



CCC

Carnegie Career College

Akron: 330-628-1532

Canton: 330-494-0986

CATALOG

2011 - 2012

Diploma Programs

▶ Medical Assistant

Associate of Applied Science Degree Programs

- ▶ Rehabilitation Massage Therapy
- ▶ Chemical Dependency Counseling Studies
- ▶ Forensic Science Investigation and Administration

Financial Aid Available to All Who Qualify

Catalog Revision Date: September 29, 2011

Main Campus Location

1292 Waterloo Road
Suffield (Mogadore) Ohio 44260
(330)-628-1532
Fax (330) 628-3775

Separate Classroom Location

1320 West Maple St.
North Canton, Ohio 44720
(330) 494-0986

Residential delivery only. Degree and diploma programs offered.

School Massage Clinic

1292 Waterloo Rd. Suffield, Ohio (330) 628-1532 or (330) 628-3775
1320 West Maple St., North Canton, Ohio (330) 494-0986

School E-Mail

RichardCeroni@aol.com

School Web- Page

www.CarnegieInstitute.Net

School Director

Marie Ceroni, *NR-CMA, NR-CEKG, MLD/CDT*

Director of Education

Dr. Richard Ceroni, *PH.D, MA, M.ED, LICDC, LMT*

Dean of Education

Lianna Leonino, *BA Ed.*

Medical Consultant

Dr. John Andreozzi, *MD*

Institutional Accreditation

Accrediting Bureau of Health Education Schools
7777 Leesburg Pike
Suite 314N
Falls Church, VA 22043
(703)917-9503
Residential Studies Only

Approved by the State Medical Board of Ohio

77 South High Street 17th Floor
Columbus, Ohio 43215
(614)466-3934

Approved by the State Board of Career Colleges and Schools

30 East Broad Street, 24th floor, Suite 2481
Columbus, Ohio 43215
(614) 466-2752 Toll Free (877) 275-4219
Registration #01-03-1585T Suffield
#11-05-1965T North Canton

School Memberships

Higher Education Transfer Alliance (HETA)
National Association of Health Professionals (NAHP)

Financial Aid Services

Main campus hours: Call for college hours and appointment

Canton campus hours: Call Main Campus for hours and appointment

Staff:

Financial Aid Servicer:	Chris Gregory (Educational Management Services)
Financial Aid Director:	Shonda Wilke
Clerical Staff:	Michelle Greco Stacy Omar

Admissions Agents

Betty Ross
Tammy Pyle

Placement Specialist:

Tammy Morris

School Ownership

Carnegie Career College is owned and Operated by the Institute of Integrative Medicine, Inc. Richard Ceroni, Chairman of the Board & Fiscal Officer.

School History

The school was founded in 1997 and began operations in 1999 offering a program in Massage Therapy. The school added numerous academic career programs and continues to add quality employment based programs.

Mission and Purpose

The mission and purpose of the school is to provide students with high quality educational programs with an emphasis on excellence in teaching that leads to gainful employment in the allied health fields.

To accomplish this mission, the school operates in an ethical and professional manner toward students, clinic patients and employee groups.

The school's educational objectives in all programs challenge students to acquire the necessary knowledge, competencies, and techniques of the career with a primary objective of teaching the skills of opening a clinical practice or business, or to acquire a position in the desired field.

Program Objectives

Program objectives are developed to foster job related training, the imparting of information, the development of specific skills, and these are measured by school competency examinations, practical applications in school and in the field, and they measure the applications of knowledge, and development of the learned skills, as well as the development of desirable work related habits and attitudes.

Rehabilitation Massage Therapy Program

The following program objectives are developed to achieve the school mission and to develop basic entry level skills in the massage therapy field of employment, or in opening a massage business or clinic. The student will achieve proficiency and:

Students in the associate of applied science degree program will be able to list, describe and perform the following Swedish massage techniques and procedures; touch, stroking, friction, kneading, vibration, percussion, and joint movements.

Students in the associate of applied science degree program will be able to describe the effects of each of the primary massage techniques and procedures, and to identify the physiological effects on basic body systems.

Students in the associate of applied science degree program will be able to list and identify the appropriate massage procedures and techniques for various pathological conditions, and to determine if massage is indicated or contraindicated.

Students in the associate of applied science degree program will be able to identify physical conditions in which massage would not be used, determine when massage should be altered, and to describe the physical conditions where a health care referral is necessary.

Students in the associate of applied science degree program will be able to list, define, and describe the effects of cold, heat, and hydrotherapies, and the contraindications for use with various medical conditions.

Students in the associate of applied science degree program will be able to describe the elements of personal hygiene, and to list and describe the universal precautions for disease, and to describe safety procedures for massage settings.

Students in the associate of applied science degree program will be able to list, describe and identify the AMTA code of ethics, and the standards and scope of practice of the State Medical Board massage therapy guidelines.

Students in the associate of applied science degree program will be able to discuss and understand proper client history taking, and be able to conduct and document client interviews, and to demonstrate and create client charts for a specific case.

Students in the associate of applied science degree program will be able to discuss insurance, liability and reimbursement, and be able to discuss in class, advertising and marketing plans for creating a business in massage.

Students in the associate of applied science degree program will be able to identify, describe, and list the functions of the major body systems.

Students in the associate of applied science degree program will be able to be able to describe and palpate the origin and insertion of major muscles, and to describe their innervations and actions.

Students in the associate of applied science degree program will be able to describe and identify the functions of the major organ and bodily systems, and to describe the major physiological processes of each system.

Students in the associate of applied science degree program will be able to demonstrate an understanding of complimentary care and wellness information for use in client education reporting.

Students in the associate of applied science degree program will be able to demonstrate competency in the school clinic with various client populations, and to assess their needs, determine their medical contraindications, and to develop a treatment plan that addresses their primary concerns.

Students in the associate of applied science degree program will develop advanced skill in treating lymphedema by using complete decongestive therapy and manual lymphatic therapy.

Students in the associate of applied science degree program will develop advanced skill measuring for compression garments in the treatment of lymphedema, post-burns, and circulatory problems.

Students in the associate of applied science degree program will develop advanced skill in treating lymphedema with exercise therapy.

Students in the associate of applied science degree program will develop advanced skill in proper aseptic protocol in treating primary, secondary, and genital lymphedema.

Students in the associate of applied science degree program will develop advanced skill in developing a complete decongestive therapy practice as a certified complete decongestive therapist.

Medical Assistant Program

The following program objectives are developed to achieve the school mission and to develop basic entry level skills in medical assisting, and medical assistant related specialties, the student will achieve proficiency and:

Apply knowledge and skill in medical assistant procedures and techniques related to assessment and general medical care that is acceptable in terms of reasonable standards of care under the supervision of the medical team leader.

Demonstrate appropriate use of medical equipment in terms of proper handling, use, cleaning, and storage as demonstrated in the school and externship settings.

Demonstrate appropriate techniques for taking and recording blood pressure, pulse, respiration, body temperature, and other vital signs, with adults, children, and infant populations.

