



NORTHWEST  
CAREER COLLEGE

SCHOOL CATALOG

Providing Quality education for over 17 years

7398 Smoke Ranch Rd., Las Vegas, NV 89128

**702-254-7577**

[www.northwestcareercollege.edu](http://www.northwestcareercollege.edu)

Effective – 07/01/16

## Table of Contents

### Institutional Information

Mission Statement.....	3
School Objectives .....	3
School Ownership and History .....	3
Licensing Information.....	3
Accreditation Information.....	4
Facility Information .....	4
Board of Directors.....	4
Administrative Staff.....	5
Program Faculty.....	5
Business Hours of Operation .....	5
Observed Holidays.....	5
Program Start Dates .....	5

### Admissions Information

Admissions Requirements .....	6
Conditional Acceptance Policy.....	7
Credit Hours for Previous Education or Training.....	7

### Student Information and Services

Academic Advising and Tutoring.....	9
Career Advising .....	9
Certification and Licensing Policies .....	9
Conduct Policy.....	10
Social Media Conduct Policy.....	11
Crime Awareness and Campus Security.....	11
Tobacco, Drug, and Alcohol Policy.....	11
Eating and Drinking.....	13
Family Educational Rights and Privacy Act.....	13
Grievance Procedures .....	15
Guests in the Classroom.....	16
Immunization Policy.....	16
Massage Discount .....	16
Non-Discrimination Policy .....	16
Personal Appearance and Grooming Standards.....	17
Placement Assistance.....	18
Refresher Courses .....	19
Sexual Harassment Policy.....	19
Student Health Services .....	20
Student Housing.....	20

Students Seeking Reasonable Accommodations .....	20
<b>Academic Information</b>	
Changes in Programs or Policies .....	21
Class Size .....	21
Definition of an Academic Year .....	21
Definition of a Clock Hour .....	21
Definition of a Quarter Credit Hour.....	21
Satisfactory Academic Progress .....	22
Academic Standing .....	22
Attendance/Tardiness Policies .....	24
Rate of Completion Policies .....	25
Student Clinic Policies.....	26
Externship Policies.....	27
Status Change Policies .....	28
Probation Policy .....	32
Appeals Policy .....	32
Outside Preparation Hours .....	33
Transcript/Diploma Request Procedure .....	33
Medical Incidents.....	33
Transferability Disclosure Policy .....	33
Computer Technical Skills.....	34
Computer System Requirements.....	34
<b>Financial Information</b>	
Tuition and Costs by Program .....	35
Tuition Payment Policy.....	36
Delinquent Payment Policy.....	36
Title IV Federal Student Aid Policies.....	36
Refund Policy.....	38
<b>Program Information</b>	
Dental Assisting Program .....	39
Massage Therapy Program .....	43
Medical Administrative Assisting Program.....	47
Medical Assisting Program.....	50
Medical Billing and Coding Program .....	53
Paralegal Studies Program .....	56
Pharmacy Technician Program.....	61
Appendix A – Administrative Staff .....	64
Appendix B – Program Faculty .....	65
Appendix C – Academic Calendar .....	69

# **Institutional Information**

## **Mission Statement**

The mission of Northwest Career College is to educate the next generation of leaders and professionals within the healthcare and legal fields. We do this through our commitment to excellence in education and school administration, and by serving as mentors and role models for our students. We aspire to develop in our students a lifelong passion for learning and provide them with the tools they need to achieve their personal and professional aspirations after completing their program at Northwest Career College.

## **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 adequate facilities to 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 lifelong career services assistance and professional guidance to graduates to help them obtain and maintain employment in their field of study.

## **School Ownership and History**

Northwest Career College is owned by John Kenny, D.C. Dr. John Kenny is a graduate of Northwestern University and National College of Chiropractic and has maintained a private practice in Las Vegas since 1992.

Northwest Career College was founded in July 1997 as Northwest Massage School. It was renamed Northwest Health Careers in December 1998 after opening its Dental Assisting program.

Northwest Health Careers made its final relocation to 7398 Smoke Ranch Road in 2003. It was renamed Northwest Career College in 2012 upon addition of the Paralegal Studies program, the Institution's first degree-granting program.

For more information, please visit our website at [www.northwestcareercollege.edu](http://www.northwestcareercollege.edu).

## **Licensing Information**

Northwest Career College is licensed by the State of Nevada Commission on Post Secondary Education.

## Accreditation Information

Northwest Career College is institutionally accredited by the Accrediting Bureau of Health Education Schools (ABHES).



7777 Leesburg Pike Suite 314 N.  
Falls Church, Virginia 22043  
Tel. 703-917-9503 • Fax 703-917-4109 • E-Mail info@abhes.org

## Facility Information

Northwest Career College (NCC) is located at 7398 W. Smoke Ranch Road within the Las Vegas Technology Center. The school is conveniently accessed from either Lake Mead Boulevard or Cheyenne Avenue off Interstate-95.



The campus consists of over 17,000 square feet containing the school's administrative offices and training facilities. General school facilities include a conference room and a student lounge with internet-equipped computers. Designated training facilities include program-specific lecture areas and laboratories for Dental Assisting (consisting of six operatories with x-ray capabilities, sterilization areas, and wet and dry lab areas), Massage Therapy (consisting of thirteen student massage areas), and Medical Assisting (consisting of two dedicated lab areas). Additionally, two large lecture rooms and a seminar hall are available for these programs and our Medical Billing and Coding and Paralegal programs. The facility also houses Northwest Health Group, an on-site health care facility that provides affordable healthcare alternatives to students, and Summerlin Family Dental. Our professional building and teaching facility are ADA compliant for handicapped accessibility including parking and restrooms.

## Board of Directors

Dr. John Kenny  
Dr. Thomas Kenny  
Stephanie Kenny  
Patrick Kenny  
Michael Kenny  
Stephen Kenny

## **Administrative Staff**

Please see Appendix A – Administrative Staff.

## **Program Faculty**

Please see Appendix B – Program Faculty.

## **Business Hours of Operation**

Monday – Thursday .....	8:00 a.m. to 10:00 p.m.
Friday .....	8:00 a.m. to 5:00 p.m.
Saturday .....	10:00 a.m. to 3:00 p.m.

## **Observed Holidays**

New Year's Day  
Martin Luther King's Birthday  
President's Day  
Memorial Day  
Independence Day  
Labor Day  
Veteran's Day  
Thanksgiving Break  
Winter Break

\*If an observed holiday falls on a weekend, it will be observed on the previous Friday or the following Monday.

## **Program Start Dates**

NCC uses a rolling admission system. Start and end dates differ from program to program due to the different length of each program's courses (specified in the Academic Information sections below). Updated start and end dates are published annually in Appendix C – Academic Calendar.

# Admissions Information

## **Admissions Requirements**

### Institutional Admissions Requirements

All prospective students must meet the following general requirements:

1. Be beyond the age of compulsory school attendance.
  - i. Exception: Massage students must be 18 years old at the time of enrollment.
2. Provide evidence of high school diploma or its equivalent, state-authorized examination certificate, or college diploma or transcripts (in combination with a signed attestation of high school completion or its equivalent).
3. Provide a photocopy of a Driver's License or valid government-issued ID.
4. Complete an interview and campus tour with a School Administrator.
5. Complete the required admissions documents (including Application for Admissions, Enrollment Agreement, and Acceptable Computer Use Policy) 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, and write English fluently.

All general requirements must be completed by the Official Start Date as published in Appendix C – Academic Calendar.

### Programmatic Admissions Requirements

Program specific requirements for admission include:

1. Passing score on the Wonderlic entrance exam with a minimum score of 20. Exceptions are reviewed by the Admissions Committee (Required for Paralegal Studies program only).
2. Documentation of immunizations and TB skin test is required within 90 days of starting several programs and is recommended prior to admission (Required for Dental Assisting, Medical Assisting, Medical Administrative Assisting, and Pharmacy Technician programs). See the Immunization Policy for additional details.
3. Successful completion of a criminal background check is required prior to acceptance into the Pharmacy Technician program. The cost of the criminal 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. If a prospective student is denied admission due to a criminal history finding that was not disclosed, the prospective student will be responsible for the cost of the background check and will be invoiced for the amount specified in the enrollment contract. (Required for Pharmacy Technician program only)
4. 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 Northwest Career College discusses the circumstances with the Nevada State Board of Pharmacy and may result in dismissal from the program. (Required for Pharmacy Technician program only)

Prospective students are financially responsible for completion of these requirements. The institution does not pay for immunizations.

### Distance Education Admissions Requirements

Specific requirements for distance education programs 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 Policy**

All first-time students will be considered conditionally admitted to NCC and will not be eligible for Title IV federal financial aid while in this status. All of the Institution's policies nevertheless apply to such 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 program and continues through the close of business on the 14<sup>th</sup> calendar day of the term.

Students must officially notify the Registrar if they intend to withdraw before the end of the conditional acceptance period. Students who withdraw during the conditional admittance period will not have student loan repayment responsibilities or financial obligations beyond non-refundable fees disclosed during the admissions process.

Students who have submitted all required documentation in a timely manner that is necessary to secure the method of payment for their tuition cost and fees will be officially accepted into their program and will become eligible for Title IV federal financial aid. NCC will conditionally withdraw any student not meeting admissions criteria or who have not submitted documentation required to obtain funding for their program. Such a student will not owe any financial obligation to NCC except for the nonrefundable portion of the enrollment fee as allowed by state law.

### **Credit Hours for Previous Education or Training**

Students must complete an Application for Transfer Credit form and submit official transcripts, course descriptions, and other supporting documentation to be considered for transfer credit. 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.



The institution 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). The institution will also consider awarding credit for professional learning reviewed by the American College of Education (ACE) and determined to be college level. The institution does not offer credit for advanced placement examinations or experiential learning.

Credit for previous training is granted at the discretion of the Director of Education and such decisions are considered final at the time of admission. If credit is granted, the length and cost of the program may be reduced proportionately. 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.

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.

# **Student Information and Services**

## **Academic Advising and Tutoring**

Students who are experiencing academic difficulties are encouraged to contact their instructor or the Education Department for academic advising. Specific tutoring or counseling needs will be addressed on a case-by-case basis. Tutoring may be provided by student volunteers, the course instructor, or the Program Director.

## **Career Advising**

The Career Services department strives to provide tools and resources for NCC students and graduates to be empowered in their job search. Career advising begins when students start the externship preparation process and continues throughout their time at NCC. Continued career services and additional Placement Assistance is available to eligible graduates who have completed all program institutional and graduation requirements and comply with all requests from career services representatives. Career services include but are not limited to assistance with resume writing, interviewing skills, techniques on identifying job openings and obtaining employment, and other job search activities in your chosen field of study.

## **Certification and Licensing Policies**

Understanding the requirements of certification or board exams is the individual student's responsibility. Such requirements may change during the course of a program. No student is automatically certified in any way upon program completion, and even if a student obtains certification, the Institution does not guarantee job placement. Although certain programs are designed to prepare students to take various certification exams, the Institution cannot guarantee students will pass these exams.

The Institution makes a reasonable attempt to provide accurate information about test dates and fees for exams. In some cases, field experience may be necessary to be eligible to take or to successfully pass these exams. In addition, a GED or high school diploma may be required for graduates to take their state, national, or certification exams. Furthermore, the state, employers, and various other agencies may require a criminal background check, fingerprinting, and/or drug testing before a student can be placed in an externship or take professional licensing, certification, or registration exams.

Students who have prior felony convictions or serious misdemeanors may be denied the opportunity to take professional licensing, certification, or registration exams. These students may also be denied a license or certification to practice in some states, even if the certification or licensing exam is taken and passed.

Students are responsible for inquiring with the appropriate agencies about current requirements prior to enrolling in the program of their choice or, if the student's circumstances change, at the time of making application for certification or licensure.

Each student is entitled to one certification fee per program provided by the following certification/licensure bodies:

- AMT (for Dental, Medical, and Medical Administrative Assisting programs only)
- NHA (for Medical Billing and Coding program only)
- MBLEX (for Massage Therapy program only)
- PTCB (for Pharmacy Technician program only)

If a student fail their first attempt and needs to retake the certification exam, students are responsible for registering and paying for the exam. Student eligibility for their certification fees expire within six months of graduation. The institution is not financially responsible for any additional attempts by the student.

Students requesting accommodations under the ADA must contact the testing organization directly to make arrangements and provide medical documentation of their disability. NCC does not participate in the determination of who is eligible for accommodations or in providing support services for individuals during the examination itself.

## **Conduct Policy**

The conduct of students is expected to be professional at all times. There will be no tolerance for unseemly or inappropriate behavior on campus or while on externship. The following list includes examples of unprofessional behavior that would constitute a violation of the student conduct policy:

1. All forms of dishonesty including cheating, plagiarism, or forgery.
2. Theft, deliberate destruction, damage, misuse, or abuse of Institutional or private property.
3. Violence or threats of violence to students, employees, or affiliates of NCC.
4. Physical abuse, verbal abuse, sexual abuse, intimidation, harassment, coercion, or other behavior that endangers the physical or psychological health of another person.
5. Bringing dangerous items such as explosives, firearms, or other weapons onto the property of NCC or its affiliates.
6. Inappropriate behavior that causes a disruption of academic, administrative, or business activities.
7. Bringing children, guests, or animals to the campus or into the classroom without prior written approval from the Director.
8. Failure to follow instructions from NCC staff or faculty who are acting within the scope of their employment at NCC.
9. The use of any tobacco products including electronic devices within the NCC building or on clinical externship rotations.
10. Being under the influence of alcohol or controlled substances while at school or on clinical externship rotations.
11. Violation of health and safety rules and regulations while on the property of NCC or its affiliates.
12. Improper use of e-mail and Internet access, including violation of federal software piracy regulations.
13. Unauthorized presence in or forcible entry into an Institutional facility.

If a student exhibits behavior unbecoming to the student's chosen profession or to Northwest Career College, the following steps are to be taken by faculty and the school administration:

1. A verbal explanation and warning should always be given to the student regarding their behavior. The instructor or administrator issuing the warning will email a record of this warning to the Registrar, who notes it in the student's file and determines the appropriate course of action.
2. If the Registrar notes that the student has received a prior warning about their professionalism/conduct, they will give the student a written warning. Any student who receives a written warning for conduct

violations will also be placed on a 30-day initial probationary period. Students are considered in progress while on probation and are eligible for funding.

