



New careers begin at Dawn

CATALOG
2016

Revised 12/14/16



3700 Lancaster Pike • Wilmington, DE 19805

www.DawnCareerInstitute.edu

Message from the President

It is a privilege to serve as President of Dawn Career Institute and an honor to lead an outstanding staff and faculty.

Thank you for choosing DCI as your new school home – and congratulations on taking this step toward a new career. As you embark on the journey to a successful educational experience and ultimately a rewarding career, you may be assured the DCI faculty, staff and administration are prepared to guide and assist you. Collectively, we are committed to helping you achieve your goals.

This is an exciting time for DCI. I hope you take the time to explore our website and learn more about us and the opportunities for your success. I wish you success in your endeavors.

Sincerely,

Mike Glanz
Campus President

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This student handbook/catalog is a source of valuable information regarding the responsibilities, obligations, and privileges of students attending Dawn Career Institute.

Since the programs, policies, and statements contained herein are subject to continuous review and evaluation, DCI reserves the right to make changes at any time without notice. This publication is for information only and does not constitute an offer of a contract, either stated or implied.

Students are responsible for being familiar with the provisions of this handbook/catalog and all requirements established by the institute.

History

Dawn Career Institute (DCI) was founded in 1976 as Dawn Aeronautics Flight School by Hollis C. and Mary-Fran Anglin. In 1992, the school's curriculum was expanded to include its first non-aviation related program titled Health Insurance Claims Examiner Program. The Institution's name was changed from Dawn Aeronautics to Dawn Training Institute on July 1993. The school name changed again to Dawn Career Institute, Inc. in October 2009. On November 4, 2015, Dawn Career Institute, LLC (d/b/a Dawn Career Institute) purchased the assets of Dawn Career Institute, Inc. Dawn Career Institute, LLC is owned by Education Evolve, LLC.

DCI is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC). It is approved by the State of Delaware Department of Education as a Private Business and Trade School and for Veteran's (VA) training. The Institution is also approved by the U.S. Department of Education to administer Title IV Pell Grants, Direct Student Loans (DSL), and Parent Loans for Undergraduate Students (PLUS).

Mission Statement

The mission of DCI is to cultivate an environment that enables individuals to thrive in the pursuit of fulfilling personal, professional, and academic goals. This is achieved by delivering innovative programs within the allied health, wellness, and business fields that integrate curriculum and technology to position graduates for success in their chosen career fields.

Administrative Office Hours

Regular business office hours are from 8:00 A.M. - 5:00 P.M., Monday through Friday. The extended hours are 5:30 P.M. to 9:00 P.M., Monday through Thursday.

Web Address

www.dawncareerinstitute.edu

Educational Objectives

DCI occupational programs are designed, developed, and continuously evaluated to meet the education requirements to transfer the skills, knowledge, and abilities needed for a dynamic workforce. All programs are designed to prepare students for entry-level positions.

Facilities

DCI's campus is located at 3700 Lancaster Pike, Suite 105 in Wilmington, Delaware, which is situated in Northern Delaware. The facility at DCI includes approximately 30,000 square feet of space. The facilities provide students access to a simulated work environment. All allied health programs are supported by a lab experience that utilizes industry-standard equipment and materials. The wellness programs are supported by a massage therapy clinic, the New Beginnings Spa, as well as an active and dedicated fitness suite. The Learning Resource Room is available, to students, for individual or group study during non-school hours and to promote group learning and research during school hours. The entire Institute is Internet capable and promotes the use of multimedia learning through technology, including LCD projectors and networked computer systems in classrooms. DCI facilities also include lecture classrooms, a resource center, administrative offices, audio-visual equipment, and faculty and student lounges. The facility is a non-smoking facility. The DCI administrative offices can be reached by calling 302-633-9075. DCI serves commuter students and does not provide housing facilities. However, the school welcomes all qualified students and assists those needing housing to locate accommodations.

Parking

Students are to park in spots within the DCI parking area-except those designated for staff and faculty, where double parking takes place to allow sufficient slot availability for students. Handicap and visitor parking spots are also available to DCI guests by permit. DCI provides security escorts to personal vehicles at night. To arrange a security escort, please call the Reception Desk.

Student/Instructor Ratio and Typical Class Size

Enthusiastic staff of experienced professional educators support DCI's objective to meet the needs of each individual student in preparation for entry-level employment. The maximum number of students in a typical classroom, or laboratory, setting of instruction is 24, resulting in a student/instructor ratio of 24 to 1. This ratio does not apply to Modules 1 and 6 where the ratio is 40 to 1 and 35 to 1, respectively. DCI complies with the Delaware Statute which requires the nursing assistant clinical rotation be limited to 12 to 1.

Classroom Technology

DCI supports the use of classroom technology, specifically computer resources and the Internet, as a means to enhance the learning experience. DCI provides Internet access to our students for legitimate classroom purposes, i.e. research for class projects, job searches, and planned classroom exercises only. Every student with access to these resources has a responsibility to use them in an ethical and productive manner; a manner that reflects well on themselves and the school. Use of all computer resources must be consistent with other DCI policies, including those related to sexual harassment, privacy, copyrights, trademarks, trade secrets, and the intellectual property of others.

Student Services

DCI offers a Student Affairs team to support students throughout their program of study to ensure that they may achieve their educational goals. In addition to monitoring students' attendance and participation, the Student Affairs team guides students in crisis situations as how to contact providers of child care, emergency shelter and crisis intervention assistance, or other services whenever appropriate.

Employment Assistance

A goal of DCI is to have each graduate obtain employment in a career field related to his or her field of study. DCI does not, however, promise or guarantee students a job upon enrollment or graduation. The Career Services Department advises students on resume and letter writing, interviewing techniques, and personal development. A conscientious effort is made to match each student's capabilities and desires with the most appropriate jobs familiar to the department.

We offer individualized attention to students who are seeking career direction. Thorough assistance is provided for students who want to clarify career direction or determine occupations of interest by appointment with a Career Services Associate at the Career Services Office. Additionally, career assessments are available after an initial meeting. Career Services Associates are available to assist students with career planning and job/internship search strategies. Career Services will review the content and presentation of resumes and cover letters. We offer a wide range of assistance in preparing for interviews, including mock interviews. Drop by our office with quick questions or to have a resume reviewed by our Career Services Associates who are available each afternoon, Monday through Friday, between 1:00 and 4:30 P.M. More in-depth appointments with a Career Services Associate are typically available the very next business day.

To set up an appointment with a Career Services Associate, please stop by the Career Service Suite at 3700 Lancaster Pike, Wilmington, DE 19805 or call us at 302-633-9075 ext. 367. Career Services and Student Affairs keep regular office hours between 9 A.M. and 7 P.M. Monday, Tuesday, and Thursday. On Wednesday and Friday, office hours are 9 A.M. until 5 P.M.

DCI supports all students in the pursuit of entry-level jobs in their new professions. The Career Services Department will assist each student in learning and applying step-by-step, specific strategies for a successful job search, including:

- Helping to prepare, review, and update resumes and other job search correspondence including cover letters and letters of recommendation
- Role playing possible interviewing situations
- Providing opportunities for on-campus interviewing
- Interview preparation
- Conducting mock interviews and interview seminars
- Locating, identifying, and posting employment opportunities
- Distributing student resumes to potential employers

Students have the responsibility of working with the Career Services Department during their job search. Students can ensure success while working with their Career Services Associate by making their resume and cover letter unique, proactively using the job search techniques taught in class, and/or being open to moving for work or driving further to work. The greatest tool available to students for employment success is constant communication with the Career Services office. Students, who keep in contact with their Career Services Associate, return phone calls, and keep appointments are the most successful during the job search.

Employment Disclosure

DCI cannot promise or guarantee employment of a specific salary to any student or graduate.

Academic Affairs

Academic Advisement/Tutoring

Academic advisement is available to all students throughout the school year. Each student is assigned to an individual Faculty Member, and it is generally the Program Coordinator. A student who does not maintain the necessary level of performance in each course must meet with the Program Coordinator to formulate a plan for remediation. All faculty assist students in meeting curriculum requirements by being available for advisement and individual help. Students are urged to take the initiative in seeking advisement. It is the student's responsibility to see that he/she is maintaining a satisfactory academic status and meeting school requirements. It is each student's responsibility to schedule an appointment with his/her Program Coordinator, as needed. When students present problems not within the realm of academic advisement, appropriate referrals can be made. Referrals to counseling services are available, and student's confidentiality is maintained.

Students may also seek assistance through the Student Affairs department.

Campus Directory

Topic	Office	Room Number	Extension
Absences	Student Affairs	Building 309	386
Academic Advising	Director of Education	Suite 309	386
Academic Calendar	Registrar's Office	Suite 309	366
Academic Records	Registrar's Office	Suite 309	366
Academic Standing	Registrar's Office	Suite 309	366
Alumni Services	Career Services Office	Suite 105	367
Billing/Student Accounts	Bursar's Office	Suite 105	362
Books and Supplies	Director of Education	Suite 309	386
Career Services	Career Services Office	Suite 105	367
Change of Address	Registrar's Office	Suite 309	366
Computers for Student Use	Learning Resource Room	Building 300	386
Disability Services	Student Affairs	Building 300	386
Facilities	Reception	Suite 105	315
Financial Assistance	Financial Aid Office	Suite 105	317/359
Grades	Director of Education	Suite 309	386
Identification Cards	Student Affairs	Suite 309	386
Lost and Found	Reception	Suite 105	315
Registrar	Registrar's Office	Suite 309	366
Scholarships and Loans	Financial Aid Office	Suite 105	317/359
Security/Incident Reports	Reception	Suite 105	315
Transcripts	Registrar's Office	Suite 309	366
Transfer Credit Evaluation	Director of Education	Suite 309	386
Tuition and Fees	Financial Aid Office	Suite 105	317/359
Tutoring	Student Affairs	Suite 309 Campus	386
Withdrawal Procedures	Director of Education	Suite 309	386
To reach an extension, first dial 302-633-9075			

Student Computer Use

Unauthorized use of computing resources is prohibited. This includes, but is not limited to, using the school's computing resources for personal or financial gain; allowing unauthorized non-school personnel access to computing resources on campus; displaying obscene, lewd, or sexually harassing images or text in use of the school's computers; or modifying or copying records or data belonging to the school.

It is the responsibility of the student to check with his or her Program Coordinator for policies concerning the specific lab that the student is using. Instructors may adopt a more restrictive policy for their areas but may not adopt a policy that is less restrictive. The computers are property of DCI and are operated under DCI supervision. Therefore, the student should have no expectations of privacy. DCI Computer Services has the ability to monitor activity on all DCI computers. Students need to be aware that network administrators record all student computer activities. Use of the DCI computers **MUST** be related to approved coursework or other instructor-authorized tasks.

Unauthorized tasks include, but not limited to, the following:

- Making changes to the configuration of the computer, including desktop backgrounds and screensavers, and installing or uninstalling software, unless authorized and supervised by an instructor in a classroom activity.
- Attempting to counter security measures for any purpose or to hack passwords to gain unauthorized access to a device or to data resources.
- Installing or using peer-to-peer file sharing software. (Examples include, but are not limited to, the following: Kazaa, Napster, iMesh, BearShare, streaming video, and Internet radio).

Independent Academic Achievement Expectation

DCI supports a learning environment that promotes independent academic achievement. DCI encourages student cooperation to graduate, but expects individual academic performance on individually assigned work and tests. All DCI students are expected to refrain from academic misconduct in any fashion-including cheating and plagiarism. Students caught engaging in academic misconduct are required to meet with the Director of Education to discuss the possible disciplinary actions.

Extracurricular Activities

Throughout the year, activities that encourage school spirit and develop student leadership may be offered. DCI believes that participation in these activities is an important part of the education process, and student involvement is encouraged.

Summer and Winter Breaks

Breaks occur around the first week of July and around the last week of December each year. During this time, the school will be closed to students and faculty. Specific dates will be distributed in each program of study. Students are encouraged to take the time away from school to enjoy family and friends.

Registrar

The Registrar's office is another resource for academic information. The Registrar's office is available to assist in academic matters such as enrollment changes and other aspects detailed in the policies section of this handbook.

Transcript Requests

Official copies of transcripts may be obtained by students and alumni upon written request to the Registrar. Requests must contain the student's signature and authorizing release of this information. All financial and educational obligations must be met in order to obtain transcript copies. A fee will be charged for all copies. Transcript request forms may be found on the school website at <http://www.dawncareerinstitute.edu/forms>. **Copies of official transcripts and diplomas are available for a fee of \$10.00 per copy.**

Workshops and Events

Programs and workshops to assist with career planning, developing job search skills, and networking are offered on a regular basis. Additional, larger events and programs include alumni/student networking lunches and guest speakers. DCI continually sponsors events and programs to help students make good career decisions and prepare for life after school. Workshop topics include resume and cover letter writing, interview techniques, and researching the industry, among other topics. For individual assistance, students may schedule an appointment with Student Affairs at any time during their educational experience with DCI.

National Certification

Earning a diploma from DCI makes graduates eligible to sit for the certification exam in their fields. The school does not sponsor or endorse any particular certification. However, the school is a testing site for the National Center for Competency Testing (NCCT) and National Healthcare Association (NHA). DCI strongly encourages students to take a nationally recognized certification exam. Passing the certification exam for their area of study gives students a nationally recognized credential, respect in their field, and professional mobility. Certification recipients will be reviewed as a more desirable potential employee.

