northwest
CAREER COLLEGE

SCHOOL CATALOG

Effective - January 08, 2024

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INSTITUTIONAL INFORMATION

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Mission Statement

To inspire the next generation of professionals through our dedication to service, commitment to mentorship, and innovation in education.

School Objectives

Our school has several objectives designed to help us fulfill our mission:

1 Provide our students with an up-to-date learning experience by constantly reviewing and improving our curriculum via student, instructor, employer, and community feedback.

2 Provide instruction using industry standard equipment and incorporate new technology into the classroom to improve graduate career prospects.

3 Provide facilities which ensure a valuable learning experience and a beautiful campus that creates an enjoyable student experience outside of the classroom.

4 Provide students with the training and resources needed to become lifelong learners and continue to grow professionally after completing their program of study.

5 Provide administrative and faculty support to graduates throughout the applicable certification and licensure processes.

6 Provide support services to help students address personal challenges during their time in school.

7 Provide career services assistance and professional guidance to graduates to help them obtain and maintain employment in their field of study.

School Ownership and History

NCC was founded in July 1997 as Northwest Massage School by John Kenny, D.C. Dr. Kenny was a graduate of Northwestern University and National College of Chiropractic and maintained a private practice in Las Vegas from 1992 to 2018. Dr. Kenny served as President of the Board of Directors until his passing in 2023.

Northwest Massage School was renamed Northwest Health Careers in December 1998 after opening its Dental Assistant program and relocated to its main campus located at 7398 Smoke Ranch Road in 2003. It was subsequently renamed Northwest Career College (NCC) in 2012 upon addition of the Paralegal Studies program, its first degree-granting program.

Northwest Career College is currently owned by Mrs. Erin Kenny, J.D. Mrs. Kenny is a graduate of the University of Nevada, Las Vegas and the Boyd School of Law at the University of Nevada, Las Vegas.

For more information, please visit our website at www.northwestcareercollege.edu.

Licensing Information

NCC is licensed by the State of Nevada Commission on Postsecondary Education.

NCC is also a participant in the National Council of State Authorization Reciprocity Agreement, NC-SARA. The State Authorization Reciprocity Agreement is a voluntary agreement among its member states and US territories that establishes comparable national standards for interstate offering of postsecondary distance-education courses and programs.

NCC is approved to offer fully online distance education programs to all NC-SARA member states' residents and has elected to enroll students in accordance with the guidelines below:

1. Prospective students who are physically located in Nevada are eligible to apply for admission to all programs.

2. Prospective students who are physically located outside of Nevada may apply for admission and enroll while located elsewhere but are not be eligible to attend classes prior to relocation in-state unless enrolling in a fully online distance education program (Medical Billing and Coding only).

3. Prospective students who are physically located in Arizona, Colorado, and Utah are eligible to apply for admission to fully online distance education programs.

4. Students who are attending a residential or blended education program and relocate out of Nevada while enrolled at NCC may not continue attending their program from out of state but may be eligible for a Leave of Absence if they anticipate the relocation is temporary.

5. Students who are attending a fully online distance education program and relocate out of Arizona, Colorado, Nevada, or Utah while enrolled at NCC may not continue attending their program from out of state but may be eligible for a Leave of Absence if they anticipate the relocation is temporary.

See the Determination of Student Location policy for additional details.

> Northwest is that school where I found my way to success. They lead you step-by-step through lab activities where one can learn the most important points of things that you are going to face in the workplace. They simulate the workplace in a good way and it makes you feel comfortable. You will get the right answer to every question that you have because the instructors and all staff members are all experts.
>
> **Sajiea Muzafari**
> *Graduate of the 2020 Legal Assistant Program*

Accreditation Information

NCC is institutionally accredited by the Accrediting Bureau of Health Education Schools (ABHES), located at 7777 Leesburg Pike Suite 314 N., Falls Church, Virginia 22043. They can be reached for additional information about accreditation by phone at **703-917-9503**, by fax at **703-917-4109**, or by email at info@abhes.org.

NCC's Pharmacy Technician Program is programmatically accredited by the Accreditation Council for Pharmacy Education/American Society of Health-System Pharmacists (ASHP/ACPE); American Society of Health-System Pharmacists is located at 4500 East West Highway, Suite 900, Bethesda, MD 20814; ashp.org. They can be reached for additional information about accreditation by phone at 312-664-3575, by fax at **866-228-2631,** or by email at info@acpe-accredit.org.

The Radiography Program is seeking programmatic accreditation by the Joint Review Committee on Education in Radiologic Technology (JRCERT). Their contact information is listed below for applicants who wish to request additional information regarding the program's accreditation status.

The Joint Review Committee on Education in Radiologic Technology
20 North Wacker Drive, Suite 2850
Chicago, Illinois 60606-3182
312-704-5300
mail@jrcert.org

ADMISSIONS INFORMATION

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Admissions Requirements

Institutional Admissions Requirements

All prospective students must meet the following general requirements:

1. Be beyond the age of compulsory school attendance.

2. Provide evidence of a high school diploma, its equivalent, or a state-authorized examination certificate.

   i. Note – NCC may accept an attestation as evidence once all normal verification methods are exhausted, and will evaluate the appropriateness of such documentation on a case by case basis.

3. Provide a photocopy of a current Driver's License or valid government-issued ID.

   i. Note – students need a current ID throughout their enrollment and may be asked to submit an updated copy of their Driver's License if it's scheduled to expire during their enrollment

4. Complete an interview with a School Administrator.

5. Complete the required admissions documents (including the Application for Admissions and Enrollment Contract) and pay the program registration fee.

6. Complete the financial aid process and submit all required documentation or make alternative financial arrangements.

7. Be able to speak, read, write, and follow directions given in English.

8. Demonstrate professional behavior in accordance with NCC's Conduct Policy.

All general requirements must be completed by the Add/Drop Date as published in Addendum C – Academic Calendar. Extensions of this deadline may be authorized by the Admission Supervisor on a case-by-case basis.

Programmatic Admissions Requirements

Program specific requirements for admission include:

1. Students enrolling in programs which require licensure applications have additional age restrictions. Students must be 18 years old at the time of enrollment (Required for Massage Therapy program only) or projected to turn 18 years old prior to their expected graduation date (Required for Pharmacy Technician and Phlebotomy Technician programs only).

2. Completion of the Wonderlic entrance exam is required prior to starting the program. (Required for Business Administration, Criminal Justice, Healthcare Administration, Paralegal Studies, Pharmacy Technician and Rediography programs only).

3. Documentation of immunizations is required within 90 days of starting several programs and is recommended prior to admission (Required for Dental Assistant, Medical Assistant, and Pharmacy Technician programs only). The cost of immunizations required by NCC or its clinical affiliates is NOT included in the cost of the program. See the Immunization Policy below for additional details regarding the specific immunizations required for each program.

4. Successful completion of a background check is required prior to acceptance into certain programs. The cost of the background check is included in the cost of the program if the applicant's history is fully disclosed and they are accepted into the program (Required for Massage Therapy and Pharmacy Technician programs only).

5. Documentation of a negative drug screening must be submitted at least 60 days before the beginning of the Pharmacy Technician externship. The cost of the drug screening is included in the cost of the program. While it is not required for admission, it is required to obtain a Trainee License and start externship. Pharmacy Technician students are subject to random drug screenings while on campus and on externship. A positive drug screening will result in immediate suspension from school until NCC discusses the circumstances with the Nevada State Board of Pharmacy and may result in administrative withdrawal from the program. (Required for Pharmacy Technician program only).

6. Completion of an Admissions Essay is required prior to admission. (Required for the Radiography program only).

7 Obtaining a passing score on a Math Proficiency exam is required prior to admission. (Required for the Radiography program only).

8 Completion of an in-person interview with the Program Chair is required prior to admission. (Required for the Radiography program only).

9 Applicants to the Radiography Program will be required to pay a $100.00 non-refundable application fee, which covers the administrative costs for assessing the entrance requirements for the program.

Demonstrate professional behavior in accordance with NCC's Conduct Policy.

Distance Education Admissions Requirements

Specific requirements for programs which have distance education components include:

1 Successful completion of a personal interview with a school representative to determine if the prospective student can benefit from distance education.

2 Student attestation that they have the following:

   i Laptop computer and internet access that can be utilized to complete course lectures, discussions, assignments, and assessments.

      a Minimum hardware and software specifications will be provided to prospective students prior to enrollment.

   ii Ability to use email as the primary method of institutional correspondence.

   iii Ability to browse the Internet, utilize online accounts, and configure basic browser settings to permit use of course materials.

~~Applicants not accepted by NCC shall be entitled to a refund of all monies paid.~~

Conditional Acceptance

All new students are considered "conditionally accepted" to NCC after they attend their first day of class. All NCC policies apply to conditionally accepted students and they enjoy all the rights and resources of an officially accepted student. The conditional acceptance period begins on the first day of the term and continues through the close of business on the 14th calendar day of the term. Students who have met all admissions requirements, secured documentable funding for their program, met preliminary attendance requirements, and been formally accepted by their Program Chair are eligible to matriculate at NCC.

Enrollment Cancellation

Students may voluntarily cancel their enrollment at any point after signing their enrollment contract and before the end of the conditional acceptance period by providing verbal or written notice to any member of the Admissions, Financial Aid, or Academic Affairs Departments.

NCC will administratively cancel the enrollment of any student who has not met all admissions requirements, secured documentable funding for their program, met preliminary attendance requirements, or been formally accepted by their Program Chair before the end of the conditional acceptance period.

Credit Hours for Previous Education or Training

Students must complete an Application for Transfer Credit form and submit unofficial or official transcripts to be considered for transfer credit. Depending on the nature of the course, NCC may require submission of the original institution's school catalog, course descriptions, and/or course syllabi as supporting documentation.

The student must have successfully completed the course with a score of C- or better, or a "P" in a pass/fail course for the application to be considered. The course must have similar content and have parity in hours and must have been taken within five years of enrollment at NCC. The application and all supporting documentation must be submitted before the end of the Conditional Acceptance period to be considered by NCC.

NCC will consider transferring credits for previous training obtained from other institutions accredited by an agency recognized by the United States Department of Education (ED) or the Council for Higher Education Accreditation (CHEA). NCC will also consider awarding credit for professional learning reviewed by the American Council for Education (ACE) and determined to be college level. NCC will consider requests for academic credit based on experiential learning on a case-by-case basis. NCC does not offer credit for advanced placement examinations.

Credit for previous training is granted at the discretion of a designated school representative and such decisions are considered final at the time of admission. All decisions will be made within fourteen (14) calendar days of receipt of the application and all supporting documentation. If credit is granted, the length and cost of the program may be reduced proportionately, depending on the circumstances. Credits approved for transfer will not be included in the student's calculation for grade point average and will be recorded as a grade of "TC" on the student's official transcript. Please note, in accordance with accreditation requirements, all students must take a minimum of 25% of their program credits at NCC to graduate from their program of study, regardless of the amount of prior credit that is submitted for consideration.

The evaluation of previous postsecondary education and training is mandatory/required for VA beneficiaries. For students utilizing Veterans benefits who are approved for transfer credit as a result of this evaluation, the institution will grant appropriate credit, reduce the program length proportionately, notify the student and Veterans Affairs in writing of this decision, and adjust invoicing of the VA accordingly.

Former NCC Students

Previously enrolled students who attended but did not graduate from one of NCC's diploma-level programs and whose last date of attendance is less than 180 days ago are typically eligible to seek Re-Entry in their previous program and receive transfer credit for all courses completed in their previous program. However, these students are ineligible to receive transfer credit towards a degree-level program.

Previously enrolled students who attended but did not graduate from one of NCC's diploma-level programs and whose last date of attendance is greater than 180 days ago are ineligible to seek Re-Entry in their previous program but are typically eligible to receive transfer credit for a portion of the courses completed in their previous program. However, these students are ineligible to receive transfer credit towards a degree-level program.

Previously enrolled students who graduated from one of NCC's diploma-level programs, are eligible to receive transfer credit for any courses completed in their previous program that are deemed to be equivalent to a required course in a degree-level program.

FINANCIAL INFORMATION

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Tuition Payments

Tuition may be financed through Title IV grants and loans, scholarships, or an in-house financing plan to be determined prior to enrollment. If a student balance remains outstanding prior to their graduation date, NCC reserves the right to withhold any student's diplomas and/or transcripts until the balance is settled.

Delinquent Payments

Students will be assessed a fee based on the bank fee charged to NCC for all returned checks. A student who is unable to meet his or her commitment for tuition payments will be referred to the Finance Department for determination of the student's ability to remain enrolled at the school. A student may be administratively withdrawn from NCC for non-payment of tuition. If any refunds are due, they will be credited to the student as per the Refund Policy, or an invoice for the remaining tuition due will be sent to the student within 30 days of his or her last day of attendance.

Title IV Federal Student Aid

NCC participates in the Federal Pell Grant Program and Direct Loan Program. The Federal Loan Program consists of Unsubsidized Stafford Loans, Subsidized Stafford Loans and PLUS Loans. A Student Guide written by the U.S. Department of Education outlining how students can apply for aid, how eligibility is determined, the rights and responsibilities of students receiving aid, how financial aid is dispersed and the terms of the repayment of loans is available online at studentloans.gov.

Awarding of Title IV Aid

Student eligibility for the receipt of Title IV funds will be assessed based on the information provided by the student on their Free Application for Federal Student Aid (FAFSA). The amount of a student's Pell Grant is determined by calculating his or her expected family contribution (EFC).   All loan packaging is done by the Financial Aid Officer.

Verification Policy

All students selected for verification will be expected to bring a copy of all requested supporting documentation to the Financial Aid Officer after completing their FAFSA. These students will also be expected to fill out a Verification Worksheet. The selection of students for verification is done randomly by the Federal Government, and NCC takes no part in determining which students will be chosen for verification.

Disbursement Schedule

Student Financial Aid will be disbursed according to the Disbursement Schedules distributed during the Financial Aid Intake process. Please note, the disbursement schedule is estimated and assumes no delays in the loan document signing process or changes in a student's academic schedule. Actual disbursement dates may vary. Students should contact a Financial Aid Officer if they need assistance locating or interpreting the contents of the Disbursement Schedule.

Return of Title IV Funds Policy

NCC follows the Department of Education policy regarding the return of Title IV funds. We use the Return to Title IV (R2T4) worksheet provided by the Federal Government to determine what monies the student has earned. If a student withdraws or is administratively withdrawn prior to completing their program, then a Return to Title IV will be calculated per the refund form provided by the Federal Government.

When any student receiving Title IV funds withdraws or is administratively withdrawn from a program, the Institution requests that the student schedule a time to meet with both the Registrar and Financial Aid Officer. Students will sign a withdrawal notice or receive their administrative withdrawal letter with the Registrar. The student's last date of attendance will be determined at this time so that the Financial Aid Officer can complete an R2T4 worksheet. The student will automatically receive digital instructions on how to complete their Exit Counseling upon finalization of their withdrawal status. Upon completion of the status change, a representative from the Finance Department will complete a NCC Refund Calculation. Upon completion of this calculation, an email is sent to the student providing details on the calculation and steps on how to access any refund calculation information.

NCC will return all funds that are owed to the Federal Government based on the R2T4 calculation within 45 days of the student's withdrawal or administrative withdrawal date. NCC will return all funds owed to the student within 15 days of the student's withdrawal or administrative withdrawal date.

VA Education Benefits Payments

As required by Title 38 UCS 3679(e), once a student who is using VA Education Benefits to pay for their education has submitted a copy of his/her Certificate of Eligibility (COE) for VA funding, NCC will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under Chapter 31 or 33.

Refunds

Students are entitled to a refund due to enrollment cancellation, withdrawal, or administrative withdrawal from the program. Student financial obligations will be calculated according to the following policies:

1. NCC allows all students to cancel their enrollment within three business days of signing an enrollment agreement with a refund of all monies paid on their account. See the Enrollment Cancellation Policy for additional details.

2. NCC allows all students to cancel their enrollment during their Conditional Acceptance period. Certificate program students are responsible for their registration fee but are not assessed other program costs if they cancel during their Conditional Acceptance period. Diploma and degree program students are not assessed any program costs if they cancel during their Conditional Acceptance period. See the Enrollment Cancellation Policy for additional details.

3. The unit of measurement used for refund calculation will be the last date of attendance. The last date of attendance is defined as the latest date when a student participated in a class session or clinical experience or submitted a graded assignment in Canvas. Any refund due to the student will be paid within 15 days of cancellation or withdrawal from the program.

4. The determined date of withdrawal, or date of determination, is defined as the date that the institution determined that a student was no longer enrolled in school. For students who voluntarily withdraw from their program, the date of determination is the date that the student submits their Withdrawal Form. For students who are administratively withdrawn from their program, the date of determination is calculated using the Administrative Withdrawal Policy described above.

5. If, after the start of instruction, but prior to completion of more than 60% of the billing term, the student withdraws from their program of study or is administratively withdrawn, the student will be charged for all non-refundable fees plus a prorated tuition amount based on the percentage of the term completed. Students should refer to the Withdrawal Policy above for detailed information about how to officially withdraw from NCC.

6. If after the start of instruction, and after completion of more than 60% of the billing term, the student withdraws from their program or is administratively withdrawn, the student will be charged for all non-refundable fees plus the full amount of tuition for that term. Students should refer to the Withdrawal Policy above for detailed information about how to officially withdraw from NCC.

7. If, after the start of instruction, NCC "substantially fails to furnish" the training program agreed upon in a student's enrollment contract, NCC will issue a full refund of all monies previously paid to NCC. As defined in NRS 394.449, "substantially failed to furnish" includes cancelling or changing a training program agreed upon in the enrollment agreement without:

   i. Offering the student a fair chance to complete the same program or another program with a demonstrated possibility of placement equal to or higher than the possibility of placement of the program in which the student is enrolled within approximately the same period at no additional cost; or,

ii   Obtaining the written agreement of the student to the specified changes and a statement that the student is not being coerced or forced into accepting the changes, unless the cancellation or change of a program is in response to a change in the requirements to enter an occupation.

8   Uniforms, books, and personal equipment are not refundable after use by the student.

9   Refund calculations are based off of billing term lengths. Billing term lengths are variable based off of the student's program, shift and start date.

10   Refunds will only be issued via a reloadable electronic card.

NCC applies this refund policy to all programs in order to calculate the outstanding balance owed to the school. Refunds to the Federal Government are separately calculated using the Return to Title IV Policy issued by the Federal Government. Additionally, NCC performs refunds in accordance with the provisions of Nevada Revised Statute (NRS 394.449). These provisions (listed below) supplement the requirements of the Refund Policy described above:

"NRS 394.449 Requirements of policy for refunds by institutions.

Each postsecondary educational institution shall have a policy for refunds which at least provides:

i   *That if the institution has substantially failed to furnish the training program agreed upon in the enrollment agreement, the institution shall refund to a student all the money the student has paid.*

ii   *That if a student cancels his or her enrollment before the start of the training program, the institution shall refund to the student all the money the student has paid, minus 10 percent of the tuition agreed upon in the enrollment agreement or $150, whichever is less.*

iii   *That if a student withdraws or is expelled by the institution after the start of the training program and before the completion of more than 60 percent of the program, the institution shall refund to the student a pro rata amount of the tuition agreed upon in the enrollment agreement, minus 10 percent of the tuition agreed upon in the enrollment agreement or $1500, whichever is less.*

iv   *That if a student withdraws or is expelled by the institution after completion of more than 60 percent of the training program, the institution is not required to refund the student any money and may charge the student the entire cost of the tuition agreed upon in the enrollment agreement.*

2   *If a refund is owed pursuant to subsection 1, the institution shall pay the refund to the person or entity who paid the tuition within 15 calendar days after the:*

i   *Date of cancellation by a student of his or her enrollment;*

ii   *Date of termination by the institution of the enrollment of a student;*

iii   *Last day of an authorized leave of absence if a student fails to return after the period of authorized absence; or*

iv   *Last day of attendance of a student,*

whichever is applicable.

3   *Books, educational supplies or equipment for individual use are not included in the policy for refund required by subsection 1, and a separate refund must be paid by the institution to the student if those items were not used by the student. Disputes must be resolved by the Administrator for refunds required by this subsection on a case-by-case basis.*

4   For the purposes of this section:

i   The period of a student's attendance must be measured from the first day of instruction as set forth in the enrollment agreement through the student's last day of actual attendance, regardless of absences.

ii   The period of time for a training program is the period set forth in the enrollment agreement.

iii   Tuition must be calculated using the tuition and fees set forth in the enrollment agreement and does not include books, educational supplies or equipment that is listed separately from the tuition and fees.

(Added to NRS by 1985, 989; A 1989, 1460; 1995, 325; 2005, 635)"

Account for Student Indemnification

NCC operates in accordance with Nevada Revised Statute (NRS 394.553). These provisions (listed below) provide important information to students regarding the existence and purpose of the Account for Student Indemnification.

NRS 394.553 Account for Student Indemnification.

The Account for Student Indemnification is hereby created in the State General Fund. The existence of the Account does not create a right in any person to receive money from the Account. The Administrator shall administer the Account in accordance with regulations adopted by the Commission.

Except as otherwise limited by subsection 3, the money in the Account may be used to indemnify any student or enrollee who has suffered damage as a result of:

i   The discontinuance of operation of a postsecondary educational institution licensed in this state; or

ii   The violation by such an institution of any provision of NRS 394.383 to 394.560, inclusive, or the regulations adopted pursuant thereto.

If a student or enrollee is entitled to indemnification from a surety bond pursuant to NRS 394.480, the bond must be used to indemnify the student or enrollee before any money in the Account may be used for indemnification.

In addition to the expenditures made for indemnification pursuant to subsection 2, the Administrator may use the money in the Account to pay extraordinary expenses incurred to investigate claims for indemnification or resulting from the discontinuance of the operation of a postsecondary educational institution licensed in this state. Money expended pursuant to this subsection must not exceed, for each institution for which indemnification is made, 15 percent of the total amount expended for indemnification pursuant to subsection 2 or $10,000, whichever is less.

No expenditure may be made from the Account if the expenditure would cause the balance in the Account to fall below $10,000.

6   Interest and income earned on the money in the Account, after deducting any applicable charges, must be credited to the Account.

7   The money in the Account does not lapse to the State General Fund at the end of any fiscal year.

(Added to NRS by 1995, 323)

STUDENT
INFORMATION
AND SERVICES

Pages 32 - 71

Accessibility and Accommodations

Policy Statement

NCC is committed to creating an inclusive learning environment for all prospective and currently attending students. NCC has adopted numerous accessibility practices to accomplish this objective, including but not limited to:

▶ Elimination of time limits on lecture-based quizzes or exams
  (excludes laboratory class activities).

▶ Provision of remote online proctoring of lecture-based exams for all courses.

▶ Provision of remote online proctoring of certification exams
  (if allowed by the certification agency).

▶ Provision of pre-recorded lecture content for all courses.

▶ Provision of closed captioning for all pre-recorded lecture content.

▶ Granting permission for students to record laboratory class sessions.

▶ Provision of pre-recorded speech-to-text and screen reader software training.

▶ Provision of self-service option to schedule individual tutoring sessions.

▶ Provision of ADA-compliant teaching facilities.

Furthermore, prospective and currently attending students with a qualifying ADA disability are encouraged to request academic accommodations if desired during their program of study. For additional details not included in this catalog section, please see the Facilities and Services Available to Students with Disabilities Disclosure posted on the NCC's website.

Accommodations Application Process

To obtain academic accommodations, a student should:

1 Submit a written request to meet with the Accommodations Coordinator or a designated representative by emailing accommodations@northwestcareercollege.edu

  i Prospective students may submit this request prior to enrollment in order to verify the availability of specific accommodations if desired.

  ii Currently attending students are strongly encouraged to submit this request within 90 days of beginning a program of study.

2 Meet with the Accommodations Coordinator or a designated representative to discuss available accommodations and submit an Accommodations Request Form;

3 Submit current documentation (dated within 1 year) of the disability and recommended accommodations from a qualified provider within 30 days of submitting an Accommodations Request Form; and,

4 Submit documentation of any prior academic accommodations (if applicable) within 30 days of submitting an Accommodations Request Form.

5 The Accommodations Request Form and all supporting documentation are reviewed by the Accommodations Coordinator or a designated representative upon receipt to assess what accommodations will be granted.

6 A written explanation of this assessment will be provided to the student within fourteen (14) calendar days of submission.

  i Submission of an Accommodations Request Form does NOT guarantee that accommodations will be granted. NCC will NOT grant accommodations that substantially alter the program curricula or the student learning experience.

  ii NCC typically grants academic accommodations for didactic (lecture-based) coursework only, as this portion of the curricula is designed to test knowledge of course content as opposed to the ability to complete employment responsibilities in the field.

  iii NCC typically does NOT grant academic accommodations for laboratory coursework (e.g. hands-on practice activities, competency assessments, clinical pass-off experiences), internship coursework, or externship coursework, as these portions of the curricula are designed to simulate employment responsibilities in the field and most modifications would substantially alter the student learning experience.

Information pertaining to an applicant's disability submitted through the application process described above will be maintained as confidential. The Accommodations Coordinator or a designated representative is available upon request to guide students through the process of collecting the supporting documentation needed to complete the application process.

Available Accommodations

Although NCC strives to incorporate as many accessibility practices as reasonably achievable into its standard operating procedures (as described above), NCC recognizes that individual circumstances may still warrant additional academic accommodations (e.g. assistive technology), depending on the nature of the qualifying disability. Approved academic accommodations may take up to sixty (60) calendar days to implement.

Certification and Credentialing Considerations

NCC does not have the authority to grant testing accommodations for certification or credentialing exams and cannot guarantee that specific accommodations will be granted for these exams, even if in-school accommodations are granted. Such determinations are made exclusively by the individual sponsoring organizations.

NCC will provide assistance to any student seeking testing accommodations, but the student is responsible for completing any required application(s) and collecting and submitting all documentation related to their disability requested by the sponsoring organization. Please note, NCC does not provide support services during examinations.

Academic Advising

Policy Statement

Currently attending students have access to academic advising services. Students may reach out to their assigned Academic Advisor at any time with questions, concerns, or to request additional information about the academic support services provided by NCC.

Academic Advising

Academic Advisors regularly initiate contact to provide academic advising to students who have not completed specific required coursework, who have not maintained a passing average on their previously-submitted coursework, or who have not attended sufficient class sessions. Academic advising may include guidance about time management or study techniques, support in signing up for academic support sessions, or a referral for additional student support services, depending on the student's individual circumstances.

Academic Support Services

Policy Statement

Currently attending students have access to academic support sessions. Students may reach out to their instructor or Program Chair at any time with questions, concerns, or to request additional information about the academic support services provided by NCC.

Academic Support Sessions

Various types of academic support sessions are available to students. Each session type has a different focus and purpose (e.g. tutoring is offered to support students in need of assistance with reviewing challenging course content, while make-up sessions are offered to support students who missed a scheduled class session and are seeking attendance credit). Students who want to attend an academic support session may register themselves for an available session using the calendar feature within NCC's learning management system.

Career Services

Policy Statement

Currently attending students and graduates have access to career services as described below. Students and graduates may reach out to their assigned Career Services Advisor at any time with questions, concerns, or to request additional information about the career services provided by NCC.

Career Advising

Currently attending students have access to career advising services. The career advising process begins approximately halfway through a student's program of study and focuses on professional development activities. The career advising process includes resume writing activities, interview practice activities, discussions about career prospects, externship preparation activities (if applicable), and licensure preparation activities (if applicable). Students must actively participate in the career advising process to remain eligible for continued assistance.

Career Placement Assistance

Eligible graduates who have completed all programmatic and institutional graduation requirements have access to career placement assistance. Currently attending students do not have access to career placement assistance. Please note, while every attempt will be made to help graduates find employment upon completion of their program, **career placement assistance offered by NCC is not a guarantee of employment.**

The career placement assistance process begins at the conclusion of each graduate's program of study. Career Services Advisors initiate contact with graduates seeking employment on a weekly basis via phone call or email to offer career placement assistance services. If a graduate does not respond to contact attempts by their assigned Career Services Advisor for over eight weeks, they will be considered out of contact. NCC will discontinue weekly contact attempts at that time, and the graduate will not be eligible for continued assistance until they re-establish contact with their assigned Career Services Advisor.

Graduates are expected to actively and independently apply for jobs throughout the career placement assistance process. For graduates who actively engage with their assigned Career Services Advisor, the support services provided include interview practice and guidance, guidance about online employment search techniques, resume support, and assistance with employment negotiations.

Career Services Advisors may also provide referrals for interview opportunities based on availability and employer candidate profiles, but these referrals are not guaranteed. Please note, NCC does not guarantee referrals for interview opportunities outside of the Las Vegas Greater Metropolitan Area. If you are planning to relocate after graduation, please contact your assigned Career Services Advisor to discuss what options are available to you.

Upon receiving notification that a graduate has secured employment in the field, NCC is required to verify employment information for accreditation reporting purposes at least fifteen (15) calendar days after the graduate's employment start date. At that time, NCC will also attempt to collect compensation data from the graduate and/or the employer for reporting purposes. NCC uses individual wage and employment data collected from graduates and employers to inform its projections of graduate earnings and employment success. However, NCC is not able to guarantee graduates a particular wage since earnings are based on factors outside of NCC's control such as experience, company profile, and industry trends

"

I'm beyond happy with all my accomplishments thanks to this school and staff. They are so motivating and positive. The hands-on training made it so easy for learning!!

Victoria Attardo-Ward

Graduate of the 2018 Medical Assistant Program

Certification and Credentialing

Policy Statement

Currently attending students and graduates have access to assistance in their pursuit of certification and credentialing applicable to their program of study. Students and graduates may reach out to NCC's Certification Management Representative at certification@northwestcareercollege.edu at any time with questions, concerns, or to request additional information about the certification support services provided by NCC.

Program*	Certification or Credentialing Exam	Sponsoring Organization
Business Administration	Nevada State Notary License Exam	Nevada Secretary of State (SOS)
Business Administrative Assistant	Nevada State Notary License Exam	Nevada Secretary of State (SOS)
Dental Administrative Assistant	Certified Dental Office Assistant (CDOA) Exam	National Career Certification Board (NCCB)
Dental Assistant	Registered Dental Assistant (RDA) Exam	American Medical Technologists (AMT)
IT Technician	CompTIA A+ Core 1 Exam CompTIA A+ Core 2 Exam	Computing Technology Industry Association (CompTIA)
Legal Assistant	Nevada State Notary License Exam	Nevada Secretary of State (SOS)
Massage Therapy**	Massage and Bodywork Licensing Examination (MBLEx)	Federation of State Massage Therapy Boards (FSMTB)
Medical Administrative Assistant	Certified Medical Administrative Assistant (CMAA) Exam	National Healthcareer Association (NHA)
Medical Assistant	Certified Clinical Medical Assistant (CCMA) Exam	National Healthcareer Association (NHA)
Medical Billing and Coding	Certified Billing and Coding Specialist (CBCS) Exam	National Healthcareer Association (NHA)
Paralegal Studies	Nevada State Notary License Exam	Nevada Secretary of State (SOS)
Pharmacy Technician	Certified Pharmacy Technician (CPhT)	Pharmacy Technician Certification Board
Phlebotomy Technician	Certified Phlebotomy Technician (CPT) Exam	National Healthcareer Association (NHA)
Radiography**	Registered Technologist (Radiography)	The American Registry of Radiologic Technologists (ARRT)

*Programs not listed do not currently offer a certification or credentialing exam.