Perform in the school clinic and externship medical settings and demonstrate appropriate conduct, grooming, dress style, mannerisms, telephone skills, greeting of patients, and related office and clinic skills.

Develop an awareness and understanding of emotional conditions in the medical setting, concerning issues of grief, issues of death and dying, unusual office situations; and be able to intervene and report these situations to the medical team leaders.

Develop basic skills of communication within the medical office with physician, nurses, and other personnel.

Develop an understanding of the career options in the medical assistant field, and its specialties, and be able to search for employment openings based on this knowledge.

Develop a basic understanding of anatomy, physiology, nutrition, dieting plans, aseptic protocols, diseases of the body and mind, body systems, and related medical issues and be able to use the knowledge in the school clinic and externship settings.

Develop a basic understanding of medical terms, words, and abbreviations.

Develop and understand the legal issues in a medical setting.

Develop an understanding of basic pharmacology in the medical setting in terms of the medical assistant's role in this process, including performing metric conversions, performing basic drug calculations, abbreviations in prescription writing, and understand the legal issues related to prescription usage.

Develop a general understanding of the basic and commonly used prescription medications and be able to determine the conditions that they are applied to, adverse side effects that result, and basic contraindications.

Ability to perform manual and computerized medical record keeping , including scheduling, filing, inventory, basic bookkeeping, purchasing procedures, payroll reporting and banking skills.

Perform basic insurance coding and billing, with an understanding of HMO's, PPO's, co-paying, CPT coding, and related.

Perform basic office machine skills with transcription machines, computer, and other basic office machines.

Perform EKG administration, phlebotomy, including venipuncture, finger puncture, proper specimen collections, proper collection and storage of the same.

Obtain certification in basic first aid and CPR .

Perform basic injections.

Perform routine urinalysis with proper specimen collection, and storage procedures.

Proceed to the externship placement with appropriate skills and knowledge to successfully perform in this role.

Forensic Science Investigation and Administration Program

The following program objectives are developed to achieve the school mission and to develop basic entry level skills in forensic science, criminal investigation, or criminal justice, and related specialties, the student will achieve proficiency and:

Understand the fields of employment in the forensic- criminal investigation, and criminal justice specialties.

Be able to understand the scientific principles involved in criminal investigation and apply those principles to the scientific investigation of crimes.

Be able to locate and identify elements of criminal activity and properly collect the evidence.

Be able to preserve and properly mark evidence for later legal action.

Be able to identify the characteristics and patterns of criminals and serial criminals by application of profiling methods.

Be able to investigate sexual assault crimes and homicides.

Be able to apply forensic psychological information in criminology.

Be able to work in a practical experience using the knowledge and skills acquired such as forensic science, criminology, court systems, insurance investigation agencies, police agencies, coroner's agencies, and related.

Chemical Dependency Counseling Studies Program

The following program objectives are developed to achieve the school mission and to develop basic entry level skills in the field of chemical dependency counseling:

Understand the fields of employment in the chemical dependency counseling field.

Be able to work in the chemical dependency counselor area and complete the 12 core functions as required for licensing and employment.

Be able to complete assessments and determine the need for various chemical dependency related placements and therapeutic interventions.

Be able to provide referrals and casework assignments in the supervision of chemical dependency areas.

Be able to perform three forms of therapy and counseling in chemical dependency cases.

Be able to complete a practical experience in the field of chemical dependency counseling.

Non Discrimination Policy

The school does not discriminate on any basis including, but not limited to race, creed, religion, gender, age, national origin, or personal handicaps.



Job Opportunities

Massage Therapy

Massage therapy license: To work as a massage therapist in Ohio the student must complete an approved State Medical Board of Ohio program and pass the licensing examination in massage therapy. There is no job related experience required to sit for licensing. Our program does not require a student to pursue the licensing examination in it is only applicable to Ohio licensing and not other states. Also, massage therapy license is not required in Ohio to work as a massage practitioner doing relaxation and spa massage. We do not require a State Medical Board of Ohio Preliminary Certificate of Education (PCE) since a number of students do not intend to practice therapy but rather relaxation and spa massage, or intend to work in other states where the State Medical Board of Ohio license is not accepted. To work as a therapist in most other states, the student must pass the National Certification Board of Therapeutic Massage and Bodywork. The PCE is not required, it is the student's option to pay the fee and register with the state. We carefully screen applicants for past criminal records and advise them of licensing restrictions, but the State Medical Board of Ohio does not publish a listing (to our knowledge) of prior criminal acts and licensing restrictions. The State Medical Board advises student to complete the program, apply and they will notify the applicant of deficiencies and remedies to become licensed. Massage practitioners doing relaxation massage are not licensed in Ohio.

Licensed Massage Therapists (State Medical Board of Ohio licensed) can work in any business related to medical applications including chiropractic offices, and physician's offices, physical therapy practices, hospitals, and related. Licensed massage therapists can also work in the spa-pampering and health club fields. Graduates of the Rehabilitation Massage Therapy Associate Degree program can practice in the area of manual lymphatic drainage and complete decongestive therapy, as well as massage therapy.

General massage practitioners (non-licensed) can work in spa-pampering centers, resorts, health clubs, cruise ships and in private business as a massage practitioner.

Medical Assistant

Medical assistant certification: Upon completion of our program, the student can sit for certification as a medical assistant.

Medical assistants can work in any facility that handles medical concerns including physician's offices, hospitals, medical clinics and related health fields.

Medical assistants can specialize in phlebotomy technician, EKG technician, insurance coding and billing, medical office administration, medical transcription, pharmacy technician, and related health fields.

Forensic Science Investigation & Administration

Forensic Science Certification: No Current certification is required to work as a forensic science criminal investigator, police officer or related investigation fields. Graduates qualify for certification with the American Academy of Forensic Examiners.

Forensic science, criminal justice, criminal investigators can work in many fields including, police departments, insurance investigation firms, private investigation agencies, private security, coroner's offices, court systems, and related.

Chemical Dependency Counseling Studies

Chemical dependency licensing and certification: To work as a chemical dependency counselor in Ohio there are no licensing requirements. Completion of our programs meets the requirements of the Ohio Board of Chemical Dependency for licensing at the LCDC-II level as a counselor. The student must complete the degree program and work 2 years as a counselor assistant in a 12 core function agency to qualify for licensing examination.

Chemical dependency counselors work in hospitals, physician's offices, clinics, intervention centers, and related completing assessments for chemical dependency and counseling individuals, groups and families. Graduates may also qualify to work in the field of social worker assistant.

Our Physical Facilities



Main Campus

**1292 Waterloo Road
Suffield, Ohio 44260
(330) 628-1532**

The school is located in the Historical Chapel Ministry Complex. The facility consists of large and well organized classrooms and medical teaching supplies. The school has 7 large classrooms, 6 clinic areas, a medical office setting, library, and student study areas. The school has a private banquet room for large meetings and graduation events. All training is residential delivery and is provided at either the main campus or the separate additional classroom location (the student cannot complete all courses in a program at the separate additional classrooms in Canton. Administrative Office, services and student records are maintained at the main campus only.

