develop knowledge of proofreading and writing skills, math problem-solving, legal transcription and professional office procedures. Through completion of a career preparation course and a supervised internship in a legal office setting, students will develop traditional and internet job search skills designed to build confidence for handling the transition from school to a career in legal office support.



Course		Quarter Credits	Prerequisites
101COM	Introduction to Microcomputers & Applications	4.5	
102COM	Microsoft Word®	4.5	101COM
103COM	Microsoft Excel®	4.5	
104COM	Microsoft Access®	2.25	102COM or 103COM
105COM	Microsoft PowerPoint®	2.0	101COM
101ENG	Business Communications I	5.0	
102ENG	Business Communications II	4.5	101ENG
101KBD	Keyboarding I	3.0	
102KBD	Keyboarding II	3.0	101KBD
101LGL	Introduction to Law	6.0	
102LGL	Legal Procedures & Document Preparation	4.0	101LGL
101MTH	Math for Business & Spreadsheet Applications	5.0	
101OAP	Office Procedures	2.25	
201OAP	Career Preparation	2.7	
301OAP	Internship	6.0	All courses
Total		59.2 Credits	



Pharmacy Technician

(Linwood Campus Only)

900 Hours - 71.5 Quarter Credits

37½ Weeks/Day - 75 Weeks/Evening

The Pharmacy Technician program prepares students for an exciting career in a hospital or community pharmacy. From the beginning, the students are engaged in medical and educational courses that provide the essential foundation for a versatile career that requires accuracy, detail, and good

communication skills. The pharmacy technician courses immerse the students in pharmacy environments, pharmacy regulations, naming drugs and usage, abbreviations, dosage forms, handling drug orders, systems of measurement and conversion, math and proportions, interrupting prescriptions, substance abuse, and dosage calculations. Emphasis on pharmacology, the business environment, communications skills and human relations develops the level of professionalism required in the health and wellness community.

Course	Quarter Credits	Prerequisites
HPT100 Pharmacy Calculations	6.0	
HPT101 Intro to Computers	4.5	
HMED200 Medical Terminology	6.0	
HMED201 Anatomy & Physiology	6.0	
HPT302 Over-the-Counter (OTC) Medications	3.0	
HPT303 Intro to Pharmacy Practice	3.0	
HPT304 Pharmacy Law & Ethics	6.0	
HPT405 Pharmacology I	6.0	HMED200, HMED201
HPT406 IV Admix & Aseptic Techniques I	3.75	HPT100, HMED200, HMED201
HCD110 Career Development	1.5	HPT101
HPT507 Community Practice, Pharmacy Records & Inventory Control	4.5	HPT101
HPT508 Pharmacy Technology	4.5	HPT101
HPT609 IV Admix & Aseptic Techniques II	2.25	HPT406
HPT610 Pharmacology II	6.0	HPT405
HPT611 Communication Skills in Pharmacy Practice	2.5	
HPT712 Internship	6.0	
Total 71.5 Credits		

* Please see course descriptions for additional prerequisite information.

Course numbers listed herein are for reference only. The sequence of course offerings may vary depending upon scheduling needs.

Medical Assistant (Upper Darby Campus Only)
900 Hours - 65 Quarter Credits
37½ Weeks/Day - 75 Weeks - Evening



Educational Objective: Medical Assistants perform a wide array of clinical, clerical, and human relations functions, which ultimately contribute to fostering a sense of confidence among patients in the operation of the medical office. This program is designed to provide students with strong foundations in patient care procedures and theory, medical office administration, and communication skills necessary for thorough, successful integration into any medical office.

Course	Quarter Credits	Prerequisites
410MLE Medical Law & Ethics	3.0	
410MOM Medical Office Manager	3.0	
110BS Basic Skills & CPR	1.0	
410PS Psychology for the Medical Assistant	4.0	
410MTA Medical Terminology A	3.0	
410APA Anatomy & Physiology A	3.0	
410MCA Medical Assisting & Clinical Procedures A	2.5	
410PHA Pharmacology A	2.0	
421MTB Medical Terminology B	3.0	410MTA
421APB Anatomy & Physiology B	3.0	410APA
421MCB Medical Assisting & Clinical Procedures B	2.5	410MCA
421PHB Pharmacology B	2.0	410PHA
431MTC Medical Terminology C	3.0	421MTB
431APC Anatomy & Physiology C	3.0	421APB
431MCC Medical Assisting & Clinical Procedures C	2.5	421MCB
431PHC Pharmacology C	2.0	421PHB
441MCD Medical Assisting & Clinical Procedures D	2.5	431MCC
412MOS Medical Office Skills	1.8	
412MOP Medical Office Procedures	2.25	
411BIC Billing, Insurance & Coding	2.25	
210CBS Computerized Billing Simulation	2.25	412MOS
412CR Clinical Review	2.75	441MCD
120CD Career Development	2.7	
413INT Externship	6.0	All courses
Total	65 Credits	

* Please see course descriptions for additional prerequisite information.

* ALL CLINICAL CLASSES MUST BE COMPLETED WITH A GRADE OF "C" OR BETTER

Course numbers listed herein are for reference only. The sequence of course offerings may vary depending upon scheduling needs.



Dental Assistant (Upper Darby Campus Only)
900 Hours - 52.5 Quarter Credits
37½ Weeks/Day - 75 Weeks/Evening

Dental Assistants perform a wide array of duties within the Dental Office, from chair side assisting to patient care and clerical office tasks. This program is designed to provide the students with a solid foundation in the field of Dental Assisting. Students will study all phases of Dental Assisting, with courses in History, Ethics, Chair Side Dental Assisting, Pharmacology, Dental Office Procedures, and a 180 hour externship.

Course		Quarter Credits	Prerequisites
DA102	Dental Office Procedures	2.0	
DA103	Psychology and Dental Communications	5.0	
DA104	Microbiology, Infection Control and Hazard Communications	4.0	
DA105	Preventative Dental Care/Health and Nutrition	4.0	
DA106	Dental Materials and Lab	4.0	
DA107	Dental Anatomy	4.0	
DA108	Pharmacology	2.0	
DA109	Dental History and Ethics	2.0	
DA110	Medical Emergencies	2.0	
DA200	Chair Side Dental Assisting I	3.0	DA105
DA201	A & P and Dental Specialties	3.0	DA107
DA202	Chair Side Dental Assisting II	3.0	DA201
I20CD	Career Development	1.5	
DA203	Dental Radiology	4.0	DA107, DA201
DA204	Chair Side Dental Assisting III	3.0	DA202
DA206	Dental Assisting Externship	<u>6.0</u>	All courses
		Total 52.5 Credits	

* Please see course descriptions for additional prerequisite information.

**ALL CLINICAL CLASSES MUST BE COMPLETED WITH A GRADE OF "C" OR BETTER



Course Descriptions

Professional Medical Assistant Plus

110BS Basic Skills

20 Hours/1.25 Credits

This course provides students with a basic knowledge of First Aid techniques and CPR certification.