**The only pathway to employment in this program is passing a Licensing Examination as required by the applicable regulatory body in the State of Nevada.

Geographic Considerations

NCC has designed its programs to support graduates seeking employment in the State of Nevada. Students planning to relocate out of state after graduation may have different certification and/or credentialing requirements that they must complete to work in their field of study than those available to NCC graduates. Understanding the requirements of certification and/or licensure for their field of study in an alternative geography is each individual student's responsibility. Please refer to the Educational Requirements for Employment Disclosure document for more detailed information.

Eligibility Considerations

Each sponsoring organization has different eligibility considerations for individuals seeking certification or credentialing. These generally include the certification or credentialing applicant passing the applicable exam and graduating from an approved training program, but may also include a requirement for the student to complete an approved CPR provider course or to submit information regarding their personal background (e.g. criminal background history). Students with prior felony convictions or serious misdemeanors may be denied the opportunity to take certification or credentialing exams by the sponsoring organization. NCC does not have the authority to approve certification or credentialing exam applications.

Please contact NCC's Certification Management Representative at certification@northwestcareercollege.edu and/or the sponsoring organization directly for additional information about candidate eligibility criteria.

Financial Considerations

Each student enrolled in the programs listed above has one exam fee included in the cost of their program that can be used with the corresponding sponsoring organization. If a student fails to schedule their exam within the approved testing timeframe provided by the sponsoring organization, fails to appear for their scheduled exam appointment, or fails to pass the exam on their first exam attempt, the student will be responsible for the payments associated with any additional exam attempts.

NCC is not financially responsible for any additional exam attempts, nor will NCC provide a financial credit towards exam fees for certification or credentialing outside of those listed in the Student Catalog. Please note, exam registration and testing deadlines vary by program, but in all cases, student eligibility for unused exam fees expire within six months of graduation.

Please contact NCC's Certification Management Representative at certification@northwestcareercollege.edu at any time with questions, concerns, or to request additional information about these financial considerations.

Exam Registration and Scheduling

Certification and credentialing exam registration is monitored closely by NCC's Certification Management Representative and by NCC's faculty members. Students are typically provided with an opportunity to complete the exam registration process under supervision of an NCC faculty member during a class session.

While NCC offers assistance with exam registration, students are ultimately responsible for scheduling any and all certification or credentialing exam attempts in accordance with the requirements of the sponsoring organizations. Please note, exam registration and testing deadlines vary by program. Students should contact NCC's Certification Management Representative at certification@northwestcareercollege.edu at any time with questions, concerns, or to request additional information about the certification support services provided by NCC.

Exam Accommodations

NCC will provide assistance with the application process to any currently attending student seeking testing accommodations for their certification or credentialing exam. Please refer to the Accessibility and Accommodations section for additional information.

Alternative Exam Providers

NCC affiliates with the sponsoring organizations listed above for the provision of certification and credentialing exams for its students. Students should note that they may be eligible to pursue certification and credentialing exams offered by alternative sponsoring organizations upon graduation from their program of study; however, exam fees included in NCC's program costs only apply to the certification or credentialing application process for the sponsoring organizations listed above and are not able to be applied to alternative exam applications.

Licensure

Policy Statement

Currently attending and graduates have access to assistance pursuing licensure applicable to their program of study. Students and graduates may reach out to their assigned Career Services Advisor at any time with questions, concerns, or to request additional information about the licensure support services provided by NCC.

Program*	License	State Regulatory Agency
Criminal Justice	Private Investigator License	Nevada Private Investigators Licensing Board (PILB)
Legal Assistant	Notary License	Nevada Secretary of State (SOS)
Massage Therapy**	Massage Therapist License	Nevada State Board of Massage Therapy (NSBMT)
Paralegal Studies	Notary License	Nevada Secretary of State (SOS)
Pharmacy Technician**	Pharmaceutical Technician License	Nevada State Board of Pharmacy (NVBOP)
Phlebotomy Technician**	Laboratory Assistant License	Division of Public and Behavioral Health (DPBH)
Radiography**	Radiologic Technologist License	Department of Health and Human Services Nevada Division of Public and Behavioral Health (DPBH)

*Programs not listed do not currently have an in-field licensure option.

**Licensure is required to gain in-field employment in Nevada for graduates of these programs.

Geographic Considerations

NCC has designed its programs to support graduates seeking employment in Nevada. Students planning to relocate out of state after graduation may have different licensure requirements that they must complete work in their field of study than those required in Nevada. Each student is responsible for determining the licensure requirements for their field of study if they are planning to relocate after graduation. Please refer to the Educational Requirements for Employment Disclosure document for more detailed information.

Eligibility Considerations

Each state regulatory agency has different eligibility considerations for individuals seeking licensure. These generally include the licensure applicant graduating from an approved training program and disclosing information regarding their personal background (e.g. child support status, criminal background history). NCC does not have the authority to grant licensure and strongly recommends that any students with concerns regarding licensure to contact their assigned Career Services Advisor and/or the state regulatory agency directly for additional information.

Financial Considerations

Each student enrolled in the programs listed above has one State of Nevada licensure fee included in the cost of their program. If a student fails to complete the licensure process or is denied by the state regulatory agency, the student is required to resubmit their application to the state regulatory agency, and is responsible for paying any and all associated fees. NCC is not financially responsible for any additional fees incurred by the student, nor will NCC provide a financial credit towards licensure fees for students who relocate after graduation and choose not to pursue licensure in the State of Nevada. Student eligibility for any unused licensure fees expire within six months of graduation.

Nevada State Licensure Applications

NCC students, upon completion of all graduation requirements for their program, meet the occupational licensing qualifications outlined by the Nevada state regulatory agencies responsible for employment in their field of study.

The Nevada occupational licensure application process is monitored closely by NCC's Career Services Department and is considered a part of the Career Advising Process. Students are oriented to the Nevada licensure process, directed to the relevant state regulatory agency websites, and encouraged to review the license application, qualifications, and renewal process on their own. Students' assigned Career Services Advisor will provide administrative assistance with all parts of the application submission process.

Although NCC offers assistance with the licensure application process to ensure students are able to meet employment requirements in Nevada in a timely manner, students are ultimately responsible for completing the application process, responding to any and all correspondence from state regulatory agencies/Career Services, and understanding the additional requirements needed to obtain licensure. Delays in licensure approval may occur if a student fails to actively participate in the process with their Career Services Advisor and the relevant state regulatory agency.

Out of State Licensure Applications

Licensure fees included in NCC's program costs only apply to the Nevada state licensure process and are not able to be applied to out of state licensure applications.

Students who are interested in applying for occupational licensure outside of Nevada are encouraged to review the process outlined on the applicable state regulatory agency's website as soon as possible to familiarize themselves with the process and ensure that they will meet the qualifications as an NCC graduate. Students should note that additional documentation and/or evidence of training may be required by state regulatory agencies outside of Nevada. Students and graduates may request assistance with securing such documentation in support of their licensure application in a different state by emailing registrar@northwestcareercollege.edu.

Conduct

Policy Statement

This policy is designed to reflect industry standards related to professional conduct in the fields associated with NCC programs of study. NCC students are expected to demonstrate professional conduct at all times while on NCC's campus, at an affiliate's facility, and any other time they are wearing their NCC uniform.

Description

Examples of unprofessional conduct that would constitute a violation of this policy include but are not limited to:

1. All forms of academic dishonesty (including cheating, plagiarism, or forgery).

2. Theft, deliberate destruction, damage, misuse, or abuse of private or public property.

3. Physical abuse (including sexual abuse and all other forms of violence) of another person.

4. Verbal abuse (including threats of violence and the use of discriminatory language, hate language, ethnic slurs, or personal insults) of another person.

5. Intimidation, harassment, coercion, or any other behavior that endangers the physical or psychological health of another person.

6. Bringing dangerous items such as firearms or other weapons onto NCC's campus or into an affiliate's facility.

7. Inappropriate behavior that causes a disruption of academic, administrative, or business activities.

8. Bringing children, guests, or animals onto the NCC campus while attending a class session or a formal meeting with an NCC staff or faculty member.

9. Failure to follow instructions from NCC staff or faculty who are acting within the scope of their employment at NCC.

10. The use of any tobacco-based products or devices indoors while on the NCC campus or at an affiliate's facility.

11. The possession of, the use of, or being under the influence of alcohol, marijuana, medical marijuana, or other controlled substances while on NCC's campus or at an affiliates' facility.

    i. Regardless of state law, medical marijuana remains illegal under federal law. Use of marijuana can negatively impact students' eligibility to file for financial aid.

12. Violation of health and safety rules and regulations while on the NCC campus or at an affiliate's facility.

13. Improper use of e-mail and Internet access, including violation of federal software piracy regulations.

14. Inappropriate use of cell phones, smartwatches, or mobile devices while on the NCC campus or at an affiliate's facility.

15. Unauthorized presence in or forcible entry into the NCC campus or at an affiliate's facility.

If a student demonstrates unprofessional conduct unbecoming to the student's chosen profession or to NCC's professional standards, the following steps will be taken in response to the conduct violation:

1 The employee who identifies the unprofessional conduct will provide a verbal coaching or warning directly to the student to explain why their conduct was unprofessional.

   i While employees are expected to provide verbal feedback regarding unprofessional conduct directly to the student whenever it is reasonably achievable, employees may need to issue written feedback to the student in lieu of verbal feedback if they are unable to speak with the student privately regarding their conduct at the time of the violation or shortly thereafter.

2 The employee will then document the coaching or warning in the student's school record.

3 An administrator will then review the coaching or warning documentation in the context of the remainder of the student's conduct record to determine the appropriate course of action.

   i The Academic Affairs Department will perform the conduct review process if the student's conduct is related to classroom or other campus activities, while the Career Services Department will perform this step if the student's conduct is related to externship preparation or externship coursework.

4 Depending on the nature of the unprofessional conduct and the remainder of the student's conduct record, the administrator may affirm the coaching or warning, escalate the incident to a conduct warning or probation, or recommend administrative withdrawal of the student.

   i Conduct violations are not segregated by type of infraction. The student's conduct record is evaluated holistically when assessing the appropriate course of action after a conduct violation.

   ii First offenses of unprofessional conduct typically result in a verbal coaching, but

   NCC reserves the right to proceed immediately to a conduct warning, a conduct probation, or administrative withdrawal of a student without documentation of prior conduct violations if NCC believes the inappropriate behavior warrants additional disciplinary action.

   iii Students are considered in progress while on conduct probation and remain eligible for financial aid.

5 The administrator will issue a written determination to the student regarding the conduct violation once their review of the student's conduct record is complete.

   i Students who are administratively withdrawn from their program of study due to unprofessional conduct will receive written correspondence notifying the student of the date of determination for their withdrawal, their right to appeal the administrative withdrawal determination, and their right to apply for re-entry into the program.

Social Media Conduct

Policy Statement

Social media platforms are websites and applications that enable users to create and share written, video, or other multimedia content in order to participate in social networking. Examples of social media platforms include but are not limited to:

- Snapchat
- TikTok
- Instagram
- Facebook
- LinkedIn
- Twitter
- Reddit
- YouTube
- Pinterest
- Tumblr
- Review Sites (e.g. Yelp!, Google)

It is now common practice for businesses to evaluate the activity of prospective and current employees on social media platforms. All individuals participating in the workforce must therefore operate under the assumption that their personal activity on these platforms will be treated as a representation of their professionalism and are used to assess the viability of their prospective or continued employment.

This policy contains guidelines designed to reflect industry expectations related to professional conduct on social media platforms in the fields associated with NCC programs of study. Currently enrolled students, students on externship, and graduates are required to abide by this policy and the social media guidelines outlined below.

Social Media Guidelines

To remain in compliance with the Social Media Conduct Policy, individuals are expected to demonstrate appropriate behavior and avoid inappropriate behavior as outlined in the guidelines below.

Appropriate Behavior

- ✔ Complying with all requirements of the social media platform(s) where they maintain an active account.

- ✔ Identifying their views as their own.

- ✔ Ensuring that the content associated with their account(s), including content posted about their experience in the classroom or at NCC-sponsored events, is consistent with industry professionalism expectations.

- ✔ Adjusting their account settings so that they can review comments made by other people before the comments appear on their account(s) and delete/block inappropriate content.

- ✔ Maintaining awareness of their connection to NCC, its students, and its affiliates when engaging with social media platforms.

- ✔ Portraying NCC, its employees, and its affiliates in a fair, accurate, and legal manner.

- ✔ Using social media platforms appropriately while on NCC's campus.

- ✔ Getting consent from everyone within a picture that they approve of the picture prior to posting it on a social media platform.

Inappropriate Behavior

- ✖ Incorporating ethnic slurs, personal insults, profanity, obscenity, pornographic images, or portrayals of any conduct that would not be acceptable in the professional workplace.

- ✖ Posting proprietary, copyrighted, defamatory, libelous or obscene content (as defined by the courts).

- ✖ Posting confidential, sensitive, or personally identifiable information regarding NCC, its students, its employees, its affiliates, or patients/clients of NCC or an affiliate without the express written consent of the party in question.

- ✖ Using NCC logos and graphics without express written consent from NCC's Chief Executive Officer unless reposting NCC's original content without alteration.

- ✖ Claiming or implying they are speaking on NCC's behalf without express written consent from NCC's Chief Executive Officer.

- ✖ Portraying themselves as an NCC employee.

- ✖ Attempting to connect with NCC employees on social media while enrolled in school or less than six months after the conclusion of their enrollment.

- ✖ Using social media platforms while inside of an affiliate's facility without express written consent from a supervisor at the affiliated facility.

- ✖ Using affiliates' logos and graphics without express written consent from a supervisor at the affiliated facility.

- ✖ Claiming or implying they are speaking on the affiliate's behalf without express written consent from a supervisor at the affiliated facility.

- ✖ Portraying themselves as an employee of an NCC affiliate while on externship.

- ✖ Attempting to connect with employees of an NCC affiliate during externship or less than six months after the conclusion of their enrollment.

Consequences of Misconduct

Currently enrolled students who violate the Social Media Conduct Policy guidelines will be subject to the disciplinary process outlined in the Conduct Policy. The consequences of such violations may include a verbal or written warning, a conduct probation, or administrative withdrawal from their program.

Currently enrolled students who violate the Social Media Conduct Policy guidelines while on externship at an affiliated facility may be subject to additional disciplinary action beyond the consequences listed above, such as dismissal from their externship site, failure of the externship course, or administrative withdrawal from their program.

Currently enrolled students or graduates who violate patient or client privacy with an electronic device may be subject to disciplinary action enforced by the agencies responsible for HIPAA or FERPA enforcement.

Campus Security

Policy Statement

NCC is committed to providing a safe learning and working environment for its students, employees, and visitors. NCC maintains safety-oriented policies and procedures to minimize potentially unsafe situations on campus, while also encouraging everyone on campus to take responsibility for their own security. Further, NCC maintains video cameras throughout campus facilities to facilitate verification of reports regarding misconduct or criminal behavior.

Annual Security Report

NCC publishes detailed information about the following campus security topics in its Annual Security Report:

- ▶ Scope and responsibilities of campus security authorities;
- ▶ Crime prevention and awareness programs;
- ▶ Crime reporting protocols;
- ▶ Emergency response and evacuation procedures; and,
- ▶ Campus crime statistics.

NCC distributes a disclosure to all prospective students with information about the availability of the Annual Security Report, a summary of its contents, detailed information about its location on NCC's website, and instructions for requesting a hard copy. NCC re-distributes this information annually to all currently attending students each September.

Incident Reporting Information

Any person within the NCC community may report an incident to the Security Department. The Security Department will attempt to protect the confidentiality of the individual filing the incident report to the fullest extent of the law. The Security Department will also attempt to maintain as confidential any accommodations or protective measures implemented as a result of the incident report, to the extent that maintaining such confidentiality would not impair the ability of NCC to investigate or address the incident or provide the accommodations or protective measures.

Incidents may include:

- ▶ Acts of misconduct or criminal behavior on campus.
- ▶ Acts of misconduct or criminal behavior at a non-campus location controlled by NCC.
- ▶ Acts of misconduct or criminal behavior at an off-campus event hosted by NCC.
- ▶ Acts of misconduct or criminal behavior by a student or an employee perpetrated against another student or another employee, regardless of the location of the incident.
- ▶ Personal security concerns that require special accommodations or protective measures.
- ▶ General concerns about the health and wellbeing of another member of the NCC community.

The Security Department can be reached in person, by mail, by text message, by telephone call, or by e-mail using the contact information for NCC's Security Department listed below:

Office Location	Security Department Office (Located at 2440 Professional Court)
Mailing Address	7398 Smoke Ranch Road #100
Telephone Number	702-570-6431
Email Address	security@northwestcareercollege.edu

Reports may be made directly to the Security Department or by any other means that results in the Security Department receiving the person's verbal or written report. Furthermore, reports may be submitted via email at any time, including during non-business hours.

Tobacco

Policy Statement

NCC prohibits the use of tobacco, tobacco products, vaporizers, and electronic cigarettes at all times while inside campus facilities, within 50 feet of the front entrance to campus facilities, or while at an affiliate's facility. Use of these products is only allowed in designated areas located outside of campus facilities.

Alcohol and Controlled Substances

Policy Statement

NCC strictly prohibits the possession, use, sale, disposal, manufacturing, or distribution of alcoholic beverages, controlled substances, or drug paraphernalia while on NCC's campus, at an NCC-sponsored event, at an affiliate's facility, and any other time students are wearing their NCC uniform. Currently enrolled students who violate the Alcohol and Controlled Substances Policy will be subject to the disciplinary process outlined in the Conduct Policy.

This policy is designed to reflect industry standards related to professional conduct in the fields associated with NCC programs of study and to ensure NCC's compliance with the federal requirements outlined in the Drug-Free Schools and Communities Act of 1989 and its Title IV Federal Financial Aid Program Participation Agreement.

Please note, NCC is obligated to prohibit the possession, use, sale, disposal, manufacturing, or distribution of all federally controlled substances to remain in compliance with federal regulations, despite local and state laws that may authorize the use of specific controlled substances (i.e. marijuana). A complete list of controlled substances can be located on the Drug Enforcement Administration's website.

Enforcement Information

If an NCC employee identifies a student who has an odor, appearance, or demeanor which suggests they may be under the influence of alcohol or a controlled substance (including marijuana), they are expected to take the following actions:

▶ If the student is on campus attending a scheduled class session, the employee should report the student to the associated Program Chair or Lead Instructor so that they may speak to the student regarding the incident. If the Program Chair or Lead Instructor determines that there is a reasonable concern about the student's ability to safely participate in classroom activities, the student will not be permitted to continue with the class session and additional disciplinary action may be taken.

▶ If the student is on campus for an administrative appointment, the employee should report the student to the associated department Director. If the department Director determines that there is reason to believe the student is under the influence of a controlled substance, the student will not be permitted to attend the administrative appointment and additional disciplinary action may be taken.

Abuse Prevention Programs

NCC provides information about alcohol or controlled substances abuse prevention programs to new employees during orientation and new students prior to matriculation.

NCC also publishes detailed information about the following alcohol and controlled substances topics in its Annual Security Report:

▶ Standards of conduct related to the use of alcohol and controlled substances;

▶ Possible legal sanctions and penalties related to the use of alcohol and controlled substances;

▶ Health risks associated with alcohol and controlled substances abuse;

▶ Referral information for community programs available to students and employees that can assist in the prevention of alcohol or controlled substances abuse; and,

▶ Disciplinary consequences for violations of the standards of conduct.

This information is also available in the Drug and Alcohol Abuse Prevention Program disclosure on the Institutional Disclosures page of NCC's website.

Family Educational Rights and Privacy Act

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. Students have the following rights under FERPA:

The Family Educational Rights and Privacy Act (FERPA) afford eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.) These rights include:

1 The right to inspect and review the student's education records within 45 days after the day NCC receives a request for access. A student should submit to the registrar a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2 The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the school to amend a record should write the school official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3 The right to provide written consent before the university discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The school discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the NCC in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee.

A school official also may include a volunteer or contractor outside of the NCC who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the NCC.

4 The right to file a complaint with the U.S. Department of Education concerning alleged failures by the NCC to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW, Washington, DC 20202

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. See the list below of the disclosures that postsecondary institutions may make without consent.

FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, §99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student –

▶ To other school officials, including teachers, within the [School] whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(*1*) - (a)(1)(i)(B)(*2*) are met. (§99.31(a)(1))

▶ To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))

▶ To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)

▶ In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))

▶ To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))

▶ To accrediting organizations to carry out their accrediting functions. ((§99.31(a)(7))

▶ To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))

▶ To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))

▶ To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))

▶ Information the school has designated as "directory information" under §99.37. (§99.31(a)(11))

▶ To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§99.31(a)(13))

▶ To the general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her. (§99.31(a)(14))

▶ To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))

Complaints and Grievances (Updated policy language is available in Addendum I)

All students with complaints or grievances are encouraged to report their concerns to NCC so that NCC can investigate their concerns according to the following resolution procedures. The following steps need to be taken to begin the complaint process:

1 Students should first discuss their concerns directly with the involved parties to attempt resolution.

2 ~~If direct resolution of the concern(s) is unsuccessful, students must report their intention to file a complaint by sending an email to complaints@northwestcareercollege.edu to request A Complaint Form within three (3) business days of the initial attempt at resolution. Students must further complete the Complaint Form within three (3) business days of receipt.~~

3 The student must identify the category and the rationale for their complaint and submit supporting documentation as applicable.

4 Complaints are reviewed initially by the supervisor of the impacted area and secondarily by an escalated supervisor if needed to provide support with the proposed resolution.

The original action or determination remains in effect while the complaint is being processed.

The student may attend classes during the complaint process unless their presence is deemed detrimental to the classroom environment due to conduct concerns. All submitted documentation will be considered in the complaint process. Upon completion of the complaint process, if the student remains dissatisfied with the proposed resolution, they may initiate the grievance process to seek a higher-level review of their concerns. The following steps need to be taken to begin the grievance process:

1 If the complaint process does not result in a satisfactory resolution, students must report their intention to file a grievance by sending an email to complaints@northwestcareercollege.edu to request a Grievance Form within three (3) business days of the final complaint resolution meeting. Students must further complete the Grievance Form within three (3) business days of receipt.

2 The student must identify the category and the rationale for their grievance and submit supporting documentation as applicable.

3 Grievances are reviewed by the supervising executive of the impacted area to provide support with the proposed resolution.

The assigned executive will review the Grievance Form and any supporting documentation within five (5) business days of receipt. Written notification of the decision regarding the grievance will be sent to the student within ten (10) business days after receipt of the grievance, except in the case of a pending investigation, in which case the response may require an additional (10) business days.

Once a final determination about a complaint or grievance is made, action may or may not be taken as part of the proposed resolution. All associated forms and supporting documentation are added to the student's file, the relevant employee's file if applicable, and maintained in a separate incident file.

If the grievance cannot be resolved between NCC and the student directly, the student may contact the Nevada Commission on Postsecondary Education in writing at 2800 E. St. Louis, Las Vegas, NV 89104 or by phone at 702-486-7330. The student may also submit a written complaint to the institution's accreditors using the ABHES Complaint Form, which is available from ABHES or at www.abhes.org. The written complaint and supporting documentation must be emailed to Complaints Specialist, info@abhes.org, or mailed to Complaints Specialist, 7777 Leesburg Pike, Suite 314 North Falls Church, Virginia 22043. ~~Complaints must be made within 90 days of the last event that is material to the complaint.~~

Additionally, other than for a grievance related to grades, students are encouraged, but not required, to utilize the Grievance Procedure described herein prior to proceeding with a demand for arbitration or legal recourse.

Students residing out of the state of Nevada and enrolled in a distance education course can escalate complaints through the State Authorization Reciprocity Agreement (SARA). Examples of complaints include inaccurate statements made by NCC regarding recruitment, job placement, tuition and financial aid, licensure and/or certification, institutional accreditation, or credit transferability. Please contact complaints@northwestcareercollege.edu if you have any questions about what qualifies as a SARA complaint. Escalated SARA complaints should be directed to the State Portal Entity at:

Nevada State SARA Portal

Terina Caserto

Senior Analyst, Academic & Student Affairs

tcaserto@nshe.nevada.edu

Phone: 775.784.3447

Nevada System of Higher Education

2601 Enterprise Rd

Reno, NV 89512

Guests on Campus

Students must request prior written approval from the Director of Education to bring a guest to the campus facilities. Unauthorized guests are not permitted and will be asked to leave if present on campus. Students may not bring their children to class or leave them alone in the common areas of the NCC campus facilities.

Immunizations

Students with a Programmatic Admissions Requirement to submit immunization records must submit the following documentation within 90 days of their start date:

1. Hepatitis B Vaccination

1. Measles, Mumps, and Rubella Vaccination

Failure to submit records within the first 90 days of enrollment will result in a Conduct Violation. Please see the Conduct Policy for additional information.

Externship sites or employers may require additional vaccinations, such as the COVID-19, Varicella, TDAP, or flu vaccines, to consider a student for externship or a graduate for employment. Students are responsible for complying with all externship site requirements for their assigned site. NCC is not financially responsible for any additional requirements requested by externship sites or employers.

Non-Discrimination

NCC believes that everyone has the right to learn in an atmosphere free from discriminatory practices, including sexual harassment and harassment based on race, religion, gender, color, sex, age, national origin, disability, marital status, sexual orientation, gender identity, veteran status, or any other legally protected status. NCC strives to maintain an environment in which all individuals are treated with respect and dignity and does not discriminate in the recruitment of students or in the implementation of its policies and procedures.

NCC has a zero-tolerance policy for discrimination of any kind by students or employees. Students should immediately report suspected or confirmed instances of discrimination to the Education Department. The Education Department will investigate all such reports in accordance with NCC's Grievance Policy.

Professional Appearance

Policy Statement

This policy is designed to reflect industry standards related to professional appearance in the fields associated with NCC programs of study. This policy also takes into account workplace safety standards related to professional attire within these fields.

NCC students are expected to maintain a professional appearance at all times while on NCC's campus, at an affiliate's facility, and any other time they are wearing their NCC uniform. Such an appearance is essential to professional success. This policy is not exhaustive and students are encouraged to err on the conservative side when in doubt.

Students may be assigned to complete their externship course at an affiliate's facility that has more restrictive professional appearance expectations than NCC. This policy does not supersede the policies of those affiliates. Students are expected to fully comply with those expectations if instructed to do so by the affiliate.

Students who are unable to comply with NCC's or its affiliates' professional appearance expectations are encouraged to submit a request for accommodations as described in the Student Accommodations Policy.

Description

General expectations for all students related to attire and accessories include:

1. Students are expected to wear approved attire (minimally a professional top, bottoms, and shoes) at all times while attending class sessions on campus or at an affiliate's facility.

    i. Students who are in a "conditionally accepted" status are expected to comply with the expectations detailed here and during their new student orientation. Students are expected to fully comply with the uniform requirements below upon matriculation into their program of study.

2. Students may choose to wear additional, approved accessories while attending class sessions on campus or at an affiliate's facility.

3. All attire and accessories worn must be stain- and wrinkle-free.

4. No attire or accessories worn may contain holes, rips, or tears.

5. No attire or accessories worn may be brightly colored, nor may they contain patterns, writing, or logos if not NCC-branded.

6. Any attire or accessories not explicitly identified below as "approved attire" are considered "unapproved" unless "approved" via the Student Accommodations Policy.

Expectations for students who choose to wear accessories include that the accessories worn comply with the general expectations listed above related to all attire and accessories, as well as the following accessory-specific guidance:

1. Accessories may not obscure the student's vision or otherwise interfere with the student's ability to safely or effectively practice skills during class sessions. Furthermore, accessories may not obscure the student's face or head or otherwise interfere with others' ability to identify the student while on campus.

2. Jewelry may be worn in compliance with requirements below:

    i. Jewelry should be kept minimal.
    ii. Large or brightly colored jewelry may not be worn.
    iii. Exposed body and facial piercings must be covered or removed.
    iv. Gauges should be removed or must be closed with plugs matching skin tone.
    v. Nose studs are approved during on-campus class sessions but are not approved during externship or during interviews.

3. Head coverings may be worn in compliance with the requirements below:

    i. Solid-colored, non-patterned cultural or religious head coverings may be worn on campus.
    ii. Hats may be worn on campus but are generally restricted to outdoor use and may not be worn while inside of campus facilities.
    iii. Hair maintenance coverings may not be worn on campus.

4. Sunglasses may be worn in compliance with the requirements below:

    i. Sunglasses may be worn on campus but are generally restricted to outdoor use and may not be worn while inside of campus facilities.

5. Outwear may be worn in compliance with the requirements below:

    i. Jackets, blazers, sweaters, or lab coats may be worn on campus (depending on the student's program of study).
    ii. Other forms of outerwear may not be worn on campus.

General expectations for students who participate in an interview or externship experience at an affiliate's facility include:

Students may wear alternative professional tops, outerwear, bottoms, or shoes if approved to do so by the affiliated site and if they are in accordance with the site's Professional Appearance policies. In such circumstances, students should minimally dress in business casual attire, which could include casual slacks and skirts, collared shirts, blouses, or sweaters. Inappropriate attire includes but is not limited to athleisure/sportswear, cargo shorts, light blue jeans, or tattered clothing.

In all cases, clothing must meet the general expectations for attire and accessories outlined above and must be worn in a way such that students' torso, shoulders, genitals, buttocks, nipples, and undergarments are covered with opaque material. Students are expected to exercise good judgment and err on the side of caution when in doubt.

Program specific expectations for students in each of NCC's programs are listed below. Required categories of attire and specific required items are identified with an asterisk (*).

Clinical Programs	Approved Attire	
	On-Campus	
Dental Assistant	Identification	NCC-issued identification badge
Dental Administrative Assistant	Bottoms	NCC-issued Purple Scrub Pants
Massage Therapy	Shoes	Neutral-colored, closed-toed, low-heel, flat, or athletic shoes
Medical Assistant		(Athletic shoes required for Massage Therapy)
Pharmacy Technician		
Phlebotomy Technician	Outerwear	NCC-branded sweater or lab coat
Radiography	**Externship**	
	Students must wear their on-campus approved attire when attending their externship course.	