Canton Additional Classrooms

**1320 West Maple St.
North Canton, Ohio 44720
(330) 494-0986**

The Canton additional classrooms offer specific courses and programs. The student may not complete an entire program at the separate classroom location , but specific courses are offered throughout the year that apply to program requirements. Once the student has begun his course, he will be provided the opportunity to complete the program at the learning center or the main campus, or is entitled to a full refund. Administrative Office, services and student records are maintained at the main campus only.

Financial Aid

Financial aid is available to all who qualify in the form of:

PELL Grants – Federal funds that do not have to be repaid and is determined on the basis of financial need.

Direct Subsidized Loans- Loan funding that has to be repaid and is awarded on the basis of financial need. No interest is charged as long as you are enrolled at least half-time (6 credit hours)

Direct Unsubsidized Loans- Loan funding that has to be repaid and is not awarded based on financial need. Interest is charged during all periods, including while you are in school and during grace and deferment periods.

Direct PLUS Loans- Loan funding for parents of a dependent student that has to be repaid. Interest is charged during all periods.

Financial aid advisors will assist the student in developing a financial aid assistance program.

Tuition and Fees:

Tuition is charged on a per-credit-hour basis. All other fees are separate.

Rehabilitation Massage Therapy Associates Degree:

Tuition	\$12,600.00
Lab Fees	\$ 400.00
Graduation Fee	\$ 100.00
Pre- Licensing Review Class	\$ 330.00
Books & Supplies	See Book List Insert
State Medical Board Preliminary Education Application (optional)	\$35.00
State Medical Board Licensing test (optional)	\$250.00
National Certification Board for Therapeutic Massage and Bodywork Test (optional)	\$175.00

Chemical Dependency Counseling Associates Degree:

Tuition	\$ 12,690.00
Lab Fees	\$ 400.00
Graduation Fee	\$ 100.00
Pre- Licensing Review Class	\$ 330.00
Books & Supplies	See Book List Insert
CDCA License	\$ 50.00

Forensic Science Associates Degree:

Tuition	\$ 12,420.00
Lab Fees	\$ 400.00
Graduation Fee	\$ 100.00
Pre- Licensing Review Class	\$ 330.00
Books & Supplies	See Book List Insert
INT Badge	\$ 50.00
INT Insurance	\$ 125.00

Medical Assisting Diploma

Tuition	\$ 6,930.00
Lab Fees	\$ 300.00
Graduation Fee	\$ 100.00
Pre- Licensing Review Class	\$ 330.00
Books & Supplies	See Book List Insert

All the following Tests are optional:

National Association of Allied Health Professionals (NAHP). Tested on campus

*Nationally Registered Certified Medical Assistant (NR-CMA)	\$ 65.00
*Nationally Registered Certified EKG Technician (NR-CEKG)	\$ 65.00
*Nationally Registered Certified Phlebotomy Technician (NR-CPT)	\$ 65.00
*Nationally Registered Certified Coding Specialist (NR-CCS)	\$ 65.00
*Nationally Registered Certified Administrative Health Assistant (NR-CAHA)	\$ 65.00
*Nationally Registered Certified Pharmacy Technician (NR-PT)	\$ 65.00

American Medical Technologists (AMT)

*Registered Medical Assistant (RMA)	\$ 90.00
*Registered Phlebotomy Technician (RPT)	\$ 95.00

American Association of Medical Assistants (AAMA)

\$ 83.00
\$250.00

Attached as part of the enrollment agreement, each student will receive an addendum to the Tuition and fees (Book list) for the program they are enrolling in. Textbook prices are approximate prices and may change over the course of the program. If a student has trouble paying their college expenses a payment plan can be arranged on a case by case basis. All debts must be paid in full before release of graduation documents

Refund Policy

If the student is not accepted into the training program, all monies paid by the student shall be refunded. Refunds for books, supplies and consumable fees shall be made in accordance with Ohio Administrative Code section 3332-1-10.1. Refunds for tuition and refundable fees shall be made in accordance with the following provisions as established by the Ohio Administrative Code section 3332-1-10:

- (1) A student who withdraws before the first class and after the 5-day cancellation period shall be obligated for the registration fee.
- (2) A student who starts class and withdraws during the first full calendar week of the academic term shall be obligated for twenty-five percent of the tuition and refundable fees for that academic term plus the registration fee.
- (3) A student who withdraws during the second full calendar week of the academic term shall be obligated for fifty per cent of the tuition and refundable fees for that academic term plus the registration fee.
- (4) A student who withdraws during the third full calendar week of the academic term shall be obligated for seventy-five per cent of the tuition and refundable fees for that academic term plus the registration fee.
- (5) A student who withdraws beginning the fourth full calendar week of the academic term will not be entitled to a refund of any portion of the tuition and fees.

Carnegie Career College shall make the appropriate refund within thirty days of the date the school is able to determine that a student has withdrawn or has been terminated from a program.

Withdrawal

Students wanting to withdraw from Carnegie Career College prior to the end of the period (a semester for credit hour programs) must complete an Official Withdrawal form; or submit in writing a statement clarifying which classes the student is withdrawing from and the reason(s) why. Official withdrawal forms are available in the office. A meeting must be scheduled with your Advisor or the Program Director to discuss your withdrawal. Students withdrawing from school must also schedule an Exit Interview with the Financial Aid office. See the refund policy for details on reimbursement policies and charges due.

Federal student aid recipients who begin attending classes during a semester or period and cease attending or performing academic activities prior to the end of the semester, and never complete an Official Withdrawal Form are considered by the federal government to have unofficially withdrawn. If Carnegie Career College records indicate that a student did begin attending classes but subsequently unofficially withdrew, the midpoint of the period will be considered as the Unofficial Withdrawal date: if records exist that can document an earlier or later date of attendance or academic activity that date will be used as the withdrawal date. If no attendance or academic activity can be documented, the Unofficial Withdrawal student must repay the entire amount of aid disbursed for that period.

When a federal student aid recipient withdraws, officially or unofficially, after attending at least the first class day, then Carnegie Career College will return Federal Aid, and the student aid recipient will be required to repay, a prorated portion of funds received based upon a federally required calculation. (See the Student Handbook for details on the return of Title IV funds.) Students that received Federal Student Loans are responsible for making prompt payments; staying in contact with the lender, keeping the lender advised of your current address and contact information.

If a student never attends classes all Financial Aid that has been disbursed must be returned since eligibility to receive the aid was never established.

Leave of Absence Policy

Carnegie Career College may grant a student a leave of absence of up to 180 days in any 12 month period, during which time the student is not considered to be withdrawn. Student must apply in writing and the Dean of Education must approve the leave. A copy will be sent to the Financial Aid Office at which time financial aid funds will be put on hold. No additional institutional charges will be generated during the leave. If the student fails to return from an approved leave of absence they will be considered unofficially withdrawn, and all refund and return of Title IV funds calculations will be based on the last date of attendance. If the student has a Federal loan, the grace period begins retroactively to the student's last date of attendance.

One additional approved leave (not to exceed 30 days) may be allowed for unforeseen circumstances, such as jury duty, military reasons or circumstances covered under the Family Medical Leave Act (FMLA) of 1993.