Policies and Procedures

Admission Requirements

DCI programs/courses are open to all persons regardless of race, creed, sex, or national origin. Applicants must be at least 17 years of age and possess a high school diploma or General Equivalency Diploma (GED) and provide a valid State or Federal photo ID. Basic reading comprehension and strong verbal skills are recommended. Some programs have additional admissions requirements. Please refer below and to the addendum for the individual program admissions requirements/procedures.

Programmatic Admissions Requirements

Therapeutic Massage Practitioner and Advanced Esthetician applicants must acknowledge, in writing, if (a) they have been convicted in any jurisdiction of a crime involving any felony or misdemeanor sexual offense or (b) they have abused drugs (including alcohol, narcotics, or chemicals) that they may not be issued a certificate or license to practice as a Massage Technician, Massage Therapist, or Advanced Esthetician in the State of Delaware. (See title 24 Delaware Code, Chapter 53, Section 5313).

Admission Requirements - Nursing Assistant/Home Healthcare Program

Applicants must be at least 17 years of age and possess a high school diploma, or General Equivalency Diploma (GED), or be able to satisfactorily pass the Ability to Benefit Exam. Applicants must pass both a drug screen and a tuberculosis screen. A physician's exam/statement may be required in some instances. Applicants must also acknowledge the state requirement for a criminal background investigation, for employment as a Certified Nursing Assistant (CNA), prior to enrollment and acceptance into the program.

Admission Procedures

Applicants must submit a completed admissions application. Eligible applicants must also complete a Qualification Profile, in addition to being interviewed by one of DCI's Admissions Associates. DCI will review the application and notify the applicant of approval or disapproval; or, DCI may request more information or documents. If an applicant wishes to appeal a denial of admission, the applicant must contact the Director of Education, in writing. The Director of Education's decision is final. In addition, the applicant, and an authorized school official, must sign an enrollment agreement prior to the student commencing a program.

New Beginnings Scholarship Program Information

Purpose of the Scholarship Program

Dawn Career Institute (DCI) is committed to excellence in education and will award five (5) \$500 scholarships per year to talented and motivated candidates to its currently approved programs. The Scholarship Program is a reflection of the Institute's commitment to the community and to encourage the most qualified candidates to become industry professionals.

The five annual scholarships will be awarded by a committee decision. This committee shall be known as the "DCI Scholarship Committee" (The Committee).

Committee Structure

The DCI Scholarship Committee is made up of DCI's program advisory board members.

NB Scholarship Procedure/Qualifications

Candidates must be in their senior year of high school to apply. All applications must be received no later than March 30th of each year. Scholarships are for students enrolling for the summer quarter of each academic year for the MA, MBC, DA, MT and AE programs.

Candidates for the NB Scholarship offered by the Institute will begin the process by completing and submitting the DCI Scholarship Application Form along with submission of a copy of his/her current high school transcript to the Director of Admissions of DCI.

The candidate then must take and successfully pass a standardized entrance exam. Testing dates will be provided by the Admissions Department.

After completion of the last testing date, the candidates with the five (5) highest test scores in each program's discipline will then be notified and required to write an essay on why they have chosen their particular career path. This essay should include, but is not limited to: what they believe that path holds for them, and what contribution to society they intend to make via their career. In addition, each candidate must provide three letters of recommendation and complete a personal interview with a panel designated by DCI. Points from a combination of the entrance test, the essay score, letters of reference and the interview will determine the scholarship recipients.

All NB Scholarship recipients will be notified in writing of the results by the Director of Admissions.

Scholarship Disbursements

NB Scholarship funds for recipients will be disbursed each quarter in equal disbursements based on recipient's specific program following the successful completion of each quarter. In the event of a student's withdrawal during a quarter, the NB Scholarship amount for the quarter of withdrawal will be prorated and disbursed in accordance with percentages set forth in the Institute's refund policy.

Unexpended Award Funds

Unexpended NB Scholarship funds may not be accumulated from year to year. All unexpended funds will be returned to the institutional budget.

Transfer of Awards

NB scholarships awarded by The Committee, for the benefit of DCI students, may not be transferred to any other institution. No recipient may transfer his or her NB Scholarship funds to any other individual or any other program other than the program indicated on the application form. The NB Scholarship funds may not be redeemed for a like cash sum.

Loss of Awards

All recipients of NB Scholarships must maintain a 'C' average and remain in Satisfactory Academic Progress as defined in the Academic Catalog and the Student Handbook which can be reviewed at www.dawncareerinstitute.edu. No recipient may continue to participate in the scholarship program if they are placed on academic probation, attendance probation, or disciplinary probation. Any probation status will result in the revocation of all NB Scholarship funds that are not a part of Federal Student Aid. All scholarship recipients must be current and remain current with any other costs due to DCI as a result of the student's tuition payment plan. A recipient does have the right to appeal the loss of scholarship.

Any scholarship recipient convicted of a DUI or any criminal offense, other than a Summary offense, shall forfeit any and all scholarship awards granted by DCI.

Federal Student Aid

Federal Student Aid programs are available to those who qualify. This aid may be adjusted by the amount of NB Scholarship awarded to the student. The Financial Aid Department is available to assist with financial aid information.

Tuition Balance

If the scholarship award does not cover the total tuition and costs at DCI, NB Scholarship recipients are responsible for the balance of tuition and costs associated with their educational program at DCI.

General Disclaimer

NB Scholarship candidates understand that all candidates have been assumed to have provided factual information regarding their academic standing with their high school. All recipients understand that they must be a high school graduate and meet all admissions requirements prior to the scholarships being finalized.

Enrollment Verification Letter

Any student requiring a verification letter, from school, prior to starting classes, should come to the receptionist desk in the main building to complete a Request for Letter Form. Enrolled students who require official documentation of a program enrollment and/or attendance should report to the receptionist's desk to complete a Request for Letter form. DCI strives to have all letters prepared for students within two business days.

Identification Badge

To help ensure the safety of everyone on the DCI campus, all students must have and display a valid student ID badge. Students receive ID badges within the first two weeks of classes. Any student who loses his or her ID badge may request a replacement from the Student Affairs or Registrar's Office. The replacement fee is \$5.00.

Security Services

DCI employs a security company to help ensure the safety of all students, staff, and faculty. To contact Security Services, please dial the Receptionist (Ext-315).

Notice of Availability of Annual Campus Safety and Security Report

The Annual Campus Safety and Security Report is located in the Registrar's Office and is posted throughout campus.

Visitors Policy

All visitors to the campus must check in at the main office located in suite 105. Former students and employees must report to the reception desk in the main office located in suite 105 prior to visiting any other classroom or workspace. In order to maintain an academic environment, DCI prohibits visitors in the classroom, the student lounges, and the Learning Resource Center without prior approval from the Director of Education or her representative. The policy applies to children of enrolled students. Children are not allowed in the classrooms, student lounges, Learning Resource Center, or any area in the school during business hours. Such a policy protects the children, and it eliminates distractions for other students.

Personal Property

Personal property is the sole responsibility of the student, and the school does not assume liability for any loss or damage. Clothing, and all small items, should be marked clearly with the student's name and address. Vehicles should always be locked to avoid theft.

Dress Code

A clean and neat appearance will help students develop appropriate dress habits for their new careers. Employers may visit the campus to interview students for jobs and to give guest lectures, so it is important that the student body convey a professional image at all times. Dress and grooming should be appropriate for the area of study.

Inappropriate clothing and accessory items include:

- Cut off shorts, that are longer than mid-thigh length
- Tank tops or other sleeveless tops
- Any clothing showing obscenities that are deemed inappropriate
- Sandals or other open-toed shoes (due to OSHA standards for safety)

- Ripped or torn clothing
- Visible undergarments
- Hats, scarves, do-rags, sunglasses are prohibited unless required for religious reasons or authorized appropriate by a school official for a specific purpose.

Students dressed inappropriately will not be permitted to attend school. Those who disregard the dress code will be warned. If the problem persists, the student may be terminated from DCI. Each program may have specific dress code guidelines. Questions should be addressed to the specific Program Coordinator.

Medical and Dental Programs Dress Code

While attending classes, including clinical, Medical and Dental students must maintain a clean and neat appearance. It is essential to develop appropriate dress habits for a career. Listed below are the specific criteria for the Allied Health Program students:

Personal Hygiene

- Hair must be clean and styled daily. For clinical lab classes long hair must be pulled off the collar
- Only complimentary conservative makeup should be worn
- Nails must be manicured, to sport length, or shorter for hygienic reasons
- No artificial or overlays on nails. Keep nail polish fresh, chip free, and a natural pale color
- Moustaches and beards must be trimmed to an appropriate length.

Uniform-Two (pair) of uniforms/scrubs will be included in the tuition and fees charges.

- A clean, well-fitting scrub top and bottom with coordinating warm-up jacket or long sleeve undershirt.
- T-shirts sweat pants, jeans or jean-like materials are unacceptable.
- Appropriate undergarments and white socks. Undergarments should not be visible through the uniforms.
- White shoes with closed-toe shoes. Shoes should be polished or cleaned to maintain a professional appearance.
- White-clog style or open heel shoes are acceptable and must be worn with socks.
- A full-length uniform slip must be worn under a skirted uniform. All dresses and skirts must be hemmed and cover the legs to the knees when in a seated (operator) position.
- Appropriate sweaters or warm-ups may be worn over your scrubs if they are flat knit and free of ornamentation.
- No bulky sweaters or coats will be worn during any class, lab, or clinical.
- Appropriate business casual will be worn on days deemed by program curriculum. Example: Interview (s), professional development and select field trips.
- Personal Fitness students should wear black athletic slacks. Appropriate sweatpants may also be worn.

Accessories-Non-compliance may be grounds for discipline, up to and including termination.

- Wedding rings, wristwatch and no more than one pair of small post earrings for pierced ears.
- Earring hoops larger than a nickel or dangling earrings are a hazard and are not permitted.
- No facial piercing, tongue rings, or ear stretchers are to be worn during your scheduled time with DCI, including clinical.
- **Tattoos must be covered during clinical portion of program.**
- For your safety absolutely no head coverings, scarves, hats, or baggie fitting clothing will be permitted in the clinics, labs, or external clinical sites.
- Cell phones, earphones, and headsets will be turned off or silenced (vibrate is acceptable) during class, lab, clinical, and at external clinical sites.
- All phones and electronic equipment will be kept in your purse, bag, or car.

Bus Routes

DCI is serviced by two routes. Routes 4 and 24 include DCI in their paths. Route schedules can be picked up at the front desk in suite 105

Cell Phone Usage

Cell phones must be turned off (vibrate only) while students are in the classrooms. In an emergency situation, the instructor may give a student permission to use a cell phone.

Carpooling

DCI encourages students to coordinate ride sharing. The Department of Student Affairs hosts a carpooling board under the Career Services section on Facebook where individuals seeking and offering rides can sign up.

Emergency Policy and Procedures

All emergencies, medical or otherwise, should be immediately reported to a school administrator who will call 911 for assistance.

Field Trips

DCI believes that training is enriched by observing real-life applications. When appropriate, visits are arranged to industrial or professional locations.

Food and Drink in the Academic Areas

There is to be no consumption of foods or beverages in any area of the school with the exception of designated faculty areas or student lounges. Vending machines are located in the student lounge. There is also a microwave available for student use. Food and beverages are not allowed in the classrooms, labs, computer labs, or hallways.

Housing Assistance

DCI does not maintain dormitory or other housing facilities. Students are advised to consult commercial rental agents and / or the local press. Admission Associates may assist prospective students by providing names and / or addresses of locations of local off-campus housing areas.

Smoking Policy

DCI is a non-tobacco facility. Smoking is only allowed in designated outdoor areas of the school buildings. Use of tobacco of any kind is not permitted within the school. Smoking in non-designated areas, is a violation of the school's code of conduct.

Weather Emergencies

The school reserves the right to close during weather emergencies or other emergencies. Notice of closures, or a delayed opening, will be posted on DCI's Facebook page, wdel.com, and WSTW radio station.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; CFR Part 99) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights, with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are eligible students.

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if DCI decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 § 99.31):
 - School officials with legitimate educational interest,
 - Other schools to which a student is transferring,
 - Specified officials for audit or evaluation purposes,
 - Appropriate parties in connection with financial aid to a student,
 - Organizations conducting certain studies for or on behalf of the school,
 - Accrediting organizations,
 - To comply with a judicial order or lawfully issued subpoena,
 - Appropriate officials in cases of health and safety emergencies, and
 - State and local authorities, within a juvenile justice system, pursuant to specific State Law
- Schools may disclose, without consent, directory information such as 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 DCI not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, student handbook, or newspaper article) is left to the discretion of each school.
- For additional information or technical assistance, you may call (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339.
- Or you may contact the following address:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW Washington, DC 20202-5901

From the Department of Education website at: <http://www.ed.gov/policy/gen/guid/fpo/ferpa/index.html>

Cash Payment Process

Tuition payments are due as indicated on the payment plan form. All payments are required in a timely manner. Student payments can be made in the Bursar Office located in suite 105 next to the reception area or in the Financial Aid Office

- **Any questions should be directed to the Bursar or employees of the Financial Aid Office.**

Fees

ID Badge Replacement Fee	\$5
Copies of Official Transcripts and Diplomas	\$10 (each copy)
Change of Program	\$25
Class or Module Retakes	\$300

Expectations of DCI Students

The teaching-learning model used at DCI is based on the assumption that students are enrolled and attending classes each day for personal and professional development reasons. The environment that each student helps to create is based upon mutual professional respect that emulates a professional work environment. Students are expected to conduct themselves in a manner that will reflect the integrity and professionalism of the school. DCI expects each student to commit themselves to achieving their individual goals and attending school every day prepared for every course as a professional.