Administrative Programs	Approved Attire	
	On-Campus	
Business Administration	Identification	NCC-issued identification badge
Business Administrative Assistant	Tops	NCC-issued Purple Polo
		Neutral-colored Undershirt
Criminal Justice	Bottoms	Pants or Dark Colored Jeans
Criminal Justice Professional		Skirts (must extend to or below the knee)
		Leggings are not permitted
Healthcare Administration	Shoes	Neutral-colored, closed-toed
IT Technician		High-heeled shoes are approved but heels must be 3.5" or less.
Legal Assistant	Outerwear	NCC-branded sweater or blazer
Medical Administrative Assistant	**Externship**	
Medical Billing and Coding	Approved identification is required at all times on externship.	
Paralegal Studies	Students may wear their on-campus approved attire when attending their externship course or alternative professional clothing if approved to do so by the affiliated site and in accordance with the expectations for attire at an affiliate's facility outlined above	

Professional Grooming Standards

1. Students must practice good personal hygiene habits.

   i. Regular showers and deodorant use are required.

   ii. Detectable odors (e.g. body odor, smoke odor, perfumes or colognes) are not acceptable.

2. Hair must be clean, styled professionally, and well-maintained.

   i. Hair color must be of natural tones; non-natural colors are not acceptable.

   ii. Nose, ear, and facial hair must be neatly trimmed or maintained.

3. Fingernails must be clean, trimmed in accordance with industry expectations, and, if decorated, painted in a solid color.

   i. Acrylic or gel nails are **not** permitted for students enrolled in high-contact clinical programs (Dental Assistant, Massage Therapy, Medical Assistant, Pharmacy Technician, and Phlebotomy Technician).

4. Tattoos must be professionally maintained.

   i. Visible tattoos on the face and neck must be covered with clothing or make-up.

   ii. Visible tattoos on the body must be covered with clothing or make-up if they are perceived as offensive. While this may not be possible during all lab procedures, it is expected at all other times.

   iii. Expectations for visible tattoos may vary based on the externship site and employer.

5. Make-up, including false eyelashes, must appear professional and natural in styles and colors. Bright or excessively dark make up is not acceptable.

Administration and faculty are responsible for enforcing the dress code, grooming standards, and general rules about personal appearance. Even if not explicitly prohibited in this policy, clothing or personal appearance may be deemed inappropriate by employees of NCC. Inappropriately dressed students will not be permitted to return to class until the violation is resolved.

Sexual Harassment

Harassment is verbal or physical conduct that denigrates or shows hostility or aversion towards an individual because of his or her protected status, or that of persons with whom the individual associates.

NCC prohibits sexual harassment including, but not limited to:

1. Coerced sexual acts;

2. Touching or assaulting an individual's body, or staring, in a sexual manner;

3. Graphic, verbal commentary about an individual's body or sexuality;

4. Unwelcome or offensive sexual jokes, sexual language, sexual epithets, sexual gossip, sexual comments or sexual inquiries;

5. Unwelcome flirtations, advances or propositions;

6. Continuing to ask an individual for a date after the individual has indicated that he or she is not interested;

7. Sexually suggestive or obscene comments or gestures;

8. The display of graphic and sexually suggestive objects, pictures, or graffiti or any computer-generated sexually explicit pictures or graffiti;

9. Negative statements or disparaging remarks targeted at one's gender (either men or women), even if the content of the verbal abuse is not sexual in nature; or

10. Any form of retaliation against an individual for complaining about the type of behavior described above or supporting the complaint of the alleged victim.

Individuals who believe they are being harassed or discriminated against should notify the alleged offender that his or her behavior is unwelcome and attempt to resolve the issue with that person directly. They should also report the incident immediately to the Title IX Coordinator or a Campus Security Officer.

NCC will not retaliate against any individual who makes a report of perceived harassment or discrimination, nor will it permit such behavior by any students or employee at NCC. Retaliation is a serious violation of NCC policy, and those who feel they have been subjected to any acts of retaliation should immediately report such conduct to a Student Development representative or follow the Grievance Policy procedures.

Title IX

Policy Statement

NCC does not discriminate in its employment practices or in its educational programs or activities, including admissions, on the basis of sex/gender pursuant to Title IX of the Education Amendments of 1972. Title IX protects students, employees, applicants for admission and employment, and other persons from all forms of sex discrimination, including discrimination based on gender identity or failure to conform to stereotypical notions of masculinity or femininity in education programs and activities in federally funded schools at all levels. For more information, see the US Department of Education Office of Civil Rights Title IX Resource Guide.

NCC strictly prohibits the students and employees from participating in sexual harassment or the crimes of dating violence, domestic violence, sexual assault, and stalking as those terms are defined for the purpose of the Clery Act. The definitions of these terms and the term, "consent," in reference of sexual activity can be found in the NCC Annual Security Report.

Title IX Reporting Information

Any person within the NCC community may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment) to the Title IX Coordinator.

The Title IX Coordinator will attempt to protect the confidentiality of the individual making the report to the fullest extent of the law. The Title IX Coordinator will also attempt to maintain as confidential any accommodations or protective measures implemented as requested to the extent that maintaining such confidentiality would not impair the ability of NCC to investigate or address the incident or provide the accommodations or protective measures.

Title IX violations can be reported in person, by mail, by telephone call, or by e-mail using the contact information listed below. These violations can also be reported by using the Title IX Reporting Form. Reports may be made directly to the Title IX Coordinator or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Furthermore, reports may be made at any time, including during non-business hours.

Name	Dr. Thomas Kenny
Title	Title IX Coordinator
Office Location	Employee Success Center, Compliance Office
Mailing Address	2440 Professional Ct., Las Vegas, NV 89128
Telephone Number	702-254-7577
Email Address	titleix@northwestcareercollege.edu

Title IX Reporting Procedures

Details regarding the following policies related to sex discrimination and sexual harassment may be found in the NCC Annual Security Report:

- ▶ Victim Rights;

- ▶ Victim Confidentiality;

- ▶ Procedures Victims Should Follow if a Crime of Dating Violence, Domestic Violence, Sexual Assault, or Stalking Has Occurred;

- ▶ Procedures for Reporting Sexual Harassment or a Crime of Dating Violence, Domestic Violence, Sexual Assault, or Stalking That Has Occurred on the NCC Campus (includes information on supportive measures provided by NCC);

- ▶ Procedures for Institutional Disciplinary Action in Cases of Alleged Dating Violence, Domestic Violence, Sexual Assault, or Stalking;

- ▶ Standards of Evidence Disclosure;

- ▶ Sanctions and Protective Measures; and

- ▶ Rights of the Accuser and the Accused.

Student Health Services

Policy Statement

NCC does not provide health services for its students, but rather encourages all students to maintain valid health insurance to provide support in case of medical emergencies. NCC maintains that this is especially important for students in healthcare-oriented programs due to the increased risk of exposure to infectious diseases found in clinical settings.

Emergency

Any life-threatening emergency should be immediately reported by students or employees to local authorities by dialing 911. After activating the emergency response team, the student or employee reporting the emergency should then notify the first available Campus Security Officer or Front Office representative so that they can provide notice to the staff and affected faculty (if not already informed). If a criminal offense precipitated the life-threatening emergency, NCC will also issue a timely warning report and record the offense in the log of all criminal activity.

For additional details regarding specific actions that NCC will take during an emergency, please refer to the Emergency Response Grid posted at the entrance to every room and office on campus. The Emergency Response Grid can also be found in the Annual Security Report.

Non-Emergency

Students requiring non-emergency medical care are encouraged to contact their primary care physician or an urgent care facility for additional guidance and support.

Student Housing

NCC does not have dormitory facilities or other housing facilities for students.

Determination of Student Location

Policy Statement

NCC uses each student's mailing address as the basis for the determination of Student Location. Students must be located within the State of Nevada and may not commute or telecommute from outside of Nevada to attend class sessions at NCC.

Applicants

At the time of enrollment, NCC uses the mailing address provided by the student on their Application for Admission to determine their location. Prospective students who reside outside the State of Nevada may enroll while living elsewhere but are not eligible to start their program prior to relocation in-state. Prospective students must provide an in-state mailing address to the Admissions Department prior to starting their program so that their new location can be determined, and their student record can be updated accordingly.

Attending Students

Students are required to notify NCC of any relocations by submitting an update on the "My Information" page within the "My Profile" section of their student portal and providing their updated mailing address. Students who relocate out of state while enrolled at NCC must request a Leave of Absence (if they anticipate the relocation is temporary) or withdraw from their program (if they anticipate the relocation in permanent). This policy applies to all students participating in a program of study at Northwest Career College, regardless of whether they have enrolled under a blended or full distance delivery method.

ACADEMIC
INFORMATION
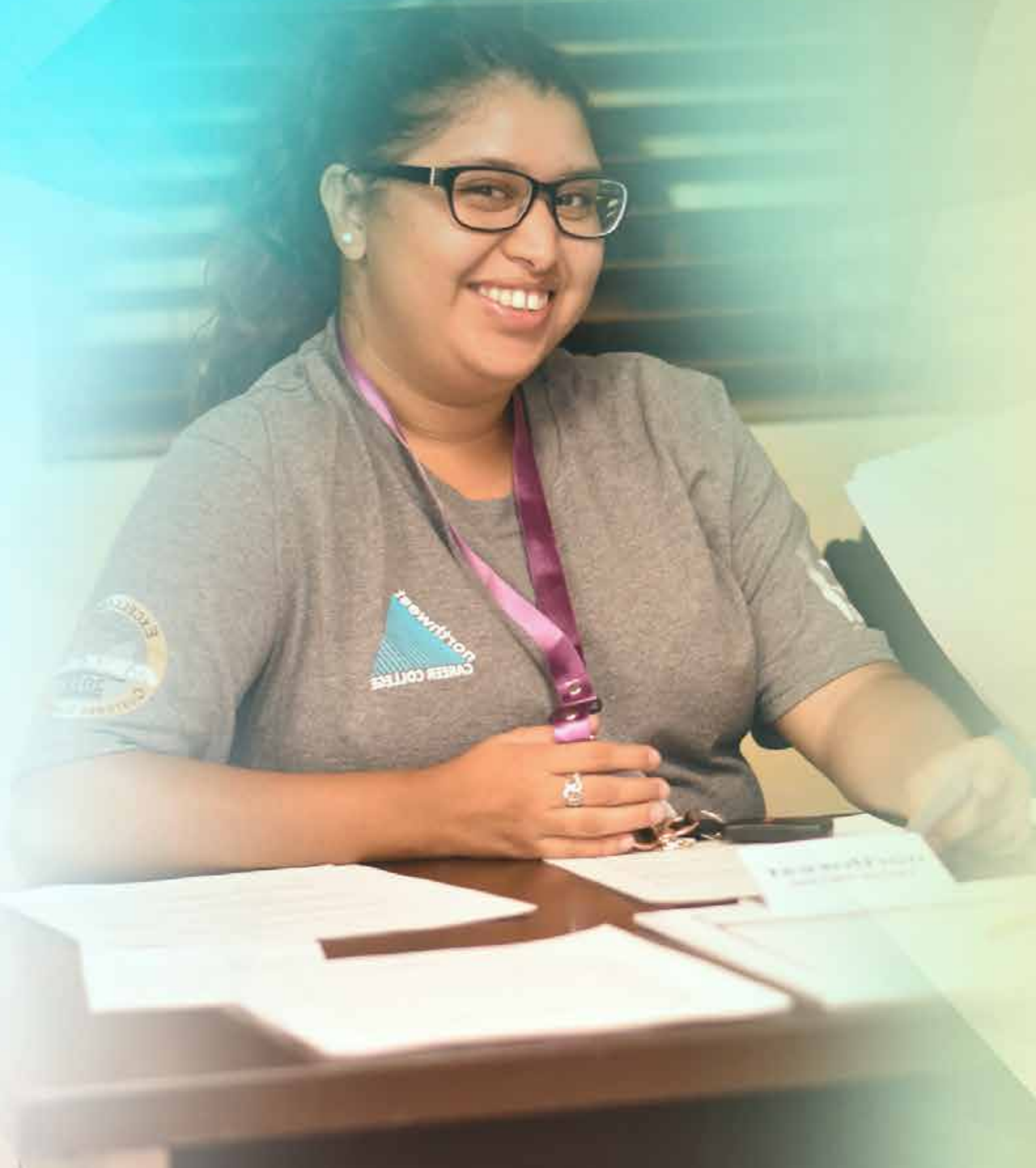
Academic Information Definitions

Policy Statement

NCC has adopted the following definitions for the terms listed below:

Academic Year	The academic year consists of a minimum of 36 weeks of instruction in which a full-time student is expected to complete at least 36 quarter credits.
Clock Hour	One clock hour is a 60-minute period of time consisting of 50 minutes of instruction with an approximate 10-minute break.
Credit Hour	Credit Hours are calculated for accreditation purposes using the conversion formulas for a "quarter credit hour" listed below: ▶ 10 Lecture Clock Hours = 1 Credit Hour ▶ 20 Laboratory Clock Hours = 1 Credit Hour ▶ 30 Externship Clock Hours = 1 Credit Hour Credit Hours are calculated for Title IV federal student aid purposes using the conversion formulas for a "quarter hour" listed below: ▶ 20 Lecture Clock Hours = 1 Credit Hour ▶ 20 Laboratory Clock Hours = 1 Credit Hour ▶ 30 Externship Clock Hours = 1 Credit Hour
Grade Point Average (GPA)	A measure of student academic achievement, based on an average of the grades a student receives during their enrollment.
Make-Up Attendance	Attendance completed outside of a class session under instructor direction or supervision for which the student will receive credit.
Tardy	Any time a student is more than 5 minutes late to a class session or leaves early from a class session.

Academic Year Length

Policy Statement

NCC defines the academic year length for its Title IV-eligible programs according to the table below.

Program	Minimum Weeks	Minimum Credits
▶ Business Administration		
▶ Business Administrative Assistant		
▶ Criminal Justice		
▶ Criminal Justice Professional		
▶ Dental Assistant		
▶ Healthcare Administration		
▶ IT Technician	36	36
▶ Legal Assistant		
▶ Medical Assistant		
▶ Medical Administrative Assistant		
▶ Medical Billing and Coding		
▶ Paralegal Studies		
▶ Pharmacy Technician		
▶ Radiography		
▶ Massage Therapy	40	37

Effective – 01/08/2024

NCC defines the academic year length for its non-Title IV-eligible programs according to the table below.

Program	Minimum Weeks	Minimum Credits
▶ Dental Administrative Assistant ▶ Phlebotomy Technician	36	36

Attendance

Policy Statement

NCC maintains attendance records for each student and expects students to attend a minimum of 75% of scheduled class hours during each academic term. NCC will place a student on attendance probation if they do not meet the minimum attendance requirement during a given academic term. NCC will also record a failing grade for a student if they do not attend a minimum of 60% of scheduled class hours during a given academic term.

> ▶ NOTE - Externship attendance policies are different from classroom attendance policies and are explained in detail in the Externship Policy.

Attendance Records

Students may review their attendance records at any time by opening the "My Attendance" page within the "My Academics" section of their student portal. Students should contact their assigned Academic Advisor to request assistance if they identify a discrepancy in their attendance records.

Make-Up Attendance

Make-up sessions are scheduled each term during non-class hours. Students may complete a maximum of 25% of the scheduled class hours by participating in make-up sessions and can only earn Make-Up Attendance credit during the term when the scheduled class hours were missed. Students

will not be permitted to earn academic credit during make-up attendance sessions unless they have submitted documentation of a verifiable medical or legal emergency via email to absent@northwestcareercollege.edu. Students should contact their assigned Academic Advisor to request assistance if they identify a discrepancy in their Make-Up Attendance records.

Academic Honors

Policy Statement

NCC awards academic honors to students who demonstrate exceptional academic performance based upon their GPA at the time of program completion using the scale listed below.

Academic Honor	GPA Requirement
High Honors	3.50 - 4.00 GPA
Honors	3.00 - 3.49 GPA

Grading

Policy Statement

NCC awards grades for courses using a letter grade or on a pass/fail basis using the scale listed below and permanently records these grades within its student information system after the conclusion of each term.

Grade	Percentage	GPA Equivalent	Included in GPA Calculation	Included in Rate of Progress Calculation
Letter Grade Courses				
A	90% - 100%	4.0	Yes	Credits attempted and credits earned
B	80% - 89%	3.0	Yes	Credits attempted and credits earned
C	70% - 79%	2.0	Yes	Credits attempted and credits earned
F	Below 70%	0.0	Yes*	Credits attempted and credits NOT earned
Pass/Fail Courses				
Pass	70% - 100%	4.0	Yes	Credits attempted and credits earned
Fail	Below 70%	0.0	Yes*	Credits attempted and credits NOT earned
All Courses				
W	Withdrawn	0.0	Yes*	Credits attempted and credits NOT earned
TC	Transfer Credit	Not Calculated	No	Credits NOT attempted and credits NOT earned

*NCC includes F and/or W grade(s) in GPA calculations until the student repeats the course. Once the student repeats a course, NCC replaces the prior F and/or W grade(s) in GPA calculations with the most recent course grade. NCC includes the grades from all course attempts on the student's official transcript and all course attempts are included as credits attempted for Rate of Progress calculations.

Incomplete Courses

NCC does not award incomplete grades. All course grades are finalized within three (3) business days of the end of the term. Students who do not pass a course or the requirements of a scheduled course are awarded an "F". Students who do not pass a course or complete all requirements of a scheduled course are awarded an "F" or "Fail". Students who are awarded an "F" or "Fail" in a course as a result of an incomplete certification requirement may appeal this determination if they submit documentation that they have completed the certification requirement within 180 days of the student's last date of attendance.

Repeated Courses

Students must repeat and successfully pass any courses in which they receive "F", "Fail", or "W" grades. NCC will schedule students to repeat courses as soon as reasonably achievable based upon course schedules and faculty availability.

Program Type	Repeated Course Restrictions
Certificate	Students who receive "F", "Fail", or "W" grades may not repeat courses and are administratively withdrawn from their program.
Diploma	Students who receive "F", "Fail", or "W" grades may repeat courses up to a maximum of three total attempts (excluding course withdrawals).
Associate Degree	Students who receive "F", "Fail", or "W" grades may repeat courses as needed.

Students repeating a course will not receive credit for any work completed during a prior attempt of that course and must successfully complete all course requirements again to pass the course.

Academic Records

Students may review their current course grade(s) at any time by opening the "Grades" page within any active course in their learning management system. Students should contact their instructor to request assistance if they identify a discrepancy in their current course grade(s).

Students may review their completed course grade(s) at any time by opening the "My Grades" page within the "My Academics" section of their student portal. Students should contact their assigned Academic Advisor to request assistance if they identify a discrepancy in their completed course grade(s).

Classroom Ratios

The student to faculty ratio will not exceed 25 students per faculty member in online lecture sections and 20 students per faculty member in laboratory courses. Certain laboratory sessions and procedures may maintain a smaller student to faculty ratio in accordance with accreditation requirements.

Program Revisions

Policy Statement

NCC reserves the right to voluntarily make changes in program content, materials, schedules, sequence, or location in order to improve its educational offerings and/or respond to changing industry demands or professional requirements. NCC may also be required to make such changes in response to updated accreditation standards or federal or state regulations. NCC will communicate any such changes to stakeholders, including students, in advance of implementation.

Program Revision Procedures

If NCC makes changes to a program that DO NOT substantially alter the program duration, program cost, or graduate employment opportunities, NCC will implement these changes as soon as reasonably achievable after receiving approval from the applicable regulatory agencies.

If NCC makes changes to a program that substantially alter the program duration, program cost, or graduate employment opportunities, students will be given the opportunity to complete their original program or will be provided a refund in accordance with the Refund Policy.

If NCC implements changes to a program after a student has withdrawn from the program, and then the withdrawn student requests re-entry into the program, the student will be required to participate in the updated program version. NCC will review the student's academic record and award Transfer Credit for previously completed coursework prior to accepting the student for re-entry.

Satisfactory Academic Progress (Updated policy language is available in Addendum I)

NCC requires that all students maintain Satisfactory Academic Progress (SAP). Students may demonstrate that they have maintained SAP by meeting the quantitative and qualitative standards established below. These standards address the minimum GPA and the minimum rate of completion students must attain at specific points in their program as they progress towards graduation.

Percent of Program Attempted	Minimum Cumulative GPA	Minimum Rate of Completion
0 - 49.9%	1.00	50%
50 - 150%	2.00	67%

"

This college is the greatest. They take care of their students very well, and train them so well for the field they will be in, it is incomparable. The teachers are very dedicated. The career services department is very committed. They do amazing work and everything possible to help to get you a great job.

Stephaney Roundtree

Graduate of the 2018 Phlebotomy Technician Program

NCC evaluates students' SAP at the end of each payment period. The timelines for regularly scheduled SAP evaluations are listed below. Please note, the current payment period is extended when a student fails a course in any of the programs listed below with an asterisk next to their name in accordance with Title IV regulations.

Program	Scheduled SAP Evaluations
▶ Business Administrative Assistant ▶ Criminal Justice Professional ▶ Dental Assistant ▶ IT Technician ▶ Legal Assistant ▶ Medical Assistant ▶ Medical Administrative Assistant ▶ Medical Billing and Coding	20 Weeks, 36 Weeks
▶ Pharmacy Technician	20 Weeks, 38 Weeks
▶ Massage Therapy	20 Weeks, 40 Weeks
▶ Business Administration ▶ Criminal Justice ▶ Healthcare Administration ▶ Paralegal Studies ▶ Paralegal Studies ▶ Radiography	12 Weeks, 24 Weeks, 36 Weeks, 48 Weeks, 60 Weeks, 72 Weeks

If a student is determined to have Unsatisfactory Academic Progress based on the standards above, the student may be placed on Financial Aid Warning, Financial Aid Probation, or may be administratively withdrawn based on the criteria explained below.

If a student did not meet the SAP standards at the end of their first payment period or if the student successfully met the SAP standards during the payment period immediately preceding the payment period where they did not meet the SAP standards, the student will be placed on Financial Aid Warning for the duration of the next payment period. Students on Financial Aid Warning will remain eligible for FSA funding. Students will receive academic advisement during this time to improve their academic performance.

NCC will then re-evaluate the student's SAP at the end of the next payment period as part of its regularly scheduled SAP evaluation process. Students who meet the SAP standards at the end of the payment period when they were on Financial Aid Warning will be determined to have met SAP and will be placed back in good standing. Students who do not meet the SAP standards at the end of the payment period when they were on Financial Aid Warning will be notified of this determination and the fact that this makes them ineligible for FSA funding if they take no additional action.

When a student loses FSA funding due to a failure to meet SAP standards, they are given an opportunity to submit an appeal to be placed on Financial Aid Probation. Students may appeal such a determination due to injury or illness, the death of a relative, or other special circumstances. The appeal must explain why the student failed to make satisfactory progress and what has changed in their situation that will allow the student to make satisfactory progress at the next evaluation. If the appeal is accepted, the student will be placed on Financial Aid Probation for the duration of one payment period by default.

If NCC determines, based on the appeal, that the student should be able to meet the SAP standards by the end of the subsequent payment period, the student will be placed on Financial Aid Probation without an academic plan. NCC will then re-evaluate the student's SAP at the end of the next payment period as part of its regularly scheduled SAP evaluation process to determine if the student has met the SAP standards. Students who meet the SAP standards at the end of the payment period when they were on Financial Aid Probation will be determined to have met SAP and will be placed back in good standing. Students who do not meet the SAP standards at the end of the payment period when they were on Financial Aid Probation will be administratively withdrawn effective immediately.

If NCC determines, based on the appeal, that the student will require more than one payment period to meet progress standards, NCC will place the student on Financial Aid Probation and develop an academic plan for the student. NCC will then re-evaluate the student's SAP at the end of the next payment period as part of its regularly scheduled SAP evaluation process to determine if the student has met the requirements of the academic plan. If the student is meeting the requirements of the academic plan (or the universally applicable SAP requirements, outside of any individualized academic reinstatement plan), the student is eligible to receive Title IV aid for the subsequent payment period as long as the student continues to meet those requirements and is reviewed according to the requirements specified in the plan. Students who do not meet the requirements of their academic plan will be administratively withdrawn, effective immediately. Furthermore, students who met the requirements of their academic plan when assessed but subsequently do not meet SAP standards at the end of the payment period that coincides with the end of their academic plan will be administratively withdrawn effective immediately.

In addition to assessing SAP at the end of each payment period, NCC evaluates students' academic progress the week following each academic term to assess compliance with maximum timeframe requirements. The maximum time frame for completion of a program may not exceed 1.5 times (150%) the total number of credits in the student's respective program as measured in credit hours attempted or weeks enrolled in the program, whichever is lesser.

If it is determined during one of these evaluations that it is impossible for a student to successfully complete the program with the minimum required GPA within the program's maximum timeframe, the student will be administratively withdrawn from the program, effective immediately.

Program	Expected Timeframe	Maximum Timeframe
▶ Dental Assistant ▶ Medical Assistant	52.0 Credits, 36 Weeks	78.0 Credits, 54 Weeks
▶ Business Administrative Assistant ▶ Criminal Justice Professional ▶ IT Technician ▶ Legal Assistant ▶ Medical Administrative Assistant ▶ Medical Billing and Coding	59.0 Credits, 36 Weeks	88.0 Credits, 54 Weeks
▶ Pharmacy Technician	61.0 Credits, 38 Weeks	91.5 Credits, 57 Weeks
▶ Massage Therapy	58.5 Credits, 40 Weeks	84.5 Credits, 60 Weeks
▶ Criminal Justice	100.0 Credits, 72 Weeks	150.0 Credits, 108 Weeks
▶ Business Administration ▶ Healthcare Administration ▶ Paralegal Studies	104.0 Credits, 72 Weeks	152.0 Credits, 108 Weeks
▶ Radiography	120.0 Credits, 72 Weeks	180.0 Credits, 108 Weeks

Credit Hour Evaluation

Academic credit and transfer credit courses are counted as credits attempted and earned and will count towards the maximum timeframe and rate of completion but are not counted in the cumulative GPA.

Audit courses and Remedial courses are not offered by NCC.

Pass/fail courses are counted as credits attempted and earned and will count towards maximum timeframe, rate of completion, and cumulative GPA calculations.

Failed courses and unsuccessfully repeated courses are counted as credits attempted but not earned and will count towards the maximum timeframe and rate of completion.

Successfully repeated courses are counted as credits attempted and earned and will count towards the maximum timeframe and rate of completion. Only the final grade of the repeated course will count in cumulative GPA calculations.

Internship

Policy Statement

Internship is a campus-based course where students gain practical experience under the supervision of an NCC instructor. Currently attending students enrolled in programs that include an internship have access to support services in preparation for and throughout the course.

Instructors oversee internship preparation and management for students enrolled in their program. Instructors also provide clinical oversight and evaluation of students participating in clinical experiences. Students who have questions regarding internship should email the assigned instructor for the course.

Student Responsibilities

Students are expected to adhere to all supplemental guidelines published in the Student Clinic Handbook while participating in their internship course.

Externship

Policy Statement

Externship is a field-based course where students gain practical experience under the supervision of an industry professional. Currently attending students enrolled in programs that include an externship have access to support services in preparation for and throughout the course.

The Career Services Department oversees externship preparation and management as well as site assignment for all programs. Faculty-qualified representatives assist with clinical oversight and evaluation of students participating in clinical experiences. Students who have questions regarding externship should email externship@northwestcareercollege.edu.

Externship Scheduling

Students are scheduled to start externship after all academic prerequisite courses and Career Services requirements have been completed. All students are required to be available to participate in externship for at least 24 hours per week but are encouraged to be available for 40 hours per week as many sites require students to complete full-time hours to be eligible for placement at their facility. Students must be available to complete the minimum required hours during regular business hours (8:00 am – 5:00 pm, Monday through Friday).

Students are typically scheduled to start externship on the first day of their final term. However, exact externship start dates depend on supervisor availability at clinical sites. On occasion, situations may arise within organizations serving as externship sites which cause delays between the end of classes and the beginning of externship. These delays will be minimized or avoided whenever possible.

Students returning from LOA to attempt their externship term are required to remain in regular communication with the Career Services department and Registrar to ensure adequate time for course registration and site assignment. Failure to do so may result in delays to the beginning of externship to a later term.

Externship Site Evaluation

Externship sites are required to go through a screening process prior to affiliation whereby a faculty-qualified individual evaluates the conduciveness of site personnel, facilities, location, and availability to create quality of learning opportunities for students. Sites are NOT required to guarantee employment for students who complete externship at their facility to qualify as an affiliate.

Externship Site Assignment

Externship Site Assignments are made by the Career Services Department based on site availability, student candidate profiles, and employer profiles. Site assignments are considered final once a student has started externship.

Important considerations related to site assignment include:

▶ NCC cannot guarantee that students will be assigned to externship sites with employment opportunities available to graduates.

▶ NCC cannot guarantee that students will be assigned to externship sites within their preferred geographic area. Rather, students are assigned to externship sites within customary and usual commuting distance of the location(s) where they received their program instruction (typically estimated as a 20-40 minute commute by car).

▶ NCC does not allow students to complete externship via distance education. Externship is considered "residential" and must be completed on-ground at an affiliated facility.

▶ Some facilities have requirements exceeding those required for program admission that must be met prior to site assignment. Examples include proof of supplemental immunizations (e.g. influenza, COVID-19), TB test results, physical examination results, proof of health insurance, drug test results, and background check results. Students are financially responsible for the costs associated with these requirements if they wish to complete their externship at such a facility..

Student Responsibilities

Students are required to remain in regular communication with their assigned Career Services Advisor while on externship. Failure to promptly respond to mandatory communications may result in externship delays or failure of the course.

Students are expected to attend 100% of their scheduled externship hours. Students must receive prior approval from their assigned Career Services Advisor and the on-site supervisor for all absences. Inconsistent attendance or extended absences may result in failure of the course.

Students are expected to immediately report any concerns to their assigned Career Services Advisor if they believe they are not receiving adequate training at the site. These reports will be evaluated by the Director of Career Services on a case by case basis.

Leave of Absence (Updated policy language is available in Addendum I)

Policy Statement

Currently attending students are eligible to request a Leave of Absence (LOA) from their program, whereby they can temporarily pause their academic progress and resume courses at a later date. Students with questions about the Leave of Absence policy should contact the Registrar via email at registrar@northwestcareercollege.edu for assistance.