110CD Career Development

30 Hours/2.25 Credits

Students will concentrate on various strategies that include job search, resume formats, necessary pre-employment letters, and interview techniques. Students will develop effective communication skills to interact professionally with colleagues.

110FL Financial Literacy

30 Hours/3.0 Credits

In this course, students will explore the financial challenges which exist for a student, employee and/or family member. Students will consider real case studies and life situations that will encourage the financial problem solving necessary to be successful now and throughout their adult lives. Beginning with their own financial situation, students will work on navigating money matters including banking, investments, credit cards, rent and mortgage payments. The consolidation of loans, distribution of weekly or monthly pay checks and budgeting for financial stability will also be covered.

111CDP Career Development Practicum

30 Hours/2.25 Credits

This course is a continuation of completing job searches, formatting resumes, creating pre-employment letters, and perfecting interview techniques. Students will also continue to develop effective communication skills in order to interact professionally with colleagues.

Prerequisite: 110CD

101EHR Electronic Health Records

60 Hours/5.0 Credits

This course will cover the usage and management of health information and the Electronic Health Record (EHR). This course will introduce the students to the use of health information and the EHR for any setting within the healthcare industry from acute, ambulatory, long term, home health, specialty, population health, and personal health that encompass the continuum of care. This course will provide students with a practical understanding of what an EHR specialist is and how important they are in the job market today.

102EHR Electronic Health Records Applications

60 Hours/5.0 Credits

This course will provide students with a comprehensive overview of EHR management and provide students with the basic knowledge required to utilize health information system software to maintain patient health records. Upon completion of the course, the student will be knowledgeable in the basic aspects of the utilization of EHR management. Students will utilize hands on application of medical records software system components in order to apply these applications to the real medical office setting.

210CBS Computerized Billing Simulation

30 Hours/2.25 Credits

This course introduces and simulates situations using computerized software. Students learn to input patient information, schedule appointments, and handle billing. In addition, students produce various lists and reports and learn to handle insurance claims both on forms and electronically.

Prerequisite: 412MOS

041AP A&P Systems: Integumentary, Nervous and Special Senses

30 Hours/3.0 Credits

This course provides students with an understanding of the anatomy and physiology of the human body. Medical Assistant students will review: structural units, chemistry of living things, cells, tissues and membranes, integumentary system, and special senses.

241MC Clinical Examination Procedures/ Aseptic Technique

40 Hours/2.5 Credits

This course expands on the theoretical knowledge and skills in clinical laboratory procedures. Topics include: medical asepsis, medical charting and taking patient histories, vital signs and physical measurements, and surgical asepsis and sterilization, and minor office surgery.

410MLE Medical Law & Ethics

30 Hours/3.0 Credits

This course acquaints students pursuing the health and legal professions with issues involving medicine, law, and ethics.

410MOM Medical Office Manager

30 Hours/2.75 Credits

This course is designed to introduce the student to the attributes of the Medical Assistant, the history of medicine, the process by which a company will recruit medical staff, the orientation process of new staff, the training process for new hires, staff evaluations, staff records and the process of dismissing an employee.

041MT Terminology Systems: Integumentary, Nervous and Special Senses

30 hours/3.0 Credits

This course provides medical assistant students with a comprehensive background of medical root words, prefixes and suffixes. The course introduces the composition of living things such as structural units, chemistry of living things, cells, tissues and membranes. The course also provides Medical Assistant students with the study of terminology related to the integumentary system, the nervous system and the special senses.

141PH Pharmaceuticals: Integumentary, Nervous and Special Senses

20 Hours/2.0 Credits

This course introduces the basics of pharmacology which entail the uses, sources, and forms, routes of delivery, actions of drugs, as well as the legal role and responsibilities of the Medical Assistant. Chemotherapy drugs, drugs of the nervous and integumentary systems along with those for the eyes and ears will also be discussed.

410PS Psychology for the Medical Assistant

30 Hours/3.0 Credits

This course introduces the student to the study of behavior and the factors that influence it.

411BIC Billing, Insurance & Coding

30 Hours/2.25 Credits

This course introduces medical assisting students to various kinds of billing systems and medical insurance, as well as giving a brief overview of codes for procedures, codes for diseases, methods of payments, and the use of the CPT Code Book, the ICD-10CM, and HCPCS coding book.

412MOS Medical Office Skills

40 Hours/3.0 Credits

This course introduces students to basic keyboarding techniques and basic computer concepts through a series of lecture and lab experiences. Students are taught alphanumeric keyboarding along with the numeric keypad skill building, covered through a series of lectures, computer applications and software, and by performing basic functions such as storing and retrieving, and printing documents.

412MOP Medical Office Procedures

50 Hours/3.5 Credits

This course teaches students basic medical office procedures. Topics include: medical office accounting systems, patient ledger cards, professional fees, credit arrangements, petty cash, posting of daily patient charges, making bank deposits, billing practices, delinquent collection practices, payroll for the medical office, filing in a medical office, proper telephone techniques in a medical office.

142MT Terminology Systems: Musculoskeletal, Endocrine, Cardiovascular and Lymphatic

30 Hours/3.0 Credits

This course for Medical Assistant students continues with the study of medical terms and abbreviations. Topic areas for medical terminology include the following systems: muscular, skeletal, cardiovascular, endocrine and lymphatic.

I42PH Pharmaceuticals: Musculoskeletal, Endocrine, Cardiovascular and Lymphatic
20 Hours/2.0 Credits

This course expands on the knowledge of origins, classifications, administration and use of medications. Medical Assistant students review pharmaceuticals for the endocrine, musculoskeletal, cardiovascular and lymphatic systems.

42IAP A&P Systems: Musculoskeletal, Endocrine, Cardiovascular, and Lymphatic
30 Hours/3.0 Credits

This continuation of anatomy gives students understanding of the anatomy and physiology of the human body. Medical Assistant students review the following main topic areas: skeletal system, muscular system, cardiovascular, endocrine system and lymphatic system.

245MC Venipuncture, Hematology, and Specialty Exams
40 Hours/2.5 Credits

This course expands on the theoretical knowledge and skills in clinical laboratory procedures. Topics include: medical specialty exams, venipuncture, rehabilitative practices and hematology.

I43AP A&P Systems: Respiratory, Digestive, Urinary, and Reproductive
30 Hours/3.0 Credits

This continuation gives students understanding of the anatomy and physiology of the human body. Medical Assistant students review the following main topic areas: male and female reproductive systems, urinary system, respiratory, and digestive.

243MC Clinical Procedure: Microbiology, EKG, OB/GYN and Urinalysis
40 Hours/2.5 Credits

Students will further their theoretical knowledge and skills in clinical laboratory procedures. Topics include: EKG, urinalysis, gynecological exam with Pap, self breast exams, STD testing, and testicular exams.

I43MT Terminology Systems: Respiratory, Gastrointestinal, Urinary, Reproductive and Obstetrics
30 Hours/3.0 Credits

This course provides Medical Assistant students with a continuation in the study of medical terms for the following body systems: male reproductive, female reproductive, digestive, urinary, and respiratory.