Along with their in-school assignments, students are expected to complete outside work which re-enforces their in school learning experience.

Sales, Solicitation, Promotion, and Advertising

Sales, solicitation, promotion, and/or advertising of a commercial nature, whether by non-students or students, are strictly prohibited on the campus. The school allows the posting of official school notices in buildings on designated bulletin boards. No notices may be affixed to glass doors, windows, or on painted walls. Placing advertisements on vehicles is prohibited. Political announcements, campaign literature, banners, and other promotional materials may only be posted in the designated open announcement areas. No commercial or non-commercial materials are not official school notices shall be posted on walls, on doors, in the foyers, on cars, or in non-designated areas.

Educational Delivery Systems

On ground lectures are delivered by experienced instructors in the traditional classroom with the assistance of text materials and Internet materials with high speed internet access and computer projection devices. Labs are delivered in well-equipped traditional laboratories under instructor supervision. Clinical and external volunteer experiences are delivered at area health facilities.

Online courses are offered via a Learning Management System (LMS); students and instructors are enrolled in their respective online courses. Hybrid courses are taught both online using an LMS and on ground using a traditional classroom learning environment.

Clock Hour of Instruction

Clock Hour of instruction consists of 50 minutes of instruction in a sixty-minute period.

Quarter Credit Hour Conversion Formulas

Select programs use the following hour to quarter credit hour conversions:

- Fifteen (15) lecture hours = one (1) quarter credit hour
- Twenty (20) lab hours = one (1) quarter credit hour
- Thirty (30) externship/clinical hours = one (1) quarter credit hour

Attendance Policy

Students are expected to attend every class session for each module for which they are registered. Attendance for campus courses is taken by instructors, recorded, and maintained for each module by the Registrar. Attendance for online courses is measured by work submitted within the Learning Management System. Students with excessive absenteeism (**in excess of 20%**) may receive a reduced or failing grade for the course and/or be withdrawn from their program. Students enrolled into a hybrid program must maintain satisfactory attendance on campus or online to remain active. In the event of any absences from class, the student assumes the responsibility of immediately notifying the school and for making arrangements with the individual instructors for work missed. **Students missing fourteen (14) consecutive calendar days are subject to being officially withdrawn from their program of study by the school.** If a student believes that he or she has circumstances that warrant special consideration, a written appeal may be submitted to the Education Department for review and final determination.

Tardiness/Early Departure

Students are required to be on time and stay for the duration of the class. The student assumes the responsibility for making arrangements with the individual instructors for any and all make-up of work missed as a result of being late for classes or leaving classes early. Time missed in class due to a student's tardiness or leaving early is recorded.

Make -Up Work

Arrangements to make-up assignments, projects, tests, and homework missed as a result of absence must be made with the approval of the instructor. See the Incomplete grade policy.

Leave of Absence (LOA)

A student who needs to interrupt his/her program of study because of a medical condition for a Family Medical Leave Act (FMLA) circumstance, or Active Military Service, or Jury Duty obligation, or other severe and unanticipated personal circumstances, may complete an application for a LOA. Students who are experiencing these types of circumstances need to meet with the Director of Education to discuss their need to temporarily interrupt his/her education and take a LOA.

The following are the criteria for making application and approving a Leave of Absence:

1. The request and reason(s) for the LOA must be made by the student, in writing, on a Leave Request Form.
2. The leave period requested should be not more than 90 days. Further in any twelve month period, the cumulative leave period(s) may be no longer than 180 days.
3. The applicant for a leave must be able to resume his/her training at the same point where the training was interrupted.

4. The applicant for the leave should have successfully completed at least one module, have a minimum cumulative GPA of 2.0, be making SAP, be current in his / her tuition and fees obligations, meet program attendance requirements and have satisfactorily completed all student financial assistance requirements.
5. The applicant for a LOA must confirm that the he/she understands and agrees that if he/she fails to return to active class attendance at the approved end date of his/her Leave of Absence, that his/her enrollment may be terminated and that his/her Federal Student Loan will have entered his/her Federal Loan Grace Period as the applicant's actual last day of class attendance prior to the beginning of the LOA. Further, that repayment of the student's loans may begin immediately upon notification to the US Department of Education of the student's failure to return to school from the LOA.

Withdrawals

If a student has attended a class, but withdraws, or stops attending classes before the 50% point of a module, the student will receive a grade of "W" for the purposes of calculating Maximum-Completion Time and SAP, the module will count as credits attempted. A grade of "W" is not part of a student's grade point calculation.

When students withdraw from a module after 50% point in a term, their names will continue to appear on the class roster and the appropriate letter grade will be entered at the end of the term. This grade is part of a student's grade point average calculation unless the course is retaken and a higher grade is earned. The credits attempted will be counted toward determining Maximum Completion Time and SAP. Withdrawal status remains on the permanent record.

NOTE: Students who are contemplating withdrawing from a module or course should be cautioned that:

- The entire scheduled length of the module / course they are currently enrolled in is counted in their maximum program completion time
- They may have to wait for the appropriate module / course to be offered
- Graduation date will change
- A student must repeat all courses from which the student elected to withdraw prior to receiving a final passing grade,
- Financial Aid and / or tuition costs may be affected, and
- There may not be space available in the class upon their return

Official Withdrawal Notification

Students who want to discontinue their training for any reason must make every attempt to schedule a meeting with the Director of Education. This meeting may help the school correct any problems and may assist students with their plans. In many cases, the problem hindering successful completion of the program can be resolved during this session.

Termination Policy

DCI is committed to helping every student successfully complete their education; every consideration will be given to assist students in completing their programs. However, a student may be placed on warning or terminated for unsatisfactory progress, poor attendance, academic misconduct, violation of school policies, or failure to pay tuition.

Re-Admission Policy

Students may apply to be readmitted to DCI after voluntarily withdrawing, or being involuntarily withdrawn. In some cases, students may not be eligible for financial aid and may incur additional charges in order to be readmitted into school. For more information, please contact the Education Department.

Code of Conduct

Students are required to follow standards of conduct that are typical of the working world. Students may be placed on warning, suspended, or terminated for violation of the school's personal conduct standards. Violations include dishonesty, theft, unprofessional conduct, use of profanity, possession of firearms or weapons, cheating, insubordination, noncompliance with safety rules, use of or being under the influence of alcohol or illegal drugs on school property, threats of violence or bodily harm, and vandalism of school property or equipment. Students will be placed on warning for maximum of 90 days. If, in the opinion of the Director of Education or designee, they demonstrate adherence to the personal conduct rules imposed, the warning period may be shortened. If terminated, students may re-enter the following module with permission from the Director of Education.

DCI reserves the right to dismiss a student on any of the following (but not limited to these) grounds:

- Academic misconduct
- Disrespectful remarks to classmate (s) and/or staff and faculty members
- Disruptiveness and inappropriate behavior
- An act of or threat of violence
- Offensive toughing
- Use of unacceptable language or profanity
- Failure to fulfill financial obligations
- Failure to maintain satisfactory attendance
- Failure to meet academic progress standards
- Dress code violation
- Any other misbehavior that the institute deems as inappropriate or unprofessional

Drug-Free Schools and Communities Act of 1989

The Drug-Free Schools and Communities Act Amendments of 1989 require an institution of higher education, as a condition of receiving funds or any other form of financial assistance under any federal program, to certify that it has adopted and implemented a program to prevent the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees.

As a part of its substance abuse programs, Dawn Career Institute annually distributes to its students and employees in writing the following information:

- Standards of conduct that clearly prohibit the unlawful possession, use or distribution of illicit drugs and alcohol on school property or as part of any school activities;
- A clear statement of the disciplinary sanctions that the school will impose on students who violate the standards of conduct;
- A description of the applicable legal sanctions under local, state, or federal law for the unlawful possession or distribution of illicit drugs and alcohol;
- A description of the health risks associated with the use of illicit drugs and the abuse of alcohol;
- A description of any drug or alcohol counseling, treatment, or rehabilitation or re-entry programs that are available to employees or students.

The school conducts a biennial review of its substance abuse program to determine its effectiveness, implement need for changes and ensure that disciplinary sanctions are consistently enforced.

Drug-Free School and Workplace Standards of Conduct

- A. The unauthorized and/or unlawful manufacture, distribution, dispensing, possession or use of a controlled substance or alcohol is strictly prohibited in all facilities of the school, in all places where its students/employees attend/work, including all vehicles, and as any part of the school's activities. DCI reserves the right to conduct drug and/or alcohol testing for; pre-employment/enrollment, reasonable suspicion, and post-accident. In the case of an employee or student that had a prior violation for drugs or alcohol DCI will subject those individuals to random screening, but they will be notified of that condition.
- B. A controlled substance is one which appears in schedules I through V of section 202 of the Controlled Substances Act (21 U.S.C. 812). As a condition of employment/enrollment, all students/employees shall abide by this prohibition and notify the school of any criminal drug or alcohol statute conviction for a violation of this Policy as provided by paragraph (b) below. Violation of such prohibition shall result in action against the student/employee, as set out in section (g) below, which shall include action up to and including expulsion/termination, and/or satisfactory participation in an approved drug or alcohol abuse assistance or rehabilitation program. Participation in such a program shall not be paid for by the school, but may be covered by a(n) employee's/student's health insurance policy. Federal and State penalties for unlawful use, possession, or distribution of drugs or alcohol are stated below.

All violations of this Policy shall be reported to the Director of Education, or their designee, who shall report the violation to the appropriate law enforcement authority. Action shall be taken in all cases of a chargeable offense under the provisions of the applicable State law or comparable Federal law; however, a conviction of the charged offense shall not be necessary to take action against the student/employee for a violation of this Policy.

- C. All students/employees shall notify the Director of Education/Director of Human Resources in writing of any criminal drug or alcohol statute conviction for a violation occurring in any facility or on the property of the school, or at any school activity, no later than five days after such conviction. Failure of the student/employee to make such a notification shall lead to expulsion/termination from the school. Within ten days of receiving notice of any employee convicted as described above, the school shall notify the federal agencies providing grants to and through the school in accordance with the Drug-Free Workplace Act of 1988.
- D. Within thirty days of receiving notice of any student/employee convicted as described in section (B), the school will:
1. Take appropriate action against such a student/employee, up to and including expulsion/termination; or
 2. Request such student/employee participate satisfactorily in a drug or alcohol abuse assistance or rehabilitation program approved for such purposes by Federal, State, or local health, law enforcement, or other appropriate agency.

This action may be taken by the school prior to conviction.

- E. The school shall give each student/employee a copy of the statement set out in the sections (A), (B) and (C) above, and post it prominently throughout the school. To meet requirements of the Drug-Free Workplace Act of 1988, each employee shall sign a copy of the statement; said copy shall be placed in the employee's personnel file.
- F. The school has developed and implemented a program to inform students/employees of:

1. The dangers of drug abuse or alcohol consumption;
2. The school's policy of maintaining a drug- and alcohol-free environment;
3. Any available drug or alcohol abuse counseling, rehabilitation, and employee assistance programs; and
4. The penalties that may be imposed upon students/employees for drug or alcohol violations occurring in any facility or on the property of the school, or at any school activity.

G. The school shall make a good faith effort to continue to maintain a drug and alcohol-free environment through the implementation of this policy, and ensure that all new students/employees are informed of the policy through the measures set out in sections (E) and (F).

H. Dawn Career Institute students/employees who violate this policy shall be subject, at a minimum, to the following penalties:

Violation	Minimum Penalty
Unlawful possession, use or consumption of a controlled substance or a counterfeit controlled substance.	Student: Expulsion Employee: Termination
Unlawful possession or use of a hypodermic syringe or of drug paraphernalia.	Student: Expulsion Employee: Termination
Unlawful delivery, distribution, or manufacture of drug paraphernalia or hypodermic syringe.	Student: Expulsion Employee: Termination
Unlawful delivery or distribution of a controlled substance, of a counterfeit controlled substance or of a non-controlled substance under the representation that the substance is a narcotic or non-narcotic controlled substance.	Student: Expulsion Employee: Termination
Aggravated Possession or Trafficking as defined under state or federal law.	Student: Expulsion Employee: Termination
Failure to report conviction pursuant to section (B) of this Policy.	Student: Expulsion Employee: Termination
Intoxication from use of alcohol. Intoxication from use of alcohol.	Student: 1 week suspension from class and rehab referral. Subsequent violation will result in expulsion. Employee: 1 week suspension without pay and rehab referral. Subsequent violation will result in termination.
Unauthorized and/or unlawful possession, use, or sale of intoxicating beverages in any school facility or on the property of the school, including all parking areas and in vehicles parked therein.	Student: Expulsion Employee: Termination

Federal and State Law Regarding Drugs and Alcohol

A. Federal Legal Sanctions

Federal law penalizes the manufacture, distribution, possession with intent to manufacture or distribute and simple possession of drugs (controlled substances) pursuant to Controlled Substances Act, 21 U.S.C. §§ 841, 843(b), 844, 845, 846, 859 (2003). The following is a list of punishments prescribed for each crime/offense:

- Crime/Offense/Jail Time/Fine (\$)
- 1st Degree/10-20 years/Max \$100,000
- 2nd Degree/10 years/Max \$100,000
- 3rd Degree/5 years/Max \$7,500
- 4th Degree/up to 18 months/Max \$7,500
- Disorderly Persons (offense)/up to 6 months/Max \$1,000
- Petty Disorderly (offense)/up to 30 days/Max \$500

B. Summary of State Of Delaware Drug Laws

The sections of the Delaware Criminal Code dealing with drug laws are extensive. The following outline is an effort to provide a general summary of portions of the law. Students with specific questions about the law should contact Public Safety and not rely on the following summary for complete information.