- i. If the student does not have any additional conduct violations prior to the end of the probationary period, the probation requirements will be considered satisfied and the probation will be terminated.
3. If the Registrar notes that the student has previously been on an initial probation for their professionalism/conduct, the minimum action required will be to place the student on a second 30-day probationary period.
  - i. If the student does not have any additional conduct violations prior to the end of the second probationary period, the probation requirements will be considered satisfied and the probation will be terminated.
4. If the Registrar notes that the current conduct violation is during an initial or second probationary period, the student will be dismissed from the program.
5. If the Registrar notes that the student has previously been on both an initial and second probation for their professionalism/conduct, the student will be dismissed from the program

Professionalism is evaluated the entire time a student is present on campus or at NCC-related off-site classes, activities, and events. Instances of conduct violations are not divided by type of conduct, but rather evaluated as a whole. Students dismissed due to unprofessional conduct will receive notification documenting the date of dismissal and notifying the student of his or her right to appeal.

Northwest Career College reserves the right to proceed to a written warning or dismissal of a student without having previously issued a verbal or written warning if the institution believes the inappropriate behavior warrants additional disciplinary action.

## **Social Media Conduct Policy**

Social media are defined as mechanisms for communication designed to be disseminated through social interaction, created using highly accessible and scalable publishing techniques. Examples include but are not limited to Facebook, Twitter, Instagram, Yelp!, Google, YouTube, MySpace, LinkedIn, blogs, podcasts, Wikipedia, Second Life, Flickr, and RSS feeds.

Northwest Career College's participation on social media sites is guided by Company policy. This policy applies to all students and alumni who engage in internet conversations for school-related purposes or about the Company. As students, you will want to represent NCC in a fair, accurate and legal manner while protecting the brand and reputation of the institution. Remember that your representation of NCC is also a representation of yourself as a Northwest Career College student or graduate.

### Social Media Guidelines

Students choosing to participate in social media should consider the following guidelines before posting material online:

- Protect confidential, sensitive, and proprietary information in accordance with HIPAA and FERPA guidelines; do NOT post identifiable information concerning patients, clients, other students, or NCC employees.
- Do NOT use Northwest Career College or its affiliates' logos and graphics on personal social media sites unless you are given written permission by a manager.

- Be aware of your association with the Company in online social networks. Ensure your profile and related content is consistent with how you wish to present yourself to colleagues and students.
- Identify your views as your own. When posting your point of view, you should neither claim nor imply you are speaking on the Company's behalf, unless you are authorized to do so in writing.
- Employers are increasingly conducting Web searches on job candidates before extending offers. By identifying yourself as a Northwest Career College student through postings and personal web pages, you are connected to your college, your colleagues, and your clients/patients. Ensure that content associated with you is consistent with your professional goals.
- Monitor comments. You can set your site so that you can review and approve comments before they appear. This allows you to respond in a timely way to comments. It also allows you to delete spam comments and to block any individuals who repeatedly post offensive or frivolous comments.
- Don't use ethnic slurs, personal insults, obscenity, pornographic images, or engage in any conduct that would not be acceptable in the professional workplace.
- You are legally liable for what you post on your own site and on the sites of others. Individuals have been held liable for online commentary deemed to be proprietary, copyrighted, defamatory, libelous or obscene (as defined by the courts).

### Consequences of Misconduct

Students who share confidential information or use Social Media in a manner deemed unprofessional by NCC do so at the risk of disciplinary action including failure in a course and/or dismissal from externship or the program. Violations of patient/client privacy with an electronic device will be subject to HIPAA and FERPA procedures/guidelines and consequences.

### **Crime Awareness and Campus Security**

In keeping with the requirements of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, the Institution distributes annually to all current students and employees a disclosure regarding the availability, location, and contents of the campus security report. All prospective students and employees will receive a notice regarding the availability of the report, a description of the contents, and instructions for requesting a copy.

### **Tobacco, Drug, and Alcohol Policy**

Northwest Career College is a smoke-free campus, and smoking is only allowed in designated areas located outside of the facility. Use of tobacco, tobacco products, E-cigarettes (electronic) and E-cigarette products is prohibited inside the NCC building, within 50 feet of the front entrance of the building, or at externship facilities.

The use of any illegal drugs or alcohol by students, staff or faculty on campus is prohibited. Student use of alcohol or the unlawful manufacture, distribution, dispensing or use of a controlled substance or alcohol on school property, or while participating in school activities, are prohibited. Students who violate this policy are subject to disciplinary action up to and including dismissal.

In compliance with the Drug-Free Workplace Act of 1988 (Public Law 101-690) and the Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226), all students receive an Anti-Drug Information packet at the time of orientation. All faculty and staff members are given this information annually. Northwest Career College can refer any student, staff or faculty member in need to one of several outside counseling agencies for treatment. Additional information is available in the Drug and Alcohol Abuse Prevention Program disclosure on the Institution's website.

## **Eating and Drinking**

Water is allowed throughout the campus. All other food and beverages are not allowed in the classrooms or laboratory areas of Northwest Career College. A student lounge is available to students for the purchase and consumption of food and drink.

## **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 Northwest Career College 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 Northwest Career College 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 Northwest Career College 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 Northwest Career College.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Northwest Career College 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))

## **Grievance Procedures**

A grievance is defined as a written expression of dissatisfaction with the Institution, its staff or faculty, or other enrolled students. All students with complaints or grievances regarding academically related circumstances are encouraged to bring their concerns to the Education Department. NCC will investigate all complaints or grievances according to the following resolution procedures.

The complainant should first bring the grievance to the attention of the relevant parties to attempt direct resolution of the situation. If direct discussion cannot resolve the situation, the student should speak to the Assistant Director of Education if the issue is classroom related, or a Student Services representative if the issue is administrative. If neither discussion provides satisfactory resolution, the student must submit written documentation of the complaint through an incident report form which can be obtained from the Student Services representative.

All submitted grievances about academic-related issues will be reviewed and investigated by the Education Department. All submitted grievances about administrative issues will be reviewed and investigated by the Chief Operating Officer. If necessary, a meeting will be held with the Director of Education or Chief Operating Officer (or their designated representative) and the relevant parties. Every attempt will be made to obtain a resolution at this time, but if a consensus is not reached, the administrative representative will issue a determination and recommendations regarding corrective action if any is needed. Once a determination about the incident is made, action may or may not be taken per the corrective action recommendation(s).

All incident reports and follow up notes are subsequently entered into the students’ file, 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 8778 S. Maryland Pkwy., Suite 115, Las Vegas, NV 89120 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](http://www.abhes.org). The written complaint and supporting documentation must be emailed to Complaints Specialist, [info@abhes.org](mailto: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 any demand for arbitration. Any dispute arising from enrollment at the Institution, other than a dispute related to grades, and no matter how described, pleaded, or styled, will be resolved by binding arbitration under the Federal Arbitration Act conducted in the city in which the Institution is located.

The arbitration will be administered by Judicial Arbitration & Mediation Services ("JAMS") under JAMS' Streamlined Arbitration Rules and Procedures or other applicable JAMS rules. Any award rendered by the arbitrator may be entered in any court having competent jurisdiction. This arbitration provision summarizes and incorporates the arbitration agreement found elsewhere in the Institution's enrollment materials, including the Arbitration Agreement and Waiver of Jury Trial.

## **Guests in the Classroom**

Guests in the classroom are not permitted without approval by both the Instructor and the Director. If approval is not granted, and the guest attends regardless, the student may be asked to leave the class. No children may be brought to class or left alone on Northwest Career College campus.

## **Immunization Policy**

Students must submit documentation of the following within 90 days of their program start date to the Student Services Representative (Required for Dental Assisting, Medical Assisting, Medical Administrative Assisting, and Pharmacy Technician programs only):

1. Hepatitis B Vaccination
2. Measles, Mumps, and Rubella Vaccination
3. Negative TB skin test, Interferon Gamma Release Assay, or negative chest x-ray

Failure to submit records within the first 90 days of enrollment will result in the student being placed on probation. Please see the probation policy for additional information.

Externship sites or employers may require additional vaccinations, such as the Varicella or TDAP 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. The institution is not financially responsible for any additional requirements requested by externship sites or employers.

## **Massage Discount**

All graduates and current students of Northwest Career College have the life-time benefit of receiving a 50-minute massage at our student clinic for a discounted price of \$19.00.

## **Non-Discrimination Policy**

Northwest Career College has a non-discrimination policy that ensures equal and fair treatment of all current or prospective students. NCC does not discriminate on the basis of race, color, religion, ancestry, national origin, age, nondisqualifying disability, gender, sexual orientation, marital status, or veteran status in the recruitment of students, or in the implementation of its policies, procedures, and activities. Sexual harassment is a prohibited aspect of sexual discrimination under this policy.

It is the Institution's policy to maintain an environment in which all individuals are treated with respect and dignity. Each individual 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. Discrimination of any kind by students or employees is unacceptable and will not be tolerated at the Institution.

## **Personal Appearance and Grooming Standards**

Students are required to maintain a clean, neat, and professional appearance at all times while on campus, attending school-sponsored events, and at the assigned externship location. Such an appearance is essential to professional success. The following guidelines are not exhaustive and students are encouraged to err on the conservative side if in doubt.

### On-Campus Dress Code

- Dental Assisting, Massage Therapy, Medical Assisting, Medical Administrative Assisting, Medical Billing and Coding, and Pharmacy Technician students must wear school-issued black scrubs at all times while on campus.
- Paralegal Studies students must wear Professional Dress at all times.
- Close-toed shoes are required at all times. Massage Therapy students specifically must wear closed-toes tennis or sports shoes.
- School-issued identification badge is required at all times.
- School-issued sweatshirts are acceptable in school but are not recommended on externship.

### Externship Dress Code

- Dental Assisting, Medical Assisting, and Pharmacy Technician students must wear school-issued black scrubs at all times while on externship, unless advance arrangements are made by the externship site with the Career Services Department.
- Medical Administrative Assisting and Medical Billing and Coding students must wear black scrubs or Professional Dress clothing at all times while on externship, depending on externship site expectations.
- Paralegal Studies students must wear Professional Dress clothing at all times while on externship.
- Close toed shoes are required at all times.
- School-issued identification badge is required at all times.

### Interview Dress Code

- All students must wear Professional Dress clothing for all mock interviews, externship interviews, and job interviews.

### Professional Dress Code

- Acceptable tops include button down shirts, blouses, and sweaters. Sleeveless tops, or tops that expose midriff, cleavage, lower back, or undergarments are not acceptable. Avoid low-cut blouses or spaghetti straps.
- Acceptable jackets include button down or zippered suit-style jackets.
- Acceptable pants include slacks or pants made of firmer fabric such as wool or cotton. Denim jeans are permitted in school if dark colored and without wear or fading but are not permitted while on externship.

- Acceptable skirts and dresses extend to or below the knee and have a conservative neckline.
- Solid colored leggings may be worn with matching shoes and pants or skirts. Leggings or stockings with bright colors or busy patterns are not acceptable. Leggings worn as pants are not permitted.
- Casual fabrics such as denim or flannel shirts and items with obvious wear are not acceptable.
- Acceptable shoes for male students include neutral colored (black, blue, brown, grey) dress shoes.
- Acceptable shoes for female students include neutral colored flats or pumps. Strappy shoes or shoes with 2” or greater heels are not permitted.

### On-Campus Grooming Standards

- Students must practice good personal hygiene habits; daily showers and use of deodorant are required.
- Smoke odor or strong perfumes or colognes are **not** acceptable.
- Hair must be clean and styled in an appropriate manner. Extreme trends such as dreadlocks and mohawks are **not** acceptable.
- Nose, ear, and facial hair must be neatly trimmed or maintained.
- Fingernails must be clean and trimmed and painted conservatively if decorated. Note – use of nail polish is **not** permitted for Massage Therapy students.
- Jewelry should be kept minimal and conservative. Large, noisy, or distracting jewelry is prohibited. Gauges should be closed with plugs matching skin tone.
- Exposed body piercings such as tongue, cheek, or lip piercings are prohibited.
- Make-up must appear professional and natural and should be conservative in styles and colors. Bright or excessively dark make up is not acceptable.
- Sunglasses may not be worn while inside.

### Externship and Interview Grooming Standards

The following standards are required while on externship and for all mock interviews, externship interviews, and job interviews, in addition to the On-Campus Grooming Standards listed above:

- Hair color must be of natural tones; non-natural colors are not acceptable.
- All facial piercings are prohibited.
- Visible tattoos on the body must be covered with clothing or make-up.

Administration and faculty are responsible for enforcing the dress code and 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 be sent home and time will be recorded as an absence.

### **Placement Assistance**

Lifetime career advising and placement assistance are available to all eligible graduates. However, failures of professionalism as defined by the Career Services department may result in a loss of eligibility for continued assistance. Such instances include, but are not limited to, termination from previous employment due to unprofessional behavior, failure to attend a job interview arranged by the Career Services department, failure to complete Career Services requirements, and inappropriate engagement with department staff.

Career services staff strive to match graduates with appropriate opportunities that best serve both the graduate's and employer's needs. While every attempt will be made to help graduates find employment upon completion of their program, **career services offered by NCC are not a guarantee of employment.**

Additionally, while average wage information based on data collected from graduates, employers, and published sources may be provided to prospective students, figures provided by NCC are not a guarantee a graduate will earn a specific amount. Numerous factors outside of the institution's control contribute to individual wage levels and career prospects.

## **Refresher Courses**

NCC provides graduates with an opportunity attend free of charge in any course within their program for up to six months from the date of graduation. Graduate attendance may be limited due to availability of space but will be accommodated whenever possible. Graduates interested in refresher courses are encouraged to contact the Education Department.

## **Sexual Harassment Policy**

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.

The Institution 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

NCC encourages individuals who believe they are being harassed or discriminated against to promptly notify the alleged offender that his or her behavior is unwelcome. However, whether or not the individual chooses to discuss the incident with the alleged offender, anyone who either experiences or observes harassment or discrimination should report the incident immediately by speaking with a Student Services representative.

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 the

Institution's policy, and those who feel they have been subjected to any acts of retaliation should immediately report such conduct to a Student Services representative or follow the Grievance Policy procedures.

## **Student Health Services**

Northwest Career College does not provide health services for students or externs. In the event of a student medical emergency, an alerted staff member will dial 9-1-1 for medical services. Students requiring nonemergency medical care will be given information about medical services or agencies they may contact.

## **Student Housing**

Northwest Career College does not have dormitory facilities or other housing facilities for students.

## **Students Seeking Reasonable Accommodations**

Information pertaining to an applicant's disability is voluntary and confidential. If this information is supplied, it will be used to reasonably attempt to overcome the effects of conditions that limit the participation of qualified disabled students.

Reasonable accommodations have been made for students with physical disabilities by ensuring the teaching facilities are ADA compliant. The Institution has appointed the Director of Education to serve as a Disabilities Coordinator to assist those who are seeking additional ADA accommodations.

It is the responsibility of persons with disabilities to seek available assistance and to make their needs known to the Disabilities Coordinator as soon as those needs arise. To establish services, students will need to provide to the Disabilities Coordinator appropriate documentation of their disability, from a recognized professional at the time of the request. All requests for accommodations should be made in writing directly to the Disabilities Coordinator.