I43PH Pharmaceuticals: Medical Origins, Classifications and Administrations
20 Hours/2.0 Credits

This course continues to expand upon the knowledge of origins, classifications, administration and uses of medications. Medical Assistant students review pharmaceuticals for the urinary system, reproductive systems and digestive systems.

244MC Phlebotomy, Injections, Cultures, Medication Administration and Clinical Simulations
40 Hours/2.5 Credits

Medical Clinical Lab continues to further the student's theoretical knowledge and skills in clinical laboratory procedures. Topics include: EKG, phlebotomy, vital signs, urinalysis, injections, cultures, and other clinical simulations.

4IIMAR Medical Assisting Review
30 Hours/3.0 Credits

This course is a summation of the Medical Assisting program. The course covers final certification exam review and internship experience discussions.

Pre-requisite: All courses

Co-requisite: 4I3INT

4I2CR Clinical Review
30 Hours/1.5 Credits

This course is the final review of all clinical skills for each student.

Pre-requisite: 241MC, 244MC, 245MC and 243MC

4I3INT Professional MA Internship
180 Hours/6.0 Credits

This course is designed for Medical Assistant students to apply theory and clinical skills learned in the classroom.

Prerequisite: All courses

Co-requisite: 4IIMAR

Health Claims Specialist Plus

I 10BKB Basic Keyboarding 30 Hours/1.5 Credits

This course teaches students the correct position and techniques, alphabetic keys, number keys and special symbol keys

I 10BM Basic Math 30 Hours/2.25 Credits

This course teaches students basic mathematical skills used in today's business office. Topics include basic addition, subtraction, multiplication, and division of whole numbers and decimals, banking, percent in business, patient ledger cards, and the metric system.

I 10CD Career Development 30 Hours/2.25 Credits

Students concentrate on various strategies that include job search, resume formats, necessary pre-employment letters, and interview techniques. Students develop effective communication skills to interact professionally with colleagues.

I 10LE Law and Ethics 30 Hours/3.0 Credits

This course acquaints students pursuing the health and legal professions with issues involving medicine, law, and ethics.

I 10OA Office Administration 30 Hours/2.25 Credits

This course prepares students to meet the challenges of the changing workplace and to solve typical problems that arise in the business office. Problem solving, decision-making, and handling conflict will enhance the student's ability to handle multiple tasks and manage difficult situations in the workplace. This course will emphasize the importance of communication and interpersonal skills.

I 10FL Financial Literacy 30 Hours/3.0 Credits

In this course, students will explore the financial challenges which exist for a student, employee and/or family member. Students will consider real case studies and life situations that will encourage the financial problem solving necessary to be successful now and throughout their adult lives. Beginning with their own financial situation, students will work on navigating money matters including banking, investments, credit cards, rent and mortgage payments. The consolidation of loans, distribution of weekly or monthly pay checks and budgeting for financial stability will also be covered.

I 10PP Psychology 30 Hours/3.0 Credits

This course introduces students to the concepts of self-assessment and self-esteem. It is meant as a guide for making the changes necessary in the students' own lives to facilitate success in their chosen careers.

I 11CBS Computerized Billing Simulation 30 Hours/2.25 Credits

This course introduces and simulates situations using computerized software. Students learn to input patient information, schedule appointments, and handle billing. In addition, students produce various lists and reports and learn to handle insurance claims both on forms and electronically.

Prerequisite: I 10BKB

I 11MOA Microsoft Office Applications 30 Hours/1.5 Credits

This introductory "hands-on" computer course will be devoted to the design, utilization, and application of the Microsoft Office Suite including Excel and Outlook. The goal of this course is to enable the student to learn the basic functions of how to utilize these programs effectively in an office environment through a series of lectures and labs.

Prerequisite: I 10BKB

101EHR Electronic Health Records 60 Hours/5.0 Credits

This course will cover the usage and management of health information and the Electronic Health Record (EHR). This course will introduce the students to the use of health information and the EHR for any setting within the healthcare industry from acute, ambulatory, long term, home health, specialty, population health, and personal health that encompass the continuum of care. This course will provide students with a practical understanding of what an EHR specialist is and how important they are in the job market today.

Prerequisite: All medical terminology courses

102EHR Electronic Health Records Applications 60 Hours/5.0 Credits

This course will provide students with a comprehensive overview of eEHR management and provide students with the basic knowledge required to utilize health information system software to maintain patient health records. Upon completion of the course, the student will be knowledgeable in the basic aspects of the utilization of electronic health records management. Students will utilize hands on application of medical records software system components in order to apply these applications to the real medical office setting.

Pre-requisite: 111EHR

121WPW Word Processing I for Windows 30 Hours/1.5 Credits

The course teaches word processing concepts and vocabulary and how to operate the keyboard and its function keys. The Microsoft Word software will be used to learn the hands-on functions and features of word processing. Business documents will be stressed. Keyboarding practice will also be done to develop speed and accuracy to the highest possible level through MAP (Mis-stroke Analysis Prescription), skill-building, and timing sections of the software.

Prerequisite: 110BKB

510BCF Billing and Coding Forms 30 Hours/2.25 credits

This course provides the essential background about the health care environment, the hospital revenue cycle, medical insurance and coding and payment systems and provides an in-depth study and practical application of the processing of claims submitted on UB-04.

Prerequisite: 521MCD, 521INS

510INS Introduction to Insurance 30 Hours/3.0 Credits

This course is designed to familiarize students with the health care insurance industry including insurance terminology and the factors associated with reimbursement. An overview of insurance plans with a focus on managed care systems and eligibility and benefit structures will be covered. Form completion for commercial insurances using the CMS-1500 will also be introduced. Medical law and ethics pertaining to health care providers and insurance companies, and careers in the medical billing/health claims processing fields, will also be discussion topics.

521INS Insurance 30 Hours/3.0 Credits

This course is a continuation of health care insurance. This course will cover the topics of Medicare, Medicaid and other state programs, TRICARE, CHAMPUS, CHAMPVA, Workers' Compensation and Disability Income and Disability Benefit programs.

Prerequisite: 510INS

511CRC Collection and Reimbursement Concepts 30 Hours /2.25 Credits

This course covers topics such as claim adjudication, monitoring the status of claims, reviewing and processing of Remittance Advice and Explanation of Benefits, appeals, grievances, post payment audits, overpayments, and billing secondary payers. Effective collections including regulations and procedures, credit arrangements, skip tracing, record retention and writing off uncollectible accounts will also be covered.

Prerequisites: 521INS

MT101 Medical Terminology & Anatomy Basics 30 Hours/3.0 Credits

This course is specially designed for Health Claim Specialist Plus students who will gain a thorough understanding of the human body and medical terminology. Students will learn how to divide words into their component parts (namely prefixes, suffixes, root words, combination forms), spelling and definitions, along with gaining an understanding of how the body works. Students will also be introduced to oncology and the effects of cancer on the body.