The law divides illegal drugs into five schedules (or categories):

Schedule I – Certain opiates, opium derivatives (including heroin) and hallucinogenic substances, including Phencyclidine (PCP), marijuana, LSD, mescaline, and psilocybin.

Schedule II – Opium and opiates, and derivatives; coca leaves and derivatives; certain central nervous system stimulants, such as amphetamines, phenmetrazines and methamphetamines; and certain central nervous system depressants, including methaqualones and certain barbiturates.

Schedule III – Any stimulant drug; certain barbiturates with short-term effects; and certain narcotic compounds and combinations; all having less potential for abuse than Schedule I and II.

Schedule IV – Certain barbiturates and other central nervous system depressants having lower potential for abuse than Schedule III. This schedule now includes dextropropoxyphene (Darvon).

Schedule V – Drug substances with a lower potential for abuse than Schedule IV. (These substances may contain narcotic drugs, but certain sufficient quantities of non-narcotic drugs with medicinal qualities must be present.)

Offenses

Offenses are divided into two basic categories:

I. Illegal delivery (sale); possession with intent to deliver, manufacture, or intent to manufacture.

II. Illegal possession, use, or consumption (misdemeanor).

Hypodermic needles or syringes are also controlled under Delaware law. Illegal possession or use is punishable by a fine of not more than \$100, or imprisonment not to exceed one year or both. Illegal delivery or disposal is punishable by a fine of not more than \$3,000, or imprisonment not to exceed ten years, or both.

Penalties

Delaware law prescribes ranges of permissible penalties upon conviction of any of the above offenses. The penalties are more severe for delivery (or possession with intent to deliver) than for possession. A jail sentence may be imposed for any of these offenses. Under Delaware law, the judge, at his or her discretion, may impose any sentence within the range allowed by the law. Some examples are:

Felonies

- I. Illegal manufacture, delivery, or possession with intent to manufacture or deliver a substance classified in Schedule I or II that is classified as a narcotic drug. Fine: Not less than \$5,000 or more than \$100,000 and, Imprisonment: Up to 30 years.

- II. Illegal manufacture, delivery or possession with intent to manufacture or deliver a substance classified in Schedules I-V that is not a narcotic drug. Fine: Not less than \$1,000 or more than \$10,000, and, Imprisonment: Not more than 10 years.

Misdemeanors

- I. Illegal possession, use, or consumption of any substance in Schedules I or II that is a narcotic drug. Fine: not more than \$3,000 and imprisonment: Not more than 5 years.
- II. Illegal possession, use, or consumption of any substance in Schedule I-V that is not a narcotic drug. Fine: not more than \$500, and imprisonment; not more than 2 years.

There are numerous exceptions and variations in possible penalties, including:

- I. More severe penalties for anyone delivering or attempting to deliver to a person under 18, and more severe penalties for repeat offenders. For second offenders, for delivery or possession with intent to deliver a narcotic drug, a mandatory jail sentence is not subject to probation, parole, or suspension.

- II. Reduced penalties under certain circumstances, the most important of which allows the court, at its discretion, to put a first offender (on a charge of possession) on probation for a period of not less than three (3) years without a finding of guilt. If that person complies with the terms of probation, the charge is dismissed, and no conviction is recorded.

Alcohol Violations

Delaware Code, Title 4, Section 904 makes it unlawful to purchase alcoholic liquor for or to give it to a person under 21 years of age, and also makes it unlawful for persons under 21 years of age to consume alcoholic liquor or to have it in their possession. It is also unlawful to be intoxicated in public.

OTHER INFORMATION ON DRUGS AND ALCOHOL

Health Risks Associated With Alcohol and Drug Use

Drug and alcohol abuse are problems of overwhelming proportions in our society today. While alcoholism may develop in anyone, it tends to first appear between the ages of 20 and 40 and may be more prevalent in persons with a family history of alcoholism.

Generally, drugs and alcohol impair how your brain takes in and sorts out information. Users may feel they are at their best when in reality they are performing poorly. Use can also motivate crime to finance the use and can leave a criminal record behind, which impairs future activities.

Alcohol abuse is usually characterized by one of three different patterns: (1) regular daily intoxication, (2) consumption of large amounts of alcohol at specific times (binge drinking), or (3) periods of heavy daily drinking.

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations and convulsions. Chronic alcohol abuse can produce irreversible changes, including dementia, sexual impotence, cirrhosis of the liver and heart disease. [Death can occur either as a complication of one of these chronic problems; acutely, as a result of alcohol intoxication by poisoning or aspiration of vomiting; and as the result of an automobile accident while driving intoxicated.]

Counseling and Rehabilitation Programs/Substance Abuse Treatment Services

New Castle County:

Brandywine Counseling, Inc. (302) 472-0381

Treatment Access Center - Wilmington Facility (302) 577-2711

Connections Community Support Programs, Inc. (302) 454-7520

Connections Community Support Programs, Inc. (866) 477-5345

New Castle County Detoxification (Kirkwood) (302) 691-0140

Kent County:

Connections Community Support Programs, Inc. (302) 672-9360

Treatment Access Center - Dover Facility (302) 857-5000

Kent/Sussex County Counseling (302) 735-7790

Sussex County:

Treatment Access Center - Georgetown Facility (302) 857-5090

Kent/Sussex County Counseling (302) 854-0172

Thresholds (302) 856-1835

Students dismissed based on an infraction of Dawn Career Institute's Drug Free School and Workplace Policy have a right to appeal the factual basis of the dismissal in accordance with Dawn Career Institute's Grievance Policy as stated in the Catalog. Students who refuse to take a random test or a "for cause" test will be terminated from their program. Re-admittance to DCI will be at the sole discretion of the Director of Education or President.

A student who is taking a prescribed legal drug which could affect his or her performance is responsible for notifying the Program Coordinator and/or the Director of Education and providing a physician's certificate stating that he or she is

able to safely and efficiently perform the assignments of a student. Indications of prohibited substance use may include, but are not limited to the following: euphoria, altered judgment, impaired motor coordination, inability to concentrate, memory loss, tremors, confusion, anxiety, delusions, agitation, disorientation, profuse diaphoreses, convulsions, slurred speech, emotional instability, delirium, hallucinations, depression, paranoia, hostility, pyperreflexia, sleeping and lethargy.

If a faculty or staff member of DCI observes any of these symptoms, one or more of the following actions may be imposed:

- **Immediate suspension from DCI**
- **Immediate blood alcohol level testing and/or urine drug screen testing.**
- **Applicants for re-admission must be approved by the Director of Education before he / she may resume his or her program of study.**
- **Upon one repeat violation of DCI's Substance Abuse policy, the student may be permanently terminated from the Dawn Career Institute.**

Definitions of Terms Used in the Substance Abuse Policy

Possession

Having on one's person, either in pockets, purses, book bags, or any other hand-carried container, any kind of illegal chemical substance, including any items removed from ones pockets, purses, etc. while in school.

Impairment

Any condition, regardless of cause, that interferes with an individual's ability to function as expected.

Prohibited Substance

One or a combination of substances, including alcohol, including over-the-counter drugs, prescribed drugs, or illegal drugs.

Academic Integrity

Academic dishonesty defrauds all those who depend upon the integrity of education at DCI. DCI faculty members make every reasonable effort to foster honest academic conduct. All examinations are appropriately monitored to prevent students from copying or otherwise exchanging information. All electronic devices, such as cell phones, MP3 players, etc., must be turned off and put away when testing is in progress. **Any student caught engaged in misconduct is subject to immediate dismissal.**

Satisfactory Academic Progress (SAP)

DCI measures student SAP using the student's quantitative (credit completion) and qualitative (cumulative grade point average) progress toward the completion of the student's program of study. These standards are applied uniformly to all students whether or not they are receiving any form of student aid. DCI's academic progress standards measure a student's progress at the end of each payment period.

SAP-Quantitative Requirement – Credit Completion

At DCI, each student must successfully complete 67% of credits attempted at the SAP evaluation point and align with the maximum time frame of no more than 150% of the published length of the program. Only satisfactorily completed course credits are counted as credits completed. Satisfactorily completed course credits include those for which a student receives a grade other than a (W), or (F). All courses, for which a student receives a grade, whether passing or failing, a withdrawal (W), are counted in determining credits attempted. A student's SAP standing will be calculated

based on the student's entire history of enrollment in a specific program of study. ***Please note: The Advanced Esthetician and Therapeutic Massage Practitioner programs are required to be administered in clock hours. The maximum timeframe for SAP will be expressed as the cumulative hours required to complete.***

Satisfactory Academic Progress (SAP)-Qualitative Requirement – Cumulative Grade Point Average (CGPA)

Qualitative progress is measured at each evaluation point. The institution measures qualitative progress on the basis of a 4.0 scale. All courses for which a student receives a grade will be included when calculating the student's GPA, except that a withdrawal (W) will not be included in determining a student's cumulative GPA; and, if a student repeats a course, only the highest grade for that course will be included when calculating the student's GPA.

Financial Aid Warning

Students who do not meet the minimum standards for credits completed or cumulative grade point average will receive a written notification stating that they are being placed on Financial Aid warning for the payment period. The student must improve their cumulative grade point average and complete all required credits within 150% of the given program length in order to successfully complete the program. The student will remain eligible for federal aid while on warning for the payment period.

Financial Aid Probation and the Appeal Process

If a student has been placed on Financial Aid Warning and, at the end of the warning period, the student still has **not** met satisfactory academic progress as determined by DCI, financial aid will be terminated. However, a student may appeal the satisfactory academic progress determination by submitting a written appeal to the Director of Education within ten days. The written appeal must include an explanation as to why the student failed to make satisfactory progress (ie: injury or illness, death of a relative, or other special circumstances) and what has changed in the student's situation that will allow the student to make satisfactory academic progress at the next evaluation. DCI will review the appeal documentation and notify the student within ten days of the decision. If a student prevails in the appeal, financial aid will be reinstated in the Financial Aid Probation evaluation period. If the student has appealed, and DCI determines that the student will require more than one payment period to meet SAP standards, DCI may develop an academic plan for the student. If approved under an academic plan, the student is eligible to receive Title IV aid as long as the student continues to meet the requirements. The student will be reviewed each payment period to determine if they are meeting the academic plan requirements.

Reestablishing Aid Eligibility

If Title IV aid is terminated due to unsatisfactory progress, a student may only regain eligibility by taking action that brings him or her into compliance with DCI's Satisfactory Progress standards as outlined above.

Maximum Timeframe

The maximum timeframe in which a student may complete his/her program of study is the period of time in which it takes the student to attempt 150% of the academic credits contained in the certificate program.

GPA

In order to be considered making satisfactory progress toward graduation, a student must maintain specified grade averages. Grades are assigned at the end of all scheduled courses. Students will receive a Grade Point Average (GPA) for each course attempted. The GPA is calculated by the grade points received multiplied by the credit hours attempted to derive the quality points earned.

The Cumulative Grade Point Average (CGPA) is then calculated by using the quality points earned from all courses attempted. See grading scale following:

Grading Scale

Numeric	Grade	Grade
90-100	4.0	A
85-89	3.5	B
80-84	3.0	B
75-79	2.5	C
70-74	2.0	C
65-69	1.5	D
60-64	1.0	D
Below 60	0	F
Passing	0	P
Withdraw	0	W
Withdraw	0	W
Transfer Credit	0	TR
Repeated	0	R

Repeating Course (ALL)

(This section refers to students who fail a course and are eligible to retake it.)

A failing grade, 60 or below, will be averaged into the student's GPA at the end of the module and remain in effect until the course is repeated and a new grade is earned. When students repeat a course, only the highest grade received for the course is calculated in the cumulative grade point average; however, all grades earned will be indicated on the official transcript.

The attendance for the original and repeated course will be used to calculate total attendance for the program. Also, credit hours for both repeated and original courses will count toward the Maximum Timeframe calculation. There is a fee of \$150.00 that will be assessed to all students who retake a course or \$300.00 for students retaking a module. This fee may be waived if the Educational Department's leader determines that a mitigating circumstance occurred.