Please see the Facilities and Services Available to Students with Disabilities Disclosure posted on the Institution's website for additional information about reasonable accommodations.

## **Academic Information**

### **Changes in Programs or Policies**

NCC reserves the right to 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 be required to make changes in programs or policies when federal, state, or accrediting changes affect current students.

If the change results in a new program, students will be given the option to change to the new program or to complete their original program.

### **Class Size**

The class size will not exceed 60 students in lecture classes and 20 students in laboratory courses. If there is a lab assistant or second instructor present, the class size may increase.

### **Definition of an Academic Year**

The academic year consists of a minimum of 30 weeks of instruction in which a full-time student is expected to complete at least 36 quarter credits.

### **Definition of a Clock Hour**

One clock hour is a 60-minute period of time consisting of a minimum of 50 minutes of instruction with an approximate 10 minute break.

### **Definition of a Quarter Credit Hour**

Northwest Career College is a quarter credit hour school. Credit Hours awarded for each course are determined as follows in accordance with ABHES accreditation requirements:

- 10 Lecture Contact Hours = 1 Lecture Credit
- 20 Laboratory Contact Hours = 1 Lecture Credit
- 30 Externship Contact Hours = 1 Lecture Credit

Billable credit hours for Department of Education (DOE) financial aid purposes are determined as follows:

- 25 Contact Hours = 1 Lecture Credit

To comply with the equivalencies identified above, NCC uses the following policy for all Title IV eligible programs:

1. One quarter credit shall consist of 25 hours of instruction.
2. Each quarter credit in an externship course shall consist of 25 hours of direct clinical experience.
3. Each quarter credit in a non-externship course must include a minimum of 20 clock hours of direct instruction with a maximum of 5 hours of out-of-class work counted for each 20 hours of direct instruction.

## **Satisfactory Academic Progress**

Northwest Career College requires that all students maintain Satisfactory Academic Progress (SAP) by meeting the minimum standards established regarding academic standing, attendance, and rate of completion as they progress towards graduation. These standards are described in detail in the Academic Information Section of this publication.

If a student is determined to have Unsatisfactory Academic Progress by any of the standards outlined below, the student is placed on probation for a 30 day period. Students will receive written notification of their probationary status. A copy of the notification will be filed in the student's academic file. Please see the Probation Policy for additional information about Probation resolution.

### Financial Aid Warning

Students failing to meet required SAP minimums will be placed on Financial Aid Warning for the duration of the payment period. Students on Financial Aid Warning will remain eligible for Title IV Federal Financial Aid. Students will receive academic advisement during this time to improve their progress. Students who achieve required SAP minimums will be placed back in good standing. Students who do not achieve required SAP minimums must appeal to be placed in Financial Aid Probation or they will be dismissed. Please see the Appeals Policy for additional information about the appeals process.

### Financial Aid Probation

Students who are granted a satisfactory academic progress appeal will be placed on Financial Aid Probation. Students on Financial Aid Probation will remain eligible for Title IV Federal Financial Aid. Students will receive academic advisement during this time to improve their progress. Non-degree students may remain on Financial Aid Probation for a maximum of one payment period; degree students may remain on Financial Aid Probation for up to two payment periods if the academic plan required to return to good standing cannot be completed in one payment period.

### Dismissal due to Unsatisfactory Academic Progress

If, at any time, it is determined that it is impossible for a student to successfully complete the program in the maximum timeframe, pace of completion, or with the minimum overall attendance or cumulative GPA, the student will be dismissed from the program.

## **Academic Standing**

Graduation Honors are awarded to those students with exceptional academic performance while enrolled at NCC. The following scale is used to award honors:

1. Academic Distinction, Highest Honors - 4.00 CGPA
2. Academic Distinction, High Honors - 3.75 - 3.99 CGPA
3. Academic Distinction, Honors - 3.5 - 3.74 CGPA

Failure to maintain a cumulative grade point average (GPA) of 2.0 is defined as unsatisfactory academic progress.

### Grading Policy

Courses are graded on either a letter grade or a pass/fail basis. Final grades are distributed to students via their online student portal upon completion of the term and are permanently recorded in the institution's student

information system. Overall progress in the program can be reviewed by students and staff via the degree progress audit function on the student portal. Students may request a paper copy of these records at any time from the Registrar's office.

### Letter Grade Courses

Grade assignments use the following scale:

<u>Letter Grade</u>	<u>Percentage</u>	<u>GPA Equivalent</u>
A	90% - 100%	4.0
B	80% - 89%	3.0
C	70% - 79%	2.0
F	Below 70%	0.0
I	Incomplete	Not Calculated
TC	Transfer Credit	Not Calculated

### Pass / Fail Courses

Pass/Fail grades are calculated into the student GPAs by treating "Pass" as a 4.0 and "Fail" as a 0.0 in GPA calculations. The hours attempted will be included in the rate of progress for the measurement of Satisfactory Academic Progress.

### Incomplete Grades Policy

Incomplete grades mean that the student failed to complete the required module. If a student receives an incomplete due to a missed hands-on exam or other module requirement, they must contact the module instructor to make arrangements to complete the necessary work, at the instructor's discretion. If a student receives an incomplete due to a missed written exam, they can schedule to take the exam in the Registrar's office or with the instructor. Incomplete grades are not given for unsatisfactory attendance. Attendance is taken into account when assessing the rate of progress for determining Satisfactory Academic Progress.

### Retake and Make-Up Exams Policy

All make-up and retake exams, both written and hands-on, must be completed within fourteen (14) days of the scheduled exam or previous attempt. Full credit can and will be given for any make-up exams missed due to an excused absence. Retake exams will only be permitted to raise a failing grade to a passing grade, but the highest grade a student can receive on a retake exam is 75%, or a C. Students can retake a test two times before being placed on academic probation. If the student is unable to pass the test after three attempts, they will be dismissed for unsatisfactory academic progress.

### Making Up a Failed Course Policy

If a student receives an "F" grade in a class, he or she must retake the module in its entirety prior to the end of the 150% maximum time frame to avoid dismissal. To make up a failed module, the student must set up an appointment with the Registrar's office to select a time and schedule to make up the module, as well as attend and participate in that module while maintaining satisfactory academic and attendance requirements of Northwest Career College.



## Repeated Course Policy

Students will be allowed to repeat courses as required by the Institution due to academic problems or attendance violations, and only as scheduling permits. Students are permitted to repeat courses under the following conditions:

1. Students who have attempted a course may repeat the course one additional time (two total attempts).
2. The grade received on the last course repeat becomes the final grade and supersedes the previous grade for the course and will be included in cumulative GPA calculations.
3. Students who do not successfully pass a required course after two attempts will be dismissed from the program and cannot be readmitted into the same program or a different program that requires the same course.

All course attempts are considered credits attempted and used in determination of Satisfactory Academic Progress and the student's maximum time frame for completion of the program.

## **Attendance/Tardiness Policies**

NCC requires students to attend class on a consistent basis in order to develop the good habits necessary for gainful employment in their chosen field of study. NCC requires a minimum of 80% attendance but encourages 100% attendance as a goal for all students. Failure to maintain an overall attendance percentage of 80% for the enrolled program is defined as Unsatisfactory Academic Progress. Tardiness is disruptive to the learning environment and repeated infractions may result in disciplinary action up to expulsion.

### Attendance Definitions

“Excused Absence” is defined as an absence in which the student contacts the school via email or phone prior to their absence.

“Unexcused Absence” is defined as an absence in which the student misses class with no prior warning to the school.

“Tardy” is defined as any time a student is more than 5 minutes late to class or leaves early from class.

“Make-Up Attendance” is defined as instructor certified attendance for which the student will receive credit for class hours they have missed.

### Attendance Requirements

Northwest Career College requires that all students achieve satisfactory academic attendance whether or not they are receiving financial assistance. We maintain and monitor detailed attendance records for each student. Students who are absent for three (3) consecutive days will be contacted by the Registrar. Students may obtain their attendance records or confer with an administrator upon request.

### Make-Up Attendance Policy

Students must attend instructor office hours to obtain make-up assignments or schedule a date to make-up attendance in class. Students must complete a Make-Up Attendance form, have it signed by the instructor to verify attendance for the made up class, and submit the Make-Up Attendance form to the Registrar's office. A

make-up student is responsible for informing the instructor of their attendance in the class and obtaining the instructor's signature.

If a make-up student is unable to participate in the class due to an injury, the student must schedule the make-up session when permitted to do so by their physician. However, all make-up work must be completed in a manner that ensures Satisfactory Academic Progress.

## Rate of Completion Policies

The maximum time frame for completion of the enrolled program may not exceed 1.5 times (150%) of 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. For example, if a program requires successful completion of 48 credits in 37 weeks, the student may not attempt more than 72 credits (1.5 x 48 credits) or take more than 55 weeks to complete those credits. In order to graduate, the student must successfully complete 100% of the required courses and attain a minimum cumulative GPA of 2.0 within the maximum timeframe. Failure to do so will result in dismissal from the Institution.

### Rate of Completion Evaluation

For students enrolled in a credit hour program, the maximum time frame for completion of the enrolled program may not exceed 1.5 times (150%) of total number of credits in the student's respective program. The students must have successfully completed two-thirds of the cumulative credits attempted to date.

Program	Program Length	SAP Evaluations:	Maximum Allowed Time
Dental Assisting Day	48 quarter credits	19 Weeks, 37 Weeks	72 quarter credits
Dental Assisting Night	48 quarter credits	23 Weeks, 45 Weeks	72 quarter credits
Medical Assisting Day	48 quarter credits	19 Weeks, 37 Weeks	72 quarter credits
Medical Assisting Night	48 quarter credits	23 Weeks, 45 Weeks	72 quarter credits
Medical Administrative Assisting	55 quarter credits	19 Weeks, 37 Weeks	82 quarter credits
Medical Billing and Coding	64 quarter credits	19 Weeks, 37 Weeks	96 quarter credits
Paralegal Studies	93 quarter credits	12 Weeks, 24 Weeks, 36 Weeks, 48 Weeks, 60 Weeks	140 quarter credits
Pharmacy Technician	59 quarter credits	20 Weeks, 40 Weeks	88 quarter credits

For students enrolled in a clock hour program, the maximum time frame for completion of the enrolled program may not exceed 1.5 times (150%) of total number of hours in the student's respective program. The students must have successfully completed two-thirds of the cumulative hours attempted to date.

Program	Program Length	SAP Evaluations	Max. Allowed Time
Massage Therapy Day	750 Hours	20 Weeks, 40 Weeks	1125 Hours
Massage Therapy Night	750 Hours	23 Weeks, 46 Weeks	1125 Hours

### Minimum Pace of Completion

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

## 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 have no credits attempted or earned and do not count in maximum timeframe, pace of completion, or cumulative GPA calculations.

Incomplete grades will count as credits attempted but not earned and do not count in cumulative GPA calculations until a final grade is posted for the course.

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

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

Remedial courses are not offered at the Institution.

## **Student Clinic Policies**

The following policies apply to Massage Therapy Student Clinic Internship offered at the institution.

### Rate of Completion Policy

Massage Therapy day students must sign up for a minimum of 10 hours per week and Massage Therapy night students must sign up for a minimum of 8 hours per week to provide the Student Clinic Coordinator the opportunity to schedule students enough massages to meet their minimum weekly requirements. The goal is for Massage Therapy Day students to complete a minimum of 7 massages per week and Massage Therapy Night students to complete a minimum of 5 massages per week to maintain satisfactory academic progress. This will allow students to finish their internship on their final week of scheduled class. Actual massages completed per week may vary due to client availability.

The Student Clinic Administrator will be responsible for checking that students have signed up for the required 10 or 8 hours of student clinic per week and that Student Clinic Scheduling Forms are submitted by the designated due date. Students will be penalized for not submitting a Student Clinic Scheduling Form on time or for not scheduling yourself for the correct number of hours (10/8). Students will not be penalized for not completing the minimum number of massages per week (7/5), as long as the submitted schedule was acceptable.

Student clinic penalties will be handled in the following way:

1. Students will receive a verbal warning that is documented in the student's file the first time they fail to sign up for the required 10/8 hours of student clinic.
2. Students who fail to sign up for the required 10/8 hours of student clinic a second time will receive a written warning and will be placed on a 30-day student clinic probation, both of which are documented in the student's file.
3. If a student has another conduct violation during their student clinic probation period, they will be dismissed from the program.

4. If a student maintains appropriate conduct for the 30-day probationary period, they will be removed from probation.
5. Students can only be on probation twice (two 30-day periods) throughout their time in student clinic. After the student has been placed on two probations, any additional violations will result in dismissal from the program.
6. “No call, no showing” to clinic is NOT acceptable. Even in a last minute emergency situation, you must notify the Student Clinic Administrator if you will not be attending clinic that day. Failure to do so will result in a minimum of a written warning, and may result in probation or dismissal from the program.

### Internship Grading

Internships are graded on a pass/fail basis. A description of the methods of evaluation can be found in the Massage Therapy Student Clinic course syllabus. 100% completion of student clinic hours is required to pass the Student Clinic Internship. Interns will be expected to perform in accordance with the professional standards taught at Northwest Career College throughout their internship.

### **Externship Policies**

The Externship Coordinator and applicable faculty representatives work together as instructors and partners throughout the student Externship process.

### Externship Scheduling

Externship hours may be scheduled during the day and are typically 40 hours per week, Monday through Friday. Minimum attendance of 25 hours per week is required. Night hours are rarely available; therefore, night students must plan on working during the day and should not count on the possibility of working in the evening.

Externships are scheduled to start the first Monday after a student’s last day of class. Because situations may arise within organizations serving as externship sites, occasional delays between the end of classes and the beginning of externship may occur. These delays will be minimized or avoided whenever possible.

### Externship Site Assignment

All externship sites are selected based on an evaluation of site personnel, facilities, location, availability, and type of learning experiences provided. Acceptable externship sites must agree to provide exposure to clinical activities discussed during the visit prior to obtaining institutional affiliation. The planned program of activities is based upon a list of clinical competencies maintained by the institution

Students should be aware that some facilities have additional requirements that must be met prior to placement, such as drug tests or criminal background checks. Students are financially responsible for completion of these requirements if they wish to complete their externship at such a facility; the institution does not pay for student drug tests or criminal background checks.

### Staff Responsibilities

Program faculty members perform pre-site visits to assess potential sites and site visits during externship to assess student progress. Externship placements are based on site availability. The Externship Coordinator will attempt to accommodate all student requests regarding location and specialty but final assignment of a site is based on the Coordinator’s discretion.