**MT20I Medical Terminology & Anatomy
Systems: Digestive, Urinary, Respiratory and
Integumentary
30 Hours/3.0 credits**

This course is specially designed for Health Claims Specialist Plus students to gain a thorough understanding of the following body systems: digestive, urinary, respiratory, integumentary and musculoskeletal covered in this term. Prefixes, suffixes, root words, word parts, spelling, diseases and common symptoms occurring in each system will be discussed.

**MT30I Medical Terminology & Anatomy
Systems: Reproductive, Endocrine,
Lymphatic/Immune, Nervous and
Musculoskeletal
30 Hours/3.0 Credits**

This course is specially designed for Health Claim Specialist Plus students who continue to gain a thorough understanding of the male reproductive system, female reproductive system, endocrine system, lymphatic and immune system, and nervous system covered in this term. Prefixes, suffixes, root words, word parts, spelling, diseases and common symptoms occurring in each of the systems will be discussed.

**MT40I Medical Terminology & Anatomy
Systems: Circulatory, Cardiovascular, and
Sense Organs
30 Hours /3.0 Credits**

This course is specially designed for Health Claims Specialist students who will gain a thorough understanding of the blood system, cardiovascular system, sense organs, pharmacology, radiology, nuclear medicine and radiation therapy, and psychiatry.

**510CE Coder's English
30 Hours/3.0 Credits**

This course is designed to enable students to refresh grammar and punctuation skills used to perform daily office procedures. Students study sentence structure and paragraph organization and develop effective editing, proofreading, and revising skills.

**MC510 Diagnostic Coding Basics
30 Hours/2.25 Credits**

This course emphasizes the basic transformation of verbal descriptions of diseases, injuries, and procedures into numeric designations (coding) by the provider rendering medical care. Today medical codes are utilized to facilitate payment of health services to evaluate utilization patterns, and to study the appropriateness of health care costs. To be fairly and adequately reimbursed in a timely fashion by third party payers, physicians and their reimbursement specialists must understand and correctly use these codes.

**MC520 ICD-10 Coding: Body Systems;
Pregnancy & Childbirth; E Codes and Late
Effects
30 Hours /2.25 Credits**

This course is a continuation of Medical Coding I and continues to emphasize the basic transformation of verbal descriptions of diseases, injuries, and procedures into numeric designations (coding) by the provider rendering medical care.

**MC530 E&M; Anesthesia, Modifiers and
Integumentary System Coding
30 Hours/2.25 Credits**

This course provides further utilization of the methodology of coding utilizing CPT procedural coding. The methodology and guidelines for evaluation and management codes, anesthesia codes, the integumentary system and the use of modifiers will be discussed.

**MC540 Surgical Coding
30 Hours/2.25 Credits**

This course provides an overview, as well as the guidelines, pertaining to the Surgery section of the CPT.

**MC550 Radiology; Pathology & Laboratory
Sections; Endocrine & Nervous System;
HCPCS Level II Codes
30 Hours/2.25 Credits**

This course provides an overview, as well as the guidelines, pertaining to the radiology section (including nuclear medicine and diagnostic ultrasound), the pathology and laboratory sections of the CPT and an overview and guidelines for the endocrine and nervous systems. An overview and the guidelines for HCPCS Level II codes will also be covered along with the dissection of an operative report and translation into diagnostic and procedure codes.

MC560 Advanced Coding
30 Hours/2.25 Credits

This course is designed to increase knowledge of ICD-10-CM, CPT, and HCPCS.

11ICDP Career Development Practicum
30 Hours/2.25 Credits

This course is a continuation of completing job searches, formatting resumes, creating pre-employment letters, and perfecting interview techniques. Students will also continue to develop effective communication skills in order to interact professionally with colleagues.

Prerequisite: 110CD

51ISMR Health Claims Seminar & Certification Prep
30 Hours/2.25 Credits

This course is a summation of the Health Claims Specialist program and provides the opportunity for discussion of internship experience. A review of various course materials is also provided along with helping the student prepare for taking the AAPC coding exam.

Prerequisite: All courses

Co-Requisite: 515INT

515INT Internship
180 Hours/6.0 Credits

This course is designed for Health Claims students to apply theory and clinical skills learned in the classroom.

Prerequisite: All courses

Co-Requisite: 511SMR

Massage Therapy

110CPR CPR and First Aid
20 Hours/1.0 Credits

This course provides students with a basic knowledge of First Aid Techniques and CPR Certification

110HCD Career Development
30 Hours/2.0 Credits

Students concentrate on various strategies that include job search, resume formats, necessary pre-employment letters, and interview techniques. Students develop effective communication skills to interact professionally with colleagues.

110LE Law and Ethics
30 Hours/2.5 Credits

This course acquaints students pursuing the health and legal professions with issues involving massage, law and ethics.

110PP Personal Psychology
30 Hours/2.5 Credits

This course introduces students to the concepts of self-assessment and self-esteem. It is meant as a guide for making the changes necessary in the students' own lives in order to facilitate success in their chosen careers.

201APA Anatomy and Physiology Fundamentals
60 Hours/6.0 Credits

This course gives the student an understanding of the anatomy and physiology of the human body. Students will review structural units, chemistry of living things, cells, tissues and membranes, integumentary system, central nervous system, peripheral and autonomic nervous system, special senses and musculoskeletal system.

202APA Anatomy & Physiology: The Body Complete
60 Hours/6.0 Credits

This continuation of anatomy gives the student further understanding of the anatomy and physiology of the human body. Students will review the musculoskeletal system as well as study the following systems: endocrine, cardiovascular, lymphatic, respiratory, digestive, urinary and reproductive system.

Prerequisite: 201APA

202MTH The Art of Massage Therapy
60 Hours/4.5 Credits

This course focuses on appropriate body mechanics for the massage therapist to prevent self-injury, preparation for massage, equipment, supplies, professional environment, positioning and draping.

203MTH Complimentary Bodyworks
60 Hours/4.5 Credits

This course will offer an advanced review of systems of structured touch including hydrotherapy, lymphatic and blood circulation, reflexology, Asian theory, prenatal, Ayurveda, and polarity.

Prerequisite: 202MTH

204MTH Seated Massage
30 Hours/2.5 Credits

This course explores the theory, practice and business of seated massage and sports massage.

Prerequisite: 202MTH, 201APA

205MTH Assessments & Special Populations
60 Hours/4.25 Credits

This course examines ways that the massage professional can help clients with special needs. Topics include but not limited to medical massage, massage for the physically and physiologically challenged individuals.

Prerequisite: 202APA, 212MTH

211MTH The Business of Massage Therapy
30 Hours/3.0 Credits

This course will provide specific information for those wishing to develop a massage business and strategies for successful career planning and development.

212MTH Kinesiology & Myology
60 Hours/5.0 Credits

This course provides an in-depth analysis of the anatomical, physiological and neuromuscular principles of human movement with practical application for massage therapy assessment and clinical practice. This course explores the structures and movements of the shoulder, upper extremities and the hip. Also covered are the structures and movements of the lower extremities, the spinal column and thorax and the biomechanical theory and practice of linear and rotary motion, center of gravity and equilibrium.