Dismissal/Suspension

DCI reserves the right to dismiss/discontinue a student for failure to maintain the standards of academic progress, failure to attend classes regularly and punctually, academic misconduct, behavioral disruptions, academic integrity, and violation of laws related to his or her training or for any cause that DCI deems necessary.

Cancellation of Aid

If a student's financial assistance is cancelled for failure to meet SAP; the student will be notified in writing informing him/her of the cancellation of financial aid and termination, as well as the requirements for appeal and reinstatement.

Credit Transfer to Dawn Career Institute

DCI accepts transfer credits at the discretion of the Director of Education and/or Program Coordinator if the credits meet the following requirements:

1. Previous institution was either accredited by an agency recognized by the U. S. Department of Education and/or the Council for Higher Education, or the Institute determines that the postsecondary institution has equivalent accreditation standing as a foreign institution,
2. A grade of “B” or better was attained,
3. The content of the course is similar in scope, and the unit of credit is comparable,
4. Up to 12 credits are transferable.

Transfer credits are recorded as hours earned toward the program without counting toward a student’s GPA. General and Career Education credits are transferred if they meet general and/or career educational standards as defined by the Institute’s accrediting commission.

Students who request credit for previous education and training are required to provide DCI with an official transcript from the Institution awarding the credits and a copy the Institution’s course catalog or an equivalent document with detailed course information. (All documents must either be in English, or the documents must include an authentic English translation.)

Transfer documents must be mailed directly to DCI from the institution that awarded the credits. The request to transfer credits must be initiated by the student, and the transcript must be received and evaluated by the Director of Education before enrolling in the first term at DCI

Graduation Requirements

In order for students to be considered graduates from DCI, they must meet the criteria below:

1. Complete all courses required with a CGPA of 2.0 or better.
**Please note that students enrolled in the Basic Nurse Assistant/Home Health Aide program must complete all required courses with a numerical CGPA of 75%.
2. No failing (F) grades for any courses. Courses with “F” grades must be repeated.
3. Complete a Financial Aid exit interview
4. Complete a Career Services exit interview
5. Complete all financial obligations.

Note: Students on academic warning may qualify for graduation if, at the end warning term, they meet the Satisfactory Academic Progress requirements.

Upon graduation, students will be awarded a Diploma or Certificate depending on their program of study. A student will not receive a graduate credential or academic transcript until his/her account is paid in full.

Student Grievance Procedures

Students with a grievance or complaint need to raise their concerns as soon as possible in order to assure that a settlement is made, in a timely fashion. The grievance must be submitted within five days of the incident. The policy below has been developed by the school to offer a systematic and equitable process to resolve student complaints regarding academic and non-academic matters.

Classroom Matters and Other Academic Matters

Students with complaints, or grievances, related to academic matters, classroom policies regarding course-specific testing, classroom assignments or grades must first discuss their concerns with the instructor and, if necessary, their Program Coordinator. If the matter is not resolved, students may bring their complaint to the attention of the Director of Education within five days of the incident.

Non-Academic Matter

Students with complaints or grievances concerning non-academic matters (e.g., Financial Aid, Admissions, Career Services, etc.) should direct their concerns to the appropriate Department Manager and/or notify their Program Coordinator within five days from the incident.

Additional Steps for Grievance

Should the grievance remain unresolved, students will be advised to submit the matter in writing to the Director of Education with five days of the unsatisfactory meeting with the Program Coordinator or Director of Education. The Director of Education will review the matter with all the parties concern, and may meet with the student. The Director of Education will respond to the grievance within days of notification.

If unsatisfied with the decision of the Director of Education, students may write to the office: President / CEO, Dawn Career Institute, 3700 Lancaster Ave. Wilmington, DE 19805, the written grievance should be sent to the office within forty-eight hours of the unsatisfactory decision by the Director of Education. The office will respond to the student within days of receipt of the written grievance.

If the complaint cannot be resolved after exhausting the Institution's grievance procedure, the student may file a complaint with the Delaware Department of Education. All grievances may be directed to the Delaware Department of Education, John G. Townsend Building, 401 Federal Street, (Federal & Loockerman Streets), Dover, Delaware 19901

ACCSC COMPLAINT PROCEDURE

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the school for a response. This can be accomplished by filing the ACCSC Complaint Form. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission.

Please direct all inquiries to:

Accrediting Commission of Career Schools & Colleges

2101 Wilson Boulevard, Suite 302

Arlington, VA 22201

(703) 247-4212

A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting Peggy Gladstone or online at www.accsc.org.

Refund and Cancellation Policies

If an applicant/student cancels or withdraws or is terminated by DCI for any reason, refunds will be made according to DCI’s Refund Policy. If a refund is due to the student, it will be paid within thirty (30) days of the date that the student either officially withdraws or DCI determines that the student has withdrawn. All refunds will be calculated using the student’s last day of class attendance. If a student withdraws without written or verbal notice after classes have started, termination shall be effective on the student’s last date of attendance as determined by the institution. Upon receipt of the refund, the student agrees that its receipt constitutes a full and complete release of DCI from any and all liabilities. All governmental and agency refunds will be made within the required time limits of the funding agency.

Cancellation/Rejection Policy

DCI will refund all monies paid by an applicant who is rejected for enrollment by the Institute, or who enrolls in a program that DCI cancels, or who cancels, or who cancels within five calendar days of signing the enrollment agreement.

Tuition Refund Policy

A student wishing to officially withdraw should inform DCI in writing at least five calendar days, but no more than thirty calendar days, in advance of withdrawal. A student who returns to DCI after withdrawing must sign a new Enrollment Agreement and will be subject to the then-current price of tuition. A student’s last date of attendance, as documented by DCI, will be used to calculate any money the student owes and to calculate any refund the student is due. DCI will refund unearned tuition and fees as set forth in the state regulations. The state refund policy states that the school may retain \$100.00 of the tuition and fees, and the minimum refund of the remaining tuition will be:

Proportion of Term Taught	Refund Percentage
4.9% or Less	80%
5.0% up to and including 9.9%	70%
10.0% up to and including 14.9%	60%
15.0% up to and including 24.9%	55%
25.0% up to and including 49.9%	30%
More than 50%	No Refund

Right to Cancel

An applicant to DCI may cancel his/her enrollment and receive a full refund of monies paid, by mailing a written notice to DCI, postmarked no later than midnight on the fifth calendar day after the date the applicant’s Enrollment Agreement with DCI was signed by the student and representative of the Institute. The applicant may use a copy of his/her Enrollment Agreement as a cancellation notice by writing “I hereby cancel” at the bottom of the Enrollment Agreement, and adding name, address and signature, and delivering, or mailing it to DCI. If an applicant for admissions cancels his/her enrollment as noted above more than five calendar days after signing the Enrollment Agreement, but prior to the start of classes, the applicant is entitled to a refund of all payments, minus the Application Fee and any non-refundable admissions testing fees, within thirty days.

Verification

A student’s Free Application for Federal Student Aid (FAFSA) may be selected, by the U.S. Department of Education, for a process called to verify the information. Students who have been selected and have not started classes will be notified, by mail, and given a verification worksheet. Active students will be called to the Financial Aid Office and given the same

notice. To complete the verification, the student must submit the verification worksheet as well as tax/income information as directed by the worksheet. Students who do not complete the verification worksheet within a specific allotment of time may be disciplined, up to and including termination.

Return of Title IV Funds Policy

In addition to having institutional charges adjusted based on the above Refund Policy, for a student who receives federal financial assistance under the Title IV student financial aid programs, the school must determine the amount of Title IV funds a student has earned at the time of withdrawal using the Return of Title IV Funds Policy. In addition to this Policy, the requirements of the Federal Pell and other funding agencies may require a refund of all or a portion of the amounts paid for tuition because the conditions for the retention of the financial aid funds paid were not satisfied at the time of withdrawal. This amount of financial assistance earned is based upon the amount of time the student attended school and the courses attempted and completed and has no direct relationship to the school's charges that the student has incurred. If applicable, up through the 60% point of payment period or term, a pro-rata schedule is used to determine the amount of Title IV funds the student has earned at the time of his or her withdrawal. After the 60% point the student has earned 100% of the Title IV funds for the payment period. A complete description of the Return of Title IV Policy and related financial aid eligibility requirements can be found below. Sample of Title IV calculations are available from the campus Financial Aid Office upon request. Funds will be returned to the Title IV programs within forty-five (45) days after the date the school determines that the student withdrew, and may result in the student owing the school for Institutional charges previously paid by Title IV assistance.

The method used to determine the percentage of the payment period completed is determined according to the following formula:

Numerator: Number of Days Completed Up Through the Withdrawal Date in the Payment Period

Denominator: Total Number of Days in the Payment Period

Note: Scheduled breaks of at least five consecutive days are excluded from the total number of calendar days in the numerator and denominator. The calendar days on an approved leave of absence are excluded from both the numerator and denominator. Percentages are rounded to the third decimal place.

If a student (or parent in case of PLUS) did not receive all of the FSA funds that were earned, a student may be due a post-withdrawal disbursement. If the post-withdrawal disbursement includes loan funds, the student may not be eligible to receive those funds. For example, a first-time, first-year undergraduate student who has not completed the first thirty days of the program is not eligible to receive the Stafford Direct Loan Subsidized/Unsubsidized funds once the student withdraws. However, if the student is eligible for a post-withdrawal disbursement of loan or grant funds, a student may choose to decline all or some of the FSA funds. The school may automatically apply all or a portion of the post-withdrawal disbursement for tuition and fees. For all other institutional charges, such as books and supplies, the school needs the student's permission to use the post-withdrawal disbursement for those charges.

If FSA funds must be returned by the institution, then the Institution must return all of a portion of the FSA funds that is equal to the lesser of the Institutional charges multiplied by the unearned 100% minus the earned percentage of the FSA funds or the entire amount of unearned FSA funds. If there are additional FSA funds that must be returned that the Institution is not required to return, the student (or parent in the case of PLUS) must return the difference. Any loan funds that must be returned are to be repaid in accordance with the terms and repayment requirements set forth in the

promissory note. Any grant funds that must be returned is called an overpayment. The amount of the grant overpayment is equal to half of the unearned grant amount. The student who owes a grant overpayment may pay the full amount due within forty-five days of notification or make satisfactory payment arrangements with the Institution or the Department of Education.

The order of returning FSA funds is:

- Unsubsidized Federal Stafford Loans
- Subsidized Federal Stafford Loans
- Federal PLUS loans
- Federal Pell Grants
- Federal Supplemental Educational Opportunity Grants
- Other Title IV assistance

Once the Return of Title IV funds formula is calculated, the Institution will apply its refund policy to the institutional charges. Therefore, the student may owe funds to the Institution to cover unpaid institutional charges. The Institution's refund policy can be found in the Enrollment Agreement.

Programs of Study

ADVANCED ESTHETICIAN

Length: 720 Contact Clock Hours- 900 Effective Hours / 30 Weeks Day / 36 Weeks Evening

35.00 Credit Hours

Credential Awarded: Diploma

Program Description

Our philosophy on skin care embraces a blend of both European therapies and medical treatments designed to enhance the skin's natural beauty. Utilizing a hands-on approach to training, our students develop a working knowledge of a wide array of products designed to rejuvenate the skin while receiving practical experience working in a fully functioning salon setting. The wellness industry continues to grow, and graduates of our Advanced Esthetician program can find entry-level employment as estheticians in hotel spas, on cruise ships, at health spas, at beauty salons, directly with cosmetic surgeons and dermatologists, or through self-employment. Upon successful completion of the program, students will be prepared to take the state examination for licensure as an Esthetician. The objective of the Advanced Training for Esthetician diploma program is designed to prepare students for entry-level positions as Estheticians. **Estimated Outside Work is approximately 6.0 hours per week.**

Course ID	Course Title	Contact Hours /		Total	Credits
		Outside Work Hours		Effective Hours	
A2104	Anatomy & Physiology	55	13.75	68.75	3.50
D2106	Diversity Training	10	2.50	12.50	0.50
M5104	Medical Terminology	55	13.75	68.75	3.50
B1118	Hygiene Provisions	15	3.75	18.75	0.50
B1119	Business Management & Sales Practice	10	2.50	12.50	0.50
B1121-129	Machines & Apparatus I and II	20	5.00	25.00	0.50
B1122	Practical: Basic Skin Care	50	12.50	62.50	2.50
B1123	Waxing	5	1.25	6.25	0.00
B1126-127	Consultation & Record Keeping I and II	30	7.50	37.50	1.50
B1117	Health & Services	5	1.25	6.25	0.00
B1120-128	Related Skin Care I and II	20	5.00	25.00	1.00
B1124	Make Up & Color	30	7.50	37.50	1.50
B1125	Clinic-Basic Esthetics Care	55	13.75	68.75	2.50
A1207	Advanced Health & Science	45	11.25	56.25	2.50
A1208-218	Advanced Medical Consultation/Record Keeping I and II	10	2.50	12.50	0.00
A1209	Advanced Esthetics Machines & Apparatus	5	1.25	6.25	0.00
A1210	Advanced Medical Skin Care I	40	10	50.00	2.00
A1211	Advanced Hair Removal	15	3.75	18.75	0.50
A1221	Advanced Business Management & Sales	10	2.50	12.50	0.50
A1213	Spa Body Techniques	15	3.75	18.75	0.50
A1219	Advanced Medical Skin Care II	20	5.00	25.00	1.00
A1222	Advanced Make Up & Color	20	5.00	25.00	1.00
A1223	Clinic-Med Spa Operations	55	13.75	68.75	2.50
P2202	Advanced Personal Development	5	1.25	6.25	0.00
A1231	Practical Applications	60	15.00	75.00	3.00
P2207	Career & Professional Development	60	15.00	75.00	3.50
Total Hours / Credits		720	180	900	35.00

DENTAL ASSISTANT

Length: 720 Contact Clock Hours - 900 Effective Hours / 30 Weeks

42.00 Credit Hours

Credential Awarded: Diploma

Program Description

The Dental Assistant program is designed to train students to acquire satisfactory skills and demonstrate competence in a variety of dental office procedures and laboratory techniques. The procedures and lab techniques include preliminary examination procedure, assisting at chair side, charting, appointment scheduling, keeping patient records, prepare dental impressions and restorative materials, and sterilizing instruments as set forth in government regulations and guidelines. The program prepares students to work in the operatory or treatment room with the dentist and prepares cases to be sent to an outside laboratory. Students trained in radiology may also take expose, and mount radiographs. Students are trained in all area of professional development including applicable terminology, theory, word processing, customer relations and administrative office skills. The length of the program is 900 effective clock hours over 30 weeks in the program. Upon satisfactory completion of the program, students will be qualified to assume entry-level positions as a Dental Assistant in dental offices and clinics performing the lab techniques and office procedures described above.