## Extern Responsibilities

Externs are required to remain in contact with the Externship Coordinator throughout the externship process. Students must inform both the site and NCC if they will be absent from training. Students are required to provide feedback to the externship coordinator regarding their learning experience on site to ensure planned activities are being completed. Students may request reassignment of externship training to a different site if they believe they are not receiving adequate training at the site. These requests will be evaluated by the Externship Coordinator on a case by case basis. Final determination regarding reassignment to a new site is based on the Coordinator's discretion

## Site Responsibilities

Externship sites will submit evaluations of the student's performance based on standards set by NCC. Sites will evaluate student performance on a weekly basis and upon completion of the externship. Students who do not perform at an acceptable level while on externship may be dismissed from their site at the discretion of the facility supervisor. Such dismissals will be evaluated on a case by case basis to determine whether they constitute grounds for failure of the course or dismissal from the program.

## Mandatory Preparation Time

Mandatory preparation time is estimated between 30-45 hours. Mandatory activities conducted during the two months prior to beginning externship include externship orientation, resume/portfolio preparation exercises, interview preparation seminars and mock interviews, externship interviews, and specialty-specific reading recommendations from program faculty (site-dependent). Mandatory assignments are given by the externship coordinator to prepare for these activities and their time on externship and must be completed to successfully complete the course. Externs are expected to review material related to hands-on activities performed at their externship site to reinforce skills and background knowledge throughout the course.

## Externship Grading

Externships are graded on a pass/fail basis. A description of the methods of evaluation can be found in each program's externship course syllabus. 100% attendance is required for to pass any externship. Externs will be expected to perform in accordance with the professional standards taught at Northwest Career College throughout their externship.

## **Status Change Policies**

Status changes are processed by the Registrar's office in order to ensure proper recording of status changes is completed within the student's academic record.

## Leave of Absence Policy

Both day and evening students may take a leave of absence for up to 180 days for personal reasons, and during this time are exempt from the normal standards of the Rate of Completion Policy. The student is able to have multiple leave dates, however a leave of absence may not be granted to a student when doing so would delay their anticipated graduation date beyond the 150% mark. A student incurs no additional charges while on a leave of absence.

To request a leave of absence, the student must complete a Leave of Absence Request Form with the Registrar. Northwest Career College requires the dismissal of a student from the school if the student is not in attendance on the scheduled return date from the leave of absence and has not extended the leave of absence. Any student

who is dismissed after not returning from a leave of absence will receive a tuition refund in accordance with the Refund Policy. The amount of Federal Aid that a student has earned will be calculated at this time as well in accordance with the Northwest Career College Return to Title IV Policy.

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

1. NCC will permit a student to take a leave due to pregnancy, childbirth, false pregnancy, termination of pregnancy and recovery therefrom for so long a period of time as is deemed medically necessary by the student's physician.
  - i. The maximum length of the leave is six months after childbirth (or the end of the pregnancy).
  - ii. For a student who has a medical condition that results from the pregnancy, the maximum length of the leave can be extended until six months after the recovery time for the medical condition has passed, per documentation from the doctor.
2. Military service 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. The length of the leave (including all prior leaves for military), including only the time the student actually served in the military, does not exceed five years. The student has to return to the Institution 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.
3. Students who leave for pregnancy or military must contact the Institution 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:
    - a. DD214 Certificate of Release or Discharge from Active Duty
    - b. Copy of duty orders
    - c. Letter from the commanding officer or someone of comparable authority
    - d. Certificate of completion from military training school
    - e. Discharge certificate
    - f. Payroll documents showing periods of service

### Transfer Policy

A student may delay their start date or transfer between shifts without penalty provided that the student does so within the 10 day audit period at the beginning of their enrollment. The maximum time frame for Satisfactory Academic Progress will be calculated if the student completes the 10 day audit period effective the first date of attendance.

Transfers after the 10 day audit period are permitted, provided that the student can complete the program within the 150% time frame required. A request for transfer must be submitted to, and approved by, the Registrar's office in order for the transfer to become effective.

### Graduation Policy

Any students projected to complete their program of study within ten business days of the ceremony may be invited to participate in a Northwest Career College graduation ceremony; however, the students who have not met all of the following requirements will not receive their official transcripts or diploma until the deficiencies have been corrected:

1. Have provided documentation of having met all admissions requirements.
2. Have a passing grade in all modules within the program of study.
3. Have successfully met the attendance standards throughout the program.
4. Have paid all fees and tuition in accordance with the enrollment agreement.
5. Have completed all necessary financial aid documents, such as financial aid exit counseling, as requested by the financial aid officer.
6. Have completed an exit interview with school administration with the necessary documentation and questionnaires filled out.

### Dismissal Policy

Northwest Career College reserves the right to dismiss any student prior to the completion of the program as determined necessary by the institution for any of the reasons below:

1. **Unsatisfactory attendance.** May be due to a failure to attend a satisfactory percentage of classes over a period of two or more modules, or due to missing all classes and failing to contact the school for 14 consecutive calendar days while actively enrolled in school.
2. **Failure to complete the program within the maximum allowable time frame of 150% of the projected program length.** This timeframe evaluated excludes any time spent while on Leave of Absence and holidays.
3. **Unsatisfactory academic progress over the course of two or more modules** in conjunction with a determination by the instructor(s) that the student is not well-suited for chosen profession and/or will be unable to successfully find employment in the field.
4. **Unsatisfactory behavior on or around the campus of Northwest Career College or at externship sites.** Warnings regarding unsatisfactory behavior should be given in accordance with the Student Conduct Policy (see page 33), however the institution reserves the right to move for immediate dismissal depending on the severity of the incident.
5. **Unsatisfactory attendance, performance, and/or behavior during internship/externship** as defined in the internship/externship rules and regulations.
6. **Failure to fulfill financial responsibilities** in accordance with the enrollment agreement and any additional financial contracts or payment plans signed.
7. **Failure to abide by the programs' Code of Ethics, Standards of Practice, or classroom decorum,** or behaving in such a manner that, in the opinion of the director, may be harmful to the class, school or profession

8. **Consuming alcohol or illegal drugs** on the Northwest Career College premises or attending class under the influence of alcohol or illegal drugs.
9. **Cheating, stealing or other fraudulent actions.**

Any student who is dismissed has the right to appeal or apply for reenrollment.

Any student dismissed from the school will receive a tuition refund in accordance with the Refund Policy. After the date of dismissal, the student will not be assessed further for Satisfactory Academic Progress. Students are encouraged to meet with a representative from the Financial Aid Office 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 to attend in person.

#### Course Withdrawal Policy

Students may not withdraw from a specific course/module included in any one of our programs. Students desiring to withdraw from the program should follow the Program Withdrawal Policy below. Students desiring to remain enrolled in the program will fail the course and will be required to take a Leave of Absence for the remainder of the course. Students must discuss the upcoming availability of the failed course with the Registrar to develop a revised academic schedule for completion of their program. Please see the Making Up a Failed Course Policy above for additional information.

#### Program Withdrawal Policy

A student who wishes to withdraw from the program they are enrolled in must submit a written, signed and dated notice informing the school of his or her intentions. This may be done by meeting with the Registrar's office and filling out a Withdrawal Form, or by submitting a letter of withdrawal. A student will not be considered withdrawn from the program without a written request. The effective withdrawal date shall be the date the student notifies the Institution of withdrawal in writing.

Any student withdrawing from the school will receive a tuition refund in accordance with the Refund Policy. After the date of withdrawal, the student will not be assessed further for Satisfactory Academic Progress. Students are encouraged to meet with representative from the Financial Aid Office to discuss any questions regarding their loan repayment responsibilities and 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 to attend in person.

#### Readmission Policy

Students who have withdrawn or have been dismissed from Northwest Career College whose last date of attendance is over 6 months ago may reapply for admission by initially following the regular admissions procedures as detailed in this catalog. Additionally, the student must explain to the School Director or a qualified replacement what circumstances have changed from the time of withdrawal or dismissal to the time of readmission that would ensure that there would not be the need to withdraw from the program again.

#### Re-Entry Policy

Students who have withdrawn or have been dismissed from Northwest Career College whose last date of attendance is less than 6 months ago may apply for re-entry by contacting the Education Department. The student must submit a written explanation of what circumstances have changed from the time of withdrawal or



dismissal to the time of reenrollment that would ensure that there would not be the need to withdraw from the program again. This request will be reviewed and a determination will be made within 30 days of receipt of all documents related to the re-entry request. No new registration fee is required but a \$150.00 re-entry fee must be paid in full prior to returning to class.

## **Probation Policy**

A student may be placed on probation for a number of reasons, including but not limited to insufficient attendance, unsatisfactory academic progress, professional misconduct, 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.

If the student corrects the stated deficiency prior to the end of the probationary period, the probation requirements will be considered satisfied and the probation will be terminated. 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. If the student fails to demonstrate improvement during the initial probation period or fails correct the deficiency by the end of the extended probationary period, the student will be dismissed from the program.

Students dismissed at the end of their probationary period will receive notification documenting the date of dismissal and notifying the student of his or her right to appeal.

## **Appeals Policy**

A student has the right to appeal the following decisions:

1. Improper grading of a course
2. Determination of Unsatisfactory Academic Progress
3. Probationary Status
4. Dismissal

The following steps need to be taken to begin the appeal process:

1. Submit a written appeal to the Education Department requesting that the pertinent records be reviewed within ten (10) business days of receiving notification of the improper grade, Unsatisfactory Academic Progress, Probation, or Dismissal.
2. The student must submit evidence of instructor or Registrar error in the event of improper grading or academic assessment. The student must submit evidence of mitigating circumstances and a change in circumstances that will allow them to maintain Satisfactory Academic Progress in the event of a probation or dismissal. The following circumstances are considered eligible reasons for appeal:
  - i. Serious illness, accident, or injury to student or an immediate family member;
  - ii. Death of an immediate family member;
  - iii. Divorce experiences by you or your parent;
  - iv. Significant trauma in your life that impaired your emotional or physical health;
  - v. Other significant unexpected and documented circumstances beyond your control.

The student is allowed to attend classes during the appeals process unless their presence is deemed detrimental to the class. All submitted documentation will be considered in the appeals process, including information submitted by the Registrar regarding overall attendance, academic standing, and rate of completion.

If the appeal is accepted, the student will meet with the Registrar to address any issues with their remaining course schedule. If the appeal is denied, the last date of attendance will become the official date of dismissal. 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.

## **Outside Preparation Hours**

In compliance with accreditation requirements, all didactic and on-site clinical courses require a minimum of five hours of outside preparation hours per quarter credit hour in the form of reading, homework assignments, and study time. Outside preparation hours are also required for externship courses. See Externship Policies for additional information.

## **Transcript/Diploma Request Procedure**

An official diploma is defined as a diploma that is prepared by the Registrar on designated diploma paper and carries an original Northwest Career College seal. An official transcript is defined as a copy of the student's transcript that is prepared by the Registrar, placed in a sealed envelope from the institution, and carries the Northwest Career College seal and signature of the Registrar. An unofficial transcript is defined as any copy of the student's transcript that is not in a sealed envelope from the institution.

Graduates will receive one official diploma, one unofficial transcript, and one official transcript for the student to send to the applicable certification or licensure bodies upon graduation. Additional copies of official transcripts may be purchased for \$12.00. Additional copies of official diplomas may be purchased for \$25.00. Payments may be made in the form of cash, check or credit card. Students and alumni can obtain an unofficial transcript at no charge by submitting a request via email to the Registrar's office.

Diploma/Transcript requests must be submitted in writing. Transcript requests will be processed within five (5) business days of receipt of the request. Diplomas will be distributed at the graduate's exit interview. Northwest Career College reserves the right to withhold the diploma and/or transcript of any student who is not in good financial standing or has an outstanding balance on their account until the balance is settled.

## **Medical Incidents**

A "medical incident" is defined as any act, error or omission by the student providing professional services which results in injury or property damage. Should a medical incident occur, the student is covered by the liability insurance held by Northwest Career College. A medical incident does not include personal injury. Therefore, should an incident occur that did not include injury to another person (student, instructor, visitor, etc.), the student is liable for all costs, be they medical or property.

## **Transferability Disclosure Policy**

The transferability of credits earned at this institution to other institutions is at the discretion of the receiving institution. We make no guarantees that credits you earn here will be accepted by another institution.

## Computer Technical Skills

Any students enrolled in programs that offer courses via distance education must have basic Internet and computing skills are required to use this course. These might include the following:

- Using a browser
- Downloading a free browser from the Internet
- 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 System Requirements

Computers used for distance education courses must meet the system requirements below:

<b>Operating Systems</b>	<b>Browsers</b>
<b>Windows 7 and 8</b>	IE9, IE10, Firefox, Chrome
<b>Windows Vista</b>	IE9, IE10, Firefox, Chrome
<b>Mac OSX</b>	Safari, Firefox, Chrome
<b>iOS devices (tablets and phones)</b>	Safari
<b>Android devices (tablets and phones)</b>	Chrome

## Financial Information

### Tuition and Costs by Program

#### Dental Assisting

Registration (non-refundable).....	\$100.00
Tuition.....	\$11,890.00
Certification Exam.....	\$125.00
Equipment and Supplies .....	\$720.00
Books and Materials .....	\$330.00
Technology Fee.....	\$210.00
<u>Class and Clinic Uniform.....</u>	<u>\$125.00</u>
<b>Total Cost</b>	<b>\$13,500.00</b>

#### Massage Therapy

Registration (non-refundable).....	\$100.00
Tuition.....	\$10,740.00
Certification Exam.....	\$195.00
Licensure Fee.....	\$375.00
Books and Materials .....	\$375.00
Massage Table .....	\$480.00
Technology Fee.....	\$210.00
<u>Class and Clinic Uniform.....</u>	<u>\$125.00</u>
<b>Total Cost</b>	<b>\$12,600.00</b>

#### Medical Administrative Assisting

Registration (non-refundable).....	\$100.00
Tuition.....	\$11,885.00
Certification Exam.....	\$120.00
Laptop.....	\$460.00
Books, Materials, and Online Resources .....	\$600.00
Technology Fee.....	\$210.00
<u>Class and Clinic Uniform.....</u>	<u>\$125.00</u>
<b>Total Cost</b>	<b>\$13,500.00</b>

#### Medical Assisting

Registration (non-refundable).....	\$100.00
Tuition.....	\$12,210.00
Certification Exam.....	\$125.00
Equipment and Supplies .....	\$380.00
Books and Materials .....	\$200.00
Online Resources .....	\$150.00
Technology Fee.....	\$210.00
<u>Class and Clinic Uniform.....</u>	<u>\$125.00</u>
<b>Total Cost</b>	<b>\$13,500.00</b>

#### Medical Billing and Coding

Registration (non-refundable).....	\$100.00
Tuition.....	\$11,450.00
Certification Exam.....	\$110.00
Laptop.....	\$460.00
Books and Materials .....	\$895.00
Online Resources .....	\$150.00
Technology Fee.....	\$210.00
<u>Class and Clinic Uniform.....</u>	<u>\$125.00</u>
<b>Total Cost</b>	<b>\$13,500.00</b>

### Paralegal Studies

Registration (\$100 non-refundable).....	\$250.00
Tuition.....	\$20,430.00
Laptop.....	\$800.00
Books and Materials.....	\$3,700.00
Technology Fee.....	\$420.00
<b>Total Cost</b>	<b>\$25,600.00</b>

### Pharmacy Technician

Registration (non-refundable).....	\$100.00
Tuition.....	\$11,844.00
Certification Exam.....	\$129.00
Licensing Fee.....	\$40.00
Laptop.....	\$460.00
Books and Materials.....	\$555.00
Background Check Fee.....	\$10.00
Drug Screening Fee.....	\$27.00
Technology Fee.....	\$210.00
Class and Clinic Uniform.....	\$125.00
<b>Total Cost</b>	<b>\$13,500.00</b>

Title IV Federal Financial Aid is available to qualifying students enrolled in any of the programs listed above.