Prerequisite: 201APA

213INT Internship
130 Hours/4.0 Credits

This course provides students with supervised clinical massage therapy, client assessment and record keeping theory and practice

Prerequisite: All courses

213MTH Kinesiology and Myology
30 Hours/3.0 Credits

This course will serve as an in-depth analysis of the anatomical, physiological and neuromuscular principles of human movement with practical application for massage therapy assessments and clinical practice. This course explores the structures and movement of the hip, leg and foot.

Prerequisite: 212MTH

213PAT Pathology
60 Hours/5.5 Credits

This course reviews the human immune functioning, the nature of cell injury and healing, and the processes of autoimmune and immunodeficiency diseases and cancer.

Legal Office Technology

101LGL Introduction To Law **60 Hours/6.0 Credits**

This course familiarizes students with the legal system, court structure, terminology and documents related to various fields of law. The scope of the course includes an introduction to the legal office, litigation procedures in civil actions, criminal law, family law, personal and real property, torts, business organizations, bankruptcy, probate, and legal ethics.

101MTH Math for Business & Spreadsheet Applications **60 Hours/5.0 Credits**

Students will review and practice basic mathematical operations, including decimals and percentages, with emphasis on developing the skill to solve word problems and simple equations. Students will practice applying mathematical skills to common business applications such as calculating discounts, invoices, payroll, and bank reconciliation, in addition to learning about spreadsheets.

101OAP Office Procedures **30 Hours/2.25 Credits**

This course covers procedures which are common to the office environment, including telephone techniques, filing and records management, processing mail, ordering supplies, making travel arrangements, and using standard office equipment such as photocopiers and facsimile machines.

101COM Introduction to Microcomputers & Applications **60 Hours/4.5 Credits**

This course introduces students to the hardware components of a computer, proper disk handling, and an overview of the Windows® environment in preparation for hands-on computer applications. Students will receive training in the fundamentals of Microsoft Word® for creating, editing, and formatting various business documents, as well as an introduction to Microsoft Outlook®.

101ENG Business Communications I **60 Hours/5.0 Credits**

This course focuses on the development and application of grammar, punctuation, and capitalization skills in preparation for effective writing. Through various applications and reviews, students will achieve the language skills that are critical to career success.

101KBD Keyboarding I **60 Hours/3.0 Credits**

This keyboarding course teaches the touch method of keyboarding using correct fingering and technique. Emphasis is placed on continuing development of keyboarding speed and accuracy, with goals appropriate to the skill of the entering student.

102COM Microsoft Word® **60 Hours/4.5 Credits**

This course is a continuation of the introduction to Microcomputers & Applications course, with hands-on instruction in formatting and editing features of Microsoft Word®, including advanced features such as columns, macros, tables, and mail merge.

Prerequisite: 101COM

102ENG Business Communications II **60 Hours/4.5 Credits**

A continuation of Business Communications I, this course focuses on applying knowledge gained of grammar and punctuation to developing effective writing skills for the business and professional environment. Students will have the opportunity to work with different writing styles, the revision process, and proofreading various business communications, including e-mails, letters, interoffice memos, and reports.

Prerequisite: 101ENG

102KBD Keyboarding II **60 Hours/3.0 Credits**

A continuation of Keyboarding I, this keyboarding skill development lab emphasizes development of increased accuracy and speed of keyboarding through completion of assigned drills and timed writings, with goals appropriate to the skill of the student.

Prerequisite: 101KBD

I02LGL Legal Procedures & Document Preparation

60 Hours/4.0 Credits

This legal keyboarding and office practice simulation provides students with the opportunity to prepare various legal documents in proper format using Microsoft Word® and WordPerfect® software. Emphasis is placed on independent decision-making and the ability to follow instructions.

Prerequisite: I01LGL

I03COM Microsoft Excel®

60 Hours/4.5 Credits

Using Microsoft Excel®, this course provides students with the necessary skills to create, edit and format worksheets. Students learn to work with formulas, ranges, filters, and functions, including logical and financial functions, as well as creating and customizing charts.

I04COM Microsoft Access®

30 Hours/2.25 Credits

Using Microsoft Access®, students will be taught how to organize, maintain, retrieve and sort data that businesses use on a daily basis to analyze their activities. Students learn to work with tables, queries, and reports.

Prerequisite: I02COM or I03COM

I05COM Microsoft PowerPoint®

30 Hours/2.0 Credits

Using Microsoft PowerPoint®, students will gain an understanding of how to plan, create and revise professional presentations from blank presentations and templates. Topics include applying animation, transitions, options for printing and running presentations in various format as well as using the Slide Master® to make changes to presentations.

Prerequisite: I01COM

20IOAP Career Preparation

30 Hours/2.7 Credits

This course prepares students to conduct a successful job search through traditional methods and the internet. In addition to developing job-seeking and interviewing skills, as a requirement of this course, students will complete a sample job application, prepare a resume and cover letter, and meet with a member of the Career Services Department.

30IOAP Externship

180 Hours/6.0 Credits

This is a supervised learning experience designed to provide students with the opportunity to observe and apply skills obtained through training in a business or professional environment.

Prerequisite: All courses

Pharmacy Technician

HPT100 Pharmacy Calculations **60 Hours/6.0 Credits**

This course is a mathematics review with an introduction to calculations encountered in pharmacy practice.

HPT101 Introduction to Computers **60 Hours/4.5 Credits**

This course is an introduction to computers, operating systems, and computer applications.

HCD110 Career Development **20 Hours/1.5 Credits**

Students will concentrate on various strategies including job search, resume formats, necessary pre-employment letters, and interview techniques. Students will develop effective communication skills in order to interact professionally with colleagues.

HMED200 Medical Terminology **60 Hours/6.0 Credits**

This course provides the student with a comprehensive background of medical root words, prefixes and suffixes. The course also gives instruction on body structure, colors, oncology, anatomical planes and regions, as well as obstetrical neonatology terms.

HMED201 Anatomy & Physiology Fundamentals **60 Hours/6.0 Credits**

This course gives the student an understanding of the anatomy and physiology of the human body. Students will review structural units, chemistry of living things, cells, tissues and membranes, integumentary system, central nervous system, peripheral and autonomic nervous system, and special senses.

HPT302 Over-the-Counter Medications **30 Hours/3.0 Credits**

This course reviews the use of nonprescription drugs for common disorders in which consumers seek advice for self-treatment. Students are taught the questions to ask consumers that will help the pharmacist determine whether self-treatment is indicated or referral to medical care should be sought. Additionally, students are introduced to a curriculum threaded integration pharmacology project.

HPT303 Introduction to Pharmacy Practice **30 Hours/3.0 Credits**

This course reviews the contributions made by nations of the world to the practice of pharmacy, past and present. The course reviews the role of professional pharmacy organizations, past and present, in improving the practice of pharmacy and the role of the pharmacy personnel. Students also explore new drug development, drug distribution, and the role of the pharmacy technician in drug procurement. Course material includes the types of sites that currently employ pharmacy technicians, including an analysis of the role of pharmacy technicians in various job settings. Current trends that may affect the future direction for pharmacy technicians, including national certification, are also discussed.