Note: Outside assignments are a requirement in select course for successful program completion. Estimated Outside Work is approximately 6.0 hours per week.

<i>Course ID</i>	<i>Course Title</i>	<i>Contact Hours / Outside Work Hours</i>		<i>Total Effective Hours</i>	<i>Credits</i>
A2103	Anatomy & Physiology	48	12.00	60.00	3.00
D2104	Diversity Training	24	6.00	30.00	1.50
M5102	Medical Terminology	48	12.00	60.00	3.00
D1105	Dental Materials I	48	12.00	60.00	3.00
D1107	Dental Materials II	24	6.00	30.00	1.50
D1133	Safety Standards & Infection Control	48	12.00	60.00	3.00
D1173	Dental Office Management	48	12.00	60.00	3.00
D1187	Introduction to Oral Healthcare	24	6.00	48.00	1.50
D1214	Chairside Assisting I	48	12.00	60.00	2.50
D1205	Dental Radiography I	48	12.00	60.00	2.50
D1204	Dental Radiography II	24	6.00	30.00	1.50
D1215	Chairside Assisting II	48	12.00	60.00	2.50
D1216	Chairside Assisting III	48	12.00	60.00	2.50
D1222	Urgent Care & Therapeutics	24	6.00	30.00	1.00
D1289	Oral Anatomy & Dental Charting	48	12.00	60.00	3.00
C4102	Customer Relations	24	6.00	30.00	1.50
M2102	Medical Ethics & Legal Issues	24	6.00	30.00	1.50
P2206	Career & Professional Development	48	12.00	60.00	3.00
W1102	Introduction to Word Processing	24	6.00	30.00	1.00
	Total Hours / Credits	720	180	900	42.00

DENTAL ASSISTANT HYBRID

Length: 720 Contact Clock Hours - 900 Effective Hours / 30 Weeks

42.00 Credit Hours

Credential Awarded: Diploma

Program Description

The Dental Assistant program is designed to train students to acquire satisfactory skills and demonstrate competence in a variety of dental office procedures and laboratory techniques. The procedures and lab techniques include preliminary examination procedure, assisting at chair side, charting, appointment scheduling, keeping patient records, prepare dental impressions and restorative materials, and sterilizing instruments as set forth in government regulations and guidelines. The program prepares students to work in the operatory or treatment room with the dentist and prepares cases to be sent to an outside laboratory. Students will be trained in radiology may also take expose, and mount radiographs. Students are trained in all area of professional development including applicable terminology, theory, word processing, customer relations and administrative office skills. The length of the program is 900 effective clock hours over 30 weeks. Upon satisfactory completion of the program, students will be qualified to assume entry-level positions as a dental assistant in dental offices and clinics performing the lab techniques and office procedures described above.

Note: Outside assignments are a requirement in select course for successful program completion. Estimated Outside Work is approximately 6.0 hours per week.

Course ID	Course Title	Contact Hours / Outside Work Hours		Total Effective Hours	Credits
A2103*	Anatomy & Physiology	48	12.00	60.00	3.00
D2104*	Diversity Training	24	6.00	30.00	1.50
M5102*	Medical Terminology	48	12.00	60.00	3.00
D1105*	Dental Materials I	48	12.00	60.00	3.00
D1107	Dental Materials II	24	6.00	30.00	1.50
D1133*	Safety Standards & Infection Control	48	12.00	60.00	3.00
D1573*	Dental Office Management	48	12.00	60.00	3.00
D1587*	Introduction to Oral Healthcare	24	6.00	30.00	1.50
D1214	Chairside Assisting I	48	12.00	60.00	2.50
D1205	Dental Radiography I	48	12.00	60.00	2.50
D1204	Dental Radiography II	24	6.00	30.00	1.50
D1215	Chairside Assisting II	48	12.00	60.00	2.50
D1216	Chairside Assisting III	48	12.00	60.00	2.50
D1222	Urgent Care & Therapeutics	24	6.00	30.00	1.00
D1289	Oral Anatomy & Dental Charting	48	12.00	60.00	3.00
C4102*	Customer Relations	24	6.00	30.00	1.50
M2102*	Medical Ethics & Legal Issues	24	6.00	30.00	1.50
P2206	Career & Professional Development	48	12.00	60.00	3.00
W1102*	Introduction to Word Processing	24	6.00	30.00	1.00
Total Hours / Credits		720	180	900	42.00

*Indicates course is offered online

MEDICAL BILLING AND CODING SPECIALIST (Formerly Health Information Technician)

Length: 720 Contact Clock Hours – 900 Effective Clock Hours / 30 Weeks

44.50 Credit Hours

Credential Awarded: Diploma

Program Description

Medical Billing and Coding Specialists are familiar with the daily operations of the medical office environment, medical terminology, current billing procedures, implementing procedures and diagnostic codes, basic bookkeeping, and the legal aspects surrounding the medical office. The purpose of the Medical Billing and Coding Specialist diploma program is to prepare the student for entry-level positions in the areas of HIPAA Compliance, medical billing and coding, and electronic health records management. This program provides skill training in data collection, documentation, ICD-9 and ICD-10 diagnostic & procedural coding, bookkeeping, updating insurance rules & regulations, and cash flow management. Career Opportunity sites include: doctors' offices, chiropractors' offices, physical therapists' offices, anesthesiologist offices, outpatient clinics, laboratories, radiology centers, long-term care facilities, acute care hospitals, insurance companies, managed care organizations, billing services, consulting firms, schools, organizations, and self-employment.

Note: Outside assignments are a requirement in select courses for successful program completion.

Estimated Outside Work is approximately 6 hours per week.

Course ID	Course Title	Contact Hours /		Total Effective Hours	Credits
		Outside Work Hours			
A2103*	Anatomy & Physiology	48	12.00	60.00	3.00
D2104*	Diversity Training	24	6.00	30.00	1.50
M5102*	Medical Terminology	48	12.00	60.00	3.00
HT100*	Intro to Health Information Technology	72	18.00	90.00	4.50
HT102*	Advanced Health Information Technology	72	18.00	90.00	4.50
HT110*	Current Procedural Terminology (CPT)	48	12.00	60.00	3.00
HT112*	Basic ICD-9 Coding Procedures	48	12.00	60.00	3.00
HT114*	Basic ICD-10 Procedures	48	12.00	60.00	3.00
HT130*	HIPAA & Compliance Training & Certification	24	6.00	30.00	1.50
HT120*	Beginning Electronic Health Records	48	12.00	60.00	3.00
HT122*	Advanced Electronic Health Records	72	18.00	90.00	4.50
HT124*	Medical Billing Software Procedures	48	12.00	60.00	3.00
C4102*	Customer Relations	24	6.00	30.00	1.50
M2102*	Medical Ethics & Legal Issues	24	6.00	30.00	1.50
P2206*	Career & Professional Development	48	12.00	60.00	3.00
W1102*	Introduction to Word Processing	24	6.00	30.00	1.00
Total Hours / Credits		720	180	900	44.50

*Indicates course is offered online

MEDICAL ADMINISTRATIVE ASSISTANT (Online) (No longer available after 8/15/16)

Length: 720 Contact Clock Hours - 900 Effective Clock Hours / 35 Weeks

48.00 Credit Hours

Credential Awarded: Diploma

Program Description

The Online Medical Administrative Assistant Program provides broad training to acquire satisfactory skills and demonstrate competency in a variety of medical office procedures and laboratory techniques under the direction supervision of a physician. This diploma program is designed for the student desiring training in the areas of medical administration, health information management, and transcription. This comprehensive 48 credit (900-hour) program offered in a 35 week schedule is tailored to allow students to gain knowledge and experience in medical terminology, health records/information management, insurance procedures, medical coding, the application on automated systems for patient scheduling, health records management, and billing and collections; and business communications and office Administration – all skills that are vital for success in today’s allied health and business communities.

The medical administrative assistant is responsible for ensuring the smooth flow of information vital to the daily operation of the medical practice. Health information managers may be called upon to report information to the tumor registry for cancer research or supply the medical staff with important biometric information to determine quality of care or to identify improved treatment protocols.

Graduates of this program are qualified to seek entry-level employment as medical administrative assistants or health information managers in either the public or private sector. Employment opportunities exist in private physicians’ practices, hospitals, ambulatory surgical centers, medical billing and health insurance companies, and as admission representatives. Other related opportunities include customer service representative, data entry clerk, and receptionist, Data entry clerk, and receptionist/secretarial positions in non-medical offices utilizing the skill sets learned in this program.

Note: Outside assignments are a requirement in select courses for successful program completion. Estimated Outside Work is approximately 6.00 hours per week.

Course ID	Course Title	Contact Hours / Outside Work Hours		Total Effective Hours	Credits
MS1010	Introduction to Healthcare Field	50	12.50	62.50	3.50
KB1020	Computer Keyboarding	50	12.50	62.50	3.00
CM1020	Computer Fundamental Concepts	60	15.00	75.00	4.00
MT1020	Medical Terminology	40	10.00	50.00	2.50
CM1040	Computer & Office Applications	50	12.50	62.50	3.50
HC1030	Insurance Billing & Coding I	60	15.00	75.00	4.00
MS1090	Office Equipment & Procedures	40	10.00	50.00	2.50
HC1040	Insurance Billing & Coding II	50	12.50	62.50	3.50
AP1030	Fundamentals of Anatomy & Physiology	50	12.50	62.50	3.50
MS1020	Medical Transcription	50	12.50	62.50	3.50
MS1080	Medical Office Procedures	100	25.00	125.00	7.00
ME1020	HIPAA Overview: Privacy & Security	30	7.50	37.50	2.00
MS2200	Automated Medical Office	70	17.50	87.50	4.50
PD1020	Professional and Career Development	20	5.00	25.00	1.00
Total Hours / Credits		720	180	900	48.00

MEDICAL ASSISTANT

Length: 720 Contact Clock Hours - 900 Effective Clock Hours / 30 Weeks

41.00 Credit Hours

Credential Awarded: Diploma

Program Description

Medical Assistants perform routine administrative and clinical tasks to keep the offices and clinics of physicians, podiatrist, chiropractors, and optometrist offices running smoothly. The objective of the Medical Assisting Program is to prepare students to acquire satisfactory and demonstrate competency in a variety of medical office procedures and laboratory techniques under the direction supervision of a physician. The medical procedures and lab techniques include injections, EKG's, vital signs, urinalysis, phlebotomy, assisting in minor surgery and emergency situations. Front office skills include patient date collection, scheduling patients, answering phone inquiries, insurance claims processing, bookkeeping, billing/collection, keyboarding, transcription, word processing and computer billing. The Medical Assistant diploma program is designed to prepare the student for an entry-level position in a medical office or clinical setting. Upon successful completion of the program, the student will be eligible to work in medical centers, doctors' offices, and hospitals as a medical assistant under the supervision of a physician or other healthcare provider in any medical setting in the healthcare industry.

Note: Outside assignments are a requirement in selection courses for successful program completion.

Estimated Outside Work is approximately 6 hours per week.