Requesting a Leave of Absence

~~Students may request an LOA by submitting a Leave of Absence Request form and applicable supporting documentation. However, submission of a Leave of Absence Request form does not guarantee the LOA will be granted.~~

Requests are assessed on an individual basis student's attendance, academic history, available LOA time, and whether it can be reasonably expected that a student will be able to continue their program in the future prior to approving any LOA request.

NCC does not approve LOA requests for students who have been enrolled for less than 30 days, who do not have sufficient LOA eligibility time remaining, or who do not reasonably expect to continue their program in the future.

Leave of Absence Requirements

Students may spend no more than 180 days on LOA in any 12-month period. NCC will administratively withdraw any student who is not in attendance on their scheduled return date from an LOA or any student who is unable to return from LOA prior to the end of the 180 day maximum timeframe. Any student who is withdrawn due to a failure to return from an LOA will have Return to Title IV and Institutional Refund calculations performed in accordance with NCC's Refund Policy and Return to Title IV Policy.

Leave of Absence Financial Implications

Students delay their academic progress by taking an LOA, which may also impact their financial aid disbursement schedule and their stipend release schedule. Students with questions about the financial implications of an LOA should contact their assigned Financial Aid Officer for assistance.

Shift Transfer

Students may request to transfer shifts by contacting the Registrar via email at registrar@northwestcareercollege.edu and submitting a Shift Transfer Request form. Requesting a Shift Transfer does not guarantee it will be granted by NCC.

Graduation

Students must complete the requirements below to be eligible for graduation. Students will not receive their official transcripts or diploma until all requirements have been satisfied:

1. Provide documentation of all admissions requirements.

2. Pass all courses within the program of study.

3. Meet all Satisfactory Academic Progress requirements.

4. Pay all tuition and fees in accordance with the Enrollment Contract.

5. Submit all documents requested by the Financial Aid Department, including Exit Counseling.

Students with questions regarding their eligibility to participate in a Graduation Ceremony should email graduation@northwestcareercollege.edu.

Course Withdrawal

Currently attending students who cannot complete an academic term after beginning a course will receive a "W" grade for that course. Students who anticipate they cannot complete coursework for longer than two weeks should contact the Registrar by email at registrar@northwestcareercollege.edu to discuss their options.

Billing for a term does not change if a student drops one course but remains in attendance through the remainder of the term.

Program Withdrawal

Voluntary Withdrawal

Students who wish to voluntarily withdraw from school must notify NCC in writing of their withdrawal request. Verbal withdrawal requests will not be processed. The effective date of the withdrawal shall be the date the student notifies NCC in writing of their withdrawal request.

Students who voluntarily withdrawn have the right to apply for Re-Entry.

Administrative Withdrawal

NCC reserves the right to administratively withdraw any student prior to the completion of the program for any of the reasons below.

Withdrawal Reason	Qualifying Factors	
Unsatisfactory Attendance	1	Failure to attend scheduled class sessions for 14 consecutive calendar days.
	2	Failure to comply with internship or externship attendance requirements.
	3	Failure to return as scheduled from a Leave of Absence.
Unsatisfactory Academic Progress	1	Failure to submit graded coursework for 14 consecutive calendar days.
	2	Failure to comply with internship or externship academic requirements.
	3	Multiple consecutive failed courses in conjunction with a determination that the student is not well-suited for the field and/or will be unsuccessful while seeking employment in the field.
	4	Failure to maintain compliance with Satisfactory Academic Progress Policy requirements while on Financial Aid Warning (absent an appeal) or while on Financial Aid Probation.
	5	Failure to maintain compliance with Satisfactory Academic Progress Policy requirements related to the maximum allowable time frame for enrollment.
Unsatisfactory Conduct (while on campus, at an affiliated site, or at a school-sponsored activity)	1	Unprofessional Behavior, such as: ▶ Failure to abide by Classroom Policies and Procedures. ▶ Failure to comply with team member requests. ▶ Failure to maintain professional decorum. ▶ Behaving in such a manner that is harmful to the program, the profession, or NCC.
	2	Unethical Behavior, such as: ▶ Failure to abide by the Academic Integrity Policy. ▶ Lying to a team member. ▶ Failure to abide by the industry's Code of Ethics. ▶ Stealing or other fraudulent actions.
	3	Unsafe Behavior, such as: ▶ Participating in coursework or a school-sponsored activity while intoxicated. ▶ Bullying or intimidating students, team members, or other members of the public.
Financial Delinquency		Failure to fulfill financial responsibilities in accordance with the enrollment agreement and any additional financial contracts or payment plans signed.

Students who are administratively withdrawn have the right to appeal or apply for Re-Entry.

Financial Implications

Students who voluntarily withdraw or are administratively withdrawn from school will have a refund calculation performed in accordance with the Refund Policy. Students will not be assessed further for Satisfactory Academic Progress after the effective date of their withdrawal.

Students are encouraged to meet with a representative from the Financial Aid Department to discuss any questions regarding their loan repayment responsibilities and a representative from the Finance Department to discuss any financial obligations outstanding to NCC. Information from both offices will be sent to the mailing address on file with NCC if the student is unable or unwilling to meet with these designated representatives.

Re-Enrollment

Students who have voluntarily withdrawn or have been administratively withdrawn from NCC may apply to re-enroll, i.e. resume their enrollment, via one of two pathways, described below. The available pathway depends on the duration of time that has passed since their last date of attendance.

Re-entering a Program

Students who are requesting to resume their enrollment within 180 days of their last date of attendance may apply for re-entry by emailing the Registrar at registrar@northwestcareercollege.edu. The student must then submit a Re-Entry Request Form to be considered for re-entry. Final determinations are communicated to the student in writing.

Re-starting a Program

Students who are requesting to resume their enrollment more than 180 after their last date of attendance may apply to re-start their enrollment by contacting the Admissions Department by phone or via our website, and following the admissions procedures described in the Admissions Information section of the School Catalog.

Students seeking to re-start will be asked to describe what circumstances have changed from the time of withdrawal or administrative withdrawal that would ensure that there would not be the need to withdraw from the program again. Their academic record will also be evaluated to determine whether transfer credit will be awarded.

In compliance with Title IX and Department of Education requirements, special consideration may be given for students who withdraw from a program due to pregnancy or military service/duty:

1. NCC will grant students who withdraw due to pregnancy, childbirth, false pregnancy, termination of pregnancy and recovery therefrom the opportunity to seek academic credit for their previous work if they seek re-admission under the following circumstances:

    i. Within six months of childbirth or the end of the pregnancy.

    ii. Within six months after the end of the recovery timeframe for a medical condition that resulted from the pregnancy.

2. NCC will grant students who withdraw due to military service the opportunity to seek academic credit for their previous work if they seek re-admission under the circumstances below. The student has to return to NCC within the following timelines:

    i. For those students that complete their period of service, they must return within three years after completion.

    ii. For a student who is hospitalized for an injury incurred or aggravated by their term of service, the student must return no later than two years after their recovery from the injury.

    iii. Students who are dishonorably discharged or are commissioned officers that are dropped from the rolls or dismissed are not eligible to return under this policy.

Please note that military service as specified above means service, whether voluntary or involuntary, in the Armed Forces (including National Guard or Reserve) on active duty, active duty for training, or full-time National Guard duty, or order to active duty.

3. Students who withdraw due to pregnancy or military service must contact NCC when they are ready to return to school and submit the appropriate documentation

    i. For pregnancy, acceptable documentation is from a physician showing that the student was on the leave due to pregnancy, childbirth, false pregnancy, termination of pregnancy and recovery therefrom.

    ii. For military leave, acceptable documentation includes:

    - DD214 Certificate of Release or Discharge from Active Duty
    - Copy of duty orders
    - Letter from the commanding officer or someone of comparable authority
    - Certificate of completion from military training school
    - Discharge certificate
    - Payroll documents showing periods of service

Probation

Policy Statement

A student may be placed on probation for various reasons, including but not limited to:

- ▶ Unsatisfactory Attendance,
- ▶ Unsatisfactory Academic Progress,
- ▶ Unsatisfactory Conduct, or
- ▶ Failure to Submit Required Documentation to NCC.

An initial probationary period is for the length of the following academic term. Students are considered in progress while on probation and are eligible for funding.

Outcome	Description
Resolution	If the student corrects the stated deficiency prior to the end of the probationary period, the probation requirements will be considered satisfied.
Extension	If the student fails to correct the deficiency by the end of the probationary period but has demonstrated improvement, the probation may be extended for an additional academic term.
Administrative Withdrawal	If the student fails to demonstrate improvement during the initial probation period or fails to correct the deficiency by the end of the extended probationary period, the student will be administratively withdrawn.

Students administratively withdrawn from their program at the end of their probationary period will receive notification documenting the date of administrative withdrawal.

Appeals

Policy Statement

A student has the right to appeal the actions or determinations listed below. A student should email the applicable Point of Contact listed below to file an appeal.

Appealable Action or Determination	Point of Contact
Administrative Withdrawal	Registrar@northwestcareercollege.edu
Course Grading	Program Chair (Program Chair Emails are Listed in the Employee Directory on the NCC App)
Probationary Status	Registrar@northwestcareercollege.edu
Unsatisfactory Academic Progress	Registrar@northwestcareercollege.edu

The Point of Contact will review the appeal and any supporting documentation provided by the student within five (5) business days of receipt. Written notification of the decision regarding the appeal will be sent to the student within ten (10) business days after receipt of the appeal, except in the case of a pending investigation, in which case the response may require an additional (10) business days.

The original action or determination remains in effect while the appeal is being reviewed.

Transcript/Diploma Requests

Policy Statement

Students have the right to access their academic records as needed throughout and after their enrollment. Students with questions about the Records Request policy should email transcripts@ northwestcareercollege.edu for assistance. Northwest Career College maintains records for 5 years and transcripts are kept permanently.

Records Requests

Record Type	Request Procedure
Certificates/Diplomas	Students may request a digital or hard copy of their certificate/diploma after completing all required coursework by submitting a request via the Records Request Portal. Such requests are typically processed within fourteen (14) calendar days of receipt, or up to thirty (30) calendar days after a student completes all required coursework, whichever is later.
CPR Records	Students may access a copy of their CPR card via the American Heart Association eCards Search Portal.
Immunization Records	Students may access a copy of any immunization records administered in Nevada via the WebIZ Portal.
Official Transcripts	Students may request an official transcript by submitting a request via the Records Request Portal. Such requests are typically processed within fourteen (14) calendar days of receipt, or up to thirty (30) calendar days after a student completes all required coursework, whichever is later.
Unofficial Transcripts	Students may access a copy of their unofficial transcript via their Student Portal at any time.

Professional Liability Insurance

Policy Statement

NCC maintains malpractice/professional liability insurance in order to provide limited liability protection to students while practicing their clinical skills in class or during internship/externship experiences.

Coverage Details

This insurance is intended to cover:

1. Injuries to students, patients, faculty, or staff that may occur while a student practices clinical skills during a scheduled laboratory class session or an externship/internship course and in accordance with industry-standard workplace safety requirements.

This insurance is NOT intended to cover:

1. Injuries that occur due to a failure to comply with industry-standard workplace safety requirements.

2. Self-inflicted injuries (whether the incident was on purpose or accidental).

3. Other personal injuries that may occur due to a patient/client's actions, the actions of an employee of a clinical externship site, or other unforeseeable actions of unrelated parties present at an affiliated site.

4. Property damage, on-campus or at an affiliated site.

Injuries that are not covered by professional liability insurance are expected to be covered via individual health insurance or the affiliated site's general liability insurance. If a student causes property damage, they are liable for all costs associated with the repair.

Transferability Disclosure

Policy Statement

NCC cannot guarantee that credits earned at NCC will be accepted by another institution. The transferability of credits earned at NCC to other institutions is at the sole discretion of the receiving institution.

NCC maintains articulation agreements with several other institutions of higher learning to support students seeking additional higher education. Details regarding active articulation agreements can be found on our website on the Continued Education page.

Program Termination

NCC reserves the right to terminate a program offered by the institution at any time upon making the determination that it is no longer viable to continue offering the program.

Prior to terminating a program, NCC will determine if it can reasonably teach-out the currently attending students and students on an approved leave of absence from the program.

- ▶ If NCC determines it can reasonably teach-out the program, it will do so internally using existing program faculty and resources.

- ▶ If NCC determines it cannot reasonably teach-out the program, it will establish a transfer plan with another post-secondary institution to facilitate student completion of their program. It will then provide written notification to currently attending students and students on an approved leave of absence of its plans to terminate the program as soon as is reasonably achievable. Such notification will be provided at least 45 days in advance of the final day of instruction.

Furthermore, if NCC decides to terminate a program, it will immediately stop enrolling new students into the program and will immediately cancel the enrollment contracts for any prospective or conditionally accepted students to minimize the impact of teach-out arrangements.

Computer Technical Skills

All students must have basic Internet and computing skills to complete their program of study at NCC. These might include the following:

- ▶ Downloading and using an Internet browser.
- ▶ Downloading a browser plug-in, such as a video player.
- ▶ Posting to a discussion forum/board.
- ▶ Downloading and saving a file to your computer.
- ▶ Uploading a file by browsing your computer to locate a file.
- ▶ Entering your responses in a web-form, such as an online quiz.
- ▶ Sending emails to your instructor or peers.

Computer Requirements

NCC provides a school-approved laptop to all new students upon matriculation, the cost of which is included in the total program cost. New students may not opt out of receiving a school-approved laptop.

Internet Access Requirements

Students must maintain an internet subscription that minimally provides 30 Mbps download speed and 10 Mbps upload speed.

Acceptable Technology Use

Policy Statement

Access to and use of technology such as public computers and wireless internet on campus is limited to NCC students and employees. Acceptable uses of such technology include study, research, teaching, dministrative work, and other related activities. Incidental personal use is permitted, so long as it does not interfere with NCC's educational or administrative uses.

Use of NCC technology to conduct any of the following activities is strictly prohibited:

▶ Transmission of any material in violation of any federal, state, or local regulation including, but not limited to, copyrighted material, threatening or obscene material, or material protected by trade secret. Use for commercial activities is prohibited.

▶ Threatening or harassing others in an online environment.

▶ Commercial purposes unrelated to NCC.

▶ Any other activities deemed inappropriate by NCC management.

Questions about this policy should be addressed to the Director of Information Technology. Violations of this policy may result in disciplinary action.

northwest CAREER COLLEGE

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Director of Human Resources

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Dr. Thomas Kenny
Chief Information Officer

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Vice President of Advising Services

Leslie Tran
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Director of Academic Affairs

Century Leigh
Registrar

Daniella Martinez
New Student Manager

Emerald Garcia
New Student Advisor II

Jacquelin Favela
Academic Advisor II

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Academic Advisor II

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Academic Advisor II

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Admissions Advisor II

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Admissions Advisor I

Charles Grays III
Admissions Advisor I

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Admissions Advisor I

Shelby Watkins
Admissions Advisor I

Claudia Erives
Admissions Advisor I

Bre Frazier
Admissions Advisor I

Career Services Department

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Externship Manager

Amber Ahunanya,
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Allison Arellano
Graduate Team Manager

Tiffany Dela Cruz
In-School Advisor I

Denee Thomason
Externship Manager

Derrick Mosqueda
Career Services Administrative Liason I

Carrie McClure
Graduate Advisor I

Deanna Orta
Graduate Advisor I

Employee Services

Patricia Russ
Director of Talent Acquisition

Paloma Haas
Employee Services Administrative Liaison II

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Dean of Education

Justin Kauker
Compliance Coordinator II

Corey Del Pino, M.P.H.
Dean of Clinical Programs

Bridget Zambrano
Education Coordinator

Monica Jones
Dean of Students

Fernando Herbert
Spanish Language Consultant

Cassidy Wagner, J.D.
Dean of Administrative Programs

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Facilities Manager & Operations Coordinator

Marquis Kemp
Facilities Operator I

Jamie Cantero
Facilities Operator II

Raul Corral
Facilities Operator I

Liliana Alegria
Facilities Operator I

Eva Blas
Personal Assistant

Daniel Barron
Facilities Operator I

Silvina Pablo De Robey
Personal Assistant

Finance Department

Sierra Barnhart
Executive Assistant I to the CFO

Aileen Sawyer
Senior Finance Coordinator

Janeice Thomas
Finance Manager

Financial Aid Department

Dana Glenn
Financial Aid Processing Manager

Kerri Swallia
Financial Aid Administration Manager

Scott Atkins
Financial Aid Team Manager

Bill Balderas
Senior Financial Aid Officer

Diane Cooper
Senior Financial Aid Officer

Donella Stanard
Senior Financial Aid Officer

Tim Thompson
Financial Aid Officer II and
New Student Experience Specialist

Ashley Contreras Hernandez
Financial Aid Officer I

Matthew Demeo
Financial Aid Administrative Liaison I

Front Office Department

Maria Allen
Front Office Manager

Madelin Hernandez
Senior Front Office Administrative Liaison

Cynthia Villanueva
Senior Front Office Administrative Liaison

Raeshonna Ervin
Front Office Administrative Liaison I

Megan Rankin
Front Office Administrative Liaison I

Angelica Baltodano
Front Office Administrative Liaison II

Melissa Guenther
Front Office Administrative Liaison I

Chris Vanegas
Front Office Administrative Liaison I

Noelle Carney
Front Office Administrative Liaison I

DeCarius Clark
Front Office Administrative Liaison I

Jamal Saxton-Webb
Front Office Administrative Liaison I

Information Technology Department

Tony Madero
Director of Information Technology
and Cybersecurity

Jonathan Hill
Network Administrator I

Mario Rodas
Network Administrator I

Jacob Compton
IT Specialist I

Maintenance Department

Jose Navarro
Maintenance Manager

Ismael Martinez
Facilities Technician I

Isaac Barbosa
Facilities Technician I

Gregorio Martinez
Facilities Technician I

Sebastian Barboza
Facilities Technician I

Salvador Navarro
Facilities Technician I

Santiago Garcia
Facilities Technician I

Adolfo Huato Penaloza
Facilities Technician I

Mariano Garcia
Facilities Technician I

Marketing Department

James Bernardo
Senior Marketing Videographer

Bailee Whitmore
Software Administration Manager

Anthony Le
Marketing Videographer I

Romone Jones
Outreach Manager

Jeffrey Simkins
Marketing Videographer I

Romola Kenny
Marketing Model

Ciara Cowlishaw
Executive Assistant I to the CIO

Office Of The CEO

Nancy Enis
Senior Advisor to the CEO

Estefania Martinez
Executive Assistant I to the CEO

Operations Department

Grace Perea
Director of Recruitment

Tony Gonzalez
Operations Administrative Liaison I

Dominique Lewis
Operations Manager

Glache Parco
Operations Administrative Liaison I

Aaron Arlt
Operations Coordinator II

Ashley Santos Martinez
Operations Administrative Liaison I

Arthur Estrada
Operations Coordinator I

Lonnie Tavares
Sign Spinner

Charles Grays III
Senior Student Advisor II

Student Services Department

Carrie Oliver
Student Services Coordinator I

Business Administration Department

Tanya Sprang, BA

Position:	Business Administration Program Chair
Education:	B.A. in Interdisciplinary Studies from University of Nevada, Las Vegas
Certifications:	Certified Administrative Assistant (CAA)

Akame Alletto, BGS

Position:	Business Administration Instructor I (Adjunct)
Education:	B.G.S. in General Studies from West Texas A&M University
Certifications:	N/A

Tonisha Baybayan, BS

Position:	Business Administration Instructor I
Education:	B.S. in Business Administration from Hawai'i Pacific University
Certifications:	Certified Administrative Assistant (CAA)

Amber Royal, BS

Position:	*Business Administration Instructor I (Adjunct)*
Education:	B.S. in Business from University of Phoenix
Certifications:	N/A

Criminal Justice Department

Robert Kurth, JD

Position:	Legal Studies Senior Instructor (Adjunct)
Education:	J.D. from University of Denver College of Law
	B.S. in Business Administration from University of Nevada, Las Vegas
Certifications:	Nevada Bar Certified

Bernard Zadrowski, JD, LLM

Position:	Criminal Justice Senior Instructor (Adjunct)
Education:	J.D. from University of Denver College of Law
	B.S. in Business Administration from University of Colorado, Boulder
Certifications:	Nevada Bar Certified

Tijuana Campbell, BS

Position:	Criminal Justice Instructor I
Education:	B.S. in Criminal Justice Administration from University of Phoenix
	A.A.S. in Criminal Justice from Ashworth College
Certifications:	N/A

Eligio Gandarilla, AAS

Position:	Criminal Justice Instructor I
Education:	A.A.S. in Criminal Justice from Northwest Career College
Certifications:	N/A

Kayla Leek, BS

Position:	Criminal Justice Instructor I (Adjunct)
Education:	B.S. in Criminal Justice from Radford University
Certifications:	N/A

Cedric Sterrett, BS

Position:	Criminal Justice Instructor I
Education:	B.S. in Social and Behavioral Sciences from University of Arkansas
Certifications:	N/A

Margo Estrada, JD

Position:	Criminal Justice Instructor I (Adjunct)
Education:	J.D. from Memphis State University
	B.S. in Communications from University of Tennessee at Martin
Certifications:	N/A

Addendum B – Program Faculty [Effective 04/08/2024]

Dental Assistant Department

Jessica Vazquez, RDA

Position: Dental Assistant Program Chair
Education: Dental Assisting Diploma from Charter College
Certifications: Registered Dental Assistant (RDA)

Ellesa Reynada, RDA

Position: Dental Assistant Lead Instructor
Education: Dental Assisting Diploma from Northwest Career College
Certifications: Registered Dental Assistant (RDA)

Alberta Duncan, RDA

Position: Dental Assistant Instructor I (Part-Time)
Education: Dental Office Assistant Diploma from Royal Oak Schools
Certifications: Registered Dental Assistant (RDA)

Danielle Flores, RDA

Position: Dental Assistant Instructor I
Education: Dental Assistant Diploma from Concorde Career College
Certifications: Registered Dental Assistant (RDA)

Kayla Lee, RDA

Position: Dental Assistant Instructor I
Education: Dental Office Assistant Diploma from Dorsey Schools
Certifications: Registered Dental Assistant (RDA)

Flor Flores, RDA

Position: Dental Assistant Instructor I (Adjunct)
Education: Dental Office Assistant Diploma from Northwest Career College
Certifications: Registered Dental Assistant (RDA)

Ruben Sanchez, RDA

Position: Dental Assistant Instructor I (Adjunct)
Education: Dental Office Assistant Diploma from Northwest Career College
Certifications: Registered Dental Assistant (RDA, Pending)

General Education Department

Lisa Myers, JD, LLM

Position: General Education Department Director
Education: J.D. from Campbell University, LL.M. from Campbell University
B.A in Criminal Law from Corllins University
Certifications: N/A

Patrick Kenny

Position: General Education Senior Instructor (Part-Time)
Education: B.A. in Psychology from University of San Diego
Certifications: N/A

Peter Ngoyi, BS

Position: General Education Instructor I (Part-Time)
Education: B.S. in Mathematics from Texas A&M University
Certifications: N/A

Thomas J. Perpar, BS

Position: General Education Instructor I (Part-Time)
Education: B.S. in Biblical and Theological Studies from Liberty University
Certifications: N/A

Christopher Stewart, MS

Position: *General Education Instructor I*
Education: M.S. in Secondary Education from Sierra Nevada College
B.A. in English from the University of South Carolina
Certifications: N/A

Addendum B – Program Faculty [Effective 04/08/2024]

Healthcare Administration Department

Yu Lee, BS, CDOA

Position: Healthcare Administration Program Chair

Education: B.S. in Healthcare Administration from University of Nevada, Las Vegas

Certifications: Registered Dental Office Assistant Certification (CDOA)

Melanie Morris, MHA, CMAA

Position: Healthcare Administration Lead Instructor

Education: M.H.A. in Health Care Administration from University of Phoenix

                    B.A. in Communications and Public Relations from University of Nevada of Las Vegas

Certifications: Certified Medical Administrative Assistant (CMAA)

Briana Armstrong, AAS

Position: Healthcare Administration Instructor I

Education: A.A.S. in Healthcare Administration from Pima Medical Institute

                    Medical Administrative Assistant Diploma from Everest College

Certifications: N/A

Xavier Hamlin, MBA

Position: Healthcare Administration Instructor I

Education: M.B.A. in Business Administration from California Southern University

Certifications: Certified Medical Administrative Assistant (CMAA)

                    Certified Allied Helath Instructor (AHI), Registered Medical Assistant (RMA)

Christina Marshall, BS

Position: Healthcare Administration Instructor I

Education: B.S. in Health Management from Universit of Phoenix

Certifications: N/A

IT Technician Department

Tony Madero

Position: IT Technician Program Chair

Education: N/A

Certifications: CompTIA A+, CompTIA Network+, CompTIA Security+

Joseph Vargas, AA

Position: IT Technician Instructor

Education: A.A. in Liberal Studies from College of San Mateo

Certifications: CompTIA A+

Kuhio Evans

Position: IT Technician Instructor I (Adjunct)

Education: N/A

Certifications: CompTIA A+

Legal Studies Department

Shindona Dines

Position: Legal Studies Program Chair

Education: B.S. in Legal Studies from National Paralegal College

A.A.S. in Paralegal Studies from Northwest Career College

Certifications: Notary Public, State of Nevada

Bernard Zadrowski, JD, LLM

Position: Legal Studies Senior Instructor (Adjunct)

Education: J.D. from University of Denver College of Law

B.S. in Business Administration from University of Colorado, Boulder

Certifications: Nevada Bar Certified

Marina Alvarez

Position: Legal Studies Instructor I (Adjunct)

Education: B.S. in Legal Studies from National Paralegal College

A.A.S. in Paralegal Studies from Northwest Career College

Certifications: N/A

Cynthia Dutra, AS

Position: Legal Studies Instructor I (Adjunct)

Education: A.S. in Legal Studies from Tarrant County College

Certifications: N/A

Massage Therapy Department

Ivy Adams, LMT

Position: Massage Therapy Program Chair

Education: A.A. in General Studies from Community College of Southern Nevada

Massage Therapy Diploma from Northwest Health Careers

Certifications: Licensed Massage Therapist (LMT)

Lance Lisitza, LMT

Position: Student Clinic Lead Instructor

Education: A.A. in General Studies from Community College of Southern Nevada

Massage Therapy Diploma from Northwest Health Careers

Certifications: Licensed Massage Therapist (LMT)

Thomas J. Perpar, LMT

Position: Massage Therapy Senior Instructor

Education: Massage Therapy Diploma from Northwest Health Careers

Certifications: Licensed Massage Therapist (LMT)

Teresa Lopez, LMT

Position: Massage Therapy Instructor II

Education: Massage Therapy Diploma from Northwest Health Careers

Certifications: Licensed Massage Therapist (LMT)

Morgan Blackwell, LMT

Position: Massage Therapy Instructor I

Education: Massage Therapy Diploma from Nevada School of Massage Therapy

Certifications: Licensed Massage Therapist (LMT)

Massage Therapy Department *[Continued]*

Athena Perusse, LMT

Position: Massage Therapy Instructor I (Adjunct)
Education: Massage Therapy Diploma from Nevada School of Massage Therapy
Certifications: Licensed Massage Therapist (LMT)

Christel Watson, LMT

Position: Massage Therapy Instructor I
Education: Massage Therapy Diploma from Denver School of Massage Therapy
Certifications: Licensed Massage Therapist (LMT)

William Rose, LMT

Position: Massage Therapy Instructor I
Education: Massage Therapy Diploma from Blue Heron Academy of Healing Arts & Sciences
Certifications: Licensed Massage Therapist (LMT)

Stephen White, LMT

Position: Massage Therapy Instructor I (Part-time)
Education: Massage Therapy Diploma from Northwest Career College
Certifications: Licensed Massage Therapist (LMT)

Shannon Yee, LMT

Position: Massage Therapy Instructor I (Adjunct)
Education: Massage Therapy Diploma from the Institute of Therapeutic Massage and Wellness
Certifications: Licensed Massage Therapist (LMT)

Delta Kline, LMT

Position: Massage Therapy Instructor I (Part-time)
Education: Massage Therapy Diploma from Northwest Career College
Certifications: Licensed Massage Therapist (LMT)

Medical Assistant Department

Crissandra Marion-Stovall, CCMA

Position: Medical Assistant Program Chair
Education: A.A.S in Social Work from Nashville State Community College
Medical Assisting Diploma from Southeastern Career College
Certifications: Certified Clinical Medical Assistant (CCMA)

Denisse Adams, CCMA

Position: Medical Assistant Senior Lead Instructor
Education: Medical Assisting Diploma from Northwest Career College
Certifications: Certified Clinical Medical Assistant (CCMA)

Jennifer Bagley, CCMA

Position: Medical Assistant Lead Instuctor
Education: Medical Assistant Diploma from Platt College
Certifications: Certified Clinical Medical Assistant (CCMA)

John Lowry, CCMA, BS

Position: Medical Assistant Instructor II
Education: B.S. in Health and Human Performance from Austin Peay University
Certifications: Certified Clinical Medical Assistant (CCMA)

Hazel Muñoz, CCMA

Position: Medical Assistant Instructor II
Education: Medical Assisting/Phlebotomy Diploma from Northwest Career College
Certifications: Certified Clinical Medical Assistant (CCMA)

Alyxis Reyna, CCMA

Position: Medical Assistant Instructor I
Education: Medical Assisting Diploma from Northwest Career College
Certifications: Certified Clinical Medical Assistant (CCMA)

Medical Assistant Department *[Continued]*

Keya Vanhook, CCMA

Position: Medical Assistant Instructor I

Education: Medical Assisting Diploma from Bryman College

Certifications: Certified Clinical Medical Assistant (CCMA)

Naomi Brown, CCMA, BBA

Position: Medical Assistant Instructor I (Adjunct)

Education: B.B.A in Health and Fitness Management from Robert Morris University

Certifications: Certified Clinical Medical Assistant (CCMA) Pending

Gwendolyn Trevillison, CCMA

Position: Medical Assistant Instructor I (Adjunct)

Education: Medical Assisting Diploma from Skadron College

Certifications: Certified Clinical Medical Assistant (CCMA)

Megan Biggers, AAS

Position: Medical Assistant Instructor I (Adjunct)

Education: AAS in Practical Nursing Technology

Certifications: Certified Clinical Medical Assistant (CCMA, Pending)

Cheryl Casimire

Position: Medical Assistant Instructor I

Education: N/A

Certifications: Certified Clinical Medical Assistant (CCMA, Pending)

Medical Billing And Coding Department

Nancy Ferrante, CBCS

Position: Medical Billing and Coding Senior Program Chair

Education: Medical Assisting Diploma from the Choffin Career Center

Certifications: Certified Billing and Coding Specialist (CBCS)

Carrie Ostrander, CBCS

Position: Medical Billing and Coding Senior Instructor

Education: Medical Billing and Coding Diploma from Nevada Career Institute

Certifications: Certified Billing and Coding Specialist (CBCS)