HPT304 Pharmacy Law & Ethics **60 Hours/6.0 Credits**

This course is designed to introduce federal and state laws governing the practice of pharmacy. Special emphasis is given to medical records and informed consent. It also explores commonly encountered ethical dilemmas from pharmacy practice including the identification of unethical behavior and possible solutions, and analyzing solutions for appropriateness using ethical decision-making models. Students will learn evaluation skills that enable them to determine “the best possible solution” for a given ethical dilemma.

HPT405 Pharmacology I **60 Hours/6.0 Credits**

This course reviews the principles of drug action including introduction to pharmacokinetics and pharmacodynamics. Students also study anatomy, physiology, and drugs used in the treatment of disorders of the nervous system. Major categories of drugs are discussed, with emphasis on the 50 most frequently prescribed medicines. Finally, students continue with their assigned threaded integration pharmacology project.

Prerequisite: HMED200, HMED201

HPT406 IV Admixture & Aseptic Technique
40 Hours/6.0 Credits

This course is an introduction to aseptic techniques and sterile product preparation in institutional care settings. The devices and manipulation techniques necessary to maintain sterility and mechanics of a hospital pharmacy are discussed.

Prerequisite: HPT100, HMED200, HMED201

HPT507 Pharmacology Community Practice, Pharmacy Records & Inventory Control
60 Hours/4.5 Credits

This course is designed to provide skills necessary to effectively practice in an ambulatory care setting. Students are familiarized with pharmacy software, taught how to interpret prescription contents, the top 100 drugs, inventory control procedures, tasks associated with procurement of pharmaceuticals, completing and filing records for third-party reimbursement, and requirements for completing and filing prescription records. Students are introduced to non-sterile compounding.

Prerequisite: HPT101

HPT508 Pharmacy Technology
60 Hours/4.5 Credits

This course reviews the history of computers in pharmacy, current practice applications, and future trends. Legal issues surrounding information, collection and retrieval are also addressed. The laboratory component of this course is designed to provide students with skills and knowledge needed to process prescriptions using pharmacy software. Students are expected to gain proficiency in the use of ambulatory care prescription processing software. Finally, students will learn the use of dispense as written (DAW) codes, pneumatic direction codes, prior authorization, denial overrides, and drug utilization review (DUR) codes.

Prerequisite: HPT101

HPT609 IV Admixture & Aseptic Technique II
30 Hours/2.25 Credits

A continuation of IV Admixture and Aseptic Techniques I, IV Admixture and Aseptic Technique II focuses on the preparation of cardiac and other titer able drips, IV antibiotics, chemotherapy, Large Volume Parenteral (LVP), and Total Parenteral Nutrition (TPN). Students learn the basic indications and mechanism of actions of specific cardiac drugs, as well as calculations for selected drug concentrations. Proper technique for mixing and labeling thrombolytic, cardiac drips, and chemotherapeutic drugs is introduced.

Prerequisite: HPT406

HPT610 Pharmacology II
60 Hours/6.0 Credits

This course is a continuation of Pharmacology I. Students will study anatomy and physiology, and medications used in the treatment of the cardiovascular, gastrointestinal, endocrine, integumentary, respiratory, and reproductive systems. Students discuss treatment of bacterial and viral infections, and the pharmacy technician's role in the management of diabetes and hypertension. Students will also review the major categories of drugs, with emphasis on the 50 most frequently prescribed medicines. Finally, students present their integrated pharmacology project to the class.

Prerequisite: HPT405

HPT611 Communication Skills in Pharmacy Practice
30 Hours/2.5 Credits

This course is designed to assist students in developing the necessary skills to function competently as a contributing member in a pharmacy work setting. Students participate in team-building exercises and are introduced to effective communication tools. Furthermore, students are taught the skills to deal constructively with patients, information, ideas, and emotions associated with issues of diversity, culture, ethnicity, race, gender, religion, age, sexual orientation, and abilities.

HPT712 Internship
180 Hours/6.0 Credits

This course is a supervised learning experience which is designed to provide students with the opportunity to observe and apply skills obtained through training in a business or professional environment.

Prerequisite: All courses

Medical Assistant

110BS Basic Skills 20 Hours/1.0 Credits

This course provides students with a basic knowledge of First Aid Techniques and CPR certification.

120CD Career Development 30 Hours/2.7 Credits

Students will concentrate on various strategies that include job search, resume formats, necessary pre-employment letters, and interview techniques. Students will develop effective communication skills to interact professionally with colleagues.

210CBS Computerized Billing Simulation 30 Hours/2.25 Credits

This course introduces and simulates situations using computerized software. Students learn to input patient information, schedule appointments, and handle billing. In addition, students produce various lists and reports and learn to handle insurance claims both on forms and electronically.

Prerequisite: 412MOS

410APA Anatomy & Physiology A 30 Hours/3.0 Credits

This course gives the students an understanding of the anatomy and physiology of the human body. Medical assistant students will review the following main topics: structural units, chemistry of living things, cells, tissues and membranes, integumentary system, central nervous system, peripheral and autonomic nervous system, and special senses.

410MCA Medical Assisting & Clinical Procedures A 40 Hours/2.5 Credits

The Medical Clinical Lab increases theoretical knowledge and skills in clinical laboratory procedures. Topics include: surgical asepsis, minor office surgery, medical asepsis and infection control, including OSHA and CLIA guidelines, safe behavior in clinical settings, charting and medical history, physical measurements and vital signs, and assisting with physical examinations.

410MLE Medical Law & Ethics 30 Hours/3.0 Credits

This course acquaints students pursuing the health and legal professions with issues involving medicine, law, and ethics.

410MOM Medical Office Manager 30 Hours/2.75 Credits

This course is designed to introduce the student to recruiting medical staff, orientation of staff, training for staff, staff evaluations, salary reviews, staff records, hiring staff, supervising staff, and dismissal of staff.

410MTA Medical Terminology A 30 hours/3.0 Credits

This course provides the medical assistant student with a comprehensive background of medical root words, prefixes and suffixes. The course gives instruction on body structure, colors, oncology, anatomical planes and regions, as well as obstetrical and neonatology terms. The course also provides medical assistant students with the study of medical terms for the following body systems: integumentary, nervous and eye and ear senses.

410PHA Pharmacology A 20 Hours/2.0 Credits

Medical Assistant students will review pharmaceuticals for the integumentary system, nervous system, emotional and mental disorders, eyes and ears.

410PS Psychology for the Medical Assistant 40 Hours/4.0 Credits

This course introduces the student to the study of behavior and the factors that influence it.

411BIC Billing, Insurance & Coding 30 Hours/2.25 Credits

This course introduces Medical Assistant students to various kinds of billing systems and medical insurance, as well as giving a brief overview of codes for procedures, codes for diseases, methods of payments, and the use of the CPT Code Book, the ICD-10-CM, and HCPCS coding book.

412MOS Medical Office Skills
30 Hours/1.8 Credits

This course introduces students to basic keyboarding techniques and basic computer concepts through a series of lecture and lab experiences. Students are taught alphanumeric keyboarding along with the numeric keypad skill building, covered through a series of lectures, computer applications and software, and by performing basic functions such as storing and retrieving, and printing documents.