School Holidays

The school is closed for Christmas, New Years, Thanksgiving, Easter, Memorial Day, Labor Day and the Fourth of July. Holiday days are posted in the school and on the school calendar which is available to all students.

School Terms

School semester for all associate of applied science degree and diploma programs, are defined as being 15 weeks in length and run year round with short scheduled breaks disbursed throughout the year. .

Registration and Program Entrance Requirements

The student must possess a minimum of a high school diploma or its equivalent (GED).

Licensure students in the Rehabilitation Massage Therapy program must apply for a Preliminary Certificate of Education from the **State Medical Board of Ohio** or clock hours can not apply to the licensure program.

Non licensure students in the Rehabilitation Massage Therapy program are not required to apply for a Preliminary Certificate of Education from the State Medical Board of Ohio.

Student must complete a Statement of General Health Form. No physical examination from a physician is required.

The student must complete a school enrollment agreement form.

The school does not currently require an application fee.

Ability to Benefit Students

Carnegie Career College **does** offer entrance on Ability to Benefit basis. Should a student wish to utilize this benefit, he/she must complete a minimum of 6 credit hours of instruction at our institution with a passing grade of "C" or higher. Financial Aid is not available nor may it be applied to the 6 credits attempted. Upon completion of the 6 credits the student may then apply and/or be eligible for financial aid.

Complaint/Grievance Steps

The school handles all complaints in a professional and organized manner. All complaints are reviewed by the school director.

Student and faculty complaints must be in written format. The complaint is reviewed by the classroom instructor and Dean of Education. The school Director reviews the complaint if an inability to resolve the dispute is evident.

The final administrative decision is made by the School Director.

The student is afforded the opportunity to be represented by legal council.

An appeal process can be instituted by written request (certified mail, return receipt requested only) and the case is heard within 7 days.

If an appeal is requested, the student's situation is reviewed by two school administrators and at least one member of the Advisory Board.

If the issue cannot be resolved at the school level, the student can file a complaint with State Board of Career Colleges and Schools, 30 East Broad Street, 24th floor, suite 2481, Columbus, Ohio 43215, Toll Free (877)275-4219 or (614) 466-2752

Satisfactory Academic Progress Policy

Satisfactory Academic Progress is a measurement of the student's successful progress in their studies, based on their program of study (degree or clock hour) and status (part-time/full time). Satisfactory academic progress is a process that uses qualitative (GPA), quantitative (total number of credits or clock hours completed in a specified time frame) and pace (program completion rate)

1. A student must complete a degree program within 1.5 times the credit hours required for normal completion of the program. So if the program length is 69 credit hours it must be completed within 104 maximum credits attempted. Student must successfully complete academic work at a pace that will enable them to complete the program within the maximum time frame.
2. A student must complete a degree program at a pace of no less than 75%. Pace is determined by dividing the cumulative number of credits completed by the cumulative number of credits attempted.
3. Students must maintain a cumulative GPA of 2.0 to pass the course of study. Students in a degree program measured in credit hours will be assigned grades at the end of each 15 week semester.
- 4.

Grading Scale

A = 90 - 100 (4 points) outstanding
B = 80 - 89 (3 points) above average
C = 70 - 79 (2 points) average
F = below 70 (0 points) failing
WP = withdrawal passing
WF = withdrawal failing
I = incomplete

The minimum passing grade for any course is a 70% C.

Transfer credit will appear as "Transfer Credit" on student transcript.

Grades of WP and WF are not computed and have no effect on a student's grade point average, but do count towards maximum credit hours attempted.

5. Grades and attendance are checked at the end of each 15 week semester for all programs. Students who do not have at least the minimum cumulative grade of 2.0 or 70% on scale of 100% will be deemed not to be making satisfactory academic progress. Students must also maintain satisfactory attendance.
*Students in credit hour programs must also successfully pass 67% of credit hours attempted.
*If a student does not meet the Grade Point Average, pace, and attendance requirements, they will be deemed to not be making satisfactory academic progress and will be placed on academic probation.
6. Probation – If a student fails to meet any of the requirements for satisfactory academic progress at the end of each 15 week term the student will then be put on academic probation. A student on academic probation is deemed to be making satisfactory progress and remains eligible for financial aid until the next evaluation period. Consultation between the student and Dean of Education or designee will be scheduled. At the end of the probationary period, the student must achieve the required attendance, pace, and a passing grade average or the student will be subject to dismissal. Financial Aid will be suspended at the time.

NOTE: The Dean of Education or designee will notify the student of his/her probation/suspension or academic dismissal.

7. Appeal Procedure – The Office of Financial Aid determines the eligibility for financial aid after the submission of semester grades (at the end of each 15 week semester or payment period for clock hour). Students who do not meet the minimum requirement for continuance of federal aid according to this policy will be notified by the Office of Financial Aid.
 - a. A student may submit an appeal in the form of a letter along with any documentation to the Dean of Education or designee describing any undue hardship or mitigating circumstances which may have caused a failure to meet the satisfactory progress standards required. Mitigating circumstances are defined as and limited to death in the special circumstances such as work-related transfers, natural disaster, and family emergencies. Mitigating circumstances are events outside the student’s control and are unavoidable.

A review board will be convened by the Dean of Education or designee and a determination of the appeal will be made with two (2) weeks. Cases will be reviewed on an individual basis and the student will be notified of his/her appeal outcome by certified mail.
8. Reinstatement- If the suspension is successfully appealed; the student’s aid will be reinstated for the term in which the appeal applies.
9. Reestablishing Satisfactory Academic Progress – A student suspended because of unsatisfactory progress may reenroll in a subsequent term. The student will not be eligible for Financial Aid until they come into compliance with the satisfactory progress standards at the regular evaluation period.
10. Repetitions – A student is allowed to repeat any course. A student must meet with his or her academic advisor to make this change in their class schedule. However both grades will be used for purposes of the calculation of the cumulative grade point average. If a student retakes a course, the student will be charged the prevailing rate of tuition. A course may only be taken twice.
11. Incomplete – A student receiving an “I” or incomplete grade will have thirty (30) days from the terms end date to bring the incomplete up to a passing grade. An incomplete grade not corrected within 30 days will revert to an “F” and calculated in the grade point average. Incomplete coursework that has reverted to an “F” will also be counted toward the maximum time frame, and pace allowed for completing the program.
12. Carnegie Career College does not offer any non-credit remedial courses.

Makeup Work

Makeup work is permitted when an instructor receives a valid excuse for an absence; including medical or legal excuses, and at the instructor’s discretion, mitigating circumstances. Final examinations are excusable only with a valid medical excuse that meets the requirements of mitigating circumstances where the student absolutely can not attend school.



Grade Reports

Grade reports are issued at the end of each semester or term, or otherwise per the instructor. Grade reports are released by consultation with the instructor and can not be released in written format unless the student is current in financial obligations to the school.