Brittany Cezar, CBCS

Position: Medical Billing and Coding Instructor II

Education: N/A

Certifications: Certified Billing and Coding Specialist (CBCS)

Nohea Kawaiaea, CBCS

Position: Medical Billing and Coding Instructor II

Education: Medical Billing and Coding Diploma from Northwest Career College

Certifications: Certified Billing and Coding Specialist (CBCS)

Dorshea Rhone, CBCS

Position: Medical Billing and Coding Instructor I

Education: N/A

Certifications: Certified Billing and Coding Specialist (CBCS)

Tashonda Shaw, CBCS

Position: Medical Billing and Coding Instructor I (Adjunct)

Education: A.A. from the University of Phoenix

Medical Office Assistant Diploma from Drake Business Schools

Certifications: Certified Postsecondary Instructor

Certified Billing and Coding Specialist (CBCS)

Medical Billing And Coding Department *[Continued]*

Lani Cotton, CBCS

Position:	Medical Billing and Coding Instructor I (Part-time)
Education:	N/A
Certifications:	Certified Billing and Coding Specialist (CBCS)

Pharmacy Technician Department

Samantha Huntsman, MS, CPhT

Position:	Pharmacy Technician Program Chair
Education:	M.S. in Forensic Science from University of Illinois, Chicago
	B.S. in Chemistry from Southern Utah University
Education:	Licensed Pharmacy Technician, Certified Pharmacy Technician (CPhT)

Perla Saythong, CPhT

Position:	Pharmacy Technician Instructor I
Education:	N/A
Education:	Licensed Pharmacy Technician, Certified Pharmacy Technician (CPhT)

Akia Washington, CPhT

Position:	Pharmacy Technician Instructor I
Education:	Pima Medical Institute
Certifications:	Licensed Pharmacy Technician, Certified Pharmacy Technician (CPhT)

Phlebotomy Technician Department

Amy Byrd, CPT

Position:	Phlebotomy Technician Program Chair
Education:	Medical Assisting Diploma from Northwest Career College
	Phlebotomy Technician Diploma from Northwest Career College
Certifications:	Certified Phlebotomy Technician (CPT), Licensed Laboratory Assistant

Joylene Rael, CPT

Position:	Phlebotomy Technician Lead Instructor
Education:	Medical Assistant Diploma from Northwest Career College
	Phlebotomist Diploma from Phlebotomy Learning Center of Las Vegas
Certifications:	Certified Phlebotomy Technician (CPT), Licensed Laboratory Assistant

Michael Baguio, CCMA, CPT

Position:	Phlebotomy Technician Instructor II
Education:	Clinical Medical Assistant Diploma from Gary Job Corps
	Phlebotomy Technician Diploma from Gary Job Corps
	EKG Technician Diploma from Gary Job Corps
Certifications:	Certified Clinical Medical Assistant (CCMA),
	Certified Phlebotomy Technician (CPT),
	Licensed Laboratory Assistant

Stephanie Garcia-Seibert, CPT

Position:	Phlebotomy Technician Instructor II
Education:	N/A
Certifications:	Certified Phlebotomy Technician (CPT), Licensed Laboratory Assistant

Phlebotomy Technician Department   *[Continued]*

Tommika Goodrich, CPT

Position: Phlebotomy Technician Instructor II
Education: A.A. in Liberal Arts and Sciences from San Joaquin Delta College
Phlebotomy Technician Certificate from Pima Institute
Early Childhood Education Associate Teacher Certificate
from San Joaquin Delta College
Certifications: Certified Phlebotomy Technician (CPT), Licensed Laboratory Assistant

Jennifer Grant, MS, CPT

Position: Phlebotomy Technician Instructor I
Education: M.S. in Counseling and Post-M.S. in Counseling from Grand Canyon University
Certifications: Certified Phlebotomy Technician (CPT), Licensed Laboratory Assistant

Samantha Nielsen, CPT

Position: Phlebotomy Technician Instructor I (Adjunct)
Education: Phlebotomist Diploma from Phlebotomy Learning Center of Las Vegas
Certifications: Certified Phlebotomy Technician (CPT), Licensed Laboratory Assistant

Jaurata Thomas

Position: Phlebotomy Technician Instructor I
Education: N/A
Certifications: Licensed Laboratory Assistant

Radiography Department

David Bolshazy, M.Ed., R.T.(R)(ARRT)

Position: Radiography Program Chair
Education: Master of Education in E-Learning from Northcentral University
Bachelor of Science in Radiologic Sciences from Pima Medical Institute
Certifications: Registered Technologist (Radiography)
certified by the American Registry of Radiologic Technologists

Richard Potocki, BA, R.T.(R)(ARRT)

Position: Radiography Clinical Coordinator
Education: Bachelor of Arts in Business Administration-Management from Keiser University
Certifications: Registered Technologist (Radiography) certified
by the American Registry of Radiologic Technologists

Dominic Jones BS, R.T(R)(ARRT)

Position: Radiography Instructor I (Adjunct)
Education: B.S. in Advanced Radiologic Science from Weber State University
Certifications: Registered Technologist (Radiography) certified by the American Registry of
Radiologic Technologists

Dominic Jones BS, R.T(R)(ARRT)

Position: Radiography Instructor I (Adjunct)
Education: OAS in Radiography from Pima Medical Institute
Certifications: Registered Technologist (Radiography) certified by the American Registry of
Radiologic Technologists

Certificate Programs

▶ Phlebotomy Technician   ▶ Dental Administrative Assistant

Term Start Date*	Add/Drop Date	Term End Date	Projected Graduation Date**
01/08/2024	01/22/2024	02/04/2024	03/31/2024
02/05/2024	02/19/2024	03/03/2024	-
03/04/2024	03/18/2024	03/31/2024	-
04/08/2024	04/22/2024	05/05/2024	06/30/2024
05/06/2024	05/20/2024	06/02/2024	-
06/03/2024	06/17/2024	06/30/2024	-
07/08/2024	07/22/2024	08/04/2024	09/29/2024
08/05/2024	08/19/2024	09/01/2024	-
09/02/2024	09/16/2024	09/29/2024	-
09/30/2024	10/14/2024	10/27/2024	12/22/2024
10/28/2024	11/11/2024	11/24/2024	-
11/25/2024	12/09/2024	12/22/2024	-

Diploma Programs

▶ Business Administrative Assistant   ▶ Medical Administrative Assistant
▶ Criminal Justice Professional   ▶ Medical Assistant
▶ Dental Assistant   ▶ Medical Billing and Coding
▶ IT Technician   ▶ Pharmacy Technician
▶ Legal Assistant

Term Start Date*	Add/Drop Date	Term End Date	Projected Graduation Date**
10/02/2023	10/16/2023	10/29/2023	06/30/2024
10/30/2023	11/13/2023	11/26/2023	08/04/2024
11/27/2023	12/11/2023	12/24/2023	09/01/2024
01/08/2024	01/22/2024	02/04/2024	09/29/2024
02/05/2024	02/19/2024	03/03/2024	10/27/2024
03/04/2024	03/18/2024	03/31/2024	11/24/2024
04/08/2024	04/22/2024	05/05/2024	12/22/2024
05/06/2024	05/20/2024	06/02/2024	02/02/2025
06/03/2024	06/17/2024	06/30/2024	03/02/2025
07/08/2024	07/22/2024	08/04/2024	03/30/2025
08/05/2024	08/19/2024	09/01/2024	05/04/2025
09/02/2024	09/16/2024	09/29/2024	06/01/2025
09/30/2024	10/14/2024	10/27/2024	06/29/2025
10/28/2024	11/11/2024	11/24/2024	08/03/2025
11/25/2024	12/09/2024	12/22/2024	08/31/2025

▶ Massage Therapy

Term Start Date*	Add/Drop Date	Term End Date	Projected Graduation Date**
10/02/2023	10/16/2023	10/29/2023	08/04/2024
10/30/2023	11/13/2023	11/26/2023	09/01/2024
11/27/2023	12/11/2023	12/24/2023	09/29/2024
01/08/2024	01/22/2024	02/04/2024	10/27/2024
02/05/2024	02/19/2024	03/03/2024	11/24/2024
03/04/2024	03/18/2024	03/31/2024	12/22/2024
04/08/2024	04/22/2024	05/05/2024	02/02/2025
05/06/2024	05/20/2024	06/02/2024	03/02/2025
06/03/2024	06/17/2024	06/30/2024	03/30/2025
07/08/2024	07/22/2024	08/04/2024	05/04/2025
08/05/2024	08/19/2024	09/01/2024	06/01/2025
09/02/2024	09/16/2024	09/29/2024	06/29/2025
09/30/2024	10/14/2024	10/27/2024	08/03/2025
10/28/2024	11/11/2024	11/24/2024	08/31/2025
11/25/2024	12/09/2024	12/22/2024	09/28/2025

Associate Degree Programs

▶ Business Administration

▶ Criminal Justice

▶ Healthcare Administration

▶ Paralegal Studies

▶ Radiography

Term Start Date	Add/Drop Date	Term End Date	Projected Graduation Date*
10/02/2023	10/16/2023	11/12/2023	04/06/2025
11/13/2023	11/27/2023	12/24/2023	-
01/08/2024	01/22/2024	02/18/2024	06/29/2025
02/19/2024	03/04/2024	03/31/2024	-
04/08/2024	04/22/2024	05/19/2024	09/28/2025
05/20/2024	06/03/2024	06/30/2024	-
07/08/2024	07/22/2024	08/18/2024	12/21/2025
08/19/2024	09/02/2024	09/29/2024	-
09/30/2024	10/14/2024	11/10/2024	03/29/2026
11/11/2024	11/25/2024	12/22/2024	-

*NCC enrolls new students once per quarter in Certificate and Associate Degree programs and three times per quarter in Diploma programs. NCC has listed Projected Graduation Dates for the Term Start Dates when it enrolls new students.

**Actual Graduation Dates may vary due to externship schedules, repeat courses, or time spent on an approved Leave of Absence.

Martin Luther King's Birthday	Monday, January 15, 2024
President's Day	Monday, February 19, 2024
Spring Break	Monday, April 1 to Sunday, April 7, 2024
Memorial Day	Monday, May 27, 2024
Juneteenth	Wednesday, June 19, 2024
Summer Break	Monday, July 1 to Sunday July 7, 2024

Labor Day	Monday, September 2, 2024
Indigenous Peoples' Day	Monday, October 14, 2024
Nevada Day	Friday, October 25, 2024
Veteran's Day	Monday, November 11, 2024
Thanksgiving Break	Thursday, November 28 to Sunday, December 1, 2024
Winter Break	Monday, December 23, 2024 to Sunday, January 5, 2025

Addendum E – Tuition Information   [Effective 04/08/2024]

northwest
CAREER COLLEGE

Certificate Programs

Phlebotomy Technician

Dental Administrative Assistant

1st Term Charges	
Tuition	$ 3,999.00
Total Charges per Term	$ 3,999.00
Total Program Cost	$ 3,999.00

Diploma Programs

Business Administrative Assistant

Criminal Justice Professional

Dental Assistant

IT Technician

Legal Assistant

Massage Therapy

Medical Administrative Assistant

Medical Assistant

Medical Billing & Coding

Pharmacy Technician

1st Term - 2nd Term Charges	
Tuition	$ 7,749.50
Total Charges per Term	$ 7,749.50
Total Program Cost	$ 15,499.00

Associate Degree Programs

💼 **Business Administration**

👮 **Criminal Justice**

👥 **Healthcare Administration**

⚖️ **Paralegal Studies**

1st Term - 6th Term Charges	
Tuition	$ 4,498.00
Total Charges per Term	$ 4,498.00
Total Program Cost	$ 26,988.00

👩‍⚕️ **Radiography**

1st Term - 6th Term Charges	
Tuition	$ 6,665.00
Total Charges per Term	$ 6,665.00
Total Program Cost	$ 39,990.00

PROGRAM INFORMATION

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BUSINESS ADMINISTRATION

Program Description

The Business Administration program is designed to qualify its graduates to pursue a career in various business settings. Individual didactic courses may be delivered via blended or full distance education. Instruction is provided with online lectures and hands-on experience conducted via web camera or in a classroom setting. Externship is conducted in a residential manner in a business administrative or professional setting.

Upon satisfactory completion of the program detailed below, students will be granted an Associate of Applied Science in Business Administration degree from NCC and will be qualified to obtain an entry to mid-level position in a business organization setting. A computer meeting the technical specifications listed under Computer System Requirements in the Academic Policies section of the catalog and internet access are required for completion of this program.

Program Length

72 Weeks

Actual program length (in weeks) may vary due to holidays and scheduled administrative breaks.

Class Schedule

Monday - Thursday

6:00 p.m. - 10:00 p.m. (Night Shift)

Course List

Detailed course descriptions can be found in Addendum G - Course Information.

Course Name and Number	LECTURE HOURS	LAB HOURS	CLINICAL HOURS	CREDIT HOURS	CLOCK HOURS
Core Requirements					
BAA101 – Introduction to Business Administrative Assisting	64	16	0	7.0	80
BAA102 – Introduction to Business Writing I	64	16	0	7.0	80
BAA103 – Introduction to Business Writing II	64	16	0	7.0	80
BAA104 – Introduction to Business Math	64	16	0	7.0	80
BAA105 – Introduction to Business Communications I	64	16	0	7.0	80
BAA106 – Introduction to Business Communications II	64	16	0	7.0	80
BAA107 – Introduction to Business Management	64	16	0	7.0	80
SAS101 - Student Academic Success	40	0	0	4.0	40
BA201 – Public Speaking	40	20	0	5.0	60
BA202 – Organizational Behavior	40	20	0	5.0	60
BA203 – Entrepreneurship	40	20	0	5.0	60
BA204 – Business Law	40	20	0	5.0	60
BA211 – Business Administration Externship	40	0	180	10	220

Course Name and Number	LECTURE HOURS	LAB HOURS	CLINICAL HOURS	CREDIT HOURS	CLOCK HOURS
General Education Requirements					
ENG101 – English Composition I	50	0	0	5.0	50
ENG102 – English Composition II	50	0	0	5.0	50
HIST101 – American Government and Nevada State Constitution	50	0	0	5.0	50
MAT101 – Basic College Mathematics	50	0	0	5.0	50
PSY101 – Introduction to Psychology	50	0	0	5.0	50
TOTAL	938	192	180	108	1310

northwest CAREER COLLEGE

BUSINESS
ADMINISTRATIVE ASSISTANT

Program Description

The Business Administrative Assistant program is designed to qualify its graduates to pursue a career in business administration and is designed for students with little or no experience in administrative or business settings. Individual didactic courses may be delivered via blended or full distance education. Instruction is provided with online lectures and hands-on experience conducted via web camera or in a classroom setting. Externship is conducted in a residential manner in an administrative or business setting.

Upon satisfactory completion of the program detailed below, students will be granted a diploma from NCC and will be qualified to become a certified administrative assistant and obtain an entry-level administrative position in various professional settings. A computer meeting the technical specifications listed under Computer System Requirements in the Academic Policies section of the catalog and internet access are required for completion of this program.

Program Length

36 Weeks

Actual program length (in weeks) may vary due to holidays and scheduled administrative breaks.

Class Schedule

Monday - Thursday

6:00 p.m. - 10:00 p.m. (Night Shift)

Course List

Detailed course descriptions can be found in Addendum G - Course Information.

Course Name and Number	LECTURE HOURS	LAB HOURS	CLINICAL HOURS	CREDIT HOURS	CLOCK HOURS
BAA101 – Introduction to Business Administrative Assisting	64	16	0	7.0	80
BAA102 – Introduction to Business Writing I	64	16	0	7.0	80
BAA103 – Introduction to Business Writing II	64	16	0	7.0	80
BAA104 – Introduction to Business Math	64	16	0	7.0	80
BAA105 – Introduction to Business Communications I	64	16	0	7.0	80
BAA106 – Introduction to Business Communications II	64	16	0	7.0	80
BAA107 – Introduction to Business Management	64	16	0	7.0	80
SAS101 - Student Academic Success	40	0	0	4.0	40
BAA201 – Business Administrative Assisting Externship	40	0	180	10	220
TOTAL	**528**	**112**	**180**	**63**	**820**

CRIMINAL JUSTICE

Program Description

The Criminal Justice program is designed to qualify its graduates to pursue a career in law and/or law enforcement at law firms and government entities. Individual didactic courses may be delivered via blended or full distance education. Instruction is provided with online lectures and hands-on experience conducted via web camera or in a classroom setting. Upon satisfactory completion of the program detailed below, students will be granted an Associate of Applied Science in Criminal Justice degree from NCC and will be qualified to obtain an entry-level position in a legal or law enforcement setting.

A computer meeting the technical specifications listed under Computer System Requirements in the Academic Policies section of the catalog and internet access are required for completion of this program.

Program Length

72 Weeks

Actual program length (in weeks) may vary due to holidays and scheduled administrative breaks.

Class Schedule

Monday - Thursday

9:00 a.m. - 1:00 p.m. (Day Shift)

6:00 p.m. - 10:00 p.m. (Night Shift)

Course List

Detailed course descriptions can be found in Addendum G - Course Information.

Course Name and Number	LECTURE HOURS	LAB HOURS	CLINICAL HOURS	CREDIT HOURS	CLOCK HOURS
Core Requirements					
CJP101 – Introduction to Criminal Justice	65	15	0	7.0	80
CJP102 – Introduction to Criminal Procedure	65	15	0	7.0	80
CJP103 – Professional Writing for Criminal Justice	65	15	0	7.0	80
CJP104 – Criminal Justice Ethics	65	15	0	7.0	80
CJP105 – Security Principles	65	15	0	7.0	80
CJP106 – Introduction to Policing	65	15	0	7.0	80
CJP107 – Introduction to Corrections	65	15	0	7.0	80
SAS101 - Student Academic Success	40	0	0	4.0	40
CJ201 – Victimology	40	20	0	5.0	60
CJ202 – Criminal Investigation	40	20	0	5.0	60
CJ203 – Probation and Parole	40	20	0	5.0	60
CJ204 – Introduction to Homeland Security	40	20	0	5.0	60
CJ211 - Field Investigations	10	20	0	2.0	30

Course Name and Number	LECTURE HOURS	LAB HOURS	CLINICAL HOURS	CREDIT HOURS	CLOCK HOURS
General Education Requirements					
ENG101 – English Composition I	50	0	0	5.0	50
ENG102 – English Composition II	50	0	0	5.0	50
HIST101 – American Government and the Nevada State Constitution	50	0	0	5.0	50
MAT101 – Basic College Mathematics	50	0	0	5.0	50
PSY101 – Introduction to Psychology	50	0	0	5.0	50
TOTAL	915	205	0	100.0	1120

"

I started at Northwest Career College in the fall of last year and I am very satisfied with the school as a whole. The educators are not only well versed in many areas but they really do go that extra mile to ensure the success of their students. With the unfortunate state of the country right now I was expecting complete chaos and confusion with the switch to distant learning; however, the switch-over seemed effortless. Across all departments, the staff has been amazing and I truly appreciate it!

Ruthie Shaw

Future Graduate of the 2021 Criminal Justice Program.

CRIMINAL JUSTICE PROFESSIONAL

Program Description

The Criminal Justice Professional diploma program is designed to qualify its graduates to pursue a career in various security settings. Individual didactic courses may be delivered via blended or full distance education. Instruction is provided with online lectures and hands-on experience conducted via web camera or in a classroom setting. Externship is conducted in a residential manner in a professional security setting. Upon satisfactory completion of the program detailed below, students will be granted a Criminal Justice Professional diploma from NCC and will be qualified to obtain an entry to mid-level position in a security organization setting.

A computer meeting the technical specifications listed under Computer System Requirements in the Academic Policies section of the catalog and internet access are required for completion of this program.

Program Length

36 Weeks

*Actual program length (in weeks) may vary due to holidays and scheduled administrative breaks.

Class Schedule

Monday - Thursday

9:00 a.m. - 1:00 p.m. (Day Shift)

6:00 p.m. - 10:00 p.m. (Night Shift)

Course List

Detailed course descriptions can be found in Addendum G - Course Information.

Course Name and Number	LECTURE HOURS	LAB HOURS	CLINICAL HOURS	CREDIT HOURS	CLOCK HOURS
Core Requirements					
CJP101 – Introduction to Criminal Justice	64	16	0	7.0	80
CJP102 – Introduction to Criminal Procedure	64	16	0	7.0	80
CJP103 – Professional Writing for Criminal Justice	64	16	0	7.0	80
CJP104 – Criminal Justice Ethics	64	16	0	7.0	80
CJP105 – Security Principles	64	16	0	7.0	80
CJP106 – Introduction to Policing	64	16	0	7.0	80
CJP107 – Introduction to Corrections	64	16	0	7.0	80
SAS101 - Student Academic Success	40	0	0	4	40
CJP201 - Criminal Justice Externship	40	0	180	10	220
TOTAL	528	112	180	63	820

DENTAL
ADMINISTRATIVE ASSISTANT

Program Description

The Dental Administrative Assistant program will help prepare you for a career in dental administration and is designed for students with prior clinical training or experience in the dental field. The program is a blended learning program and instruction is provided with online distance learning for lecture materials and hands-on experience with instructor supervision for laboratory skills.

Upon satisfactory completion of the program detailed below, students will be granted a certificate from Northwest Career College, which will qualify them to become a certified dental administrative specialist and obtain an entry-level to mid-level administrative position in a dental practice. Computer and Internet Access are required to complete this program.

Program Length

12 Weeks

Actual program length (in weeks) may vary due to holidays and scheduled administrative breaks.

Class Schedule

Monday - Thursday

9:00 a.m. - 1:00 p.m. (Day Shift)

6:00 p.m. - 10:00 p.m. (Night Shift)

Course List

Detailed course descriptions can be found in Addendum G - Course Information.

Course Name and Number	LECTURE HOURS	LAB HOURS	CLINICAL HOURS	CREDIT HOURS	CLOCK HOURS
DAA105 – Health Information and Dental Records Management	65	15	0	7.0	80
DAA106 – Introduction to Billing, Coding, and Claims	65	15	0	7.0	80
DAA107 – Financial and Practice Management	65	15	0	7.0	80
TOTAL	195	45	0	21.0	240

"

This is such an amazing school!! I previously went to a school that shut down without any warning a couple months before my graduation date. I had student loans and transfer credits that I was told couldn't even be transferred to most schools. I wasn't sure where to go or who to turn to. Northwest sat with me took the time to go over all my paper work, student loans and credits and worked me into their program so I didn't have to start all over again! They are an amazing support team and have been there for me every step of the way! Now that I look back I'm so happy I got the opportunity to attend Northwest I've learned so much and have a forever home. Thank you NCC you are truly changing lives!!!

Charmaine Frederico

Graduated April 1, 2019

DENTAL ASSISTANT

Program Description

The Dental Assistant program is designed to qualify its graduates to pursue a career in dental assisting and is designed for students with little or no experience in the dental field. Individual didactic courses may be delivered via blended or full distance education. Instruction is provided with online lectures and hands-on experience conducted via web camera or in a classroom setting. Externship is conducted in a residential manner at a dental facility. Upon satisfactory completion of the program detailed below, students will be granted a diploma from NCC and will be qualified to become a registered dental assistant and obtain an entry-level position as a dental assistant in a dental practice. A computer meeting the technical specifications listed under Computer System Requirements in the Academic Policies section of the catalog and internet access are required for completion of this program.

Program Length

36 Weeks

*Actual program length (in weeks) may vary due to holidays and scheduled administrative breaks.

Class Schedule

Monday - Thursday

9:00 a.m. - 1:00 p.m. (Day Shift)

6:00 p.m. - 10:00 p.m. (Night Shift)

Course List

Detailed course descriptions can be found in Addendum G - Course Information.

Course Name and Number	LECTURE HOURS	LAB HOURS	CLINICAL HOURS	CREDIT HOURS	CLOCK HOURS
DA101 – Dental Office Administration	48	32	0	6.0	80
DA102 – Dental Anatomy and Disease	48	32	0	6.0	80
DA103 – Health, Safety, and Infection Control	48	32	0	6.0	80
DA104 – Medical Assessment and Documentation	48	32	0	6.0	80
DA105 – Clinical Dentistry I	48	32	0	6.0	80
DA106 – Clinical Dentistry II	48	32	0	6.0	80
DA107 – Clinical Dentistry III	48	32	0	6.0	80
SAS101 - Student Academic Success	40	0	0	4.0	40
DA201 – Dental Assisting Externship	40	0	180	10	220
TOTAL	416	224	180	56	820

northwest CAREER COLLEGE

HEALTHCARE ADMINISTRATION

Program Description

The Healthcare Administration program is designed to qualify its graduates to pursue a career in various healthcare administration settings. All Individual didactic courses may be delivered via blended or full distance education. Instruction is provided with online lectures and hands-on experience conducted via web camera or in a classroom setting. Externship is conducted in a residential manner at a healthcare facility. Upon satisfactory completion of the program detailed below, students will be granted an Associate of Applied Science in Healthcare Administration degree from NCC and will be qualified to obtain an entry to mid-level administrative position within a healthcare setting. A computer meeting the technical specifications listed under Computer System Requirements in the Academic Policies section of the catalog and internet access are required for completion of this program.

Program Length

72 Weeks

Actual program length (in weeks) may vary due to holidays and scheduled administrative breaks.

Class Schedule

Monday - Thursday

6:00 p.m. - 10:00 p.m. (Night Shift)

Dental Administrative Pathway Elective Course List

Detailed course descriptions can be found in [Addendum G - Course Information](#).

Course Name and Number	LECTURE HOURS	LAB HOURS	CLINICAL HOURS	CREDIT HOURS	CLOCK HOURS
Core Requirements					
DAA101 – Introduction to Dental Terminology	64	16	0	7.0	80
DAA102 – Diagnostic and Procedural Terminology	64	16	0	7.0	80
DAA103 – Introduction to Dental Administration	64	16	0	7.0	80
DAA104 – Communication in a Dental Office	64	16	0	7.0	80
DAA105 – Health Information and Dental Records Management	64	16	0	7.0	80
DAA106 – Introduction to Billing, Coding, and Claims	64	16	0	7.0	80
DAA107 – Financial and Practice Management	64	16	0	7.0	80

Medical Administrative Pathway Elective Course List

Detailed course descriptions can be found in Addendum G - Course Information.

Course Name and Number	LECTURE HOURS	LAB HOURS	CLINICAL HOURS	CREDIT HOURS	CLOCK HOURS
General Education Requirements					
MAA101 – Introduction to Medical Administration	64	16	0	7.0	80
MAA102 – Health Information and Medical Records Management	64	16	0	7.0	80
MAA103 – Introduction to Medical Terminology	64	16	0	7.0	80
MAA104 – Diagnostic and Procedural Terminology	64	16	0	7.0	80
MAA105 – Introduction to Billing and Coding	64	16	0	7.0	80
MAA106 – Accounts Receivable and Claims Management	64	16	0	7.0	80
MAA107 – Financial and Practice Management	64	16	0	7.0	80

Medical Billing and Coding Pathway Elective Course List

Detailed course descriptions can be found in Addendum G - Course Information.

Course Name and Number	LECTURE HOURS	LAB HOURS	CLINICAL HOURS	CREDIT HOURS	CLOCK HOURS
Core Requirements					
MBC101 – Introduction to Medical Terminology	64	16	0	7.0	80
MBC102 – Diagnostic and Procedural Terminology	64	16	0	7.0	80
MBC103 – Introduction to Health Insurance	64	16	0	7.0	80
MBC104 – Introduction to Diagnostic Coding	64	16	0	7.0	80
MBC105 – Introduction to Procedural Coding	64	16	0	7.0	80
MBC106 – Medicare and Medicaid	64	16	0	7.0	80
MBC107 – Commercial and Miscellaneous Insurance Plans	64	16	0	7.0	80

Program Course List

Students must complete all courses within a single elective course list (listed above) to complete the graduation requirements for that program pathway.

Detailed course descriptions can be found in Addendum G - Course Information.

Course Name and Number	LECTURE HOURS	LAB HOURS	CLINICAL HOURS	CREDIT HOURS	CLOCK HOURS
Elective Course Requirements					
Elective Pathway Courses	448	112	0	49.0	560
Common Core Requirements					
HCA201 – Healthcare Law	40	20	0	5.0	60
HCA202 – Healthcare Finance	40	20	0	5.0	60
HCA203 – Human Resource Management in Healthcare	40	20	0	5.0	60
HCA204 – Healthcare Management	40	20	0	5.0	60
HCA211 – Healthcare Administration Externship	40	0	180	10	220
SAS101 - Student Academic Success	40	0	0	4.0	40
General Education Requirements					
ENG101 – English Composition I	50	0	0	5.0	50
ENG102 – English Composition II	50	0	0	5.0	50
HIST101 – American Government and Nevada State Constitution	50	0	0	5.0	50
MAT101 – Basic College Mathematics	50	0	0	5.0	50
PSY101 – Introduction to Psychology	50	0	0	5.0	50
Total	938	192	180	108	1310

IT TECHNICIAN

Program Description

The IT Technician program is designed to qualify its graduates to pursue a career in various business settings. Individual didactic courses may be delivered via blended or full distance education. Instruction is provided with online lectures and hands-on experience conducted via web camera or in a classroom setting. Externship is conducted in a residential manner in a business administrative or professional setting.

Upon satisfactory completion of the program detailed below, students will be granted an IT Technician diploma from NCC and will be qualified to obtain an entry to mid-level position in a business organization setting. A computer meeting the technical specifications listed under Computer System Requirements in the Academic Policies section of the catalog and internet access are required for completion of this program.

Program Length

36 Weeks

Actual program length (in weeks) may vary due to holidays and scheduled administrative breaks.

Class Schedule

Monday - Thursday

9:00 a.m. - 1:00 p.m. (Day Shift)

Course List

Detailed course descriptions can be found in Addendum G - Course Information.

Course Name and Number	LECTURE HOURS	LAB HOURS	CLINICAL HOURS	CREDIT HOURS	CLOCK HOURS
ITT101 – Introduction to Information Technology	64	16	0	7.0	80
ITT102 – Introduction to Technician Fundamentals	64	16	0	7.0	80
ITT103 – Introduction to Hardware Fundamentals	64	16	0	7.0	80
ITT104 – Introduction to Networking Fundamentals	64	16	0	7.0	80
ITT105 – Introduction to Devices and Troubleshooting	64	16	0	7.0	80
ITT106 – Introduction to Operating Success	64	16	0	7.0	80
ITT107 – Introduction to Network Security	64	16	0	7.0	80
SAS101 - Student Academic Support	40	0	0	4.0	40
ITT201 – Information Technology Externship	40	0	180	10	220
TOTAL	528	112	180	63	820

LEGAL ASSISTANT

Program Description

The Legal Assistant program is designed to qualify its graduates to pursue a career in legal assisting and is designed for students with little or no experience in the legal field. Individual didactic courses may be delivered via blended or full distance education. Instruction is provided with online lectures and hands-on experience conducted via web camera or in a classroom setting. Externship is conducted in a residential manner at a legal or governmental facility.