Course ID	Course Title	Contact Hours /		Total	Credits
		Outside Work	Hours	Effective	
			Hours	Hours	
A2103	Anatomy & Physiology	48	12.00	60.00	3.00
D2104	Diversity Training	24	6.00	30.00	1.50
M5102	Medical Terminology	48	12.00	60.00	3.00
M1502	Introduction to Medical Assisting	72	18.00	90.00	5.00
M1108	Basic Office First Aid / Triage	24	6.00	30.00	1.00
M1110	Vital Signs	19	4.75	23.75	1.00
M1211	Medical Office Procedures	48	12.00	60.00	3.00
C3102	Cardiopulmonary Resuscitation	5	1.25	6.25	0.00
K1103	Keyboarding	24	6.00	30.00	1.00
M1107	Medical Surgical Asepsis / Patient Care	24	6.00	30.00	1.00
M1216	Pharmacology (Medication Administration)	24	6.00	30.00	1.50
M1210	Medical Billing & Coding	24	6.00	30.00	1.50
M1212	Electrocardiography I	48	12.00	60.00	3.00
M1213	Electrocardiography II	48	12.00	60.00	2.50
M1208	Electronic Health Records	48	12.00	60.00	2.50
M1214	Phlebotomy / Specimen Collection	72	18.00	90.00	3.50
C4102	Customer Relations	24	6.00	30.00	1.50
M2102	Medical Ethics & Legal Issues	24	6.00	30.00	1.50
P2206	Career & Professional Development	48	12.00	60.00	3.00
W1102	Introduction to Word Processing	24	6.00	30.00	1.00
Total Hours / Credits		720	180	900	41.00

MEDICAL ASSISTANT CAPSTONE

Length: 720 Contact Clock Hours - 900 Effective Clock Hours / 30 Weeks

41.00 Credit Hours

Credential Awarded: Diploma

Program Description

Medical Assistants perform routine administrative and clinical tasks to keep the offices and clinics of physicians, podiatrist, chiropractors, and optometrist offices running smoothly. The objective of the Medical Assisting Program is to prepare students to acquire satisfactory and demonstrate competency in a variety of medical office procedures and laboratory techniques under the direction supervision of a physician. The medical procedures and lab techniques include injections, EKG's, vital signs, urinalysis, phlebotomy, assisting in minor surgery and emergency situations. Front office skills include patient date collection, scheduling patients, answering phone inquiries, insurance claims processing, bookkeeping, billing/collection, keyboarding, transcription, word processing and computer billing. The Medical Assistant diploma program is designed to prepare the student for an entry-level position in a medical office or clinical setting. Upon successful completion of the program, the student will be eligible to work in medical centers, doctors' offices, and hospitals as a medical assistant under the supervision of a physician or other healthcare provider in any medical setting in the healthcare industry.

Note: Outside assignments are a requirement in select courses for successful program completion.

Course ID	Course Title	Contact Hours /		Total Effective Hours	Credits
		Outside Work	Hours		
A2103*	Anatomy & Physiology	48	12.00	60.00	3.00
D2104*	Diversity Training	24	6.00	30.00	1.50
M5102*	Medical Terminology	48	12.00	60.00	3.00
M1102*	Introduction to Medical Assisting	72	18.00	90.00	5.00
M1108*	Basic Office First Aid / Triage	24	6.00	30.00	1.00
M1109*	Vital Signs	24	6.00	30.00	1.00
M1211*	Medical Office Procedures	48	12.00	60.00	3.00
E1104*	Introduction to Microsoft Excel	24	6.00	30.00	1.00
M1107*	Medical Surgical Asepsis / Patient Care	24	6.00	30.00	1.00
M1216*	Pharmacology (Medication Administration)	24	6.00	30.00	1.50
M1220*	Electronic Health Records	72	18.00	90.00	4.00
M1217*	Electrocardiography	52	13.00	65.00	2.50
M1215*	Phlebotomy / Specimen Collection	56	14.00	70.00	3.00
C4102*	Customer Relations	24	6.00	30.00	1.50
M2102*	Medical Ethics & Legal Issues	24	6.00	30.00	1.50
P2106*	Career & Professional Development	48	12.00	60.00	3.00
W1102*	Introduction to Word Processing	24	6.00	30.00	1.00
BC501	Capstone	60	15.00	75.00	3.50
Total Hours / Credits		720	180	900	41.00

*Indicates course is offered online

MEDICAL ASSISTANT HYBRID

Length: 720 Contact Clock Hours - 900 Effective Clock Hours / 30 Weeks

41.00 Credit Hours

Credential Awarded: Diploma

Program Description

Medical Assistants perform routine administrative and clinical tasks to keep the offices and clinics of physicians, podiatrist, chiropractors, and optometrist offices running smoothly. The objective of the Medical Assisting Program is to prepare students to acquire satisfactory and demonstrate competency in a variety of medical office procedures and laboratory techniques under the direction supervision of a physician. The medical procedures and lab techniques include injections, EKG's, vital signs, urinalysis, phlebotomy, assisting in minor surgery and emergency situations. Front office skills include patient date collection, scheduling patients, answering phone inquiries, insurance claims processing, bookkeeping, billing/collection, keyboarding, transcription, word processing and computer billing. The Medical Assistant diploma program is designed to prepare the student for an entry-level position in a medical office or clinical setting. Upon successful completion of the program, the student will be eligible to work in medical centers, doctors' offices, and hospitals as a medical assistant under the supervision of a physician or other healthcare provider in any medical setting in the healthcare industry.

Note: Outside assignments are a requirement in selection courses for successful program completion.

Estimated Outside Work is approximately 6 hours per week.

Course ID	Course Title	Contact Hours /		Total	Credits
		Outside Work		Effective	
		Hours	Hours	Hours	
A2103*	Anatomy & Physiology	48	12.00	60.00	3.00
D2104*	Diversity Training	24	6.00	30.00	1.50
M5102*	Medical Terminology	48	12.00	60.00	3.00
M1102*	Introduction to Medical Assisting	72	18.00	90.00	5.00
M1108	Basic Office First Aid / Triage	24	6.00	30.00	1.00
M1110	Vital Signs	19	4.75	23.75	1.00
M1211*	Medical Office Procedures	48	12.00	60.00	3.00
C3102	Cardiopulmonary Resuscitation	5	1.25	6.25	0.00
K1103	Keyboarding	24	6.00	30.00	1.00
M1507	Medical Surgical Asepsis / Patient Care	24	6.00	30.00	1.00
M1216*	Pharmacology (Medication Administration)	24	6.00	30.00	1.50
M1210*	Medical Billing & Coding	24	6.00	30.00	1.50
M1212	Electrocardiography I	48	12.00	60.00	3.00
M1213	Electrocardiography II	48	12.00	60.00	2.50
M2220	Electronic Health Records	48	12.00	60.00	2.50
M1214	Phlebotomy / Specimen Collection	72	18.00	90.00	3.50
C4102*	Customer Relations	24	6.00	30.00	1.50
M2102*	Medical Ethics & Legal Issues	24	6.00	30.00	1.50
P2206	Career & Professional Development	48	12.00	60.00	3.00
W1102*	Introduction to Word Processing	24	6.00	30.00	1.00
Total Hours / Credits		720	180	900	41.00

*Indicates course is offered online

MEDICAL BILLING & CODING (ONLINE) (No longer available after 8/15/16)

Length: 720 Contact Clock Hours – 900 Effective Hours Clock Hours / 35 Weeks Day

49.00 Credit Hours**Credential Awarded:** Diploma**PROGRAM DESCRIPTION**

This 49 credit (900 hours) program offered in a 35 week schedule is tailored to allow students to gain knowledge and experience in medical terminology health records/information management, insurance procedures, medical coding, and billing software, as well as skills in business communications and office administration – all skills that are vital for success in today’s allied health and business communities. Medical billers are responsible for ensuring consistent cash flow necessary to sustain the medical practice and you may be called upon to supply the medical staff with important biometric information used to determine quality of care or identify improved treatment protocols. Career opportunity sites include: doctors’ offices, chiropractors’ offices, physical therapists’ offices, anesthesiologists’ offices, outpatient clinic laboratories, radiology centers, long-term care facilities, acute care hospitals, insurance companies, managed care organizations, billing service consulting firms, schools, organizations, and self-employment. According to the U.S. Department of Labor Occupational Handbook employment of Medical Billing & Coding personnel is expected to grow much faster than the average for all occupations through the 2016 as the health services industry expands because of technological advances in medicine, and a growing and aging population. Medical Billing & Coding is one of the fastest growing occupations.

**Note: Outside assignments are a requirement in select courses for successful program completion.
Estimated Outside Work is approximately 6 hours per week.**

Course ID	Course Title	Contact Hours / Outside Work Hours		Total Effective Hours	Credits
HC1030	Insurance Billing & Coding I	60	15.00	75.00	4.00
MT1020	Medical Terminology	40	10.00	50.00	2.50
HC1040	Insurance Billing & Coding II	50	12.50	62.50	3.50
AP1030	Fundamentals of Anatomy & Physiology	50	12.50	62.50	3.50
HC1120	Fundamentals of Medical Coding I	100	25.00	125.00	7.00
HC1220	Fundamentals of Medical Coding II	100	25.00	125.00	7.00
HC2120	Advanced Medical Coding I	100	25.00	125.00	7.00
HC2220	Advanced Medical Coding II	100	25.00	125.00	7.00
ME1020	HIPAA Overview: Privacy & Security	30	7.50	37.50	2.00
HC2030	Medical Billing and Coding Preparation and Practicum	70	17.50	87.50	4.50
PD1020	Professional and Career Development	20	5.00	25.00	1.00
Total Hours / Credits		720	180	900	49.00

NURSING ASSISTANT / HOME HEALTH CARE

Length: 240 Clock Hour / 10 Weeks Day / 12 Weeks Evening

10.00 Credit Hours

Credential Awarded: Certificate

Program Description

The Nursing Assistant/Home Healthcare Aide is a trained medical professional who can work in a variety of settings. This certificate program is designed for students desiring training to become certified nursing assistants. This program prepares the student, upon graduation, to sit for the Delaware State Nursing Assistant Certification Examination and for an entry-level position as a nursing assistant. Students are required to participate in a clinical learning experience at an approved nursing facility under the supervision of an instructor. Classroom instruction is provided in theory and practical skills including anatomy and physiology, cardiopulmonary resuscitation, and professional career and development courses. Upon certification the successful candidate may seek entry-level employment in one of the following positions: certified nursing assistant in a hospital setting assisted living facility, centers for the developmentally disabled, retirement home, long-term care facility private home, and/or other skilled or unskilled nursing facility or home healthcare company. The length of the program is 240 clock hours over 10 weeks in the day program and 240 clock hours over 12 weeks in the evening program.

<i>Course ID</i>	<i>Course Title</i>	<i>Contact Hours / Outside Work Hours</i>		<i>Total Effective Hours</i>	<i>Credits</i>
AP101	Anatomy & Physiology (NA w/limited Med. Term)	10	0	10.00	0.50
CP101	Cardiopulmonary Resuscitation	5	0	5.00	0.00
DT101	Diversity Training	10	0	10.00	0.50
NA101	Introduction to Nursing Assisting	5	0	5.00	0.00
NA102	Long Term Care & The Nursing Assistant's Role	15	0	15.00	0.50
NA103	Foundations of Resident Care / Resident's Rights	10	0	10.00	0.50
NA104	Understanding Your Residents	5	0	5.00	0.00
NA105	Body Systems (Basic Anatomy)	5	0	5.00	0.00
NA107	Personal Care	10	0	10.00	0.50
NA202	Basic Nursing Assisting	10	0	10.00	0.50
NA204	Skills Lab	40	0	40.00	2.00
NA205	Caring for Yourself	5	0	5.00	0.00
NA208	Home Health Nursing	10	0	10.00	0.50
NA106	Common, Chronic & Acute Conditions	10	0	10.00	0.50
NA203	Basic Restorative Care	5	0	5.00	0.00
NA210	Clinical (Internship)	75	0	75.00	3.50
PD101	Professional Development	10	0	10.00	0.50
Total Hours / Credits		240	0	240	10.00

THERAPEUTIC MASSAGE PRACTITIONER

Length: 720 Contact Clock Hours - 900 Effective Clock Hours / 30 Weeks Day / 36 Weeks Evening

42.00 Credit Hours

Credential Awarded: Diploma

PROGRAM DESCRIPTION

Massage Therapy is a rapidly growing profession with a wide variety of opportunities for the motivated and talented practitioner. A career in Massage Therapy offers the personal satisfaction of knowing that, as a result of the service you provide, your clients feel better and enjoy a better quality of life. The Therapeutic Massage Practitioner program is designed to present the theory and entry-level skills necessary to become a professional therapeutic massage practitioner and to apply to the Delaware Board of Massage and Bodywork for certification to practice entry-level massage in Delaware and to sit for the massage therapist licensing examination. Classroom instruction includes anatomy and physiology, medical terminology, medical ethics and legal issues, massage theory and techniques, and career and professional development courses. Satisfactory completion of the Therapeutic Massage practitioner program does not imply nor guarantee that a graduate shall receive a license certificate to practice massage and/or bodywork in Delaware or any other state in as much as the authority to issue such licensure and certification rests with the State Board or Massage ad Bodywork. Upon graduating from this program graduates will have received the training necessary for qualification.

Note: Outside assignments are a requirement in select courses for successful program completion. Estimated Outside Work is approximately 7.5 hours per week.