School Rules & Procedures

- ▶ Absences and tardiness are carefully observed and a student may not be absent without a valid medical, legal, military, or otherwise approved reason.
- ▶ The student cannot smoke within school premises (a smoking area is provided outside of the building a minimum of 50 feet from areas of ingress and egress.)
- ▶ The student may not use alcohol or drugs on premises during school hours, or at school events and activities.
- ▶ The student must honor the right of other students.
- ▶ The student may not disrupt any school class or function.
- ▶ The student may not remove any school property from the building without permission.
- ▶ The student may not physically or verbally abuse any other student or staff.
- ▶ The student must obey all local, state and federal laws.

It should be noted that Carnegie Career College is a drug and alcohol free campus. Any student can request assistance in locating services in the area to assist the treatment of drug and alcohol problems. (consult the office staff)

Suspension: School Rule Violations

- ▶ Inappropriate attitude and deportment.
- ▶ Failure to meet classroom academic standards.
- ▶ Failure to maintain financial status as required by the school
- ▶ Substance abuse or use on campus
- ▶ Inappropriate attendance or punctuality standards.
- ▶ Violation of any local, state or federal laws.
- ▶ The student may not physically or verbally abuse any other student or staff.
- ▶ The student must obey all local, state and federal laws. It should be noted Carnegie Career College is a drug and alcohol free campus. Any student can request assistance in locating services in the area to assist in the treatment of drug and alcohol problems (consult the office)



Class Attendance and Punctuality

The student must maintain an appropriate attendance and punctuality record. If a student is absent 14 consecutive calendar days one term, the student receives a failing grade and will be considered to have unofficially withdrawn. The course must be repeated at additional expense. Three tardys (un-excused) results in one absence if the student is late by more than 15 minutes after class starting time. Medical and legal reasons are acceptable excuses for absence. Family emergencies are considered on a case-by-case basis.

Non Punitive and Non- Credit Courses

Non punitive and non credit courses are not offered.

Clinic Requirements

Various programs require a clinic participation in the school's clinic. The student must complete the clinic participation and meet all program requirements. Proper attire and hygiene are required as outlined in the course requirements.

Special Hearing/Appeals

The school appeal process is as follows:

- Upon receipt of an academic, attendance or conduct suspension, the school Director commences a special hearing in the case where the student requests a hearing in writing by certified mail, return receipt requested.
- The student has an opportunity to submit details pertinent to the case at hand. The student has the right to have legal counsel present (at their own expense) and the student or legal counsel can cross-examine witnesses.
- Pertinent records, student statements, instructor statements and other details are entered into the student's permanent records.
- The results of the special hearing will be provided to the student within 7 days of the hearing meeting date.
- If the process fails to reach an acceptable agreement between parties, the student may file a complaint with the State Board of Career Colleges and Schools (address on inside cover).

Transfer of Credit

A student may transfer up to 50 percent of the school requirements into Carnegie Career College programs from Institutions accredited by an agency recognized by the United States Department of Education (USDE) or the Council for Higher Education Accreditation (CHEA) with approval. All credits transferred must have a "like" curriculum as the class being awarded credit for. The school requires all credit/clock hour transfers to be from an accredited institution. All transfer credits accepted will be identified as transfer credits on the academic record report (transcript).

Advanced Placement and Experiential Learning Credit

Advanced Placement: Advanced placement only applies to accepted transfer credits per the institution's transfer credit policy listed herein. Please refer to catalog section "transfer credits". Carnegie Career College does not offer a test-out program for advanced placement. Transfer credits for advanced placement are accepted based on the approved "transfer credit" rule, and approval of the program supervisor. The program supervisor will use the following criteria to determine if transfer credits for advanced placement are accepted:

1. Transfer credits must be from an accredited institution. Transfer credits must conform to existing course offering where credit is desired to be applied (school may require a syllabus or catalog description from the previous course to verify that the course meets curriculum course standards for a transfer).
2. Final approval is subject to the Dean of Education's decision based on a thorough review of all elements related to the transfer for advanced placement.

Experiential Learning Credit: Experiential learning is defined as knowledge, skills, or abilities attained through observation, stimulation, and or/participation that provides depth and meaning to learning by engaging the mind or body through activity, reflection, and application. Experiential learning credit at Carnegie Career College applies to "externship placements". Essential elements of a successful experiential learning system includes:

1. Purposes reflect the learner's needs.
2. Setting is considered to be realistic by the learner.
3. A physical or psychological challenge is provided by the setting.
4. An appropriate degree of risk exists.
5. Diverse settings are integrated.
6. Emphasis is based on a balance of action, reflection, and application.
7. Provides learning experiences that are individualized, sequential, and developmental.
8. Provides an opportunity for unplanned learning from new experiences.
9. Instructor acts only as a facilitator of the experience.
10. Learner has an active role in the planning and carrying out of the experiences.
11. Learner experiences numerous roles (leader, team member, employee, tutor, and so on).
12. Learner must claim responsibility for actions.
13. Interactions with social and physical environment exist.
14. Progress is monitored, assessed, and feedback is provided to the learner.
15. Outcomes are considered as real and important.

Externship guidelines:

1. Externship site is approved by the school, and may be selected by the school or the student or a combination of both. Since the externship experience can lead to gainful employment, the school works with each student to carefully select the site(s). More than one site may be used to achieve the student's needs.
2. The externship site is inspected and approved by the program supervisor, instructor, or school director.
3. The externship contract is negotiated between the school and the student involved, and the student and externship site.
4. The externship experience is recorded in terms of times and dates by using a standard log in-out

- format.
5. The externship experience is evaluated by the school representative and contacts are made with the externship's assigned supervisor (telephone, visits, and written correspondence).
 6. The externship experience is evaluated by the supervisor of the facility, and a written completion evaluation is provided to the school.
 7. The externship assignment may involve school related activities and these factors assist with grading for the experience.
 8. Externship experiences are a critical experiential component of most Carnegie Career College programs including;
 - a. Medical Assistant Program (260 clock hours). Required.
 - b. Forensic Science Investigation and Administration Program (250 hours). Required.
 - c. Chemical Dependency Counseling (360). Required.



Privacy of Student Records

All students are informed by the school of the Amended Family Educational Rights and Privacy Act of 1974. This act, in which the school complies fully was designed to protect the privacy of educational records, and to provide the student access to their records, and the right to make corrections of inaccurate and misleading data through informal and formal hearings. Students have the right to file complaints with the Family Rights and Privacy Act Office (FERPA) concerning any failure of the school to comply with this act.

Requirements for Graduation

Candidates for graduation must have successfully completed the course of study, clinic requirements, clock hours required, semester credit hours required, other instructor requirements, and all financial requirements. All financial obligations must be met before any records can be released. A graduate survey and exit interview, and placement information are required and also must be completed before any records can be released.

Rehabilitation Massage Therapy Final Examination Requirement

The associate of applied science degree program in Rehabilitation Massage Therapy requires a final term comprehensive examination of the student they must score a 75% or higher to sit for the State Medical Board of Ohio licensing exam. If the student fails to complete this requirement, additional courses may be repeated. If a student fails to meet the 75% score, after an additional term, the student would not be able to sit for the State Medical Board of Ohio licensing exam, without repeating the entire program.