Upon satisfactory completion of the program detailed below, students will be granted a diploma from NCC and will be qualified to become an accredited legal professional and obtain an entry-level position as a legal assistant in a law firm. A computer meeting the technical specifications listed under Computer System Requirements in the Academic Policies section of the catalog and internet access are required for completion of this program.

Program Length

36 Weeks

Actual program length (in weeks) may vary due to holidays and scheduled administrative breaks.

Class Schedule

Monday - Thursday

6:00 p.m. - 10:00 p.m. (Night Shift)

Course List

Detailed course descriptions can be found in Addendum G - Course Information.

Course Name and Number	LECTURE HOURS	LAB HOURS	CLINICAL HOURS	CREDIT HOURS	CLOCK HOURS
LA101 – Introduction to the Law Office	64	16	0	7.0	80
LA102 – Introduction to Law	64	16	0	7.0	80
LA103 – Introduction to Legal Research and Writing	64	16	0	7.0	80
LA104 – Introduction to Legal Ethics	64	16	0	7.0	80
LA105 – Introduction to Contracts	64	16	0	7.0	80
LA106 – Introduction to Civil Law	64	16	0	7.0	80
LA107 – Introduction to Criminal Law	64	16	0	7.0	80
SAS101 - Student Academic Success	40	0	0	4.0	40
LA201 – Legal Assisting Externship	40	0	180	10	220
TOTAL	528	112	180	63	820

MASSAGE THERAPY

Program Description

The Massage Therapy program will help prepare you for a career in massage therapy and is designed for students with little or no experience in massage procedures. The program is a blended learning program in nature and instruction is provided with lectures in the classroom or online, hands-on experience with instructor supervision for laboratory skills, and a clinical internship. Upon satisfactory completion of the program detailed below, students will be granted a diploma from Northwest Career College, which will qualify them to become a licensed massage therapist. Certification will qualify graduates to apply for a massage therapy license and start their own business or obtain an entry-level position as a massage therapist in a spa or healthcare facility. Computer and Internet Access are required to complete this course.

Program Length

40 Weeks

Actual program length (in weeks) may vary due to holidays and scheduled administrative breaks.

Class Schedule

Monday - Thursday
9:00 a.m. - 1:00 p.m. (Day Shift)
6:00 p.m. - 10:00 p.m. (Night Shift)

In addition to normally scheduled class sessions, students must participate in their Student Clinic internship experience each term.

Internship hours are completed during non-class hours.

Course List

Detailed course descriptions can be found in <u>Addendum G - Course Information</u>.

Course Name and Number	LECTURE HOURS	LAB HOURS	CLINICAL HOURS	CREDIT HOURS	CLOCK HOURS
MTB101 – Basic Massage	40	82	0	8.0	122
MTB102 – Anatomy, Physiology, & Kinesiology I	96	0	0	9.5	96
MTB103 – Anatomy, Physiology, & Kinesiology II	32	0	150	3.0	32
MTB104 – Comprehensive Anatomy & Physiology I	30	0	0	3.0	30
MTB105 – Comprehensive Anatomy & Physiology II	30	0	0	3.0	30
SAS101 - Student Academic Success	40	0	0	4.0	40
MTB213 - Spa Therapies I	10	20	0	2.0	30
MTB201 – Massage Business & Ethics	30	0	0	3.0	30
MTB217 - Medical Massage I	30	0	0	3.0	30
MTB202 – Clinical Assessment & Integration	30	0	0	3.0	30
MTB200 – Student Clinic	0	0	150	5.0	150
MTB211 - Deep Tissue I	10	20	0	2.0	30
MTB212 - Deep Tissue II	10	20	0	2.0	30
MTB215 - Sports Massage	10	20	0	2.0	30
MTB216 - Special Needs	10	20	0	2.0	30
MTB214 - Spa Therapies II	10	20	0	2.0	30
MTB218 - Medical Massage II	10	20	0	2.0	30
TOTAL	**428**	**222**	**150**	**58.50**	**800**

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CAREER COLLEGE

MEDICAL
ADMINISTRATIVE ASSISTANT

Program Description

The Medical Administrative Assistant program is designed to qualify its graduates to pursue a career in medical administration and is designed for students with little or no experience in the medical field. All Individual didactic courses may be delivered via blended or full distance education. Instruction is provided with online lectures and hands-on experience conducted via web camera or in a classroom setting. Externship is conducted in a residential manner at a medical facility. Upon satisfactory completion of the program detailed below, students will be granted a diploma from NCC and will be qualified to become a certified medical administrative specialist and obtain an entry-level administrative position in a medical practice.

A computer meeting the technical specifications listed under Computer System Requirements in the Academic Policies section of the catalog and internet access are required for completion of this program.

Program Length

36 Weeks

Actual program length (in weeks) may vary due to holidays and scheduled administrative breaks.

Class Schedule

Monday - Thursday

6:00 p.m. - 10:00 p.m. (Night Shift)

Course List

Detailed course descriptions can be found in Addendum G - Course Information.

Course Name and Number	LECTURE HOURS	LAB HOURS	CLINICAL HOURS	CREDIT HOURS	CLOCK HOURS
MAA101 – Introduction to Medical Administration	64	16	0	7.0	80
MAA102 – Health Information and Medical Records Management	64	16	0	7.0	80
MAA103 – Introduction to Medical Terminology	64	16	0	7.0	80
MAA104 – Diagnostic and Procedural Terminology	64	16	0	7.0	80
MAA105 – Introduction to Billing and Coding	64	16	0	7.0	80
MAA106 – Accounts Receivable and Claims Management	64	16	0	7.0	80
MAA107 – Financial and Practice Management	64	16	0	7.0	80
SAS101 - Student Academic Successs	40	0	0	4.0	40
MAA201 – Medical Administrative Externship	40	0	180	10	220
TOTAL	528	112	180	63	820

MEDICAL
ASSISTANT

Program Description

The Medical Assistant program is designed to qualify its graduates to pursue a career in medical assisting and is designed for students with little or no experience in the medical field. Individual didactic courses may be delivered via blended or full distance education. Instruction is provided with online lectures and hands-on experience conducted via web camera or in a classroom setting. Externship is conducted in a residential manner at a medical facility.

Upon satisfactory completion of the program detailed below, students will be granted a diploma from NCC and will be qualified to become a registered medical assistant and obtain an entry-level position as a medical assistant in a medical practice. A computer meeting the technical specifications listed under Computer System Requirements in the Academic Policies section of the catalog and internet access are required for completion of this program.

Program Length

36 Weeks

*Actual program length (in weeks) may vary due to holidays and scheduled administrative breaks.

Class Schedule

Monday - Thursday
9:00 a.m. - 1:00 p.m. (Day Shift)
6:00 p.m. - 10:00 p.m. (Night Shift)

Course List

Detailed course descriptions can be found in Addendum G - Course Information.

Course Name and Number	LECTURE HOURS	LAB HOURS	CLINICAL HOURS	CREDIT HOURS	CLOCK HOURS
MA101 – Introduction to Medical Assisting	48	32	0	6.0	80
MA102 – Medical Records and Insurance	48	32	0	6.0	80
MA103 – Pharmacology and Patient Education	48	32	0	6.0	80
MA104 – Body Systems and Medical Specialties I	48	32	0	6.0	80
MA105 – Body Systems and Medical Specialties II	48	32	0	6.0	80
MA106 – Body Systems and Medical Specialties III	48	32	0	6.0	80
MA107 – Body Systems and Medical Specialties IV	48	32	0	6.0	80
SAS101 - Student Academic Success	40	0	0	4.0	40
MA201 – Medical Assisting Externship	40	0	180	10	220
TOTAL	**416**	**224**	**180**	**56**	**820**

MEDICAL
BILLING & CODING

Program Description

The Medical Billing and Coding program is designed to qualify its graduates to pursue a career in medical billing and is designed for students with little or no experience in the medical field. Individual didactic courses may be delivered via blended or full distance education. Instruction is provided with online lectures and hands-on experience conducted via web camera or in a classroom setting. Externship is conducted in a residential manner at a medical practice or medical billing facility. Upon satisfactory completion of the program detailed below, students will be granted a diploma from NCC and will be qualified to become a certified billing and coding specialist and obtain an entry-level position as a medical biller in a medical practice or medical billing facility. A computer meeting the technical specifications listed under Computer System Requirements in the Academic Policies section of the catalog and internet access are required for completion of this program.

Program Length

36 Weeks

Actual program length (in weeks) may vary due to holidays and scheduled administrative breaks.

Class Schedule

Monday - Thursday

9:00 a.m. - 1:00 p.m. (Day Shift)

6:00 p.m. - 10:00 p.m. (Night Shift)

Course List

Detailed course descriptions can be found in Addendum G - Course Information.

Course Name and Number	LECTURE HOURS	LAB HOURS	CLINICAL HOURS	CREDIT HOURS	CLOCK HOURS
MBC101 – Introduction to Medical Terminology	64	16	0	7.0	80
MBC102 – Diagnostic and Procedural Terminology	64	16	0	7.0	80
MBC103 – Introduction to Health Insurance	64	16	0	7.0	80
MBC104 – Introduction to Diagnostic Coding	64	16	0	7.0	80
MBC105 – Introduction to Procedural Coding	64	16	0	7.0	80
MBC106 – Medicare and Medicaid	64	16	0	7.0	80
MBC107 – Commercial and Miscellaneous Insurance Plans	64	16	0	7.0	80
SAS101 - Student Academic Success	40	0	0	4.0	40
MBC201 – Medical Billing Externship	40	0	180	10	220
TOTAL	528	112	180	63	820

PARALEGAL STUDIES

Program Description

The Paralegal Studies program is designed to qualify its graduates to pursue a career in law including employment at law firms and governmental entities. Individual didactic courses may be delivered via blended or full distance education. Instruction is provided with online lectures and hands-on experience conducted via web camera or in a classroom setting. Upon satisfactory completion of the program detailed below, students will be granted an Associate of Applied Science in Paralegal Studies degree from NCC and will be qualified to obtain an entry-level position as a paralegal in a legal or governmental setting. A computer meeting the technical specifications listed under Computer System Requirements in the Academic Policies section of the catalog and internet access are required for completion of this program.

Program Length

72 Weeks

Actual program length (in weeks) may vary due to holidays and scheduled administrative breaks.

Class Schedule

Monday - Thursday

6:00 p.m. - 10:00 p.m. (Night Shift)

Course List

Detailed course descriptions can be found in [Addendum G - Course Information](#).

Course Name and Number	LECTURE HOURS	LAB HOURS	CLINICAL HOURS	CREDIT HOURS	CLOCK HOURS
Core Requirements					
LA101 – Introduction to the Law Office	65	15	0	7.0	80
LA102 – Introduction to Law	65	15	0	7.0	80
LA103 – Introduction to Legal Research and Writing	65	15	0	7.0	80
LA104 – Introduction to Legal Ethics	65	15	0	7.0	80
LA105 – Introduction to Contracts	65	15	0	7.0	80
LA106 – Introduction to Civil Law	65	15	0	7.0	80
LA107 – Introduction to Criminal Law	65	15	0	7.0	80
SAS101 - Student Academic Success	40	0	0	4	40
PL201 – Introduction to eDiscovery	40	20	0	5.0	60
PL202 – Alternative Dispute Resolution and Mediation	40	20	0	5.0	60
PL203 – Family Law	40	20	0	5.0	60
PL204 – Wills, Trusts, and Estates	40	20	0	5.0	60
PL211 – Paralegal Studies Externship	0	0	180	6.0	180

General Education Requirements					
ENG101 – English Composition I	50	0	0	5	50
ENG102 – English Composition II	50	0	0	5	50
HIST101 – American Government and the Nevada State Constitution	50	0	0	5	50
MAT101 – Basic College Mathematics	50	0	0	5	50
PSY101 – Introduction to Psychology	50	0	0	5	50
TOTAL	905	185	180	104.0	1270

"

When you enter a new field, you need to be eager to learn and absorb the knowledge being taught. Northwest Career College gives us an excellent foundation to know what to expect in the legal field and how to apply those learned skill sets in a real-world setting.

Shindona "Dona" Mitchell

Paralegal Studies Graduate 2018

PHARMACY TECHNICIAN

Program Description

The Pharmacy Technician program is designed to qualify its graduates to pursue a career in pharmacy technician and is designed for students with little or no experience in the pharmacy field. Individual didactic courses may be delivered via blended or full distance education. Instruction is provided with online lectures and hands-on experience conducted via web camera or in a classroom setting. Externship is conducted in a residential manner at one of a variety of healthcare facilities. Upon satisfactory completion of the program detailed below, students will be granted a diploma from NCC and will be qualified to become a certified pharmacy technician and obtain an entry-level position as a pharmacy technician. A computer meeting the technical specifications listed under Computer System Requirements in the Academic Policies section of the catalog and internet access are required for completion of this program.

Program Length

36 Weeks

*Actual program length (in weeks) may vary due to holidays and scheduled administrative breaks.

Class Schedule

Monday - Thursday

9:00 a.m. - 1:00 p.m. (Day Shift)

Course List

Detailed course descriptions can be found in Addendum G - Course Information.

Course Name and Number	LECTURE HOURS	LAB HOURS	CLINICAL HOURS	CREDIT HOURS	CLOCK HOURS
PHT101 – Introduction to Pharmacy Practice	65	15	0	7.0	80
PHT102 – Community Pharmacy I	65	15	0	7.0	80
PHT103 – Community Pharmacy II	65	15	0	7.0	80
PHT104 – Pharmaceutical Compounding	65	15	0	7.0	80
PHT105 – Institutional Pharmacy I	65	15	0	7.0	80
PHT106 – Institutional Pharmacy II	65	15	0	7.0	80
PHT107 – Advanced Pharmacy	65	15	0	7.0	80
SAS101 - Student Academic Success	40	0	0	4.0	40
PHT201 – Pharmacy Technician Externship	0	0	240	8.0	240
TOTAL	**495**	**105**	**240**	**61.0**	**840**

PHLEBOTOMY TECHNICIAN

Program Description

The Phlebotomy Technician program is designed to qualify its graduates to pursue a career in a lab setting, physician's office, or other public/private healthcare facility and is designed for students with experience in the medical field. Individual didactic courses may be delivered via blended or full distance education. Instruction is provided with online lectures and hands-on experience conducted via web camera or in a classroom setting. Upon satisfactory completion of the program detailed below, students will be granted a diploma from NCC and will be qualified to become a certified phlebotomy technician, obtain a Lab Assistant or Office Lab Assistant in the State of Nevada, and obtain an entry-level position as a phlebotomy technician. A computer meeting the technical specifications listed under Computer System Requirements in the Academic Policies section of the catalog and internet access are required for completion of this program.

Program Length

12 Weeks

*Actual program length (in weeks) may vary due to holidays and scheduled administrative breaks.

Class Schedule

Monday - Thursday

9:00 a.m. - 1:00 p.m. (Day Shift)

6:00 p.m. - 10:00 p.m. (Night Shift)

Course List

Detailed course descriptions can be found in <u>Addendum G - Course Information</u>.

Course Name and Number	LECTURE HOURS	LAB HOURS	CLINICAL HOURS	CREDIT HOURS	CLOCK HOURS
PLB101 – Introduction to Phlebotomy Practice	30	30	0	4.5	60
PLB102 – Specimen Collection and Processing	30	30	0	4.5	60
PLB103 – Special Procedures and Populations	30	30	0	4.5	60
TOTAL	90	90	0	13.5	180

"

Northwest Career College has saved my life! This campus is not only an amazing place to learn a life-changing career, but EVERYONE including staff and students are warm and welcoming. Everyone always has a smile and something positive to say as you walk by. Northwest has a challenging curriculum that keeps you on your toes with help around every corner. Northwest is here for you to achieve your goals and help you through your program and even after you graduate!!! I would recommend Northwest Career College to anyone wanting to better themselves and achieve a life goal of success!!!

Kalesa Jones

Graduate of the 2020 Phlebotomy Technician Program

RADIOGRAPHY

Program Description

The Radiography program is designed to provide comprehensive education to prepare students for entry-level radiologic technologist and/or technician positions. All individual didactic courses may be delivered via blended or full distance education. Instruction is provided with online lectures and hands-on experience conducted in a classroom setting or via simulation software. Externships are conducted in clinical settings at healthcare and imaging facilities. Upon satisfactory completion of the program detailed below, students will be granted an Associate of Applied Science in Radiography degree from NCC and will be qualified to obtain an entry level position as a radiographer within a healthcare or imaging setting. A computer meeting the technical specifications listed under Computer System Requirements in the Academic Policies section of the catalog and internet access are required for completion of this program.

Program Length

72 Weeks

*Actual program length (in weeks) may vary due to holidays and scheduled administrative breaks.

Class Schedule

Monday - Thursday

9:00 a.m. - 1:00 p.m. (Day Shift)

Course List

Detailed course descriptions can be found in [Addendum G - Course Information](#).

Course Name and Number	LECTURE HOURS	LAB HOURS	CLINICAL HOURS	CREDIT HOURS	CLOCK HOURS
Core Requirements					
RAD101 – Radiographic Anatomy and Physiology I	40	32	0	5.5	72
RAD102 - Medical Terminology	30	0	0	3.0	30
RAD103 - Introduction to Radiography	40	32	0	5.5	72
RAD104 - Medical Law and Ethics	30	0	0	3.0	30
RAD105 - Principles of Radiographic Imaging I	30	32	0	4.5	62
RAD106 - Radiographic Anatomy and Physiology II	40	0	0	4.0	40
RAD107 - Radiographic Procedures I	30	32	0	4.5	62
RAD108 - Patient Care for Radiographers	30	0	0	3.0	30
RAD109 - Radiographic Procedures II	30	32	0	4.5	62
RAD110 - Principles of Radiographic Imaging II	40	0	0	4.0	40
RAD111 - Radiographic Procedures III	30	32	0	4.5	62
SAS101 - Student Academic Success	40	0	0	4.0	40

Course				
RAD113 - Principles of Radiation Biology and Protection	30	0	0	3.0	30
RAD203 - Radiographic Pathology I	40	0	0	4.0	40
RAD204 - Radiologic Physics & Equipment	30	0	0	3.0	30
RAD205 - Radiographic Pathology II	40	0	0	4.0	40
RAD206 - Advanced Imaging Modalities	30	0	0	3.0	30
RAD207 - Radiologic Technology Review	40	0	0	4.0	40
RAD210 - Clinical Externship I	0	0	240	8.0	240
RAD211 - Clinical Externship II	0	0	240	8.0	240
RAD212 - Clinical Externship III	0	0	240	8.0	240
General Education Requirements					
MAT101 - Basic College Mathematics	50	0	0	5.0	50
ENG101 - English Composition I	50	0	0	5.0	50
ENG102 - English Composition II	50	0	0	5.0	50
HIST101 - American Government and the Nevada State Constitution	50	0	0	5.0	50
PSY101 - Introduction to Psychology	50	0	0	5.0	50
TOTALS	**870**	**192**	**720**	**120.0**	**1782**

BA201 – Public Speaking (60 Clock Hours / 5.0 Quarter Credit Hours)

▶ **Prerequisites:** BAA101, BAA102, BAA103, BAA104, BAA105, BAA106, BAA107

▶ **Description:** In this course, students will demonstrate the skills necessary to communicate effectively through exercises and presentations that reflect practical, real-world situations. The purpose of the course is to improve the student's skill in speaking publicly by providing relevant knowledge and opportunity to apply that knowledge.

BA202 – Organizational Behavior (60 Clock Hours / 5.0 Quarter Credit Hours)

▶ **Prerequisites:** BAA101, BAA102, BAA103, BAA104, BAA105, BAA106, BAA107

▶ **Description:** This course provides a comprehensive analysis of individual and group behavior in organizations. Its purpose is to provide an understanding of how organizations can be managed more effectively and at the same time enhance the quality of employees' work life. Topics include motivation, rewarding behavior, stress, individual and group behavior, conflict, diversity, leadership, job design, organizational structure, decision making, communication and organizational change and development.

BA203 – Entrepreneurship (60 Clock Hours / 5.0 Quarter Credit Hours)

▶ **Prerequisites:** BAA101, BAA102, BAA103, BAA104, BAA105, BAA106, BAA107

▶ **Description:** In this course, students will be introduced to the concept of entrepreneurship. Students will acquire the knowledge of the nature and scope of entrepreneurship and understand the impact of entrepreneurship on market economies. Students will examine and develop the personal traits and behaviors fundamental to becoming a successful entrepreneur and will be exposed to the first steps of the entrepreneurial process including the development of business plans. In addition, students will develop an understanding of economic concepts and the marketing functions.

BA204 – Business Law (60 Clock Hours / 5.0 Quarter Credit Hours)

▶ **Prerequisites:** BAA101, BAA102, BAA103, BAA104, BAA105, BAA106, BAA107

▶ **Description:** In this course, students will be introduced to law and its application in the business world. The course covers business ethics; the judicial process and court systems; the constitutional grounds for business regulation; torts, personal, real, and intellectual property; contracts, sales, agency, employment law, business organizations including partnerships and corporations; and government regulation of business.

BA211 – Business Administration Externship (220 Clock Hours / 10 Quarter Credit Hours)

▶ **Prerequisites:** BAA101, BAA102, BAA103, BAA104, BAA105, BAA106, BAA107

▶ **Description:** This course is designed to bridge the gap between vocational education and real-world professional environments, preparing students for a smooth transition into their chosen careers. The digital component equips students with essential skills and strategies for navigating the modern workplace successfully. The externship component allows each student to apply their education in an affiliated professional facility where they can further develop the skills learned in class. Externs will work in one or more professional facilities.

BAA101 – Introduction to Business Administrative Assisting (80 Clock Hours/7.0 Quarter Credit Hours)

▶ **Prerequisites:** None

▶ **Description:** This course describes the role of an administrative assistant in various business settings, the core administrative assisting skillset, ethical and legal considerations of a career in business administration, and career opportunities. Students are introduced to the different types of business ownership structures, common employee positions and organizational chart layouts, and other organizational considerations. This course also includes training during which students are introduced to computer usage, office equipment, troubleshooting, and business administration computer software.

BAA102 – Introduction to Business Writing I (80 Clock Hours / 7.0 Quarter Credit Hours)

▶ **Prerequisites:** BAA101

▶ **Description:** In this course, students will learn the written communication skills with an emphasis on understanding the writing process, reviewing basic grammar and punctuation concepts, and practicing writing for personal and professional applications. This course provides students with practical knowledge of business administrative writing and places an emphasis on effective email communication, agenda preparation, and recording meeting minutes.

BAA103 – Introduction to Business Writing II (80 Clock Hours / 7.0 Quarter Credit Hours)

▶ **Prerequisites:** BAA101, BAA102

▶ **Description:** In this course, students will learn to effectively communicate and convey ideas to large numbers of people through formal communication portals such as email, office memos, and business plan proposals. In addition to business administrative writing skills, students will learn about information literacy and how to assess the validity of various internet sources. Upon completion of this course, the business administration student will be able to write proficiently, communicate effectively through writing, and be able to identify accredited sources when conducting online research.

BAA104 – Introduction to Business Math [80 Clock Hours / 7.0 Quarter Credit Hours]

▶ **Prerequisites:** BAA101, BAA102, BAA103

▶ **Description:** This course presents an overview of various mathematics functions commonly performed in a business administrative position. Students are introduced to college math which includes graphing, fractions, and percentages and emphasizes word problems that simulate real-life business problems. Students will learn Microsoft Excel applications such as creating formulas, creating tables and graphs, and data validation. Students will also learn how to manage a financial point of sale (e.g. how to set up and accept payments). Finally, students will learn about the fundamental financial components of a business plan including profit and loss projections and operating budgets.

BAA105 – Introduction to Business Communications I (80 Clock Hours / 7.0 Quarter Credit Hours)

▶ **Prerequisites:** BAA101, BAA102, BAA103, BAA104

▶ **Description:** This course explores the different forms of communication associated with a business administrative position. Students will learn to formally communicate with various populations they may encounter in business. This course focuses on communication with customers and coworkers and also provides an introduction to basic sales techniques. Upon completion of this course, students will be able to communicate professionally and effectively in a business environment.

BAA106 – Introduction to Business Communications II (80 Clock Hours / 7.0 Quarter Credit Hours)

▶ **Prerequisites:** BAA101, BAA102, BAA103, BAA104, BAA105

▶ **Description:** This course explores the different forms of communication associated with a business administrative position. Students will learn to formally communicate with various populations they may encounter in business. This course focuses on more advanced sales techniques as well as the development of marketing materials. Upon completion of this course, students will be able to communicate professionally and effectively in a business environment.

BAA107 – Introduction to Business Management (80 Clock Hours / 7.0 Quarter Credit Hours)

▶ **Prerequisites:** BAA101, BAA102, BAA103, BAA104, BAA105, BAA106

▶ **Description:** This course provides the student with the basic elements of business management. This includes leadership and human resources. The student will be introduced to all levels of employment within a business and learn professional leadership skills. Upon completion of this course, students will understand the different parts of a business in order for a business to be functional and successful.

BAA201 – Business Administrative Assisting Externship (220 Clock Hours / 10 Quarter Credit Hours)

▶ **Prerequisites:** BAA101, BAA102, BAA103, BAA104, BAA105, BAA106, BAA107 and BAA111

▶ **Description:** This course is designed to bridge the gap between vocational education and real-world professional environments, preparing students for a smooth transition into their chosen careers. The digital component equips students with essential skills and strategies for navigating the modern workplace successfully. The externship component allows each student to apply their education in an affiliated professional facility where they can further develop the skills learned in class. Externs will work in one or more professional facilities.

CJ201 – Victimology (60 Clock Hours/5.0 Quarter Credit Hours)

▶ **Prerequisites:** CJP101, CJP102, CJP103, CJP104, CJP105, CJP106, CJP107

▶ **Description:** This course provides students with an overview of victim-offender relationships and the justice system. It examines the history and evolution of victimology as well as the types of victims and crimes, consequences of victimization and advocacy for victims. The course also focuses on the legal rights of and restitution for victims.

CJ202 – Criminal Investigation (60 Clock Hours/5.0 Quarter Credit Hours)

- ▶ **Prerequisites:** CJP101, CJP102, CJP103, CJP104, CJP105, CJP106, CJP107
- ▶ **Description:** This course teaches students the fundamentals of criminal investigation by examining the processes involved in identifying and arresting criminal suspects, identifying the types of crimes and offenses, and in preparing for court.

CJ203 – Probation (60 Clock Hours/5.0 Quarter Credit Hours)

- ▶ **Prerequisites:** CJP101, CJP102, CJP103, CJP104, CJP105, CJP106, CJP107
- ▶ **Description:** This course focuses on adult and juvenile probation, parole, and related institutions.

CJ204 – Introduction to Homeland Security (60 Clock Hours/5.0 Quarter Credit Hours)

- ▶ **Prerequisites:** CJP101, CJP102, CJP103, CJP104, CJP105, CJP106, CJP107
- ▶ **Description:** This course focuses on the foundations of Homeland Security, including the origins of the national security apparatus and how it evolved into its current form to combat terrorism. It discusses intelligence and counterintelligence efforts and how these are used to combat terrorism at various levels. It also explores these topics as they relate to terrorist financing, the proliferation of weapons of mass destruction, and cybercrime prevention efforts. Finally, the course examines the Department of Homeland Security's mandate to enforce border security and immigration laws.

CJ211 – Field Investigations (30 Clock Hours/2.0 Quarter Credit Hours)

- ▶ **Prerequisites:** CJP101, CJP102, CJP103, CJP104, CJP105, CJP106, CJP107
- ▶ **Description:** This course gives students an opportunity to gain experience in criminal investigation techniques through real-life cold cases, wrongful convictions and missing and exploited children cases. Students are provided the opportunity to apply the knowledge and skills developed throughout their Criminal Justice Program to these specialized matters, working with experts in the field.

CJP101 – Introduction to Criminal Justice (80 Clock Hours / 7.0 Quarter Credit Hours)

- ▶ **Prerequisites:** None
- ▶ **Description:** This course introduces students to the criminal justice system and its three main components: law enforcement, the courts, and corrections. It reviews what constitutes a criminal offense, how crime is measured, and theories of crime causation. This course also looks at the issues and challenges facing today's criminal justice system and examines possible future directions.

CJP102 – Introduction to Criminal Procedures (80 Clock Hours/7.0 Quarter Credit Hours)

- ▶ **Prerequisites:** CJP101
- ▶ **Description:** This course focuses on the constitutional rights of criminal defendants as interpreted by the U.S. Supreme Court. Students discuss Supreme Court decisions and identify their significance for the justice system.

CJP103 – Professional Writing for Criminal Justice (80 Clock Hours/7.0 Quarter Credit Hours)

- ▶ **Prerequisites:** CJP101, CJP102
- ▶ **Description:** In this course, students will learn how to find and analyze the law relating to various kinds of legal issues, using both print materials and electronic databases. Students will also review writing basics and will learn correct formatting of correspondence and legal documents as they gain experience in preparing professional legal correspondence and other legal documents.

CJP104 – Criminal Justice Ethics (80 Clock Hours/7.0 Quarter Credit Hours)

- ▶ **Prerequisites:** CJP101, CJP102, CJP103
- ▶ **Description:** This course provides students with the background and framework needed to recognize ethical decisions, assess the moral and ethical implications of various scenarios in the legal and law enforcement field, and explain the decision-making process behind their ethical assessments. It will introduce the theories of formalism and utilitarianism and explain their applications to crime, law, police enforcement, and the court system. Upon completion of this course, the criminal justice student will be able to explain the impacts of ethical decisions and develop a code of ethics necessary to succeed in the legal and law enforcement fields.

CJP105 – Security Principles (80 Clock Hours/7.0 Quarter Credit Hours)

- ▶ **Prerequisites:** CJP101, CJP102, CJP103, CJP104
- ▶ **Description:** This course provides students with an overview of security in society and security management. It examines the evolution and legal aspects of security as well as the fundamentals, sectors, and challenges to present day and future security. The course also focuses on leadership and management in security.

CJP106 – Introduction to Policing (80 Clock Hours/7.0 Quarter Credit Hours)

- ▶ **Prerequisites:** CJP101, CJP102, CJP103, CJP104, CJP105
- ▶ **Description:** This course gives students an overview of the police and their mission. It examines the evolution of policing as well as methods, issues, and challenges to present day policing. The course also looks at technology in the service of law enforcement, and explores the future of policing.