### **Tuition Payment Policy**

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, Northwest Career College reserves the right to withhold any student's diplomas and/or transcripts until the balance is settled.

### **Delinquent Payment Policy**

Students will be assessed a fee based on the bank fee charged to the Institution 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 dismissed from school 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 Policies**

Northwest Career College 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](http://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 Northwest Career College takes no part in determining which students will be chosen for verification.

Disbursement Schedule

Student Financial Aid will be disbursed according to the following schedule:

<b>Program</b>	<b>Shift – Total Clock Hours/Financial Aid Credits* In Program</b>	<b>1<sup>st</sup> Disbursement (1<sup>st</sup> Half of Loans)</b>	<b>2<sup>nd</sup> Disbursement (2<sup>nd</sup> Half of Loans)</b>
Dental Assisting	Day – 36 Credits	After 1 Credit is earned. Allow 30 – 45 days after start.*	After 20 Credits have been earned.
Dental Assisting	Night – 36 Credits	After 1 Credit is earned. Allow 30 – 45 days after start.*	After 20 Credits have been earned.
Massage Therapy	Day – 375 Hours	After 1 Hour is earned. Allow 30 – 45 days after start.*	After 375 Hours have been earned.
Massage Therapy	Night – 375 Hours	After 1 Hour is earned. Allow 30 – 45 days after start.*	After 375 Hours have been earned.
Medical Administrative Assisting	Night – 36 Credits	After 1 Credit is earned. Allow 30 – 45 days after start.*	After 20 Credits have been earned.
Medical Assisting	Day – 36 Credits	After 1 Credit is earned. Allow 30 – 45 days after start.*	After 20 Credits have been earned.
Medical Assisting	Night – 36 Credits	After 1 Credit is earned. Allow 30 – 45 days after start.*	After 20 Credits have been earned.
Medical Billing and Coding	Night – 40 Credits	After 1 Credit is earned. Allow 30 – 45 days after start.*	After 20 Credits have been earned.
Pharmacy Technician	Night – 38 Credits	After 1 Credit is earned. Allow 30 – 45 days after start.*	After 20 Credits have been earned.

<b>Program</b>	<b>Shift – Total Financial Aid Credits In Program</b>	<b>1<sup>st</sup> Disbursement</b>	<b>2<sup>nd</sup> Disbursement</b>	<b>3<sup>rd</sup> Disbursement</b>	<b>4<sup>th</sup> Disbursement</b>	<b>5<sup>th</sup> Disbursement</b>	<b>6<sup>th</sup> Disbursement</b>
Paralegal	93	30-45 days after start *	At beginning of 2 <sup>nd</sup> Term	At beginning of 3 <sup>rd</sup> Term	At beginning of 4 <sup>th</sup> Term	At beginning of 5 <sup>th</sup> Term	At beginning of 6 <sup>th</sup> Term

The disbursement schedule is estimated and assumes no delays in the loan document signing process. Actual disbursement dates may vary.

## Return of Title IV Funds Policy

Northwest Career College 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 dismissed 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 dismissed 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 dismissal 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. A representative from the Finance Department will complete a Northwest Career College Refund Worksheet and a representative from the Financial Aid Department will deliver all materials to the student to ensure that the student understands his or her financial obligations both to the school and to the Federal Government. The student will also complete their Exit Counseling at this time.

If the student cannot be contacted to schedule a meeting, these materials will be mailed to the last known address of the student. Northwest Career College 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 dismissal date. Northwest Career College will return all funds that are owed to the student within 14 days of the student's withdrawal or dismissal date.

## **Refund Policy**

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

1. Northwest Career College maintains a 14 day financial grace period. If a student cancels enrollment within **14 calendar days** of beginning school, the student is considered to have fallen within their "grace period." The student will not be assessed any tuition costs and will be considered a "no start" enrollment, but will still be responsible for the cost of certain non-refundable fees delineated on the enrollment contract. These fees can include the non-refundable portion of the registration fee, uniforms, books, and any personal equipment received prior to cancellation of their enrollment.
2. 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 dismissed, the student will be charged for all non-refundable fees plus a prorated tuition amount based on the percentage of the term completed.
3. 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 dismissed, the student will be charged for all non-refundable fees plus the full amount of tuition for that term.
4. The unit of measurement used for refund calculation will be by the last day of attendance. Any refund due to the student will be paid within 15 days of cancellation, dismissal, or withdrawal notification.
5. Uniforms, books, and personal equipment are not refundable after use by the student.
6. 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.

Northwest Career College 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.

## Program Information

### 780-Hour Dental Assisting Program

#### Program Description

The program listed below will help prepare you for a career in dental assisting and is designed for students with little or no experience in dental procedures. The program is a blended learning program and instruction is provided with lecture in the classroom and hands-on experience in the dental laboratory for core Dental Assisting courses. Instruction is provided with online distance learning for the Microsoft Office Course. Externship is conducted in a residential manner at a dental treatment facility. Upon satisfactory completion of the program detailed below, students will be granted a diploma from Northwest Career College, which will qualify students to become a registered dental assistant and obtain an entry-level position as a dental assistant in a dental practice. Computer and Internet Access are required to complete this program.

#### Program Schedule

Day Program (37 Weeks\* of Class and Externship/780 hours/52 quarter credits)

Monday – Friday ..... 9:00 a.m. to 1:00 p.m.

Night Program (45 Weeks\* of Class and Externship/780 hours/52 quarter credits)

Monday – Thursday ..... 6:00 p.m. to 10:00 p.m.

\*Actual program length (in Weeks) may vary due to holidays and externship schedules.

#### Course List

<b>LIST EACH COURSE: (Name &amp; Number)</b>	<b>LECTURE HOURS</b>	<b>LAB HOURS</b>	<b>EXT/INT HOURS</b>	<b>CREDIT HOURS</b>	<b>CONTACT HOURS</b>
DA101 – Chairside Assisting: General Dentistry	40	0	0	4.0	40
DA102 – Medical Assessment and Documentation	40	0	0	4.0	40
DA103 – Chairside Assisting: Expanded Functions	40	0	0	4.0	40
DA104 – Chairside Assisting: Specialty Procedures	40	0	0	4.0	40
DA105 – Health, Safety, and Infection Control	40	0	0	4.0	40
DA106 – Dental Anatomy and Disease	40	0	0	4.0	40
DA107 – Dental Office Administration	40	0	0	4.0	40
DA111 – Clinical Assisting	0	280	0	14.0	280
MOS101 – Microsoft Office Fundamentals	40	0	0	4.0	40
DA201 – Dental Assisting Externship	0	0	180	6.0	180
<b>TOTAL</b>	<b>320</b>	<b>280</b>	<b>180</b>	<b>52.0</b>	<b>780</b>



## Course Descriptions

### DA101 – Chairside Assisting: General Dentistry (40 Clock Hours / 4.0 Quarter Credit Hours)

- Prerequisites: None
- Description: This course introduces students to chairside assisting in the general dentistry setting, covering a range of topics from dental operator equipment, dental hand instruments, and dental handpieces. It continues with a discussion of restorative materials; dental liners, bases, and bonding agents; and dental cements. The course then provides instruction on the proper placement and use of matrix system in restorative dentistry. The course finishes with an introduction to the materials used and procedures done in the dental laboratory setting.

### DA102 – Medical Assessment and Documentation (40 Clock Hours / 4.0 Quarter Credit Hours)

- Prerequisites: None
- Description: This course provides an overview of basic human anatomy, physiology, and pathology; the principles of general pharmacology; and the basics of nutrition. In that context, this course provides instruction on the basic components of the patient record, proper documentation of patient medical histories and vital signs, 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.

### DA103 – Chairside Assisting: Expanded Functions (40 Clock Hours / 4.0 Quarter Credit Hours)

- Prerequisites: None
- Description: This course introduces students to expanded functions dental assisting. Topics include impression materials, preventive dentistry procedures such as sealants and coronal polishing, and fabrication of provisional coverage. It continues with a discussion of various moisture control techniques, including rubber dam placement. The course finishes with instruction on the proper technique for intraoral and extraoral imaging and processing of radiographs.

### DA104 – Chairside Assisting: Specialty Procedures (40 Clock Hours / 4.0 Quarter Credit Hours)

- Prerequisites: None
- Description: This course introduces students to chairside assisting in the context of specialty procedures, covering the armamentarium and role of a dental assistant during endodontic, periodontal, surgical, pediatric, orthodontic, and prosthodontic procedures.

### DA105 – Health, Safety, and Infection Control (40 Clock Hours / 4.0 Quarter Credit Hours)

- Prerequisites: None
- 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 management, chemical and waste management, and quality assurance procedures. The course then provides instruction on the proper use of radiographic equipment and radiologic safety procedures. Finally, the course introduces the regulatory and advisory agencies that participate in enforcing standards related to these procedures.

#### DA106 – Dental Anatomy and Disease (40 Clock Hours / 4.0 Quarter Credit Hours)

- Prerequisites: None
- Description: This course provides an in-depth review of head, neck, and oral anatomy, knowledge of which is fundamental to a well-rounded understanding of dental procedures, anesthesia, and pain control. 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 introduces the processes of oral diagnosis and treatment planning.

#### DA107 – Dental Office Administration (40 Clock Hours / 4.0 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 the business, administrative, and marketing aspects of working in a dental office. This includes how to successfully navigate communication issues with patients, coworkers and supervisors, and how to perform treatment plan presentations to improve case acceptance rates.

#### DA111 – Clinical Assisting (280 Clock Hours / 14.0 Quarter Credit Hours)

- Prerequisites: None
- Description: This course introduces students to the functions of the clinical dental assistant. It begins with intake procedures such as greeting patients, obtaining medical and dental histories, recording vital signs, taking patient phone calls, and scheduling appointments. It continues with clinical identification of tooth numbers and surfaces and charting of existing dental restorations. The basic portion of the course finishes with detailed coverage of the instrumentation needed to perform coronal polishing, restorative dental procedures, and specialty dental procedures. The course then continues by introducing students to more expanded functions of the clinical dental assistant. It reviews procedures performed by assistants directly on patients such as taking alginate impressions, performing coronal polishing, applying fluoride varnish, placing a rubber dam, and taking intraoral radiographs. It continues with laboratory procedures such as pouring of study models and fabrication of single and three unit provisional restorations. Patient etiquette is reinforced with practice providing post-operative instructions. The course finishes with chairside assisting responsibilities such as documenting clinical notes, and providing light, moisture control, and passing instrument to the dentist. Infection control responsibilities such as proper use of personal protective equipment, preparing and breaking down dental operatories, and instrument sterilization are emphasized throughout the course.

#### MOS101 – Microsoft Office Fundamentals (40 Clock Hours / 4.0 Quarter Credit Hours)

- Prerequisites: None
- Description: The course provides an introduction to the fundamentals of Microsoft Office products. Students will learn and perform basic techniques in Microsoft Word, Excel, and PowerPoint. This course is delivered via distance education. Computer and Internet Access are required to complete this course.

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

- Prerequisites: DA101, DA102, DA103, DA104, DA105, DA106, DA107, DA111, and MOS101.
- 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.

## 750-Hour Massage Therapy Program

### Program Description

The program listed below 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 residential in nature and instruction is provided with lecture in the classroom, hands-on experience, 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 certified 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.

### Program Schedule

Day Program (40 Weeks\* of Class and Internship/750 hours)

Monday – Wednesday, Friday ..... 9:00 a.m. to 12:00 p.m.

Thursday ..... 8:00 a.m. to 12:00 p.m.

Night Program (46 Weeks\* of Class and Internship/750 hours)

Monday – Thursday ..... 6:00 p.m. to 10:00 p.m.

\*Actual program length (in Weeks) may vary due to holidays and externship schedules

### Course List

<b>COURSE (Name &amp; Number)</b>	<b>LECTURE HOURS</b>	<b>LAB HOURS</b>	<b>EXT/INT HOURS</b>	<b>CONTACT HOURS</b>
MT101 – Human Anatomy & Physiology	100	0	0	100
MT102 – Basic Massage	40	70	0	110
MT103 – Kinesiology	30	0	0	30
MT201 – Student Clinic	0	0	150	150
MT202 – Advanced Anatomy & Physiology	30	0	0	30
MT203 – Advanced Kinesiology	30	0	0	30
MT204 – Medical Massage: Pathology	20	10	0	30
MT205 – Massage as a Business	30	0	0	30
MT206 – National Board Review	30	0	0	30
MT301 – Deep Tissue Upper Body	15	15	0	30
MT302 – Deep Tissue Lower Body	15	15	0	30
MT303 – Medical Massage: Applications	20	10	0	30
MT304 – Sports Massage	10	20	0	30
MT305 – Special Needs	10	20	0	30
MT306 – Shiatsu	15	15	0	30
MT307 – Spa Therapies	10	20	0	30
<b>TOTALS:</b>	<b>405</b>	<b>195</b>	<b>150</b>	<b>750</b>

## Course Descriptions

### MT101 – Human Anatomy and Physiology (100 Clock Hours)

- Prerequisites: None
- Description: The course provides a general review of body systems with an emphasis on musculoskeletal and neuromuscular tissue existing in the human body. The direct and indirect effects of massage on the different body systems are emphasized to provide a thorough understanding and appreciation of human anatomy, physiology, and pathology. The healing functions of the body in terms of inflammation and repair will also be reviewed.

### MT102 – Basic Massage (110 Clock 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.

### MT103 – Kinesiology (30 Clock Hours)

- Prerequisites: None
- Description: The course discusses kinesiology, the science and study of human muscular movement, in the context of massage therapy. It addresses how muscles move bones and will reinforce the benefit of specific massage techniques on muscle function and strength. Specifically, origins, insertions, and actions of major muscles will be reviewed.