Licensure and Non-Licensure Pathways in Massage Therapy

The students in both the licensure and non-licensure tracks take the same educational massage therapy programming. Final examinations are the only difference in requirements with licensure tract final examination different and geared toward the State Medical Board licensing examination, and the non-licensure tract geared toward the National Certification Board in Therapeutic Massage and Bodywork (NCTMB).

If a student desires to work in the allied medical field of massage therapy in Ohio, the licensure track is required (physician's offices, medical centers, hospitals), but if the student desires to work in relaxation-spa massage in Ohio, the graduate is exempt from licensure in Ohio. Students moving to other states take the non-licensure track since the NCTMB examination is the requirement for licensure in many states. Cosmetologists, physical therapists, physicians, chiropractors, and related are exempt from licensure. Cruise ship massage therapy requires the NCTMB (non-licensure).

There are additional fees that a Rehabilitation Massage Therapy student may incur if planning state licensure in Ohio. A Certificate Of Preliminary Education is needed within 45 days of starting the program. The fee for this preliminary certificate is currently \$35.00 and has to be paid to the Ohio State Medical Board. In addition, to sit for the State Medical Board Exam, the fee is currently \$250.00 and also has to be paid to the State Medical Board of Ohio.

NOTE: In most other states, the NCTMB results in massage licensure, but not in Ohio. If you are planning on leaving Ohio you are encouraged to research the requirements of the state you are going to so you can plan appropriately.

Licensure or Certification Examinations

The school has no requirement for completion of any licensure or certification examination to graduate, although we recommend this process for specialized status and recognition.



Graduation Ceremony

Carnegie Career College holds an official graduation ceremony every Spring and Fall. Graduation status is conferred and awards issued at the ceremony. The ceremony includes a formal reception.

Graduation Fee

All students graduating will be charged a fee of \$100. This includes the student's ceremony, reception and all degree(s), certificates awarded. Student's guests will be charged a reasonable fee for the reception.

Student Services

Student educational counseling is provided by the Dean of Education, an educational specialist and this includes academic program guidance, career advising, peer tutoring, tutoring arrangements if possible, and career planning.

Student financial aid counseling is provided to those who apply.

Graduate job placement assistance is provided. Job placement is not guaranteed. Placement services include assistance with job interviewing, resume preparation, and business development planning. Facility is handicap accessible.

Visiting Student Program

With permission any potential student may observe and monitor classes. The potential student cannot officially enroll or make any payment toward tuition during this observation period. The experience is directed toward allowing a person to experience the school environment without committing to a financial responsibility. No financial obligation exists, and the student has absolutely no obligation to enroll in the school. The student may purchase school bookstore products by cash, check, or money order. These purchases do not indicate enrollment in the school or its programs. High school students may participate in the Visiting Student Program with the approval of their high school counselor. Visiting student's may elect to enroll and will be started at the beginning of the next semester.

Financial Aid Available Financial aid is available to all who qualify in the form:

PELL Grants – Federal funds that do not have to be repaid and is determined on the basis of financial need.

Direct Subsidized Loans- Loan funding that has to be repaid and is awarded on the basis of financial need. No interest is charged as long as you are enrolled at least half-time (6 credit hours)

Direct Unsubsidized Loans- Loan funding that has to be repaid and is not awarded based on financial need. Interest is charged during all periods, including while you are in school and during grace and deferment periods.

Direct PLUS Loans- Loan funding for parents of a dependent student that has to be repaid. Interest is charged during all periods.

Financial aid advisors will assist the student in developing a financial aid assistance program.

It is the responsibility of the student to obtain all financial funding. Title IV student financial aid, in the form of Pell Grants and Stafford Loans, is available to those who qualify. Application may be made through the Free Application for Federal Student Aid (FAFSA) online visit www.fafsa.ed.gov or contact the Admissions Department. Use school code **036933** to have results sent directly to Carnegie Career College.

*PELL Grants (federal funds that do not have to be repaid).

*Direct loans (federal loans for students that must be repaid, but at modest interest rates after graduating). Students are encouraged to be responsible borrowers and not to overextend themselves. It is recommended that student's only borrow the amount needed to cover their educational expenses.

Return of Title IV Funds Policy

Under the Higher Education Amendments of 1998, the amount of aid a student has earned for the enrollment period is based on the length of time the student remains enrolled for that period. Therefore, the percentage of the enrollment period completed is also the percentage of aid the student has earned.

- If a student withdraws on or before the 60% point of the enrollment period, the percentage of aid earned is equal to the percentage of time completed. Unearned aid is equal to the percentage of time not completed.
- A student who remains enrolled beyond the 60% point of the enrollment period, will have earned 100% of the financial aid for that time period.

Repayment of the Unearned Aid is calculated as follows:

The School will return:

- The lesser of the amount of unearned Title IV aid or unearned Institutional Charges.

The Student will return:

- The unearned amount of Title IV Grants
- The student's and parent's unearned portion of federal loan proceeds will not be returned, but is to be repaid to the loan holders according to the terms of the borrower's promissory note.

Return of funds due by the school and the student and/or parent are charged back to the student's account ledger and returned to the applicable student aid programs.

The Unearned Amount of Title IV aid must be returned to Title IV aid programs in the following order:

1. Unsubsidized Stafford Loan
2. Subsidized Stafford Loan
3. Plus Loan (Parent)
4. Pell Grant

Non-federal aid funds will be returned based on the Institutional Refund Policy and returned in the following fund order: State, Institutional, then External funds.

Note: The information contained in this section is subject to change, without notice, in order to comply with federal, state, or institutional requirements.

Course Semester Term Length

A semester is 15 weeks in length. All courses are residential delivery only.



Carnegie Career College Institute is handicap accessible.



Rehabilitation Massage Therapy

Associate of Applied Science Degree (70 semester credit hours) 4 semesters – 60 Weeks

Classes are held during the week and Saturdays.

#100-1	Massage Theory and Therapy 1	5.0 semester credits
#200-1	Anatomy and Physiology 1	4.5 semester credits
#100-4	Medical Business	1.5 semester credits
#700-2	Sociology of Differences	4.5 semester credits
#100-2	Massage Theory and Therapy 2	5.0 semester credits
#200-2	Anatomy and Physiology 2	4.5 semester credits
#100-5	Massage and Ethics	1.5 semester credits
#700-1	General Psychology	4.5 semester credits
#100-3	Massage Theory and Therapy 3	5.0 semester credits
#200-3	Anatomy and Physiology 3	4.5 semester credits
#700-3	Comparative Religion	4.5 semester credits
#800-1A	Lymphatic Drainage Therapy	4.0 semester credits
#800-1B	Advanced Lymphatic Drainage Therapy	4.0 semester credits
#800-1C	Advanced Lymphatic Drainage / Lymphedema / Complex Decongestive Therapy	4.0 semester credits
#800-1D	Advanced Lymphatic Drainage / Lymphedema / Complex Decongestive Therapy / Clinic	1.0 semester credits
#700-4	Writing and Research Methods	4.5 semester credits
#BS700	A&P/Biology	4.0 semester credits
#BS702	A&P/Microbiology /Lab	3.5 semester credits

The program can be completed in 18 months.