412MOP Medical Office Procedures
30 Hours/2.25 Credits

This course teaches students basic medical office procedures. Topics include: medical office accounting systems, patient ledger cards, professional fees, credit arrangements, petty cash, posting of daily patient charges, making bank deposits, billing practices, delinquent collection practices, payroll for the medical office, filing in a medical office, and proper telephone techniques in a medical office.

421MTB Medical Terminology B
30 Hours/3.0 Credits

This course for medical assistant students continues with the study of medical terms and abbreviations. Topic areas for medical terminology include the following systems: endocrine, cardiovascular, lymphatic, and musculoskeletal system.

Pre-requisite: 410MTA

421PHB Pharmacology B
20 Hours/2.0 Credits

This course continues to expand the student's knowledge of origins, classifications, administration and uses of medications. The Medical Assistant student will review pharmaceuticals for the endocrine, musculoskeletal and cardiovascular systems.

Pre-requisite: 410PHA

421APB Anatomy and Physiology B
30 Hours/3.0 Credits

This course expands the Medical Assistant students understanding of human anatomy and physiology to include the endocrine, cardiovascular, lymphatic and musculoskeletal organ system.

Pre-requisite: 410APA

421MCB Medical Assisting and Clinical Procedures B
40 Hours/2.5 Credits

This course expands on the theoretical knowledge and skills in clinical laboratory procedures. Topics include: medical specialty exams, EKG, venipuncture, rehabilitative practices, and hematology.

431APC Anatomy & Physiology C
30 Hours/3.0 Credits

This course expands the Medical Assistant students' understanding of human anatomy and physiology to include the respiratory, digestive, urinary, and reproductive systems.

Pre-requisite: 421APB

431MCC Medical Assisting & Clinical Procedures C
40 Hours/2.5 Credits

Students further their theoretical knowledge and skills in clinical laboratory procedures. Topics include: collecting, handling and examination of urine specimens, respiratory system, reproductive system and nutrition.

431MTC Medical Terminology C
30 Hours/3.0 Credits

This course provides Medical Assistant students with a continuation in the study of medical terms for the following body systems: respiratory system, gastrointestinal system, urinary system, male reproductive system, female reproductive system, and obstetrics and neonatology.

Pre-requisite: 421MTB

431PHC Pharmacology C
20 Hours/2.0 Credits

This course continues to expand upon the knowledge of origins, classifications, administration and uses of medications. Medical Assistant students review pharmaceuticals for the respiratory system, nutrition, urinary system and reproductive system.

441MCD Medical Assisting & Clinical Procedures D

40 Hours/2.5 Credits

The Medical Clinical Lab furthers theoretical knowledge and skills in clinical laboratory procedures. Topics include medication administration, injections, blood cultures, and other clinical simulations.

412CR Clinical Review

50 Hours/2.75 Credits

To review clinical skills of each student to determine if they can move on to the school required externship.
Pre-requisite: 441MCD

413INT Professional MA Externship

180 Hours/6.0 Credits

This course is designed for Medical Assistant students to apply theory and clinical skills learned in the classroom.
Prerequisite: All courses

Dental Assistant

DA102 Dental Office Procedures

30 Hours/2.0 Credits

In this course, the student will be introduced to the overall aspects of dental office management including patient reception, marketing, telephone techniques, business office systems, patient scheduling, records management, accounts receivable, management of patient's accounts, and accounts payable. Inventory control and recall systems management is also emphasized.

DA103 Psychology and Dental Communications

60 hours/5.0 Credits

This course is designed to prepare students to identify how patient care is an integral part of providing quality dental service. Topics of discussion will include effective interpersonal communication skills, professionalism, discrimination, and prejudice, sexual harassment and patient education. The student will learn how to aid the dentist in evaluation of the patient, recognize levels of patient fear and stress.

DA104 Microbiology, Infection Control and Hazard Communications

60 hours/4.0 Credits

This course prepares students with an understanding of infections diseases and their relationship to patient education and safety. Students will also learn universal precautions and prevention of disease transmission and the guidelines of occupational safety for dental office personnel.

DA105 Preventive Dental Education

60 hours/4.0 Credits

This course covers the development of caries control program, with an emphasis on oral hygiene. Topics include the study of dental plaque, proper brushing methods, the latest methods of preventing decay, equipment, and methods of preventing dental disorders. Students will also learn about the role of nutrition in dental health and participate in dentistry-related nutritional counseling.

DA106 Dental Materials and Lab
60 hours/4.0 Credits

This course covers the materials used in the dental laboratory in support of treatment. Students are taught the characteristics, use, control, storage and appropriate delivery of dental materials.

DA107 Dental Anatomy
60 hours/4.0 Credits

In this course, the student will be taught about prenatal growth and development, function of tissues, and structures in the oral cavity surrounding teeth. The study of the structure and forms of human teeth and their location in the mouth are learned. Students explore the eruption schedule and function of each tooth in the primary and permanent dentition and related terminology.

DA108 Pharmacology
30 hours/2.0 Credits

In this course, the student will be introduced to pharmacology and drugs associated with treating diseases, the importance of reference texts relating to pharmacology and drug enforcement, their use in dentistry, related terms, and parts of a prescription.

DA109 Dental History and Ethics
30 Hours/2.0 Credits

In this course, the student will be introduced to the concept of indentifying how patient care is an integral part of providing quality dental service. Topics of discussion will include effective interpersonal communication skills, professionalism, discrimination and prejudice, sexual harassment and patient education. The student are taught how to aid the dentist in evaluation of the patient, recognize levels of patient fear and stress.

DA110 Medical Emergencies
30 Hours/2.0 Credits

This course covers the preparedness in dealing with common medical and dental emergencies and be familiar with contents of an office emergency kit. The student will become certified in cardiopulmonary resuscitations (CPR) and learn to handle common dental emergencies.

DA200 Chair Side Dental Assisting I
60 Hours/3.0 Credits

In this course, the students will be introduced to dental office-design and working environments, how to seat and dismiss patients, necessary positioning of operator (dentist) and assistant for performance of fourhanded dental procedures. The students will also be taught requirements for special needs patients, instrument grasps and transfer, and methods to maintain a clear working field in oral cavity, as well as how to use and maintain operatory (treatment room) equipment.

Prerequisite: DA105

DA201 A & P and Dental Specialties
40 Hours/3.0 Credits

In this course, the student will become familiar with terminology and body systems. The course also covers specific terms relative to general human anatomy and physiology, including basic units, planes, cavities, and body systems. The student will also be taught the distinction between DDS and DMD, the eight specialties of dentistry, the skills performed by members of the dental team, and the educational requirements and professional organizations that represent each of the dental professions.

Prerequisite: DA107

DA202 Chair Side Dental Assisting II
60 Hours/ 3.0 Credits

A continuation of Chair Side Assisting I, this course includes restorative and surgical procedures, specific surgical and restorative instruments, vital signs, and all dental specialties procedures.