### MT201 – Student Clinic (150 Clock Hours)

- Prerequisites: MT101, MT102, MT103
- 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 Conduct Agreement.

### MT202 – Advanced Anatomy & Physiology (30 Clock Hours)

- Prerequisites: MT101
- Description: The course is designed to expand upon the contents of the Human Anatomy & Physiology I course and specifically prepare the students for the section of the national board examination that covers Anatomy & Physiology. It consists of a comprehensive review of all systems of the body and a series of preparatory practice examinations that are geared toward advanced Human Anatomy & Physiology.

### MT203 – Advanced Kinesiology (30 Clock Hours)

- Prerequisites: MT103
- Description: The course is designed to expand upon the contents of the Kinesiology I course and specifically prepare the students for the section of the national board examination that covers Kinesiology. It consists of a comprehensive review of the core concepts of Kinesiology in addition to a series of preparatory practice examinations geared toward advanced Kinesiology.

#### MT204 – Medical Massage: Pathology (30 Clock Hours)

- Prerequisites: MT101, MT102, MT103
- 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 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.

#### MT205 – Massage as a Business (30 Clock Hours)

- Prerequisites: MT101, MT102, MT103
- 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. Students will take tours of local day and hotel spas to compare available employment settings.

#### MT206 – National Board Review (30 Clock Hours)

- Prerequisites: MT101, MT102, MT103
- Description: The course is designed to prepare students to take the National Board Examination, and includes tips on successful test-taking skills, and hints on frequently tested topics. A comprehensive review of all topics covered in the Northwest Career College curriculum is distributed for use during the course.

#### MT301 – Deep Tissue Massage – Upper Body (30 Clock Hours)

- Prerequisites: MT101, MT102, MT103, MT201, MT202, MT203, MT204, MT205, MT206
- 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.

#### MT302 – Deep Tissue Massage – Lower Body (30 Clock Hours)

- Prerequisites: MT101, MT102, MT103, MT201, MT202, MT203, MT204, MT205, MT206
- 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.

#### MT303 – Medical Massage and Pathology II (30 Clock Hours)

- Prerequisites: MT101, MT102, MT103, MT201, MT202, MT203, MT204, MT205, MT206
- 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 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.

#### MT304 – Sports Massage (30 Clock Hours)

- Prerequisites: MT101, MT102, MT103, MT201, MT202, MT203, MT204, MT205, MT206
- 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.

#### MT305 – Special Needs (30 Clock Hours)

- Prerequisites: MT101, MT102, MT103, MT201, MT202, MT203, MT204, MT205, MT206
- Description: The course discusses the adaptation of massage techniques for use on elderly, handicapped, infant, and prenatal clients.

#### MT306 – Shiatsu (30 Clock Hours)

- Prerequisites: MT101, MT102, MT103, MT201, MT202, MT203, MT204, MT205, MT206
- Description: The course discusses the history, theory, and treatment applications of Shiatsu techniques. It also covers the concept of meridian energy as it relates to therapeutic touch, including a discussion of its history and treatment applications.

#### MT307 – Spa Therapies (30 Clock Hours)

- Prerequisites: MT101, MT102, MT103, MT201, MT202, MT203, MT204, MT205, MT206
- Description: The course includes training in Aromatherapy, Sea Salt Treatments, Soothing Thermal Wraps, River Rock Therapy, and Ayurveda. It includes a discussion of spa history, therapies, and therapeutic benefits. It also covers operation and care of spa equipment and the use of different spa products.

## 780-Hour Medical Administrative Assisting Program

### Program Description

The program listed below will help prepare you for a career in medical administration and is designed for students with little or no experience in the medical field. The program is a blended learning program and instruction is provided with online distance learning for lecture materials, hands-on experience with instructor supervision for laboratory skills, and externship. 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 certified medical administrative specialist and obtain an entry-level administrative position in a medical practice. Computer and Internet Access are required to complete this program.

### Program Schedule

Night Program (37 Weeks\* of Class and Externship/780 hours/59.0 quarter credits)

Monday, Tuesday, Wednesday, or Thursday..... 6:00 p.m. to 10:00 p.m.

\*Actual program length (in Weeks) may vary due to holidays and externship schedules.

### Course List

<b>LIST EACH COURSE: (Name &amp; Number)</b>	<b>LECTURE HOURS</b>	<b>LAB HOURS</b>	<b>EXT/INT HOURS</b>	<b>CREDIT HOURS</b>	<b>CONTACT HOURS</b>
MAA101 – Introduction to Medical Administration	65	15	0	7.0	80
MAA102 – Health Information and Medical Records Management	65	15	0	7.0	80
MAA103 – Introduction to Medical Terminology	65	15	0	7.0	80
MAA104 – Diagnostic and Procedural Terminology	65	15	0	7.0	80
MAA105 – Introduction to Billing and Coding	65	15	0	7.0	80
MAA106 – Accounts Receivable and Claims Management	65	15	0	7.0	80
MAA107 – Financial and Practice Management	65	15	0	7.0	80
MOS101 – Microsoft Office Fundamentals	40	0	0	4.0	40
MAA201 – Medical Administrative Externship	0	0	180	6.0	180
<b>TOTALS</b>	<b>495</b>	<b>105</b>	<b>180</b>	<b>59.0</b>	<b>780</b>



## Course Descriptions

### 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: None
- 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: None
- 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: None
- 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: None
- 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: None
- 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: None
- 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 continues with an overview of financial and practice management. Finally, it provides students with exposure to basic clinical skills such as recording vital signs and assisting with a medical emergency to maximize their ability to assist in the office as needed.

MOS101 – Microsoft Office Fundamentals (40 Clock Hours / 4.0 Quarter Credit Hours)

- Prerequisites: None
- Description: The course provides an introduction to the fundamentals of Microsoft Office products. Students will learn and perform basic techniques in Microsoft Word, Excel, and PowerPoint. This course is delivered via distance education. Computer and Internet Access are required to complete this course.

MAA201 – Medical Administrative Externship (180 Clock Hours / 6.0 Quarter Credit Hours)

- Prerequisites: MAA101, MAA102, MAA103, MAA104, MAA105, MAA106, MAA107, and MOS101
- Description: The externship is designed to give students the opportunity to apply their knowledge of administrative medical assisting, medical billing and coding, and practice management under the supervision of a medical office supervisor. Each extern will work in one or more medical facilities during their externship.

## 780-Hour Medical Assisting Program

### Program Description

The program listed below will help prepare you for a career in medical assisting and is designed for students with little or no experience in medical procedures. The program is a blended learning program and instruction is provided with lecture in the classroom and hands-on experience in the medical laboratory for core Medical Assisting courses. Instruction is provided with online distance learning for the Microsoft Office Course. 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 Northwest Career College, which will qualify them to become a certified or registered medical assistant and obtain an entry-level position as a medical assistant in a medical practice. Computer and Internet Access are required to complete this program.

### Program Schedule

Day Program (37 Weeks\* of Class and Externship/780 hours/52 quarter credits)

Monday – Friday ..... 9:00 a.m. to 1:00 p.m.

Night Program (45 Weeks\* of Class and Externship/780 hours/52 quarter credits)

Monday – Thursday ..... 6:00 p.m. to 10:00 p.m.

\*Actual program length (in Weeks) may vary due to holidays and externship schedules.

### Course List

<b>COURSE (Name &amp; Number)</b>	<b>LECTURE HOURS</b>	<b>LAB HOURS</b>	<b>EXT/INT HOURS</b>	<b>CREDIT HOURS</b>	<b>CONTACT HOURS</b>
MA101 – Medical Front Office	40	40	0	6.0	80
MA102 –Nervous, Endocrine Systems	40	40	0	6.0	80
MA103 – Allied Health and Diagnostics	40	40	0	6.0	80
MA104 – Immune, Urinary, Reproductive Systems, Special Populations	40	40	0	6.0	80
MA105 – Respiratory, Circulatory Systems, Electrocardiogram, Hematology	40	40	0	6.0	80
MA106 – Medical Law and Ethics, Communication, Pharmacology	40	40	0	6.0	80
MA107 – Digestive, Integumentary, Muscular, Skeletal Systems	40	40	0	6.0	80
MOS101 – Microsoft Office Fundamentals	40	0	0	4.0	40
MA201 – Medical Assisting Externship	0	0	180	6.0	180
<b>TOTALS</b>	<b>320</b>	<b>280</b>	<b>180</b>	<b>52.0</b>	<b>780</b>

## Course Descriptions

### MA101 – Medical Front Office (80 Clock Hours – 6 Quarter Credit Hours)

- Prerequisites: None
- Description: The course discusses front office responsibilities of a medical assistant, including telephone techniques, patient reception, appointment scheduling, inventory control, computer software and financial management. It reviews the history of medical insurance, its role healthcare, and contains an introductory discussion of electronic billing and coding. Finally, the history of medical assisting and the American healthcare system are briefly addressed.

### MA102 – Nervous, Endocrine Systems (80 Clock Hours – 6 Quarter Credit Hours)

- Prerequisites: None
- Description: The course contains a heavy anatomy emphasis and discusses the nervous system (including special senses) and the endocrine system. Anatomy, physiology, and pathologies of these systems are addressed in lecture, while Neurology and Endocrinology procedures that medical assistants may encounter and assist with are addressed in lab.

### MA103 – Allied Health and Diagnostics (80 Clock Hours – 6 Quarter Credit Hours)

- Prerequisites: None
- Description: The course provides an introduction to cell biology and basic human physiology. It addresses the spread of disease, infection control, and how to handle medical emergencies. It discusses the role of diagnostic imaging, physical therapy and rehabilitation, nutrition, mental health in health care. Finally, emphasis in lab is placed on patient education techniques.

### MA104 – Immune, Urinary, Reproductive Systems, Special Populations (80 Clock Hours – 6 Quarter Credit Hours)

- Prerequisites: None
- Description: The course contains a heavy anatomy emphasis and discusses the immune system, the urinary system, and the reproductive system. Anatomy, physiology, and pathologies of these systems are addressed in lecture, while Immunology, Urology, and Gynecology procedures that medical assistants may encounter and assist with are addressed in lab. The course also discusses life cycle changes in humans and the corresponding changes to proper office protocol when dealing special populations, with an emphasis on pediatric and geriatric groups

### MA105 – Respiratory, Circulatory Systems, Electrocardiogram, Hematology (80 Clock Hours – 6 Quarter Credit Hours)

- Prerequisites: None
- Description: The course contains a heavy anatomy emphasis and discusses the respiratory system, the circulatory system (including ECG procedures and Hematology), and the lymphatic system. Anatomy, physiology, and pathologies of these systems are addressed in lecture, while Pulmonary Function Tests, ECGs, and Hematology/Blood Testing procedures that medical assistants may encounter and assist with are addressed in lab.

MA106 – Law and Ethics, Communication, Pharmacology (80 Clock Hours – 6 Quarter Credit Hours)

- Prerequisites: None
- Description: The course provides an introduction to 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, the course discusses 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.

MA107 – Digestive, Integumentary, Muscular, Skeletal System (80 Clock Hours – 6 Quarter Credit Hours)

- Prerequisites: None
- Description: The course contains a heavy anatomy emphasis and discusses the digestive system, the integumentary system, the muscular system, and the skeletal system. Anatomy, physiology, and pathologies of these systems are addressed in lecture, while Gastroenterology, Dermatology, and Orthopedic or Kinesiology procedures that medical assistants may encounter and assist with are addressed in lab.

MOS101 – Microsoft Office Fundamentals (40 Clock Hours / 4.0 Quarter Credit Hours)

- Prerequisites: None
- Description: The course provides an introduction to the fundamentals of Microsoft Office products. Students will learn and perform basic techniques in Microsoft Word, Excel, and PowerPoint. This course is delivered via distance education. Computer and Internet Access are required to complete this course.

MA201 – Medical Assisting Externship (180 Clock Hours / 6.0 Quarter Credit Hours)

- Prerequisites: MA101, MA102, MA103, MA104, MA105, MA106, MA107, and MOS101
- Description: The pass/fail externship gives each student the opportunity to apply their education in an affiliated medical 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 healthcare facilities.

## 800-Hour Medical Billing and Coding Program

### Program Description

The program listed below will help prepare you for a career in medical insurance billing and is designed for students with little or no experience in billing procedures. The program is a blended education program; instruction is provided with online distance learning for lecture materials, hands-on experience with instructor supervision (with actual bills submitted to insurance companies for review), and externship. Upon satisfactory completion of the program detailed below, students will be granted a diploma from Northwest Career College, which will qualify them to obtain an entry-level position as a Medical Biller in a medical practice or billing company. Computer and Internet Access are required to complete this course.

### Program Schedule

Evening Program (37 Weeks\* of Class and Externship/800 hours)

Mon, Tue, Wed or Th – Billing/Coding Internship, On Campus 6:00 p.m. to 9:00 p.m.

\*Actual program length (in Weeks) may vary due to holidays and externship schedules.

### Course List

<b>LIST EACH COURSE: (Name &amp; Number)</b>	<b>LECTURE HOURS</b>	<b>LAB HOURS</b>	<b>EXT/INT HOURS</b>	<b>CREDIT HOURS</b>	<b>CONTACT HOURS</b>
MBC101 – Introduction to Insurance Billing and Claims Management	80	0	0	8.0	80
MBC102 – Introduction to Diagnostic Coding	80	0	0	8.0	80
MBC103 – Introduction to Procedural Coding	80	0	0	8.0	80
MBC104 – Private Insurance Plans and Managed Care	80	0	0	8.0	80
MBC105 – Medicare and Medicaid	80	0	0	8.0	80
MBC106 – Military Carriers, Worker’s Comp, and Disability Insurance	80	0	0	8.0	80
MBC107 – Hospital Billing	80	0	0	8.0	80
MBC111 – Medical Billing Internship	0	0	60	2.0	60
MBC201 – Medical Billing Externship	0	0	180	6.0	180
<b>TOTAL</b>	<b>560</b>	<b>0</b>	<b>240</b>	<b>64.0</b>	<b>800</b>

## Course Descriptions

MBC101 – Introduction to Insurance Billing and Claims Management (80 Clock Hours / 8.0 Quarter Credit Hours)

- Prerequisites: None
- Description: The course provides an introduction to the healthcare industry by describing the role of the Medical Insurance Specialist and the basics of insurance billing, including an overview of important regulations related to claims submission, claims management, and the collections process.

MBC102 – Introduction to Diagnostic Coding (80 Clock Hours / 8.0 Quarter Credit Hours)

- Prerequisites: None
- Description: The course addresses the basics of diagnostic coding. It also introduces and provides the proper recording guidelines for the ICD-10 diagnostic coding system. The course also provides an introduction to billing terminology, medical terminology, and the basic word structure of common terms used in the healthcare industry.