CJP107 – Introduction to Corrections (80 Clock Hours/7.0 Quarter Credit Hours)

- ▶ **Prerequisites:** CJP101, CJP102, CJP103, CJP104, CJP105, CJ106
- ▶ **Description:** This course provides an overview of the field of corrections. It reviews prisons and jails, correctional policies, agencies, prison life, and challenges facing corrections.

CJP201 – Criminal Justice Externship (220 Clock Hours / 10 Quarter Credit Hours)

- ▶ **Prerequisites:** CJP101, CJP102, CJP103, CJP104, CJP105, CJP106, CJP107, SAS101
- ▶ **Description:** This course is designed to bridge the gap between vocational education and real-world professional environments, preparing students for a smooth transition into their chosen careers. The digital component equips students with essential skills and strategies for navigating the modern workplace successfully. The externship component allows each student to apply their education in an affiliated professional facility where they can further develop the skills learned in class. Externs will work in one or more professional facilities.

DA101 – Dental Office Administration (80 Clock Hours / 6.0 Quarter Credit Hours)

- ▶ **Prerequisites:** None
- ▶ **Description:** This course explains the role of the dental assistant within the dental industry and the ethical and legal considerations needed to safely work as a dental assistant. Additionally, this course will address how to successfully navigate communication issues with patients, coworkers and supervisors.

DA102 – Dental Anatomy and Disease (80 Clock Hours / 6.0 Quarter Credit Hours)

- ▶ **Prerequisites:** DA101
- ▶ **Description:** This course begins with a review of head, neck, and oral anatomy. It continues with a review of the different types of dentition and numbering systems used in dentistry and a discussion of tooth morphology. The course then provides instruction on the different manifestations of dental disease, such as dental caries, periodontal disease, and other oral pathologies. Finally, the course reviews the impacts of nutrition on oral health and preventive dentistry techniques used to minimize the risk of oral disease.

DA103 – Health, Safety, and Infection Control (80 Clock Hours / 6.0 Quarter Credit Hours)

- ▶ **Prerequisites:** DA101, DA102
- ▶ **Description:** This course introduces students to microbiology as it relates to the practice of dentistry, followed by a detailed review of disease transmission methods and disinfection and sterilization procedures. It continues with a discussion of waterline, chemical, and waste management, and the regulatory and advisory agencies that participate in enforcing standards related to these procedures. Finally, it includes a review of ergonomic considerations in the dental office.

DA104 – Medical Assessment and Documentation (80 Clock Hours / 6.0 Quarter Credit Hours)

- ▶ **Prerequisites:** DA101, DA102, DA103
- ▶ **Description:** This course begins with a review of the basic components of the patient record and the proper documentation of patient medical histories and vital signs. It continues with an explanation of oral diagnosis and treatment planning and the adjustments needed to accommodate patient medication regimens or to support special needs and medically compromised patients. Finally, the course provides guidance for properly assisting with medical emergencies in the dental office.

DA105 – Clinical Dentistry I (80 Clock Hours / 6.0 Quarter Credit Hours)

- ▶ **Prerequisites:** DA101, DA102, DA103, DA104
- ▶ **Description:** This course introduces students to the equipment typically found in a general dentistry setting, including dental operatories, dental hand instruments, and dental handpieces. It continues with a discussion of the moisture control and pain control techniques used in dentistry. The course finishes with a review of important radiography topics such as the equipment used in both intraoral and extraoral imaging, radiation safety protocols, and standard imaging procedures.

DA106 – Clinical Dentistry II (80 Clock Hours / 6.0 Quarter Credit Hours)

- ▶ **Prerequisites:** DA101, DA102, DA103, DA104, DA105
- ▶ **Description:** This course introduces students to the materials typically found in a general dentistry setting, including dental liners, bases, bonding agents, cements, impression materials, and laboratory materials. The course continues with an introduction to restorative dentistry procedures, including instruction on the proper placement and use of matrix systems. The course concludes with an introduction to fixed prosthodontics and provisional coverage.

DA107 – Clinical Dentistry III (80 Clock Hours / 6.0 Quarter Credit Hours)

- ▶ **Prerequisites:** DA101, DA102, DA103, DA104, DA105, DA106
- ▶ **Description:** This course introduces students to chairside assisting in the context of specialty procedures, covering the armamentarium and role of a dental assistant during removable prosthodontic, implant, endodontic, periodontal, surgical, pediatric, and orthodontic procedures.

DA201 – Dental Assisting Externship (180 Clock Hours / 6.0 Quarter Credit Hours)

- ▶ **Prerequisites:** DA101, DA102, DA103, DA104, DA105, DA106, DA107, and DA111.
- ▶ **Description:** The pass/fail externship gives each student the opportunity to apply their education in a real-world dental office while remaining supervised by program faculty and externship coordinator and guided in further development of the skills learned in class. Externs will work in one or more general and/or specialty dentistry offices for a total of 180 hours.

  Each extern will be expected to perform in accordance with the professional standards taught at Northwest Career College. Upon completion of this externship, each dental assisting student will have been exposed to the real world of dental assisting. A select number of local dental offices have been selected for their ability to successfully assist our students in their development through careful observation and teaching through hands-on training.

DAA101 – Introduction to Dental Terminology (80 Clock Hours – 7.0 Quarter Credit Hours)

- ▶ **Prerequisites:** None
- ▶ **Description:** The course provides an introduction to dental terminology via a review of the basic word structure, along with prefixes and suffixes of common terms used in the dental industry. It also provides instruction on dental abbreviations, acronyms, symbols, and eponyms. It also begins the student's introduction to anatomy and physiology by utilizing systems-based discussions to explain the organization and functions of the mouth. Students are introduced to examination, prevention, infection control, and handling emergency situations. Finally, it begins the student's introduction to equipment, materials, and procedures.

DAA102 – Diagnostic and Procedural Terminology (80 Clock Hours – 7.0 Quarter Credit Hours)

- ▶ **Prerequisites:** DAA101
- ▶ **Description:** The course continues the student's systems-based instruction in materials and equipment by describing the various procedures and specializations associated with the various dental fields. It then advances the discussion of dental terminology in the context of oral, maxillofacial, cosmetic procedures. It further reviews the processes and materials associated with diagnostic tests and dental procedures. It finally introduces the student to business management procedures with regard to managing a dental facility.

DAA103 – Introduction to Dental Administration (80 Clock Hours – 7.0 Quarter Credit Hours)

- ▶ **Prerequisites:** DAA101, DAA102
- ▶ **Description:** The course provides an introduction to the dental industry by describing the role of the Dental Administrative Specialist and the roles of other allied health professionals in the dental field. It introduces dental laws and ethics and addresses how they complement one another. Finally, the course provides an introduction to the basic responsibilities of the Administrative Dental Assistant and gives students the opportunity to learn the basic computer skills, telephone skills, and written communication skills needed to succeed in an office setting.

DAA104 – Communication in a Dental Office (80 Clock Hours – 7.0 Quarter Credit Hours)

- ▶ **Prerequisites:** DAA101, DAA102, DAA103

- ▶ **Description:** The course introduces the different types of communication that exists in the dental office and how to effectively use communication skills to interact with patients and the dental healthcare team. It also provides how to write a professional business letter and how HIPAA affects written communication.

DAA105 – Health Information and Dental Records Management (80 Clock Hours – 7.0 Quarter Credit Hours)

- ▶ **Prerequisites:** DAA101, DAA102, DAA103, DAA104

- ▶ **Description:** The course provides an overview of daily operations in a private dental office. It includes training in patient reception skills and scheduling. It also introduces dental records management, both paper and electronic. It continues by addressing privacy concerns in the dental field. Finally, it provides insight into health information usage, including health statistics and the importance of quality assurance and management.

DAA106 – Introduction to Billing, Coding, and Claims (80 Clock Hours – 7.0 Quarter Credit Hours)

- ▶ **Prerequisites:** DAA101, DAA102, DAA103, DAA104, DAA105

- ▶ **Description:** The course provides an introduction to filing methods and inventory management. It also introduces dental insurance and documentation in electronic health records. It introduces and provides the proper recording guidelines for the CDT and ICD-10-CM diagnostic coding systems. Finally, it continues with a discussion of paper and electronic insurance claim forms and how to initiate the claims process.

DAA107 – Financial and Practice Management (80 Clock Hours – 7.0 Quarter Credit Hours)

- ▶ **Prerequisites:** DAA101, DAA102, DAA103, DAA104, DAA105, DAA106

- ▶ **Description:** The course provides an introduction to banking services and procedures. It also addresses the basics of human resources and marketing in a private dental office. The course continues with an overview of financial and practice management. Finally, it introduces various office and insurance collection practices.

ENG101 – English Composition I (50 Clock Hours/5.0 Quarter Credit Hours)

- ▶ **Prerequisites:** None

- ▶ **Description:** The course develops written communication skills with emphasis on understanding the writing process, analyzing readings, and practicing writing for personal and professional applications.

ENG102 – English Composition II (50 Clock Hours/5.0 Quarter Credit Hours)

- ▶ **Prerequisites:** None

- ▶ **Description:** This course builds on the lessons learned in English Composition I. In addition to reviewing the writing process, students learn research techniques, citation techniques, documentation formats, and critical analysis of written topics.

HCA201 – Healthcare Law (60 Clock Hours / 5.0 Quarter Credit Hours)

- ▶ **Prerequisites:** MAA101, MAA102, MAA103, MAA104, MAA105, MAA106, MAA107 OR DAA101, DAA102, DAA103, DAA104, DAA105, DAA106, DAA107

- ▶ **Description:** This course provides students with an overview of the laws and regulations specific to the health care industry. The course presents how ethics are intertwined in the healthcare system and discusses the future of health care.

HCA202 – Healthcare Finance (60 Clock Hours / 5.0 Quarter Credit Hours)

- ▶ **Prerequisites:** MAA101, MAA102, MAA103, MAA104, MAA105, MAA106, MAA107 OR DAA101, DAA102, DAA103, DAA104, DAA105, DAA106, DAA107

- ▶ **Description:** This course provides a basic understanding of health care financial management. The course provides knowledge of accounting principles and tools to analyze the financial health of the organization. It will also present how financial principles can affect the decision-making process.

HCA203 – Human Resource Management in Healthcare (60 Clock Hours / 5.0 Quarter Credit Hours)

- ▶ **Prerequisites:** MAA101, MAA102, MAA103, MAA104, MAA105, MAA106, MAA107 OR DAA101, DAA102, DAA103, DAA104, DAA105, DAA106, DAA107

- ▶ **Description:** This course provides an overview of the essential role of human resource management in a healthcare setting. The course presents a foundation for major elements in human resources, challenges presented in healthcare, and strategies to overcome them. It also provides information on how to plan and reform human resource practices.

HCA204 – Healthcare Management (60 Clock Hours / 5.0 Quarter Credit Hours)

- ▶ **Prerequisites:** MAA101, MAA102, MAA103, MAA104, MAA105, MAA106, MAA107 OR DAA101, DAA102, DAA103, DAA104, DAA105, DAA106, DAA107
- ▶ **Description:** This course provides students with an overview of the basics of healthcare management. The course presents information on ethics, strategic planning, and cost management.

HCA211 – Healthcare Administration Externship (220 Clock Hours / 10 Quarter Credit Hours)

- ▶ **Prerequisites**: MAA101, MAA102, MAA103, MAA104, MAA105, MAA106, MAA107 OR DAA101, DAA102, DAA103, DAA104, DAA105, DAA106, DAA107
- ▶ **Description**: This course is designed to bridge the gap between vocational education and real-world professional environments, preparing students for a smooth transition into their chosen careers. The digital component equips students with essential skills and strategies for navigating the modern workplace successfully. The externship component allows each student to apply their education in an affiliated professional facility where they can further develop the skills learned in class. Externs will work in one or more professional facilities.

HIST101 – American Government and the Nevada State Constitution
(50 Clock Hours/5.0 Quarter Credit Hours)

- ▶ **Prerequisites:** None
- ▶ **Description:** This course introduces students to the fundamentals of American government and politics focusing on the historical evolution of government and policies, the major institutions, and the major processes. Course goals include developing an interest in today's government and an understanding of policy development and politics. Topics include the Constitution, federalism, civil rights and liberties, the structure and processes of the three branches of government, political socialization, interest groups and public opinion, political parties and the election process, as well as basic US social, economic, and foreign policy.

ITT101 – Introduction to Information Technology (80 Contact Hours/7.0 Quarter Credit Hours)

- ▶ **Prerequisites:** None
- ▶ **Description:** Students will begin by learning about the history of information technology, with an emphasis on foundational terminology. Students will then learn about core concepts related to hardware, software, networking, and computing devices.

ITT102 – Introduction to Technician Fundamentals (80 Contact Hours/7.0 Quarter Credit Hours)

- ▶ **Prerequisites:** ITT101
- ▶ **Description**: In this course, students will learn about data types, notational systems, and programming language. Students will then learn about basic networking concepts, network security concepts, and threats to network security. Finally, students will learn about basic troubleshooting methodology and business continuity concepts.

ITT103 – Introduction to Hardware Fundamentals (80 Contact Hours/7.0 Quarter Credit Hours)

- ▶ **Prerequisites:** ITT101, ITT102
- ▶ **Description**: In this course, students will demonstrate the skills necessary to develop a deeper understanding about hardware and devices through exercises and presentations that reflect practical, real-world situations. The purpose of the course is to improve the student's knowledge base and to have the basic skills to understand the various types of technology and its components.

ITT104 – Introduction to Networking Fundamentals (80 Contact Hours/7.0 Quarter Credit Hours)

- ▶ **Prerequisites:** ITT101, ITT102, ITT103
- ▶ **Description**: In this course, students will demonstrate the skills necessary to understand the foundation of IT Networking. They will be introduced on Transmission Control Protocols/Internet Protocols to learn how nodes operate in a network topologies, workgroups, and domains. Students will learn the basics of a wireless networks for home and small office-home office environments. They will develop the basics of virtualization and cloud computing.

ITT105 – Introduction to Devices and Troubleshooting (80 Contact Hours/7.0 Quarter Credit Hours)

- ▶ **Prerequisites:** ITT101, ITT102, ITT103, ITT104
- ▶ **Description**: In this course, students will demonstrate the skills necessary to identify parts of laptop and mobile devices. Students will learn about mobile connectivity and applications. A key skill for any IT professional is to understand how to troubleshoot technology. To discover the root cause and apply a plan to correct the problem and record the results. This foundational course will give students a framework to troubleshoot various hardware.

ITT106 – Introduction to Operating Systems (80 Contact Hours/7.0 Quarter Credit Hours)

- ▶ **Prerequisites:** ITT101, ITT102, ITT103, ITT104, ITT105
- ▶ **Description**: In this course, students will demonstrate the skills necessary to understand and use Windows, Apple macOS, and Linux operating systems. Students will be introduced to Windows configurations and administration. The course will outline a deeper dive into how to use utilities within the operating system to diagnose any issues and address any performance issues.

ITT107 – Introduction to Network Security (80 Contact Hours/7.0 Quarter Credit Hours)

- ▶ **Prerequisites:** ITT101, ITT102, ITT103, ITT104, ITT105, IT1T06
- ▶ **Description**: In this course, students will demonstrate the skills necessary to understand basic IT Security fundamentals and concepts. Students will undergo learning about malware and vulnerabilities, and the best practices to prevent any insecurities. This course will also cover scripting languages and remote access. Lastly, students will demonstrate IT professionalism and IT documentation processes.

ITT201 – IT Technician Externship (220 Clock Hours / 10 Quarter Credit Hours)

- ▶ **Prerequisites:** ITT101, ITT102, ITT103, ITT104, ITT105, ITT106, ITT107, and ITT111
- ▶ **Description**: This course is designed to bridge the gap between vocational education and real-world professional environments, preparing students for a smooth transition into their chosen careers. The digital component equips students with essential skills and strategies for navigating the modern workplace successfully. The externship component allows each student to apply their education in an affiliated professional facility where they can further develop the skills learned in class. Externs will work in one or more professional facilities.

LA101 – Introduction to the Law Office (80 Clock Hours/7.0 Quarter Credit Hours)

- ▶ **Prerequisites:** None
- ▶ **Description:** This course presents the role of legal assistants in the legal system, legal assisting skills, legal working environments, ethical considerations, and career opportunities. Students are introduced to case management, calendaring, file management and legal technology.

LA102 – Introduction to Law (80 Clock Hours/7.0 Quarter Credit Hours)

- ▶ **Prerequisites:** LA101
- ▶ **Description:** This course presents an overview of various substantive and procedural areas of the law and their corresponding legal practice area. Students are introduced to the sources of law, an overview of courts, alternate dispute resolution systems, and various substantive and procedural areas of the law.

LA103 – Introduction to Legal Research and Writing (80 Clock Hours/7.0 Quarter Credit Hours)

- ▶ **Prerequisites:** LA101, LA102
- ▶ **Description:** This course is designed to provide students with a solid working knowledge of the tools in law libraries, including both state and federal primary and secondary materials. Students will find, analyze, and solve problems in the legal world. In addition, students will adapt the research material into legal memoranda and pleadings and communicate the results in a competent and ethical manner.

LA104 – Introduction to Legal Ethics (80 Clock Hours/7.0 Quarter Credit Hours)

- ▶ **Prerequisites:** LA101, LA102, LA103
- ▶ **Description:** This course provides students with practical knowledge of the law of professional responsibility and how that law is applied to legal assistants. In addition to the general legal ethical concepts presented in the course, students will research individual state professional responsibility rules. Upon completion of this course, the legal assisting student will be able to recognize an ethical issue, categorize it, and research the possible solutions to the issue.

LA105 – Introduction to Contracts (80 Clock Hours/7.0 Quarter Credit Hours)

- ▶ **Prerequisites:** LA101, LA102, LA103, LA104
- ▶ **Description:** This course provides students with a general overview and understanding of the elements of a contractual relationship/agreement, applicable laws related to contract negotiations and terms, and the remedies available if the relationship/agreement is breached.

LA106 – Introduction to Civil Law (80 Clock Hours/7.0 Quarter Credit Hours)

- **Prerequisites:** LA101, LA102, LA103, LA104, LA105

- **Description:** This course explores the process and procedures associated with a civil case. It includes the initial client interview and fact gathering, preparations of pleadings, trial preparation, post trial procedure, ethical considerations for handling a civil law case, and the application of technology in the preparation and trial of a law suit.

LA107 – Introduction to Criminal Law (80 Clock Hours/7.0 Quarter Credit Hours)

- **Prerequisites:** LA101, LA102, LA103, LA104, LA105, LA106

- **Description:** This course provides the student with the basic principles and history of American criminal law, the elements of specific crimes, the procedures of the criminal justice process, and the constitutional rights of the accused.

LA201 – Legal Assisting Externship (220 Clock Hours / 10 Quarter Credit Hours)

- **Prerequisites:** LA101, LA102, LA103, LA104, LA105, LA106, LA107, and SAS101

- **Description:** This course is designed to bridge the gap between vocational education and real-world professional environments, preparing students for a smooth transition into their chosen careers. The digital component equips students with essential skills and strategies for navigating the modern workplace successfully. The externship component allows each student to apply their education in an affiliated professional facility where they can further develop the skills learned in class. Externs will work in one or more professional facilities.

MA101 – Introduction to Medical Assisting (80 Clock Hours – 6 Quarter Credit Hours)

- **Prerequisites:** None

- **Description:** The course provides an introduction to the healthcare industry and the profession of Medical Assisting. The course then reviews the legal system and how it relates to the health care industry, with an emphasis on protection of Patient Rights (including Privacy). It also addresses the concept of medical ethics and how medical laws and medical ethics compare to one another. Finally, it discusses the front office responsibilities of a medical assistant, including telephone techniques, patient reception, and appointment scheduling.

MA102 – Medical Records and Insurance (80 Clock Hours – 6 Quarter Credit Hours)

- **Prerequisites:** MA101

- **Description:** The course provides an introduction to technology in the medical office, with an emphasis placed on computers and electronic health records. It also briefly reviews the various paper records systems. It continues with a review of medical insurance, its role healthcare, and an introductory discussion of electronic billing and coding. Finally, the course concludes with a review of banking and financial management in the healthcare setting.

MA103 – Pharmacology and Patient Education (80 Clock Hours – 6 Quarter Credit Hours)

- **Prerequisites:** MA101, MA102

- **Description:** The course provides an introduction to the principles of pharmacology such as different routes of administering medications and the various classification systems for recreational and prescription drugs. A basic mathematics review is included when addressing dosage calculations. The course addresses the communication challenges with patients and places an emphasis on effective patient education techniques. Finally, it concludes with a review of vital signs and medical emergencies.

MA104 – Body Systems and Medical Specialties I (80 Clock Hours – 6 Quarter Credit Hours)

- **Prerequisites:** MA101, MA102, MA103

- **Description:** The course provides an introduction to cell biology and basic human physiology. The course then reviews the anatomy, physiology, and pathology of the integumentary system, the muscular system, and the skeletal system. Finally, the course reviews assisting with physical exams, minor surgical procedures, radiology procedures, and patients who have physical restrictions or are going through physical therapy and rehabilitation.

MA105 – Body Systems and Medical Specialties II (80 Clock Hours – 6 Quarter Credit Hours)

- **Prerequisites:** MA101, MA102, MA103, MA104

- **Description:** The course reviews the anatomy, physiology, and pathology of the nervous system (including special senses) and the endocrine system. The course also reviews assisting with neurological exams, ear and eye care, mental health patients, and geriatric patients.

MA106 – Body Systems and Medical Specialties III (80 Clock Hours – 6 Quarter Credit Hours)

▶ **Prerequisites:** MA101, MA102, MA103, MA104, MA105

▶ **Description:** The course reviews the anatomy, physiology, and pathology of the respiratory system, the circulatory system, the lymphatic system, and the immune system. The course then reviews concepts related to the spread of disease and infection control. Finally, the course reviews assisting with Pulmonary Function Tests, ECGs, Venipuncture, and Hematology/Blood Testing procedures in a clinical laboratory setting.

MA107 – Body Systems and Medical Specialties IV (80 Clock Hours – 6 Quarter Credit Hours)

▶ **Prerequisites:** MA101, MA102, MA103, MA104, MA105, MA106

▶ **Description:** The course reviews the anatomy, physiology, and pathology of the digestive system, the urinary system, and the reproductive system. The course also reviews assisting with educating patients about Nutrition, performing Urinalysis, and assisting with Urology and Gynecology procedures.

MA201 – Medical Assisting Externship (220 Clock Hours / 10 Quarter Credit Hours)

▶ **Prerequisites:** MA101, MA102, MA103, MA104, MA105, MA106, MA107, and MA111

▶ **Description:** This course is designed to bridge the gap between vocational education and real-world professional environments, preparing students for a smooth transition into their chosen careers. The digital component equips students with essential skills and strategies for navigating the modern workplace successfully. The externship component allows each student to apply their education in an affiliated professional facility where they can further develop the skills learned in class. Externs will work in one or more professional facilities.

MAA101 – Introduction to Medical Administration (80 Clock Hours – 7.0 Quarter Credit Hours)

▶ **Prerequisites:** None

▶ **Description:** The course provides an introduction to the healthcare industry by describing the role of the Medical Administrative Specialist and the roles of other allied health professionals in the medical field. It provides an introduction to medical laws and ethics and addresses how they complement one another. Finally, the course provides an introduction to the basic responsibilities of the Administrative Medical Assistant and gives students the opportunity to learn the basic computer skills, telephone skills, and written communication skills needed to succeed in an office setting.

MAA102 – Health Information and Medical Records Management (80 Clock Hours – 7.0 Quarter Credit Hours)

▶ **Prerequisites:** MAA101

▶ **Description:** The course begins with an overview of the daily operations of a private medical office. It continues with training in basic patient reception skills and scheduling. It also provides an introduction to medical records management, both paper and electronic. It continues by addressing the complex issue of privacy concerns in the medical field. Finally, it provides insight into the way health information is used, the different types and functions of health statistics, and the importance of quality assurance and management.

MAA103 – Introduction to Medical Terminology (80 Clock Hours – 7.0 Quarter Credit Hours)

▶ **Prerequisites:** MAA101, MAA102

▶ **Description:** The course provides an introduction to medical terminology via a review of the basic word structure, along with prefixes and suffixes of common terms used in the healthcare industry. It also provides instruction on medical abbreviations, acronyms, symbols, and eponyms. Finally, it begins the student's introduction to anatomy and physiology by utilizing systems-based discussions to explain the organization and functions of the body.

MAA104 – Diagnostic and Procedural Terminology (80 Clock Hours – 7.0 Quarter Credit Hours)

▶ **Prerequisites:** MAA101, MAA102, MAA103

▶ **Description:** The course continues the student's systems-based instruction in anatomy and physiology by describing the various pathologies and specialty procedures associated with the various body systems. It then advances the discussion of medical terminology in the context of specialty case reports, allowing students to read and interpret physicians' notes from patient encounters. Finally, it reviews the names of specific diagnostic tests and medical procedures.

MAA105 – Introduction to Billing and Coding (80 Clock Hours – 7.0 Quarter Credit Hours)

▶ **Prerequisites:** MAA101, MAA102, MAA103, MAA104

▶ **Description:** The course provides an introduction to basics of health insurance and medical documentation in electronic health records. It introduces and provides the proper recording guidelines for the ICD-10 diagnostic coding system. Finally, it continues with a discussion of paper and electronic insurance claim forms and how to initiate the claims process.

MAA106 – Accounts Receivable and Claims Management (80 Clock Hours – 7.0 Quarter Credit Hours)

▶ **Prerequisites:** MAA101, MAA102, MAA103, MAA104, MAA105

▶ **Description:** The course introduces and provides the proper recording guidelines for the CPT procedural coding system. It continues with a review of how to properly receive insurance payments, and how to process rejected claims. Finally, it introduces various office and insurance collections strategies to help reduce outstanding accounts receivable by increasing rate of payment for services.

MAA107 – Financial and Practice Management (80 Clock Hours – 7.0 Quarter Credit Hours)

▶ **Prerequisites:** MAA101, MAA102, MAA103, MAA104, MAA105, MAA106

▶ **Description:** The course provides an introduction to banking services and procedures. It also addresses the basics of human resources and marketing in a private medical office. The course also provides students with an overview of financial and practice management.

MAA201 – Medical Administrative Externship (220 Clock Hours / 10 Quarter Credit Hours)

▶ **Prerequisites:** MAA101, MAA102, MAA103, MAA104, MAA105, MAA106, MAA107, and SAS101

▶ **Description:** This course is designed to bridge the gap between vocational education and real-world professional environments, preparing students for a smooth transition into their chosen careers. The digital component equips students with essential skills and strategies for navigating the modern workplace successfully. The externship component allows each student to apply their education in an affiliated professional facility where they can further develop the skills learned in class. Externs will work in one or more professional facilities.

MAT101 – Basic College Mathematics (50 Clock Hours/5.0 Quarter Credit Hours)

▶ **Prerequisites:** None

▶ **Description:** The course focuses on the fundamental math skills needed to succeed in a professional work environment. Topics within the course range include a review of whole numbers, fractions, decimals, ratios/proportions and percentages. The course finishes with an introduction to geometry, statistics, and algebra.

MBC101 – Introduction to Medical Terminology (80 Clock Hours – 7.0 Quarter Credit Hours)

▶ **Prerequisites:** None

▶ **Description:** The course introduces the fundamentals of medical terminology. The course then specifically reviews terminology related to the musculoskeletal systems, the cardiovascular system, the lymphatic system, the respiratory system, and the digestive system.

MBC102 – Diagnostic and Procedural Terminology (80 Clock Hours – 7.0 Quarter Credit Hours)

▶ **Prerequisites:** MBC101

▶ **Description:** The course reviews terminology related to the urinary system, the reproductive system, the nervous system and special senses, the integumentary system, the endocrine system. The course also reviews diagnostic and procedural terminology and pharmacology.

MBC103 – Introduction to Health Insurance (80 Clock Hours / 7.0 Quarter Credit Hours)

▶ **Prerequisites:** MBC101, MBC102

▶ **Description:** The course provides an introduction to the healthcare industry by describing the role of the Medical Insurance Specialist and the basics of health insurance and managed health care.

MBC104 – Introduction to Diagnostic Coding (80 Clock Hours / 7.0 Quarter Credit Hours)

▶ **Prerequisites:** MBC101, MBC102, MBC103

▶ **Description:** The course describes the process for revenue cycle management and addresses legal and regulatory issues surrounding the daily responsibilities of medical billers. It also introduces the proper recording guidelines for the ICD-10 diagnostic coding system.

MBC105 – Introduction to Procedural Coding (80 Clock Hours / 7.0 Quarter Credit Hours)

▶ **Prerequisites:** MBC101, MBC102, MBC103, MBC104

▶ **Description:** The course addresses the basics of procedural coding, including CPT and HCPCS. It then goes into specific detail regarding how to effectively code for medical necessity and comply with all relevant coding regulations.

MBC106 – Medicare and Medicaid (80 Clock Hours / 7.0 Quarter Credit Hours)

- ▶ **Prerequisites:** MBC101, MBC102, MBC103, MBC104, MBC105
- ▶ **Description:** The course explains the basics of Medicare and Medicaid programs including plan types within the programs, eligibility requirements, verification protocol, payment methods commonly used by state and federal programs, reimbursement fundamentals, methodologies for maximizing reimbursement, and procedures for claim submission to these programs.

MBC107 – Commercial and Miscellaneous Insurance Plans (80 Clock Hours / 7.0 Quarter Credit Hours)

- ▶ **Prerequisites:** MBC101, MBC102, MBC103, MBC104, MBC105, MBC106
- ▶ **Description:** The course explains the basics of Private Insurance and goes into greater detail on Anthem Blue Cross Blue Shield plans. The course also explains the basics of the TRICARE and Veterans' insurance programs and Workers' Compensation programs.

MBC201 – Medical Billing Externship (220 Clock Hours / 10 Quarter Credit Hours)

- ▶ **Prerequisites:** MBC101, MBC102, MBC103, MBC104, MBC105, MBC106, MBC107, and MBC111
- ▶ **Description:** This course is designed to bridge the gap between vocational education and real-world professional environments, preparing students for a smooth transition into their chosen careers. The digital component equips students with essential skills and strategies for navigating the modern workplace successfully. The externship component allows each student to apply their education in an affiliated professional facility where they can further develop the skills learned in class. Externs will work in one or more professional facilities.

MTB101 – Basic Massage (122 Clock Hours / 8.0 Quarter Credit Hours)

- ▶ **Prerequisites:** None
- ▶ **Description:** The course covers a variety of introductory topics during lecture: the history of massage; effects, benefits, indications, and contraindications of massage; medical terminology; infection control; body mechanics and massage movements; and ethics and professionalism. The hands-on portion emphasizes proper execution and application of foundational Swedish massage techniques. Each student must also complete the AHA Healthcare Provider CPR course prior to finishing the course.