Prerequisite: DA200

DA203 Dental Radiology
60 Hours/4.0 Credits

This course covers dental radiation and safety, proper operation of equipment, cone placement for parallel and bisection techniques and panoramic exposures, as well as film processing and mounting for dental records.

Prerequisite: DA107, DA201

DA204 Chair Side Dental Assisting III
60 Hours/3.0 Credits

This course provides the principles and practices of chair side assisting. Emphasis is placed on care of the equipment and instruments, oral examination and histories, dental charting, oral evacuation, four-handed dentistry, local anesthetics, rubber dam placement, cavity preparation and sterilization and infection control procedures.

Prerequisite: DA202

DA206 Dental Assisting Externship
180 Hours/6.0 Credits

This course provides an opportunity for practical application of information and skills learned in the on campus portions of the Dental Assisting Program. Students are assigned to the externship sites for program completion.

Prerequisites: All courses

I10CD Career Development
20 Hours/1.5 Credits

Students will concentrate on various strategies including job search, resume formats, necessary pre-employment letters, and interview techniques. Students will develop effective communication skills in order to interact professionally with colleagues.

Schedule of Tuition and Fees

Application Fee	Registration Fee	Tuition	Books & Materials Fee	Lab Fees	Total
Medical Assistant - Day & Evening - 83 Quarter Credits					
\$25.00	\$75.00	\$16,460.00	\$1830.00	\$490.00	\$18,880.00
Health Claims Specialist - Day & Evening - 82 Quarter Credits					
\$25.00	\$75.00	\$16,460.00	\$2,330.00	\$910.00	\$19,800.00
Massage Therapy - Day & Evening - 56.25 Quarter Credits					
\$25.00	\$75.00	\$10,725.00	\$1,400.00	\$645.00	\$12,870.00
Legal Office Technology (Cherry Hill Campus Only) - Day & Evening - 59.2 Quarter Hours					
\$25.00	\$75.00	\$13,347.00	\$1,000.00	\$250.00	\$14,697.00
Pharmacy Technology (Linwood Campus Only) - Day & Evening - 71.5 Credits					
\$25.00	\$75.00	\$13,347.00	\$1,270.00	\$700.00	\$15,417.00
Medical Assistant (Upper Darby Campus Only) - Day & Evening - 65 Quarter Credits					
\$25.00	\$75.00	\$13,356.00	\$1,330.00	\$465.00	\$15,251.00
Dental Assistant (Upper Darby Campus Only) - Day & Evening - 52.5 Quarter Credits					
\$25.00	\$75.00	\$13,356.00	\$730.00	\$740.00	\$14,926.00

School Calendar

Day	
Start Date	Graduation Date
1,110 Hours: HCS, PMA	
1/19/2016	12/23/2016
3/7/2016	2/17/2017
4/18/2016	3/31/2017
5/31/2016	5/12/2017
7/18/2016	6/24/2017
8/29/2016	8/11/2017
10/10/2016	9/22/2017
11/21/2016	11/3/2017
900 Hours: LOT, Pharm Tech	
1/19/2016	10/7/2016
3/7/2016	11/18/2016
4/18/2016	1/13/2017
5/31/2016	2/24/2017
7/18/2016	4/7/2017
8/29/2016	5/19/2017
10/10/2016	6/30/2017
11/21/2016	8/18/2017
750 Hours: MT	
1/19/2016	8/26/2016
3/7/2016	10/7/2016
4/18/2016	11/18/2016
900 Hours: MA, DA (Upper Darby Only)	
1/19/2016	10/7/2016
3/7/2016	11/18/2016
4/18/2016	1/13/2017
5/31/2016	2/24/2017
7/18/2016	4/7/2017
8/29/2016	5/19/2017
10/10/2016	6/30/2017
11/21/2016	8/18/2017

Evening	
Start Date	Graduation Date
1,110 Hours: HCS, PMA	
1/19/2016	12/8/2017
3/8/2016	2/1/2018
4/19/2016	3/8/2018
5/31/2016	4/26/2018
7/19/2016	6/7/2018
8/30/2016	7/19/2018
10/11/2016	8/30/2018
11/22/2016	10/18/2018
900 Hours: LOT, Pharm Tech	
1/19/2016	6/30/2017
3/8/2016	8/17/2017
4/19/2016	9/28/2017
5/31/2016	11/9/2017
7/19/2016	12/21/2017
8/30/2016	2/15/2018
10/11/2016	3/29/2018
11/22/2016	5/10/2018
750 Hours: MT	
1/19/2016	4/6/2017
3/8/2016	5/18/2017
4/19/2016	6/29/2017
900 Hours: MA, DA (Upper Darby Only)	
1/19/2016	6/30/2017
3/8/2016	8/17/2017
4/19/2016	9/28/2017
5/31/2016	11/9/2017
7/19/2016	12/21/2017
8/30/2016	2/15/2018
10/11/2016	3/29/2018
11/22/2016	5/10/2018

* Not all programs will be offered for all start dates based on class size

2016 Holidays

Martin Luther King, Jr. Day	January 18, 2016
Presidents' Day	February 15, 2016
Good Friday	March 25, 2016
Memorial Day	May 30, 2016
Independence Day	July 4, 2016
Summer Break	July 24 - 30, 2016
Labor Day	September 5, 2016
Thanksgiving	November 24 - 25, 2016
Winter Break	December 25, 2016 - January 2, 2017

Staff

Key Administrative Staff - Cherry Hill

Patricia Capaldo

Doug Lingo

Gregory White

Derena Cedeno

Campus Director

Director of Admissions

Director of Financial Aid

Director of Career Services

Key Administrative Staff - Hamilton

Peter Karas

Deborah Kenney

Elizabeth Quinones

Tisha Smith

Acting Campus Director

Director of Education

Director of Financial Aid

Career Services Advisor

Key Administrative Staff - Linwood

Megan Shirley

Susan Montclair

Victoria Comisky

Karen Naegele

Tarisa Weber

Campus Director

Director of Education

Director of Admissions

Director of Financial Aid

Director of Career Services

Key Administrative Staff - Upper Darby

Sherria Allen

Warren Howell

Jennifer Austin

Shontel Hightower

Vanessa Hayes

Campus Director

Director of Education

Director of Admissions

Director of Financial Aid

Director of Career Services

Faculty

Please see insert for most recent faculty listing.

Central Services Staff

Dr. Nicholas V. Hastain

Michele Sinusas

Joseph Cicchetto

Tim James

Jessica Mastrogiovanni

Tony McPeck

Paul Somogyi

Ruthann Wolverton

Christie DeGregorio

Peter Karas

April Lupinacci

Shannon Guida

Karen Kendall

Adelia Silva Palmieri

President & CEO

Chief Information Officer

Chief Financial Officer

President - Southern Division

Vice President/General Counsel

Vice President Marketing

Vice President of Information Technology

Vice President of Career Services

Vice President of Education

Regional Vice President of Operation - Southern Division

Assistant Vice President of Accreditation & Compliance

Executive Student Finance Director

Student Accounts Manager

Registrar Manager