MBC103 – Introduction to Procedural Coding (80 Clock Hours / 8.0 Quarter Credit Hours)

- Prerequisites: None
- Description: The course addresses the basics of procedural coding, including CPT and HCPCS. It then goes into specific detail regarding coding of E/M services, anesthesia, and general surgery procedures. Finally, the course continues with musculoskeletal, integumentary, and respiratory terminology.

MBC104 – Private Insurance Plans and Managed Care (80 Clock Hours / 8.0 Quarter Credit Hours)

- Prerequisites: None
- Description: The course explains the basics of Private Insurance and Managed Care Plans. It then goes into specific detail regarding coding of integumentary, musculoskeletal, and respiratory procedures. Finally, the course continues with digestive, cardiovascular, hematologic, and immune system terminology.

MBC105 – Medicare and Medicaid (80 Clock Hours / 8.0 Quarter Credit Hours)

- Prerequisites: None
- 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, and procedures for claim submission to these programs. It then goes into specific detail regarding coding of digestive, cardiovascular, hemic, and lymphatic procedures. Finally, the course continues with genitourinary, reproductive, nervous, and endocrine terminology.

MBC106 – Military Carriers, Worker's Comp, and Disability Insurance (80 Clock Hours / 8.0 Quarter Credit Hours)

- Prerequisites: None
- Description: The course explains the basics of the TRICARE and Veterans' insurance programs. Additionally, the course discusses Workers' Compensation and disability programs. It then goes into specific detail regarding coding of endocrine, nervous, urinary, and reproductive procedures. Finally, the course continues with behavioral, eye, ear, and cranial terminology.

MBC107 - Hospital Billing (80 Clock Hours / 8.0 Quarter Credit Hours)

- Prerequisites: None
- Description: The course explains the basics of inpatient and outpatient hospital billing. Additionally, the course provides an introduction to medical documentation in electronic health records. It then goes into specific detail regarding coding of ocular, auditory, radiology, pathology, and medicine procedures.

MBC111 – Medical Billing Internship (60 Clock Hours / 2.0 Quarter Credit Hours)

- Prerequisites: None
- Description: The internship provides students with real world insurance exercises to prepare them for their upcoming externships. Each intern will complete workbook assignments that consist of submitting insurance claims to various providers and troubleshooting billing problems within a commercial billing software system. Their performance will be graded by a third-party provider of billing services so students can get feedback regarding the job functions they will perform on externship.

MBC201 – Medical Billing Externship (180 Clock Hours / 6.0 Quarter Credit Hours)

- Prerequisites: MBC101, MBC102, MBC103, MBC104, MBC105, MBC106, MBC107, MBC111
- Description: The externship is designed students the opportunity to work on patient claim forms and submit them for payment, investigate rejections and secure pre-authorizations. Each extern will work in one or more medical facilities or medical billing facilities during their externship.



# 1250-Hour Paralegal Studies Program

## Program Description

The Associates of Applied Science in Paralegal Studies is designed to qualify its graduates to pursue a career in law including employment at law firms and governmental entities. General Education courses utilize distance education delivery systems including online lectures, faculty-facilitated discussion forums, practice exercises, writing and critical thinking assignments, quizzes, and final projects or exams. The Core Paralegal courses offered are residential in nature. The material covered in these classes is essential to the success of paralegal professionals and is hosted on-site to ensure adequate understanding of the material. The student experience will include a combination of lectures, classroom discussions, practice exercises, writing and critical thinking assignments, quizzes, and final projects or exams. Computer and Internet Access are required to complete this course.

## Program Schedule

Day Program (6 Quarters 12 Modules – 72 Weeks\* of Class and Externship/1250 hours/93 quarter credits)

Monday – Thursday ..... 10:00 a.m. to 2:00 p.m.

\*Actual program length (in Weeks) may vary due to holidays and externship schedules.

## Course List

<b>LIST EACH COURSE: (Name &amp; Number)</b>	<b>LECTURE HOURS</b>	<b>LAB HOURS</b>	<b>EXT/INT HOURS</b>	<b>CREDIT HOURS</b>	<b>CONTACT HOURS</b>
GE101 – College Algebra	50	0	0	5	50
GE102 – English Composition I	50	0	0	5	50
GE103 – English Composition II	50	0	0	5	50
GE104 – Environmental Science	50	0	0	5	50
GE105 – Ethics/Applied Ethics	50	0	0	5	50
GE106 – Introduction to Psychology	50	0	0	5	50
GE107 – American Government and the Nevada State Constitution	50	0	0	5	50
PL101 – Civil Litigation	30	20	0	4	50
PL102 – Introduction to Law	30	20	0	4	50
PL103 – Intro to Paralegal Profession/Law	30	20	0	4	50
PL104 – Contracts	30	20	0	4	50
PL105 – Family Law	30	20	0	4	50
PL106 – Criminal Law and Procedure	30	20	0	4	50
PL107 – Legal Research and Writing	30	20	0	4	50
PL108 – Paralegal Ethics	30	20	0	4	50
PL109 – Real Estate	30	20	0	4	50
PL110 – Technology In The Law Office	30	20	0	4	50
PL111 – Torts	30	20	0	4	50
PL112 – Wills, Trusts, and Estates	30	20	0	4	50
PL201 – Paralegal Externship	0	0	300	10	300
<b>TOTALS</b>	<b>710</b>	<b>240</b>	<b>300</b>	<b>93</b>	<b>1250</b>

## Course Descriptions

### GE101 – College Algebra (50 Contact Hours/5 ABHES Quarter Credit Hours)

- Prerequisites: None
- Description: The course focuses on algebraic concepts essential for success in the workplace and other courses. Using real-world examples and applications, students practice fundamental operations with number systems, formulas, algebraic expressions, and linear equations. The course also explores problems involving factoring, inequalities, exponents, radicals, linear equations, functions, quadratic equations, and graphs.

### GE102 – English Composition I (50 Contact Hours/5 ABHES 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.

### GE103 – English Composition II (50 Contact Hours/5 ABHES Quarter Credit Hours)

- Prerequisites: None
- Description: This course builds on lessons learned in English Composition 1. In addition to reviewing the writing process, students learn research techniques, citation techniques, documentation formats, and critical analysis of written topics.

### GE104 – Environmental Science (50 Contact Hours/5 ABHES Quarter Credit Hours)

- Prerequisites: None
- Description: This course explores the relationship between man and the environment. Students examine the balance between natural resources and the needs of mankind. Students explore the scientific, political, economic, and social implications of environmental science.

### GE105 – Ethics/Applied Ethics (50 Contact Hours/5 ABHES Quarter Credit Hours)

- Prerequisites: None
- Description: This course examines the dynamic role of ethics in modern society and provides students with a foundation for examining the wide variety of ethical issues facing humanity today. Students will explore the relationship of science and ethics, the nature of virtue, the relationship between religion and ethics, the nature and existence of free will, and the question of moral responsibility.

### GE106 – Introduction to Psychology (50 Contact Hours/5 ABHES 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/memory, emotion, states of consciousness, personality theories, cognition, life-span development, and applied psychology.

### GE107 – American Government and the Nevada State Constitution (50 Contact Hours/5 ABHES Quarter Credit Hours)

- Prerequisites: None

- Description: This course introduces students to the fundamentals of American government and politics focusing on the evolution of policies, major institutions, and major processes. Course goals include developing understanding of today's government, policy development, and politics, as well as to develop critical thinking and information literacy skills in government and politics. Topics include the US and Nevada Constitutions, federalism, civil rights and civil liberties, the structure and processes of the branches of government, political socialization, interest groups, public opinion, political parties, the election process, and basic U.S social, economic, and foreign policy.

PL101 – Civil Litigation (50 Contact Hours/4 ABHES Quarter Credit Hours)

- Prerequisites: None
- 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.

PL102 – Introduction to Law (50 Contact Hours/4 ABHES Quarter Credit Hours)

- Prerequisites: None
- Description: This course presents an overview of various substantive and procedural areas of the law and their corresponding legal practice areas. Students are introduced to the legal profession, legal ethics, sources of law, an overview of courts, alternate dispute resolution systems, various substantive and procedural areas of the law, and analyzing an application of law to factual circumstances.

PL103 – Introduction to Paralegal Profession and Law (50 Contact Hours/4 ABHES Quarter Credit Hours)

- Prerequisites: None
- Description: This course presents the role of paralegals in the legal system, paralegal skills, legal working environments, ethical considerations, and career opportunities. 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.

PL104 – Contracts (50 Contact Hours/4 ABHES Quarter Credit Hours)

- Prerequisites: None
- 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.

PL105 – Family Law (50 Contact Hours/4 ABHES Quarter Credit Hours)

- Prerequisites: None
- 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.

PL106 – Criminal Law and Procedure (50 Contact Hours/4 ABHES Quarter Credit Hours)

- Prerequisites: None

- 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.

PL107 – Legal Research and Writing (50 Contact Hours/4 ABHES Quarter Credit Hours)

- Prerequisites: None
- 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 briefs and communicate the results in a competent and ethical manner.

PL108 – Paralegal Ethics (50 Contact Hours/4 ABHES Quarter Credit Hours)

- Prerequisites: None
- Description: This course provides students with practical knowledge of the law of professional responsibility and how that law is applied to paralegals. 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 paralegal student will be able to recognize an ethical issue, categorize it, and research the possible solutions to the issue.

PL109 – Real Estate (50 Contact Hours/4 ABHES Quarter Credit Hours)

- Prerequisites: None
- Description: This course is an introduction to Real Estate Law, covering topics such as property rights, principles of land ownership, sale, financing and conveyance, contracts, liens, mortgage financing, deeds, mortgages or deeds of trust, settlement concepts, leasing and other property concepts.

PL110 – Technology In The Law Office (50 Contact Hours/4 ABHES Quarter Credit Hours)

- Prerequisites: None
- Description: This course provides an introduction to computer hardware and software fundamentals, including an overview of traditional law office software, specialty law office and case management software, and litigation support software. Keeping current with software changes will be explored.

PL111 – Torts (50 Contact Hours/4 ABHES Quarter Credit Hours)

- Prerequisites: None
- Description: This course presents the definitions of tort laws and describes how tort laws are applied to various situations and fact patterns. This course also explores the process of filing tort cases in court in terms of parties, pleadings, timing, and the appeals process.

PL112 – Wills, Trusts, and Estates (50 Contact Hours/4 ABHES Quarter Credit Hours)

- Prerequisites: None
- 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.

PL201 – Student Externship (300 Contact Hours/10 ABHES Quarter Credit Hours)

- Prerequisites: GE101, GE102, GE103, GE104, GE105, GE106, GE107, PL101, PL102, PL103, PL104, PL105, PL106, PL107, PL108, PL109, PL110, PL111, PL112
- 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. This externship is designed to give each student the opportunity to work with licensed attorneys in a variety of legal settings utilizing critical thinking skills, knowledge of basic legal principles, and advanced technology in the legal system. Externs will work in one or more law offices or related legal settings.

## 860-Hour Pharmacy Technician Program

### Program Description

The program listed below will help prepare you for a career as a pharmacy technician and is designed for students with little or no experience in the medical field. The program is a blended learning program and instruction is provided with online distance learning for lecture materials, hands-on experience with instructor supervision for laboratory skills, and externship. Upon satisfactory completion of the program detailed below, students will be granted a diploma from Northwest Career College, which will qualify them to become nationally certified and licensed as a Pharmacy Technician in the State of Nevada and obtain an entry-level position in a pharmacy. Computer and Internet Access are required to complete this course.

### Program Schedule

Day Program (40 weeks\* of Class and Externship/860 hours/59.0 quarter credits)

Monday, Tuesday, Wednesday, or Thursday..... 9:00 a.m. to 1:00 p.m.

\*Actual program length (in weeks) may vary due to holidays and externship schedules.

### Course List

<b>LIST EACH COURSE: (Name &amp; Number)</b>	<b>LECTURE HOURS</b>	<b>LAB HOURS</b>	<b>EXT/INT HOURS</b>	<b>CREDIT HOURS</b>	<b>CONTACT HOURS</b>
PHT101 – Introduction to Pharmacy Practice	65	15	0	7.0	80
PHT102 – Mathematics for Pharmacy Technicians	65	15	0	7.0	80
PHT103 – Introduction to Sterile Products	65	15	0	7.0	80
PHT104 – Introduction to Compounding	65	15	0	7.0	80
PHT105 – Body Systems and Pharmaceuticals I	65	15	0	7.0	80
PHT106 – Body Systems and Pharmaceuticals II	65	15	0	7.0	80
PHT107 – Pharmacy Administrative Management	65	15	0	7.0	80
PHT201 – Retail Pharmacy Externship	0	0	150	5.0	150
PHT201 – Institutional Pharmacy Externship	0	0	150	5.0	150
<b>TOTALS</b>	455	105	300	59.0	860

## Course Descriptions

### 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 – Mathematics for Pharmacy Technicians (80 Clock Hours – 7.0 Quarter Credit Hours)

- Prerequisites: None
- Description: The course provides an introduction to the basic mathematics skills needed to safely practice as a Pharmacy Technician. It continues by explaining the different measurement systems and dosage calculations and gives students the opportunity to apply these skills related to medication concentrations and dilutions. It provides an introduction to the alligation principle for calculations and how to use it when mixing different pharmaceutical products. Finally, the course gives students exposure to basic business math needed to calculate cost, selling price, and markups of medication.

### PHT103 – Introduction to Sterile Products (80 Clock Hours – 7.0 Quarter Credit Hours)

- Prerequisites: None
- Description: The course provides an introduction to health system pharmacy, or institutional pharmacy. It continues with an in depth review of sterile pharmaceutical products. In that context, it explains proper aseptic technique and how to ensure that all products remain free of bacteria, fungi, and other microorganisms. Finally, the course requires students apply their mathematics skills to perform parenteral calculations most commonly associated with the use of sterile products in an institutional pharmacy setting.

### PHT104 – Introduction to Compounding (80 Clock Hours – 7.0 Quarter Credit Hours)

- Prerequisites: None
- Description: The course provides an in depth review of pharmaceutical compounding. It continues with an introduction to pharmacology, addressing important topics like the distinction between pharmacodynamics and pharmacokinetics. It continues with a review of drug distribution and metabolism. Finally, the course introduces the basic anatomy, physiology, pathology, and pharmaceutical treatments related to the immune system.

### PHT105 – Body Systems and Pharmaceuticals I (80 Clock Hours – 7.0 Quarter Credit Hours)

- Prerequisites: None
- Description: The course introduces the basic anatomy, physiology, pathology, and pharmaceutical treatments related to the several body areas, including: the integumentary system, the eyes and ears, the

gastrointestinal system, the musculoskeletal system, the respiratory system, the cardiovascular system, and the lymphatic system.