PROGRAM GOALS:

1. State Medical Board of Ohio Massage (SMBO) Therapy Licensing
2. National Board of Therapeutic Massage and Bodywork (NCBTMB) Licensing
3. Manual lymphatic drainage / complete decongestive therapist certification through the Carnegie Career College is provided.



Medical Assistant Program

Medical Assistant Diploma Program

(38.5 semester credit hours)

3 Semesters - 45 weeks

Classes are held during the week and Saturday.

#300-1 Basic Medical Office and Business Administration	4.5 semester credits
#300-5 Clinic-Medical Business and Office	1.5 semester credits
#300-2 Medical Assessment Techniques	2.0 semester credits
#200-1 Anatomy and Physiology 1	4.5 semester credits
#300-3 Medical / Clinical Nursing Procedures	4.5 semester credits
#300-6 Medical Terminology	1.5 semester credits
#300-4 Medical Clinical Nursing Procedures Clinic	2.0 semester credits
#200-2 Anatomy and Physiology 2	4.5 semester credits
#200-3 Anatomy and Physiology 3	4.5 semester credits
#300-7 Medical Assistant Externship	5.5 semester credits
#200-4 Medical Assisting Comprehensive Review	3.5 semester credits

The program can be completed in 1 year.

Successful completion allows students to sit for the following certification/registration for testing through the following national associations:

PROGRAM GOALS

National Association of Allied Health Professionals (NAHP). Tested on campus

- *Nationally Registered Certified Medical Assistant (NR-CMA)
- *Nationally Registered Certified EKG Technician (NR-CEKG)
- *Nationally Registered Certified Phlebotomy Technician (NR-CPT)
- *Nationally Registered Certified Coding Specialist (NR-CCS)
- *Nationally Registered Certified Administrative Health Assistant (NR-CAHA)
- *Nationally Registered Certified Pharmacy Technician (NR-PT)

American Medical Technologists (AMT)

- Registered Medical Assistant (RMA)
- Registered Phlebotomy Technician (RPT)

American Association of Medical Assistants (AAMA)



Forensic Science Investigation and Administration

Associate of Applied Science Degree (69 semester credit hours) 4 semesters – 60 weeks

Classes are during the week and Saturday.

#CJ803	Forensic Psychology	4.0 semester credits
#CJ804	Forensic Criminal Profiling Techniques	4.0 semester credits
# 200-1	Anatomy and Physiology 1	4.5 semester credits
# 700-2	Sociology of Differences	4.5 semester credits
#CJ801	Crime Scene Evidence, Collection and Preservation	8.0 semester credits
# 700-1	General Psychology	4.5 semester credits
# 200-2	Anatomy and Physiology 2	4.5 semester credits
#BS700	A & P/Biology	4.0 semester credits
#CJ802	Homicide and Sexual Assault investigations	4.5 semester credits
# 700-3	Comparative Religion	4.5 semester credits
# 200-3	Anatomy and Physiology 3	4.5 semester credits
#CJ900	Externship in Forensic Science	5.5 semester credits
#CJ901	Forensic Science Case Review	3.5 semester credits
#CJ902	Criminal Justice Supervision and Management	4.0 semester credits
# 700-4	Writing and Research Methods	4.5 semester credits

The program can be completed in 18 months.

PROGRAM GOALS

Forensic Science Certification: No Current certification is required to work as a forensic science criminal investigator, police officer or related investigation fields. Graduates qualify for certification with the American Academy of Forensic Examiners.

Forensic science, criminal justice, criminal investigators can work in many fields including, police departments, insurance investigation firms, private investigation agencies, private security, coroner's offices, court systems, and related.



CHEMICAL DEPENDENCY COUNSELING STUDIES

Associate of Applied Science Degree **(70.5 semester hours)** **4 semesters – 60 weeks**

Classes are during the week and Saturday. Students generally attend school 14 – 20 hours per week.

# 200-1	Anatomy and Physiology I	4.5 semester credits
#CDC100	Chemical Dependency Theory	6.5 semester credits
# 700-2	Sociology of Differences	4.5 semester credits
# BS702	A&P/Microbiology/Lab	3.5 semester credits
# 200-2	Anatomy and Physiology 2	4.5 semester credits
#CDC102	Chemical Dependency Counseling/Lab	4.5 semester credits
# BS700	A&P/Biology	4.0 semester credits
# 700-1	General Psychology	4.5 semester credits
# 200-3	Anatomy and Physiology 3	4.5 semester credits
#CDC101	Chemical Dependency Treatment	6.5 semester credits
#CDC901	Chemical Dependency Research/Lab	6.0 semester credits
# 700-3	Comparative Religion	4.5 semester credits
#CDC900	Chemical Dependency Externship	8.0 semester credits
# 700-4	Writing and Research Methods	4.5 semester credits

The program can be completed in 16 months

Program goals

1. Ohio Board of Chemical Dependency (applies to any state for licensing)
2. Licensing as a LCDC-II counselor

Massage Therapy and Rehabilitation Massage Therapy Courses

#100-1 Massage Theory and Therapy 1 (5.0 sem. credits):

Basic theory and techniques of Swedish Massage with an emphasis on relaxation- spa- pampering massage approaches. Clinic participation with patients to develop skills of intake, assessment, and pampering.

#100-2 Massage Theory and Therapy 2 (5.0 sem. credits):

A course that places an emphasis on specialized massage therapy techniques involving neuromuscular therapy, myofascial therapy, and manual lymphatic drainage therapy, and applications to specific medical and pain conditions. The course places an emphasis on physiological and therapeutic effects of massage. Clinic practice with patients with special medical and pain conditions.

#100-3 Massage Theory and Therapy 3 (5.0 sem. credits):

Advanced massage therapy techniques including applications to injuries, post-surgical burn therapy, post- surgical plastic surgery interventions, medical conditions such as cancer, diabetes, post-mastectomy, cardiac, and related. Clinic practice with patients referred by physicians.

#100-4 Medical Business (1.5 sem. credits):

Advanced business techniques centering around advertising, marketing, business design, product sales, client care and servicing

#100-5 Massage and Ethics (1.5 sem. credits):

Medical ethics as it applies to medical intervention, medical practices, and scopes of practice in the massage therapy fields.

#800-1A: Lymphatic Drainage Therapy (4.0 sem. credits):

Introduction to lymphatic drainage therapy, theory and practice.

#800-1B: Advanced Lymphatic Drainage Therapy (4.0 sem. credits):

Advanced techniques and practice into the specialty area of lymphatic drainage, with applications to lymphedema, post-burn, circulatory problems, and so on.

#800-1C: Advanced Lymphatic Drainage/Lymphedema/Complex Decongestive Therapy (4.0 sem. credits):

The techniques of complete decongestive therapy, including elastic wraps, compression garments, measurements for compression garments, procedures and hands-on, safety, aseptic protocol, applications to lymphedema (primary, secondary, and genital). Certification status and graduate can sit for the Lymphology Association of North America (LANA) national certification.