MTB102 – Anatomy, Physiology, and Kinesiology I (96 Clock Hours / 9.5 Quarter Credit Hours)

- ▶ **Prerequisites:** None
- ▶ **Description:** The course provides an introduction to the human body to include anatomical terminology, the structural organization of living matter. It also provides an introduction to the musculoskeletal system and its related structures, functions, and pathologies, with emphasis on upper body structures.

MTB103 – Anatomy, Physiology, and Kinesiology II (32 Clock Hours / 3.0 Quarter Credit Hours)

- ▶ **Prerequisites:** None
- ▶ **Description:** The course explores all aspects of the musculoskeletal system, including related structures, functions, and pathologies, with emphasis on lower body structures.

MTB104 - Comprehensive Anatomy and Physiology I (30 Clock Hours / 3.0 Quarter Credit Hours)

- ▶ **Prerequisites:** None
- ▶ **Description:** The course provides an introduction to the structure and function of all major organs of the Nervous, Endocrine, Cardiovascular, Lymphatic, Immune, Digestive, Respiratory, Urinary, and Reproductive Systems.

MTB105 - Comprehensive Anatomy & Physiology II (30 Clock Hours / 3.0 Quarter Credit Hours)

- ▶ **Prerequisites:** None
- ▶ **Description:** The course provides a comprehensive review of all major muscles and muscle groups of the body. Emphasis will be on concepts including each muscle's origin, insertion, and action.

MTB200 – Student Clinic (150 Clock Hours / 5.0 Quarter Credit Hours)

- ▶ **Prerequisites:** MTB101, MTB102, MTB103, MTB104, MTB105
- ▶ **Description:** Students are required to attend a minimum of 150 hours of student clinic internship training. Students are to use Swedish massage techniques from their Basic Massage module in addition to techniques such as deep tissue massage, medical massage, or sports massage. Students must follow policies and procedures outlined in the Student Clinic Handbook.

MTB201 - Massage Business and Ethics (30 Clock Hours / 3.0 Quarter Credit Hours)

- ▶ **Prerequisites:** MTB101, MTB102, MTB103, MTB104, MTB105

- ▶ **Description:** The course discusses the business aspects of massage therapy such as interview preparation, resume writing, marketing strategies (e.g. chair massage as a marketing tool) and the challenges of business ownership. The course also advances conversations from prior courses regarding ethical concepts such as the therapeutic relationship, the importance of personal and professional boundaries, and ethical touch.

MTB202 - Clinical Assessment & Integration (30 Clock Hours / 3.0 Quarter Credit Hours)

- ▶ **Prerequisites:** MTB101, MTB102, MTB103, MTB104, MTB105, MTB201

- ▶ **Description:** The course provides an introduction to the concept of postural dysfunction, its effect on the muscular system, and application of massage to provide pain relief and postural improvement. Specific emphasis will be placed on postural deviations caused by chronic holding patterns in muscle tissue; trigger point formation and theory; working with hypertonic muscles; stretching techniques; visual client assessment; and session planning.

MTB211 - Deep Tissue I (30 Clock Hours / 2.0 Quarter Credit Hours)

- ▶ **Prerequisites:** MTB101, MTB102, MTB103, MTB104, MTB105, MTB201, MTB202

- ▶ **Description:** The course discusses deep tissue and trigger point techniques as well as their application and benefits to the upper body. Neuromuscular concepts will also be covered. The course addresses the practical applications of these techniques during lab sessions.

MTB212 - Deep Tissue II (30 Clock Hours / 2.0 Quarter Credit Hours)

- ▶ **Prerequisites:** MTB101, MTB102, MTB103, MTB104, MTB105, MTB201, MTB202

- ▶ **Description:** The course discusses deep tissue and trigger point techniques as well as their application and benefits to the lower body. Neuromuscular concepts will also be covered. The course addresses the practical applications of these techniques during lab sessions.

MTB213 - Spa Therapies I (30 Clock Hours / 2.0 Quarter Credit Hours)

- ▶ **Prerequisites:** MTB101, MTB102, MTB103, MTB104, MTB105, MTB201, MTB202

- ▶ **Description:** This course includes a discussion of spa history, various spa therapies, and associated therapeutic benefits. The course also includes practical training in Aromatherapy Massage, Skin Exfoliations, Hot Stone Therapy, and Thermal Body Wraps.

MTB214 - Spa Therapies II (30 Clock Hours / 2.0 Quarter Credit Hours)

- ▶ **Prerequisites:** MTB101, MTB102, MTB103, MTB104, MTB105, MTB201, MTB202

- ▶ **Description:** This course includes a discussion of the operation and care of spa equipment and the use of different spa products. The course also includes practical training in Aromatherapy Massage, Skin Exfoliations, Hot Stone Therapy, and Thermal Body Wraps.

MTB215 - Sports Massage (30 Clock Hours / 2.0 Quarter Credit Hours)

- ▶ **Prerequisites:** MTB101, MTB102, MTB103, MTB104, MTB105, MTB201, MTB202

- ▶ **Description:** The course discusses common sports injuries as well as massage therapy techniques for their treatment. Upon completion of this module, each massage student will be able to analyze, understand, and identify common sports injuries encountered in daily practice. Each student will practice therapeutic techniques that are effective for common sports injuries.

MTB216 - Special Needs (30 Clock Hours / 2.0 Quarter Credit Hours)

- ▶ **Prerequisites:** MTB101, MTB102, MTB103, MTB104, MTB105, MTB201, MTB202

- ▶ **Description:** The course discusses the adaptation of massage techniques for use on elderly, handicapped, infant, and prenatal clients.

MTB217 - Medical Massage I (30 Clock Hours / 3.0 Quarter Credit Hours)

- ▶ **Prerequisites:** MTB101, MTB102, MTB103, MTB104, MTB105, MTB201, MTB202

- ▶ **Description:** The course will address medical conditions that may be encountered in a massage practice and treatment regimens that may utilize massage. Lecture time is focused on the discussion of pathology. Live case studies are presented when available.

MTB218 - Medical Massage II (30 Clock Hours / 2.0 Quarter Credit Hours)

- ▶ **Prerequisites:** MTB101, MTB102, MTB103, MTB104, MTB105, MTB201, MTB202

- ▶ **Description:** The course will address medical conditions that may be encountered in a massage practice and treatment regiments that may utilize massage. Lecture time is devoted to the discussion of pathology, while lab time is spent practicing assessment skills and treatment of common conditions seen in a massage facility. Live case studies are presented when available.

PHT101 – Introduction to Pharmacy Practice (80 Clock Hours – 7.0 Quarter Credit Hours)

- ▶ **Prerequisites:** None

- ▶ **Description:** The course provides an introduction to the pharmacy industry by describing the role of the Pharmacy Technician in the pharmaceutical industry. It continues by addressing the importance of communication and customer care, with emphasis on the retail pharmacy setting. It provides an introduction to pharmacy laws and ethics, as well as basic medical and pharmacy terminology. Finally, the course gives students the opportunity to learn the basics of dosage forms and routes and important drug information resources.

PHT102 – Community Pharmacy I (80 Clock Hours – 7.0 Quarter Credit Hours)

- ▶ **Prerequisites:** PHT101

- ▶ **Description:** This course provides an introduction to the skills and knowledge required in community pharmacy practice. This includes the principles of insurance billing and rejections, as well as prescription transcription skills. The course emphasizes the importance of pharmacy laws and regulations. It also introduces additional skills required in preparing and dispensing drugs such as liquids, reconstituted drugs, and specialty medications.

PHT103 – Community Pharmacy II (80 Clock Hours – 7.0 Quarter Credit Hours)

- ▶ **Prerequisites:** PHT101, PHT102

- ▶ **Description:** This course provides a more comprehensive understanding of community pharmacy practice, focusing on workflow. In this context, it provides simulated practice scenarios and operations. It introduces knowledge of general pharmacological principles, as well as the anatomy, physiology, pathology, and pharmaceutical treatments of the nervous system. Further content includes inventory management, computer systems, and safety considerations. Finally, the course also provides an introduction to the process of drug approvals, recalls, and other functions of the Food and Drug Administration (FDA).

PHT104 – Pharmaceutical Compounding (80 Clock Hours – 7.0 Quarter Credit Hours)

- ▶ **Prerequisites:** PHT101, PHT102, PHT103

- ▶ **Description:** This course provides an introduction to non-sterile compounding principles and procedures. It does so by introducing methods for compounding creams, ointments, and capsules. The course discusses medical terminology and abbreviations as they apply to pharmacy practice. It also provides an introduction to the calculations used in compounding processes. The course discusses the anatomy, physiology, pathology, and pharmaceutical treatments related to several body systems, including the integumentary system, eyes and ears, and the musculoskeletal system. Finally, it provides an introduction to hospital pharmacy practice.

PHT105 – Institutional Pharmacy I (80 Clock Hours – 7.0 Quarter Credit Hours)

- ▶ **Prerequisites:** PHT101, PHT102, PHT103, PHT104

- ▶ **Description:** This course provides an introduction to institutional pharmacy, focusing primarily on the techniques for sterile compounding. It also discusses the anatomy, physiology, pathology, and pharmaceutical treatments related to several body systems, including the cardiovascular, respiratory, lymphatic, and urinary systems. Finally, it introduces the topic of microbiology and its relationship to drug administration.

PHT106 – Institutional Pharmacy II (80 Clock Hours – 7.0 Quarter Credit Hours)

- ▶ **Prerequisites:** PHT101, PHT102, PHT103, PHT104, PHT105

- ▶ **Description:** The course provides an increased understanding of the roles and responsibilities of pharmacy technicians in institutional settings. This is accomplished by introducing medication reconciliation, patient care, and the use of automated dispensing cabinet technology. It also discusses the anatomy, physiology, pathology, and pharmaceutical treatments related to several body systems, including the digestive, endocrine, and reproductive systems. Finally, it introduces elements of nutrition and its connection with pharmacy practice.

PHT107 – Advanced Pharmacy (80 Clock Hours – 7.0 Quarter Credit Hours)

▶ **Prerequisites:** PHT101, PHT102, PHT103, PHT104, PHT105, PHT106

▶ **Description:** The course discusses advanced topics in pharmacy, including certifications and administrative duties. It encourages understanding of and certification in immunization delivery and introduces pharmacy safety regarding hazardous substances. As students will begin externship training upon completion of this course, there is an emphasis placed on real-world issues, including medication error prevention and workplace safety. Finally, the course details the requirements and processes of licensing, including renewals and continuing education.

PHT201 – Pharmacy Technician Externship (240 Clock Hours / 8.0 Quarter Credit Hours)

▶ **Prerequisites:** PHT101, PHT102, PHT103, PHT104, PHT105, PHT106, PHT107, and PHT111

▶ **Description:** The externship is designed to give students the opportunity to apply their knowledge of pharmacy practice under the supervision of a licensed pharmacy technician and/or pharmacist. Each student's externship will be performed in at least two different types of contemporary pharmacy settings, one of which must be a dispensing pharmacy (e.g., hospital, community). Each extern will be expected to perform in accordance with the professional standards taught at Northwest Career College.

PL201 – Introduction to eDiscovery (60 Clock Hours/5.0 Quarter Credit Hours)

▶ **Prerequisites:** LA101, LA102, LA103, LA104, LA105, LA106, LA107

▶ **Description:** This course provides students an overview of the use of e-Discovery in civil and criminal cases. Students are introduced to discovery identification and preservation, collection, processing, review, production, and trial presentation. This course also explores e-discovery tools, computer forensics tools, processing and review platforms, and trial presentation software used in the legal field.

PL202 – Alternative Dispute Resolution and Mediation (60 Clock Hours/5.0 Quarter Credit Hours)

▶ **Prerequisites:** LA101, LA102, LA103, LA104, LA105, LA106, LA107

▶ **Description:** This course explores the various alternatives to litigation. Students will be introduced to processes and methods of Alternative Dispute Resolution (ADR) and Mediation techniques. Upon completion, students will have a general understanding of legal terminology, agreements, checklists, and ethical considerations involved in ADR.

PL203 – Family Law (60 Clock Hours/5.0 Quarter Credit Hours)

▶ **Prerequisites:** LA101, LA102, LA103, LA104, LA105, LA106, LA107

▶ **Description:** This course provides an overview of a family law practice. It addresses fundamental topics including marriage, divorce, annulment, property division, parenthood, adoption, custody, support, and family violence along with emerging areas, such as legal recognition of non-marital families and assisted reproductive technology. Attention is given to coverage of legal principles, ethical issues, research, interviewing, discovery, drafting, and other essential practice skills.

PL204 – Wills, Trusts, and Estates (60 Clock Hours/5.0 Quarter Credit Hours)

▶ **Prerequisites:** LA101, LA102, LA103, LA104, LA105, LA106, LA107

▶ **Description:** This course covers how to legally and ethically develop and administer an estate plan. Specialized legal vocabulary is introduced, relevant substantive and procedural law is explained, and a student produced estate planning and estate administration portfolio of relevant documents that thoroughly covers the wills, trusts, and estates legal specialty area is developed.

PL211 – Paralegal Studies Externship (180 Clock Hours/6.0 Quarter Credit Hours)

▶ **Prerequisites:** LA101, LA102, LA103, LA104, LA105, LA106, LA107

▶ **Description:** The pass/fail externship gives each student the opportunity to apply their education in an affiliated legal facility while remaining supervised by program faculty and externship coordinator and guided in further development of the skills learned in class. Externs will work in one or more legal settings.

PLB101 – Introduction to Phlebotomy Practice (60 Clock Hours – 4.5 Quarter Credit Hours)

▶ **Prerequisites:** None

▶ **Description:** The course provides an introduction to the Phlebotomy industry by describing the role of the Phlebotomy Technician in the healthcare industry. It then provides students with a foundation in professional communications, electronic documentation, and the ethical, legal, and regulatory issues needed to successfully begin their clinical practice. Finally, the course gives students a broad-based introduction into the medical terminology and anatomy and physiology needed to safely practice phlebotomy.

PLB102 – Specimen Collection and Processing (60 Clock Hours – 4.5 Quarter Credit Hours)

- ▶ **Prerequisites:** PLB101
- ▶ **Description:** The course provides an overview of infection control procedures, safety protocols, and first aid procedures essential to the safe practice of phlebotomy. It continues with a thorough review of the equipment used in blood collection and a discussion about the pre-examination/pre-analytical complications that can cause medical errors in blood collection. It then reviews the protocols for venipuncture procedures and collection of capillary blood. Finally, the course describes proper procedures for specimen handling, transportation, and processing.

PLB103 – Special Procedures and Populations (60 Clock Hours – 4.5 Quarter Credit Hours)

- ▶ **Prerequisites:** PLB101, PLB102
- ▶ **Description:** The course begins with an explanation of considerations and adaptations of specimen collection protocols for special populations (e.g. pediatric, geriatric patients) or for collections in non-laboratory settings (e.g. Point-of-Care collections). It continues with a review of special procedures such as Arterial collections, access of IV sites, and how to collect Urinalysis samples, Body Fluids, and other specimens. It provides an explanation of the Phlebotomist's role in drug testing, forensic toxicology, workplace testing, sports medicine, and other miscellaneous settings.

PSY101 – Introduction to Psychology (50 Clock Hours/5.0 Quarter Credit Hours)

- ▶ **Prerequisites:** None
- ▶ **Description:** This course introduces human behavior. It includes the study of the theories and concepts of psychology including the scope of psychology, biological foundations and the brain, sensation, perception, motivation, personality, learning and memory, emotion, states of consciousness, personality theories, cognition, life-span development, and applied psychology.

RAD101 – Radiographic Anatomy and Physiology I (72 Contact Hours/5.5 Quarter Credit Hours)

- ▶ **Prerequisites:** None
- ▶ **Description:** This course focuses on the concepts of biological chemistry, cell structure and function, cellular metabolism, molecular genetics, and heredity reproduction and development. Cells and tissues will be described, and organs will be discussed as components of their respective systems. Course content includes the structure and function of the musculoskeletal and respiratory systems.

RAD102 - Medical Terminology (30 Contact Hours/3.0 Quarter Credit Hours)

- ▶ **Prerequisites:** None
- ▶ **Description:** Medical terminology is the study of the principles of medical word building to help the student develop the extensive medical vocabulary used in health care occupations. Students develop skills to discern and implement basic medical terminology by studying root words, prefixes, and suffixes.

RAD103 – Introduction to Radiography (72 Contact Hours/5.5 Quarter Credit Hours)

- ▶ **Prerequisites:** RAD101, RAD102
- ▶ **Description:** This course orients students to the radiographic profession and introduces a grouping of fundamental principles, practices, and issues common to many specializations in the healthcare profession. In addition to the essential skills, students explore various healthcare delivery systems and related issues. This course covers legal and ethical considerations, basic principles of radiation protection, basic principles of exposure, equipment introduction, health care delivery systems, hospital and departmental organization, and hospital and technical college affiliation.

RAD104 - Medical Law and Ethics (30 Contact Hours/3.0 Quarter Credit Hours)

- ▶ **Prerequisites:** RAD101, RAD102, RAD103
- ▶ **Description:** Students are provided an overview of ethics, ethical behavior, and the laws applied to medical professions and practice. Topics include the scope of practice, legal issues, legal and ethical responsibilities, patient rights, informed consent, standards of care, documentation, and workplace issues, including employment discrimination and legal doctrines.

RAD105 - Principles of Radiographic Imaging I (62 Contact Hours/4.5 Quarter Credit Hours)

- ▶ **Prerequisites:** RAD101, RAD102, RAD103
- ▶ **Description:** This course covers the factors that affect radiographic image quality. Topics covered include exposure factors, receptor exposure, spatial resolution, beam restriction, filtration, image acquisition, digital imaging systems, image processing, grids, contrast, receptor exposure, spatial resolution, quality management, and exposure factor formulation.

RAD106 – Radiographic Anatomy and Physiology II (40 Contact Hours/4.0 Quarter Credit Hours)

▶ **Prerequisites:** RAD101, RAD102, RAD103, RAD104, RAD105

▶ **Description:** A continuation of RAD101, this course includes the structure and function of the nervous, endocrine, digestive, cardiovascular (including blood, heart, blood vessels, and circulation), lymphatic, immune, urinary, and reproductive systems.

RAD107 - Radiographic Procedures I (62 Contact Hours/4.5 Quarter Credit Hours)

▶ **Prerequisites:** RAD101, RAD102, RAD103, RAD104, RAD105

▶ **Description:** This course studies basic anatomy, physiology, and positioning of radiologic examinations of the upper extremities, shoulder, lower extremities, pelvic girdle, bony thorax, thoracic spine, respiratory system, and surface landmarks. Peer simulation, anthropomorphic phantom, sectional phantom, and immersive virtual reality simulations are utilized during laboratory practice.

RAD108 - Patient Care for Radiographers (30 Contact Hours/3.0 Quarter Credit Hours)

▶ **Prerequisites:** RAD101, RAD102, RAD103, RAD104, RAD105, RAD106, RAD107

▶ **Description:** This course introduces patient assessment, infection control procedures, emergency and safety procedures, communication and patient interaction skills, and basic pharmacology. Students are introduced to infection control measures, aseptic techniques, venipuncture, contrast media administration, pharmacology, and emergency care.

RAD109 – Radiographic Procedures II (62 Clock Hours / 4.5 Quarter Credit Hours)

▶ **Prerequisites:** RAD101, RAD102, RAD103, RAD104, RAD105, RAD106, RAD107

▶ **Description:** This course studies basic anatomy, physiology, and positioning of radiologic examinations of the upper extremities, shoulder, lower extremities, pelvic girdle, bony thorax, thoracic spine, respiratory system, and surface landmarks. Peer simulation, anthropomorphic phantom, sectional phantom, and immersive virtual reality simulations are utilized during laboratory practice.

RAD110 – Principles of Radiographic Imaging II (40 Clock Hours / 4.0 Quarter Credit Hours)

▶ **Prerequisites:** RAD101, RAD102, RAD103, RAD104, RAD105, RAD106, RAD107, RAD108, RAD109

▶ **Description:** This course builds upon the foundations of classroom theory, virtual reality and didactic laboratories in critiquing radiographic image quality. Methods for evaluating quality, equipment testing, and documentation will be discussed, as well as the radiographer's role in applying quality control measures.

RAD111 – Radiographic Procedures III (62 Clock Hours / 4.5 Quarter Credit Hours)

▶ **Prerequisites:** RAD101, RAD102, RAD103, RAD104, RAD105, RAD106, RAD107, RAD108, RAD109

▶ **Description:** This course is a continuation of RAD 109. Students will learn advanced anatomy, physiology, and positioning of radiologic examinations for age-specific populations, skull lines and landmarks, cervical and lumbar spines, sacrum, coccyx, cranium, special studies, abdominal viscera, and considerations for contrast studies. Peer simulation, anthropomorphic phantom, sectional phantom, and immersive virtual reality simulations are utilized during laboratory practice.

RAD113 - Principles of Radiation Biology and Protection (30 Clock Hours / 3.0 Quarter Credit Hours)

▶ **Prerequisites:** RAD101, RAD102, RAD103, RAD104, RAD105, RAD106, RAD107, RAD108, RAD109, RAD110, RAD111

▶ **Description:** This course introduces students to basic knowledge of atomic structure and terminology. Additional topics include the nature and characteristics of x-rays, ionizing and non-ionizing radiation, x-ray production, the properties of x-rays, and the fundamentals of x-ray photon interaction with matter. Students will learn radiographic, fluoroscopic, and mobile equipment requirements and design, Automatic Exposure Control (AEC) devices, beam restriction, filtration, quality control, and quality management principles of analog and digital systems. Laboratory experiences will demonstrate applications of theoretical principles and concepts.

RAD203 – Radiographic Pathology I (40 Clock Hours / 4.0 Quarter Credit Hours)

▶ **Prerequisites:** RAD101, RAD102, RAD103, RAD104, RAD105, RAD106, RAD107, RAD108, RAD109, RAD110, RAD111

▶ **Description:** This course examines the common congenital and acquired diseases that present radiographically. Students evaluate the quality of radiographs of patients with these conditions. Etiology, pathogenesis, manifestation, signs and symptoms, technical and patient considerations are discussed relative to the skeletal, respiratory, and circulatory systems.

RAD204 - Radiologic Physics & Equipment (30 Clock Hours / 3.0 Quarter Credit Hours)

▶ **Prerequisites:** RAD101, RAD102, RAD103, RAD104, RAD105, RAD106, RAD107, RAD108, RAD109, RAD110, RAD111

▶ **Description:** This course gives the student instruction on x-ray interactions with matter and presents basic radiobiology related to the possible acute and long-term genetic responses. Emphasis is placed on methods to limit ionizing radiation exposure from diagnostic examinations.

RAD205 – Radiographic Pathology II (40 Clock Hours / 4.0 Quarter Credit Hours)

▶ **Prerequisites:** RAD101, RAD102, RAD103, RAD104, RAD105, RAD106, RAD107, RAD108, RAD109, RAD110, RAD111

▶ **Description:** This course examines the common congenital and acquired diseases that present radiographically. Students evaluate the quality of radiographs of patients with these conditions. Etiology, pathogenesis, manifestation, signs and symptoms, technical and patient considerations are discussed relative to the digestive, urinary, reproductive, endocrine, and nervous systems.

RAD206 - Advanced Imaging Modalities (30 Clock Hours / 3.0 Quarter Credit Hours)

▶ **Prerequisites:** RAD101, RAD102, RAD103, RAD104, RAD105, RAD106, RAD107, RAD108, RAD109, RAD110, RAD111

▶ **Description:** Introduction to Advanced Imaging Modalities provides an overview and operation of various imaging modalities. Topics include computed tomography, sonography, magnetic resonance imaging, mammography, special procedures, interventional procedures, nuclear medicine, radiation therapy, and bone densitometry.

RAD207 – Radiologic Technology Review (40 Clock Hours / 4.0 Quarter Credit Hours)

▶ **Prerequisites:** RAD101, RAD102, RAD103, RAD104, RAD105, RAD106, RAD107, RAD108, RAD109, RAD110, RAD111, RAD113, RAD203, RAD204, RAD205, RAD206

▶ **Description:** This course reviews knowledge from previous courses and is designed to prepare the student for examination for certification by the American Registry of Radiologic Technologists (ARRT). Topics include image production and evaluation; radiographic procedures; anatomy, physiology, pathology, terminology; equipment operation and quality control; radiation protection; and patient care and education. Comprehensive examinations evaluate mastery of previously learned material. Mastery of clinical skills built on previously learned material is also evaluated.

RAD210 - Clinical Externship I (240 Clock Hours / 8.0 Quarter Credit Hours)

▶ **Prerequisites:** RAD101, RAD102, RAD103, RAD104, RAD105, RAD106, RAD107, RAD108, RAD109, RAD110, RAD111, RAD113, RAD203, RAD205, RAD206, RAD207

▶ **Description:** This course provides the student with clinical experience under clinical staff and faculty supervision correlated with theories presented in the classroom. Students will develop clinical competence by performing various radiographic procedures on a diverse patient population. Student learning and competence will be determined through frequent critique and evaluation and specific formative and summative assessment tools. Students are expected to demonstrate increasing clinical skills and competence.

RAD211 - Clinical Externship II (240 Clock Hours / 8.0 Quarter Credit Hours)

▶ **Prerequisites:** RAD101, RAD102, RAD103, RAD104, RAD105, RAD106, RAD107, RAD108, RAD109, RAD110, RAD111, RAD113, RAD203, RAD205, RAD206, RAD207

▶ **Description:** This course provides the student with clinical experience under clinical staff and faculty supervision. Students will develop clinical competence by performing various radiographic procedures on a diverse patient population. Student learning and competence will be determined through frequent critique and evaluation and specific formative and summative assessment tools. Students are expected to demonstrate increasing clinical skills and competence.

RAD212 - Clinical Externship III (240 Clock Hours / 8.0 Quarter Credit Hours)

▶ **Prerequisites:** RAD101, RAD102, RAD103, RAD104, RAD105, RAD106, RAD107, RAD108, RAD109, RAD110, RAD111, RAD113, RAD203, RAD205, RAD206, RAD207

▶ **Description:** This course provides the student with clinical experience under clinical staff and faculty supervision. Students will develop clinical competence by performing various radiographic procedures on a diverse patient population. Student learning and competence will be determined in part through frequent critique and evaluation and specific formative and summative assessment tools. Students are expected to demonstrate increasing clinical skills and competence.

SAS101 - Student Academic Support (40 Clock Hours/4.0 Quarter Credit Hours)

▶ **Prerequisites:** None

▶ **Description:** This course is designed to equip students with the essential skills and strategies needed to excel academically, professionally, and personally. It explores a wide range of topics, including goal setting, time management, effective communication, learning strategies, and mindset development, as well as an introduction to the fundamentals of Microsoft Office products. Students will learn and perform basic techniques in Microsoft Word, Excel, and PowerPoint. Through a combination of didactic content, assignments, and practical exercises, students will develop a holistic approach to success that encompasses academic achievement, personal growth, and preparation for the professional world. This course is delivered via distance education. Computer and Internet Access are required to complete this course.

NCC operates a Main Campus in Las Vegas, Nevada, with additional facilities located within walking distance of the Main Campus serving as extensions of the Main Campus. These facilities are located at:

▶ 7398 Smoke Ranch Road, Las Vegas, NV 89128 (Main Campus facility)

▶ 7361 Prairie Falcon Road, Suites #130 and 160, Las Vegas, NV 89128 (Main Campus extension)

▶ 2420 Professional Court, Las Vegas, NV 89128 (Main Campus extension)

▶ 2440 Professional Court, Las Vegas, NV 89128 (Main Campus extension)

▶ 2471 Professional Court, Las Vegas, NV 89128 (Main Campus extension)

▶ 2481 Professional Court, Las Vegas, NV 89128 (Main Campus extension)

These facilities include general purpose spaces (e.g. conference rooms, student lounges), as well as classrooms designated for laboratory training activities, including:

▶ Administrative laboratories with reception desks, office equipment, and computer equipment.

▶ Dental laboratories consisting of dental operatories, x-ray equipment, sterilization areas, and wet and dry lab areas.

▶ Massage laboratories consisting of classroom-style massage bays and private clinical treatment rooms.

▶ Medical laboratories consisting of medical workstations, exam tables, and phlebotomy chairs.

▶ Pharmacy laboratories consisting of a mock retail pharmacy and mock sterile compounding area.

▶ Radiography laboratories consisting of energized and non-energized imaging workstations

NCC operates a Separate Educational Center near Henderson, Nevada, located at:

▶ 1776 E. Warm Springs Road, Suite 200, Las Vegas, NV 89119. It is located to the east of the Warm Springs Road exit off the 215 East.

These facilities include general purpose spaces (e.g. virtual meeting rooms, student lounges), as well as classrooms designated for laboratory training activities, including:

▶ Administrative laboratories with reception desks, office equipment, and computer equipment.

▶ Medical laboratories consisting of medical workstations, exam tables, and phlebotomy chairs.

All campus facilities are ADA compliant for handicapped accessibility, including parking and restrooms.

Business Hours

Monday to Thursday	8:00 am - 10:00 pm
Friday	8:00 am - 7:00 pm*
Saturday	8:00 am - 5:00 pm*
Sunday	8:00 am - 2:00 pm*

* Main Campus Only

Complaints and Greivances

1 If direct resolution of the concern(s) is unsuccessful, students are encouraged to complete the Complaint Form (link below) as soon as possible, ideally within three (3) business days of the initial attempts at resolution.

Leave of Absence

Students may request an LOA by submitting a signed and dated Leave of Absence Request form, which includes the reason for the leave of absence request, as well as applicable supporting documentation. This request must be submitted prior to the LOA. If circumstances prevent a student from submitting a written request prior to the LOA, grant of the LOA will be at the discretion of the institution and written documentation will be collected when possible at a later date. Submission of a Leave of Absence Request form does not guarantee the LOA will be granted.

Satisfactory Academic Progress

Program	Scheduled SAP Evaluations
Massage Therapy	20 Weeks, 40 Weeks
Business Administrative Assistant Criminal Justice Professional Dental Assistant IT Technician Legal Assistant Medical Assistant Medical Administrative Assistant Medical Billing and Coding Pharmacy Technician	12 Weeks, 24 Weeks, 36 Weeks
Business Administration Criminal Justice Healthcare Administration Paralegal Studies Radiography	12 Weeks, 24 Weeks, 36 Weeks, 48 Weeks, 60 Weeks, 72 Weeks

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Las Vegas
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Henderson
1776 Warm Springs Road, Las Vegas, NV 89119

East Las Vegas
1860 East Sahara Ave. Las Vegas, Nevada 89104