PHT106 – Body Systems and Pharmaceuticals II (80 Clock Hours – 7.0 Quarter Credit Hours)

- Prerequisites: None
- Description: The course introduces the basic anatomy, physiology, pathology, and pharmaceutical treatments related to the several body areas, including: the urinary system, the endocrine system, the reproductive system, and the nervous system. It also introduces the various over the counter medications that may be utilized by patients for a variety of conditions.

PHT107 – Pharmacy Administrative Management (80 Clock Hours – 7.0 Quarter Credit Hours)

- Prerequisites: None
- Description: The course exposes students to the various applications of technology in pharmacy practice. It continues with additional administrative skills such as inventory management and insurance and third party billing. As students are will begin externship training upon completion of this course, there is an emphasis placed on real world issues such as preventing medication errors, enhancing workplace safety, and adapting pharmacy practice to meet the needs of special populations. Finally, the course prepares the students to take the Pharmacy Technician Certification Board's CPhT certification exam.

PHT201 – Retail Pharmacy Externship (150 Clock Hours / 5.0 Quarter Credit Hours)

- Prerequisites: PHT101, PHT102, PHT103, PHT104, PHT105, PHT106, PHT107
- Description: The externship is designed to give students the opportunity to apply their knowledge of pharmacy practice in a retail setting under the supervision of a licensed pharmacy technician and/or pharmacist. Each extern will work in one or more medical facilities during their externship.

PHT201 – Institutional Pharmacy Externship (150 Clock Hours / 5.0 Quarter Credit Hours)

- Prerequisites: PHT101, PHT102, PHT103, PHT104, PHT105, PHT106, PHT107
- Description: The externship is designed to give students the opportunity to apply their knowledge of pharmacy practice in an institutional or hospital setting under the supervision of a licensed pharmacy technician and/or pharmacist. Each extern will work in one or more medical facilities during their externship.



## Appendix A – Administrative Staff

Updated 11/10/2016

### **Administrative Directors**

*Dr. John Kenny*, Executive Director

*Dr. Stephanie Kenny*, Dean of Students, Chief Financial Officer, Director of Financial Aid

*Patrick Kenny*, Chief Operating Officer

*Dr. Thomas Kenny*, Director of Education

*Derrick Perry*, Director of Admissions

*Jilian Lopez*, Director of Career Services

### **Administrative Staff**

*Maria Allen*, Office Manager

*Bill Balderas*, Financial Aid Representative

*Eva Blas*, Facilities Operator

*Cheryl Dadey*, Registrar

*Michael Dramis*, Enrollment Specialist

*Jenee Eitner*, Enrollment Specialist

*Arthur Estrada*, Maintenance Assistant

*Delekia Gastineau*, Student Services Representative

*Jessica Jensen*, Career Services Representative

*Arielle Kaplowitz*, Financial Aid Officer

*Michael Kenny*, Finance Manager

*Dana Mcilwain*, Financial Aid Representative

*Silvina Pablo de Robey*, Maintenance Manager

*Grace Perea*, Enrollment Specialist

*Raffi Roubanian*, Enrollment Specialist

*Misty Subit*, Student Accounts Representative

*Shannon Volpi*, Administrative Liaison

## Appendix B – Program Faculty

Updated 11/10/2016

### **Ivy Adams, LMT (Part-Time)**

*Position –* Massage Therapy Instructor, Student Clinic Overseer  
*Education –* A.A. in Psychology from Community College of Southern Nevada,  
Massage Therapy Diploma from Northwest Health Careers  
*Certifications –* Licensed Massage Therapist

### **Barbara Alcaraz, LMT**

*Position –* Massage Therapy Program Chair, Massage Therapy Instructor, Student  
Clinic Overseer  
*Education –* M.A. in Organizational Management from University of Phoenix, B.A. in  
American Studies from University of Minnesota, Massage Therapy  
Diploma from Northwest Health Careers  
*Certifications –* Licensed Massage Therapist

### **Jenette Ashcraft, NCMA**

*Position –* Medical Assisting Program Chair, Medical Assisting Instructor  
*Education –* Medical Assistant Diploma from the National Education Center (Bryman  
Campus)  
*Certifications –* National Certified Medical Assistant

### **Amanda Beardsley**

*Position –* Medical Assisting Instructor  
*Education –* Medical Assistant Diploma from Delaware Skills Center  
*Certifications –* N/A

### **Thea Attridge, LMT (Part-Time)**

*Position –* Massage Therapy Instructor  
*Education –* Massage Therapy Diploma from Northwest Health Careers  
*Certifications –* Licensed Massage Therapist

### **Booker Chatman, CPhT**

*Position –* Pharmacy Technician Program Chair, Pharmacy Technician Instructor  
*Education –* Associate of General Studies (Honors) and Associate of Arts Degree  
(High Honors) from College of Southern Nevada  
*Certifications –* Licensed Pharmacy Technician, PTCB Certified Technician

### **Jarrold Chipp, DC (Part-Time)**

*Position –* Anatomy and Physiology Instructor  
*Education –* D.C. from New York Chiropractic College, B.S. in Biology from  
Lycoming College  
*Certifications –* Licensed Chiropractic Physician

**Bradley Cook, LMT (Part-Time)**

*Position –* Massage Therapy Instructor, Student Clinic Overseer  
*Education –* Massage Therapy Diploma from Northwest Health Careers  
*Certifications –* Licensed Massage Therapist

**Nancy Ferrante**

*Position –* Medical Billing and Coding Program Chair, Medical Billing and Coding Instructor  
*Education –* Medical Assisting Diploma from the Choffin Career Center  
*Certifications –* N/A

**Robert Fick, MS**

*Position –* Medical Administrative Assisting Program Chair, Medical Assisting Instructor  
*Education –* M.S. in Higher Education and B.S. in Healthcare Administration from Kaplan University  
*Certifications –* N/A

**Dennis Jantz, MS (Part-Time)**

*Position –* General Education Instructor (English Composition I and II, Environmental Sciences, American Government and Nevada Constitution)  
*Education –* M.S. in Educational Leadership from University of Nevada Las Vegas, B.A. in Liberal Studies from University of Santa Barbara  
*Certifications –* State of Nevada Teaching Certification

**John Kenny, DC (Part-Time)**

*Position –* Anatomy, Physiology, and Kinesiology Instructor  
*Education –* D.C. and B.S. in Human Anatomy from National College of Chiropractic Practice, B.A. in Biology from Northwestern University  
*Certifications –* Licensed Chiropractic Physician

**Patrick Kenny (Part-Time)**

*Position –* General Education Instructor (Introduction to Psychology, Ethics)  
*Education –* B.A. in Psychology from University of San Diego  
*Certifications –* N/A

**Stephanie Kenny, DO (Part-Time)**

*Position –* General Education Instructor (College Algebra)  
*Education –* D.O. from Touro University, Las Vegas, B.A. in Biology from University of Southern California  
*Certifications –* Certified Distance Education Instructor

**Thomas Kenny, DMD (Part-Time)**

*Position –* Dental Assisting Instructor  
*Education –* D.M.D. from University of Nevada, Las Vegas, B.A. in Biology from University of Southern California  
*Certifications –* Licensed Dentist

**Dana Kuns, LMT (Part-Time)**

*Position –* Kinesiology Instructor  
*Education –* B.A. in Legal Studies and Minor in Business Administration from National University, A.A.S. in Physical Therapy Assisting from College of Southern Nevada, Massage Therapy Diploma from Northwest Career College  
*Certifications –* Licensed Massage Therapist, Licensed Physical Therapy Assistant

**Jelissa Lias, RDA**

*Position –* Dental Assisting Instructor  
*Education –* Dental Assisting Certificate from Gallen College  
*Certifications –* Registered Dental Assistant

**Lance Lisitza, LMT (Part-Time)**

*Position –* Massage Therapy Instructor  
*Education –* Physical Therapy Specialist Course and Health Care Specialist Course from US Army, Massage Therapy Diploma from Northwest Health Careers  
*Certifications –* Licensed Massage Therapist

**Vivian Madrazo (Part-Time)**

*Position –* Medical Assisting Instructor  
*Education –* Medical Assisting and General Education Diploma from Bryman College  
*Certifications –* Certified ECG Technician, Certified Phlebotomist

**Lorene Marion, RDA**

*Position –* Dental Assisting Program Chair, Dental Assisting Instructor  
*Education –* Dental Assisting Diploma from High-Tech Institute  
*Certifications –* Registered Dental Assistant

**Tamika Marshall**

*Position –* Medical Assisting Instructor  
*Education –* Medical Assisting Diploma from Sanford Brown Institute  
*Certifications –* N/A

**Renet Mells, CMA**

*Position –* Medical Assisting Instructor  
*Education –* Medical Assistant Diploma from Winter Park Adult Vocational Center  
*Certifications –* Certified Medical Assistant, Certified Postsecondary Instructor

**Lisa Myers, JD, LLM**

*Position –*

*Education –*

*Certifications –*

Paralegal Studies Program Chair, Paralegal Studies Instructor  
J.D., LL.M. from Campbell University, B.A. in Criminal Justice from Irvine College  
Nevada Bar Certified

**Danielle Paulsen (Part-Time)**

*Position –*

*Education –*

*Certifications –*

Medical Assisting Instructor  
Studying Healthcare Management at Southern New Hampshire University  
N/A

**Thomas J. Perpar, LMT**

*Position –*

*Education –*

*Certifications –*

Massage Therapy Instructor, Student Clinic Overseer  
Massage Therapy Diploma from Northwest Health Careers  
Licensed Massage Therapist

**Timothy Williams, CDA, RDA**

*Position –*

*Education –*

*Certifications –*

Dental Assisting Instructor  
B.S. in Applied Management from National American University, A.A. in Liberal Arts from St. Phillip's College, A.A. in General Studies from Highland College, Dental Specialist Course from US Army  
Certified Dental Assistant, Registered Dental Assistant

**Bernard Zadrowski, JD, LLM**

*Position –*

*Education –*

*Certifications –*

Paralegal Studies Instructor  
J.D. from University of Denver College of Law, B.S. in Business Administration from University of Colorado, Boulder  
Nevada Bar Certified

## Appendix C – Course Schedule

Updated 11/10/2016

### 2016 Dental Assisting – Day Program

Start Date	Projected Graduation Date*
1/11/2016	8/15/2016
2/1/2016	10/17/2016
3/1/2016	11/15/2016
3/30/2016	12/14/2016
4/27/2016	1/11/2017
5/26/2016	2/9/2017
6/24/2016	3/10/2017
7/26/2016	4/11/2017
8/23/2016	5/9/2017
9/22/2016	6/8/2017
10/20/2016	7/6/2017
11/21/2016	8/7/2017

### 2016 Dental Assisting – Night Program

Start Date	Projected Graduation Date*
1/11/2016	9/26/2016
2/8/2016	10/24/2016
3/7/2016	11/21/2016
3/31/2016	12/15/2016
5/5/2016	3/16/2017
6/13/2015	4/23/2016
7/20/2016	5/31/2017
8/24/2016	7/5/2017
10/3/2016	8/14/2017
11/7/2016	9/18/2017
12/12/2016	10/24/2017

### 2016 Massage Therapy – Day Program

Start Date	Projected Graduation Date*
1/11/2016	10/17/2016
2/1/2016	11/7/2016
3/1/2016	12/6/2016
3/30/2016	1/4/2017
4/27/2016	2/1/2017
5/26/2016	3/2/2017
6/24/2016	3/31/2017
7/26/2016	5/2/2017
8/23/2016	5/30/2017
9/22/2016	6/29/2017
10/20/2016	7/27/2017
11/21/2016	8/28/2017

## 2016 Massage Therapy – Night Program

Start Date	Projected Graduation Date*
1/4/2016	11/28/2016
1/25/2016	12/19/2016
2/15/2016	1/9/2017
3/7/2016	1/30/2017
3/31/2016	2/23/2017
5/5/2016	3/30/2017
6/13/2015	5/7/2016
7/20/2016	6/14/2017
8/24/2016	7/19/2017
10/3/2016	8/28/2017
11/7/2016	10/2/2017
12/12/2016	11/7/2017

## 2016 Medical Administrative Assisting – Night Program

Start Date	Projected Graduation Date*
5/26/2016	3/23/2017
6/24/2016	4/21/2017
7/26/2016	5/23/2017
8/23/2016	6/20/2017
9/22/2016	7/20/2017
10/20/2016	8/17/2017
11/21/2016	9/18/2017

## 2016 Medical Assisting – Day Program

Start Date	Projected Graduation Date*
1/26/2016	10/11/2016
3/1/2016	11/15/2016
3/30/2016	12/14/2016
4/27/2016	1/11/2017
5/26/2016	2/9/2017
6/24/2016	3/10/2017
7/26/2016	4/11/2017
8/23/2016	5/9/2017
9/22/2016	6/8/2017
10/20/2016	7/6/2017
11/21/2016	8/7/2017

## 2016 Medical Assisting – Night Program

Start Date	Projected Graduation Date*
1/13/2016	11/23/2016
2/22/2016	1/2/2017
3/31/2016	2/9/2017
5/5/2016	3/16/2017
6/13/2015	4/23/2016
7/20/2016	5/31/2017
8/24/2016	7/5/2017
10/3/2016	8/14/2017
11/7/2016	9/18/2017
12/12/2016	10/24/2017

## 2016 Medical Billing and Coding – Night Program

Start Date	Projected Graduation Date*
1/25/2016	11/21/2016
2/22/2016	12/19/2016
3/30/2016	1/25/2017
4/27/2016	2/22/2017
5/26/2016	3/23/2017
6/24/2016	4/21/2017
7/26/2016	5/23/2017
8/23/2016	6/20/2017
9/22/2016	7/20/2017
10/20/2016	8/17/2017
11/21/2016	9/18/2017

## 2016 Paralegal Studies – Day Program

Start Date	Projected Graduation Date*
1/4/2016	6/26/2017
2/15/2016	8/7/2017
4/4/2016	9/25/2017
5/16/2016	11/6/2017
7/5/2016	12/26/2017
8/15/2016	2/5/2018
10/3/2016	3/26/2018
11/14/2016	5/7/2018

## 2016 Paralegal Studies – Night Program

Start Date	Projected Graduation Date*
5/16/2016	11/6/2017
7/5/2016	12/26/2017
8/15/2016	2/5/2018
10/3/2016	3/26/2018
11/14/2016	5/7/2018



## 2016 Pharmacy Technician – Night Program

<b>Start Date</b>	<b>Projected Graduation Date*</b>
6/24/2016	4/21/2017
7/26/2016	5/23/2017
8/23/2016	6/20/2017
9/22/2016	7/20/2017
10/20/2016	8/17/2017
11/21/2016	9/18/2017

\*Projections are based on estimated program length. Actual program length (in Weeks) and actual graduation dates may vary due to holidays and externship schedules.