#800-1D: Advanced Lymphatic Drainage/Lymphedema/Complex Decongestive Therapy (1 sem. credit):

Practice in the school clinic working with physician referred patients. Post- burn treatment and lymphedema patient specialty.

Medical Assistant Courses

#300-1 Basic Medical Office and Business Administration (4.5 sem. credits):

Medical office and business skills for development of an orientation into medical operations.

#300-2 Medical Assessment Techniques (2.0 sem. credits):

Practice in medical office skills in the school clinic, including computer skills.

#300-3 Medical Clinical Nursing Procedures (4.5 sem. credits):

Basic medical assessment techniques, interventions and physician assisting, understanding basic diseases, primary interventions, and pharmacology related training.

#300-4 Medical Clinical Nursing Procedures Clinic (2.0 sem. credits):

Applications in the school clinic including patient intake, assessment of vital signs, record keeping, intervention and referral, patient education techniques, supervision, and training employees.

#300-5 Clinic-Medical Business and Office (1.5 sem. credits):

Specialized advanced clinic training including computers, medical transcription, and coding and billing.

#300-6 Medical Terminology (1.5 sem. credits):

Specialized clinic practice with total patient intervention in the school medical clinic.

#300-7 Medical Assistant Externship (5.5 sem. credits):

An approved placement in one or more areas including general medical assisting technician, phlebotomy technician, EKG technician, pharmacy technician, insurance coding and billing, medical transcription, or administrative medical office. Upon completion, the graduate can sit for national certification examinations in one or more areas by completing testing on campus through the National Association of Health Professions (NAHP). Some specialty areas for certification status require a major concentration in the specific externship (e.g. pharmacy technician, insurance coding and billing, and medical office administration, at least 150 hours must be completed in these specialty areas.

Forensic Science Investigation and Administration Courses

- #CJ801** Crime Scene Evidence, Collection and Preservation (8.0 sem. credits): Specialized training in crime scene investigation, evidence collection and preservation, preparation for court testimony, and development of a crime scene. Practice in evidence collection with techniques and equipment.
- #CJ802** Homicide and Sexual Assault Investigation (4.5 sem. credits):
Theories, techniques, and procedures of investigating homicide and sexual crimes, including medical factors in rape and related crimes.
- #CJ803** Forensic Psychology (4.0 sem. credits):
Psychological principles of criminology, court related issues, patterns of criminal behavior and psychological understandings. Pathology of mental disease as related to criminology, including an understanding of assessment and intervention. Criminal investigative hypnosis.
- #CJ804** Forensic Criminal Profiling Techniques (4.0 sem. credits):
Criminal profiling techniques with an emphasis on serial crimes, homicides, patterns of criminal conduct, identification of patterns for apprehension, FBI profiling methods, and more.
- #CJ900** Forensic Science Externship (5.5 sem. credits).
Supervised placement in an area of specialty approved by the school.
- #CJ901** Forensic Science Case Review (3.5 sem. credits).
A case review course related to externship activity and cases the student is involved in. Report writing and research.
- #CJ902** Criminal Justice Supervision and Management (4.0 sem. credits) : The course teaches the student the technical and informational aspects of police and investigative agencies, including the structure, guidelines, rules and complications of supervision and management.

Chemical Dependency Counseling Studies Courses

- #CDC100** Chemical Dependency Theory (6.5 sem. credits):
An introduction into theories of individual and group counseling methods, with practical experience with actual clients.
- #CDC101** Chemical Dependency Treatment (6.5 sem. credits):
Advanced treatment planning using the 12 core functions as a guide for processing the individual client case from the initial interview to the treatment process, to termination of care.
- #CDC102** Chemical Dependency Counseling/Lab (4.5 sem. credits):
Student learns the major application of counseling and psychotherapy, and acquires a minimum of three treatment forms, as demonstrated in actual casework. Hypnosis and alternative treatments are taught and practiced by the student.
- #CDC901** Chemical Dependency Research/Lab (6.0 sem. credits):
The student will complete a research assignment involving a specialty interest in the chemical dependency or mental health field, and complete a professional five page paper under the supervision and assistance of the instructor.
- #CDC900** Chemical Dependency Externship (8 sem. credits):
The student will complete a 360 hour minimum practice in an approved facility using the 12 core functions as a chemical dependency counselor.

General Studies Courses

- #700-1** General Psychology (4.5 sem. credits):
An introduction to the field of behavior, including normal and abnormal behavior, cognition, learning, memory, social systems, and more.
- #700-2** Sociology of Differences (4.5 sem. credits):
The basic aspects of human differences including national origin, religion, race, sexuality, creed and so on.
- #700-3** Comparative Religion (4.5 sem. credits):
A comparative study of the major and most common religions of the world.
- #700-4** Writing and Research Methods (4.5 sem. credits):
The techniques of researching and writing a professional paper. The student will participate in a group session to develop a specialty article.

Basic Science Courses

BS700 A&P/ Biology (4.0 sem. credits):

An Anatomy and Physiology course teaching the Basic and easy to learn biology systems in the life cycle leading to a general understanding of general biological processes of humans and basic environmental and subhuman life forms.

BS702 A&P/Microbiology/Lab (3.5 sem. credits):

An Anatomy and Physiology course teaching the Basic and easy to learn microbiology sequence with an emphasis on pathogens and microorganisms, aseptic protocols, and OSHA related issues.

#200-1 Anatomy and Physiology 1 (4.5 sem. credits):

Introduction to the human body with an emphasis on understanding the language as it applies to anatomy and physiology, including cells, tissues, joints, bones, and the upper body muscles.

#200-2 Anatomy and Physiology 2 (4.5 sem. credits):

An understanding of neurology, cardiology, advanced bone study, and muscles of the lower body, back, and abdomen areas.

#200-3 Anatomy and Physiology 3 (4.5 sem. credits):

Advanced anatomy and physiology with an emphasis on reviewing all body systems, muscles, bones, and pathology, with an emphasis on preparation for state and national board examinations.

#200-4 Medical Assisting Comprehensive Review (3.5 sem. credits).

Student will participate in a comprehensive review of medical-nursing procedures, medical office procedures, medical terminology, and anatomy and physiology in preparation for certification examinations.





School Calendar **2011 – 2012**

Summer Semester 2010

Begins 04/28/10 – Ends 08/21/2010

- Fall Semester Registration Opens 08/15/2011

Fall Semester 2011

Begins 08/29/2011 – Ends 12/19/2011

- Labor Day Break 09/02/2011 – 09/05/2011
- Spring Semester Registration Opens 11/19/2011
- Thanksgiving Break 11/20/2011 – 11/26/2011
- Winter Break 12/20/2011 – 01/08/2012

Spring Semester 2012

Begins 01/09/2012 - Ends 04/28/2012

- Summer Semester Registration Opens 03/31/2012
- Spring Break 04/06/2012 – 04/13/2012

Summer Semester 2012

Begins 05/07/12 – Ends 08/20/2012

- Memorial Day Break 05/25/2012 – 05/28/2012
- July 4th Break 07/02/2012 - 07/06/2012
- Fall Semester Registration Opens 08/06/2012
- Fall Semester Begins 08/27/2012 – Ends 12/17/2012