Course ID	Course Title	Contact Hours /		Total	Credits
		Outside Work	Hours	Effective	
A2104	Anatomy and Physiology	55	13.75	68.75	3.50
D2106	Diversity Training	10	2.50	12.50	.50
M5104	Medical Terminology	55	13.75	68.75	3.50
A2216	MP Anatomy & Physiology 1	15	3.75	18.75	1.00
C3102	Cardiopulmonary Resuscitation	5	1.25	6.25	0.00
M2104	Medical Ethics & Legal Issues	20	5.00	25.00	1.00
TM106	Indications & Contraindications	30	7.50	37.50	2.00
TM107	Professional Practice Skills	50	12.50	62.50	3.00
A2217	MP Anatomy & Physiology 2	10	2.50	12.50	0.50
B2103	Business & Practice Management	15	3.75	18.75	1.00
TM108	Massage Theory & Technique I	50	12.50	62.50	3.00
TM206	Massage Theory & Technique II	50	12.50	62.50	3.00
TM109	Applied Massage & Theory Technique I	45	11.25	56.25	2.50
TM207	Applied Massage & Theory Technique II	60	15.00	75.00	3.50
A2218	MP Anatomy & Physiology 3	10	2.50	12.50	0.50
A2219	MP Anatomy & Physiology 4	10	2.50	12.50	0.50
TM209	Myology & Massage Applications	40	10.00	50.00	2.50
TM217	Applied Massage theory & Technique III	30	7.50	37.50	1.50
TM216	Massage Theory & Technique III	40	10.00	50.00	2.00
TM251	Practicum	60	15.00	75.00	3.50
P2207	Career & Professional Development	60	15.00	75.00	3.50
Total Hours / Credits		720	180	900	42.00

Course Descriptions

A2 103 Anatomy and Physiology.....3.00credits/60 clock hours

This course introduces the student to the basic concepts of human anatomy and physiology. Through the use of multi-sensory approach to learning, students are instructed in the correct anatomical names and locations of all the major parts in each of the body systems. Additional lecture provides basic understanding of the function of each body system and common disease associated with them.

Prerequisite: None

A2 503 Anatomy and Physiology.....3.00credits/60 clock hours

This course introduces the student to the basic concepts of human anatomy and physiology. Through the use of multi-sensory approach to learning, students are instructed in the correct anatomical names and locations of all the major parts in each of the body systems. Additional lecture provides basic understanding of the function of each body system and common disease associated with them.

Delivery: Online

Prerequisite: None

AE 207 Advanced Health and Science.....2.50 credits/56.25 clock hours

This course of instruction continues to expand the student’s knowledge of the integumentary system with a focus on both the positive and negative effects of prescription and over-the-counter medications on the skin. Students will become familiar with the elements of basic chemistry, product chemistry, and ingredient technology as it applies to esthetics. Students will perform practical applications using advanced technological ingredients.

Prerequisite: B117

AE 208 Advanced Medical Consultation and Record Keeping I.....0 credits/6.25 clock hours

Taking the student to the medical level of consultation and recordkeeping, this portion of the module focuses on clients/patients who need pre- or post-operative care. Documentation procedures for the medical setting are far more restrictive than the spa setting, thus making it necessary for the student to understand current laws and regulations. Other lectures include analyzing and consulting specific skin care needs of individual clients/patients in the medical setting, including special populations such as the elderly and physically challenged.

Prerequisite: None

AE 209 Advanced Esthetics Machines and Apparatus.....0 credits/6.25 clock hours

This course continues to expand the student’s knowledge of basic machines and apparatus with the introduction of medical-grade tools for use in treating skin conditions. Upon completion of this block of instruction, the students will be knowledgeable and proficient in the use of FDA Class II machines, including, but not limited to microdermabrasion electrolysis, intense pulse light, and light emitting diode. The use and application of laser treatments will also be discussed.

Prerequisite: BE129

AE 210 Advanced Medical Skin Care I.....2.00 credits/50 clock hours

Students will obtain lecture, demonstration, and practice in the preparation to heal in pre- and post-operative care and ethnic skin care. Introductions to endermology, manual lymph drainage techniques, therapeutic massage techniques, chemical peels, and application of camouflage makeup following surgery. Students will begin to practice the skills learned in the preceding modules on the classmates under supervision.

Prerequisite: None

AE 211 Advanced Hair Removal.....0.50 credits/18.75 clock hours

This course builds on the basic concepts of hair removal covered in BE 108. Students will learn and discuss advanced methods/techniques for both temporary and permanent hair removal from the entire body. Lecture will focus on hair growth as it relates to ethnic groups. Waxing methods for each area of the body will be demonstrated and practiced.

Prerequisite: BE123

AE 213 Spa Body Techniques.....0.50credits/18.75 clock hours

This course consists of lecture, demonstration, and practice in the techniques and types of body treatments and hydrotherapy. The use of aromatherapy and hot stones during body treatments will be integrated into the lessons. Students will also discuss legal issues relating to spa body techniques. **Prerequisite: None**

AE 218 Advanced Medical Consultation & Record Keeping II.....0 credits/6.25 clock hours

This course advances the material learned in AE 202. Students will continue their discussion of conventional treatments while being introduced to holistic treatment options. Emphasis will be placed on assessment of client history, contraindications, client compliance, key ingredients, synergy, and product knowledge and benefits. Students will gain practical experience in the use of reflexology, hot stone therapy, body detoxification treatments, and spa body tanning techniques in the student clinic. **Prerequisite: AE 208**

AE 219 Advanced Medical Skin Care II.....1.00 credits/25 clock hours

This course continues the work begun AE 204. Lectures will focus on both the intrinsic and extrinsic aging process, melanoma, and treatment concepts for mature and actinic damaged skin. Students will become knowledgeable of UVA and UVB. Students will gain practical experience with these products in the student clinic.

Prerequisite: AE210

AE 221 Advanced Business Management & Sales Practice.....0.50 credits/12.50 clock hours

This course will continue to build upon the knowledge and career opportunities discussed in BE 104. Opportunities in the medical community will be the main focus. The rate of pay, benefits, and career outlook for medical estheticians will be discussed. Product knowledge and retailing will continue to be strongly emphasized. Students will apply and develop their sales skills in the retail area of the clinic.

Prerequisite: BE 119

AE 222 Advanced Make Up & Color.....1.00 credits/25 clock hours

The advanced makeup class focuses on expanding the information in Module 3 and the understanding of pre-and post-operative skin care stages. Extensive camouflage therapy for specific cosmetic procedures and medical surgeries will be included. Some discussion pertaining to skin cancer is included.

Prerequisite: BE 124

AE 223 Clinic-Med Spa Operations.....2.50 credits/68.75 clock hours

Students will perform all phases of skin care learned in this module and previous modules. Public appointments will be scheduled for this portion of the module.

Prerequisite: AE 219

AE 231 Practical Applications.....3.00 credits/75 clock hours

In a controlled environment, students will experience the full spectrum of duties and responsibilities associated with typical spa operations. Students will be assigned duties in the following areas: appointment scheduling, inventory management, customer service, merchandising, and client treatments. Emphasis will be placed on the student's ability to apply learned skills in all aspects of daily clinic operations.

Prerequisite: None

AP 103 Anatomy and Physiology.....3.00credits/60 clock hours

This course introduces the student to the basic concepts of human anatomy and physiology. Through the use of multi-sensory approach to learning, students are instructed in the correct anatomical names and locations of all the major parts in each of the body systems. Additional lecture provides basic understanding of the function of each body system and common disease associated with them.

Prerequisite: None

AP 101 Anatomy & Physiology.....1.00 credits/10 clock hours

Students are taught basic anatomic structures relating to cellular formation, anatomical structure and function of the skeletal system, muscular system, cardiovascular system, digestive system, reproductive system, lymphatic system, endocrine system, urinary system, nervous system, the systems' relationships regarding diseases and disorders, malnutrition, the systems' relationship to movement, and body functions. Basic nutrition is stressed.

Prerequisite: None

AP 216 MP Anatomy & Physiology I.....1.00 credits/18.75 clock hours

This course will continue to build upon previous learning by approaching the study of body systems from the massage practitioner's perspective. Focus will be on the integumentary and musculoskeletal systems. Students will learn through lecture, video, and hands-on palpitation.

Prerequisite: MT 102 and AP 103

AP 217 MP Anatomy & Physiology II.....0.50 credits/12.5 clock hours

This course provides the massage practitioner with a general overview of the organ systems. Lecture will focus on the building blocks of the human body. Cells, tissues, organs, and blood will all be examined. Students will learn the importance of using proper anatomical positional terms when documenting treatment plans.

Prerequisite: None

AP 218 MP Anatomy & Physiology III.....0.50 credits/12.5 clock hours

This course of instruction continues to look at the human body from the massage practitioner's perspective. Lecture will focus on the circulatory, lymphatic, nervous, and endocrine systems. Students will discuss both positive and negative effects massage therapy can have on pathological conditions affecting these vital systems.

Prerequisite: None

AP 219 MP Anatomy & Physiology IV.....0.50 credits/12.5 clock hours

Once again we will continue our discussion of the human body from the perspective of a massage practitioner. Lecture will focus on the respiratory, digestive, excretory, and reproductive systems. Our discussion will look at both the positive and negative effects massage therapy can have on pathological conditions affecting these vital systems.

Prerequisite: None

AP 223 PF Anatomy & Physiology I (Connective).....2.50 credits/50 clock hours

The course is designed to provide the student with an overall understanding of the musculoskeletal system and the integument system as they relate to personal fitness. Subjects include study of the skeletal system to include bony landmarks and joints; the muscular system to include origin, insertion, and function of the major muscles of the body; and the integumentary system to include skin.

Prerequisite: MT 102 and AP 103

AP 224 PF Anatomy & Physiology II (Internal).....2.50 credits/50 clock hours

The course is designed to provide the student with an overall understanding of the nervous, endocrine, reproductive, cardiovascular, lymphatic, respiratory, digestive, and urinary systems to include the study of the pathologies of each system.

Prerequisite: AP 223

BC 501 Boot Camp.....3.50 credits/ 75 clock hour

Students will participate in a one week, intensive and challenging intellectual experience in the areas of skills demonstration, patient consultation and medical office protocols. The boot camp experience ultimately provides the Medical Assistant student with a variety of resources, knowledge and hands-on experience that will be invaluable to the Medical Assistant student.

Prerequisite: A2 503, M5 502, M6212, M6214, M1102, M1108

BE 117 Health & Sciences.....0 credits/6.25 clock hours

This course of instruction will focus on the largest organ system of the body, the integumentary system and how it functions. The muscle, skeletal, and nervous systems will also be discussed and reviewed. Emphasis will be placed on the understanding the importance of proper nutrition and its effects on the skin and aging process.

Prerequisite: None

BE 118 Hygiene Provisions.....0.50 credits/18.75 clock hours

The practice of cleanliness is instructed to all students enrolled in the Esthetician program; this includes sterilization techniques and common disinfectants. Histology and bacteriology will be introduced, and defined guidelines when working with bacteria and viruses will be presented. OSHA regulations, proper hand washing, use of gloves, material data sheets, and hazardous materials will all be included in this segment. Practice of proper hygiene techniques is included in class time.

Prerequisite: None

BE 119 Business Management & Sales Practice.....0.50 credits/12.05 clock hours

Students will learn the importance of first impressions and professionalism in the job setting. Set-up and supply of treatment, dispensary, and retail area will also be presented. Delaware's and the surrounding states' laws and governing bodies will be presented and discussed during this lecture.

Prerequisite: None

BE 120 Related Skin Care I.....0.50 credits/12.50 clock hours

This course of instruction introduces the student to the anatomy and benefits of a facial for both men and women. Through the use of demonstration and practical application students will learn and master the critical steps of a facial while incorporating the five Swedish massage movements; effleurage, Petri sage, friction, tapotement, and vibration.

Prerequisite: None

BE 121 Machines & Apparatus I.....0.50 credits/18.75 clock hours

This course introduces the student to the multi-function unit and its components. Students will become familiar with the purpose and the use of the Woods lamp, rotary brush, steamer, vacuum spray, suction, and application of high frequency. Students will be introduced to the operation of the skin scope and its importance in analyzing skin conditions. Students will become proficient with the components of the multi-function unit through practical application in the student clinic.

Prerequisite: None

BE 122 Practical: Basic Skin Care.....2.50 credits/62.50 clock hours

During this course of instruction, students will learn and perform the European facial on fellow students in a clinic setting. Throughout this module, students will be exposed to a variety of customized European facials. Students will practice each phase of the facial in order to become proficient in delivery of a quality facial.

Prerequisite: None

BE 123 Waxing.....0.00 credits/6.25 clock hours

Presented in this lesson is the morphology of hair, hair growth, hair removal techniques, and the tools and supplies needed to perform basic facial hair removal procedures.

Prerequisite: None

BE 124 Make Up & Color1.50 credits/37.50 clock hours

This course of instruction introduces the student to color theory, face proportions, and standard face shapes. Makeup applications, tools, and corrective techniques will be discussed and demonstrated. Students will master the techniques demonstrated through practical application in student clinic.

Prerequisite: None

BE 125 Clinic-Basic Esthetics Care.....2.50 credits/68.75 clock hours

Preparation for working with the public will begin this portion of the module. As the students gain confidence, public appointments will be offered to complete the clinical requirements of Module 3.

Prerequisite: None

BE 126 Consultation & Record Keeping I.....1.00 credits/25 clock hours

During this course, students will learn the importance of clear communications when consulting with clients about their skin care needs and conducting a thorough skin analysis. Students are lectured on confidentiality and HIPAA laws as they apply to client communications and recordkeeping. Students will practice performing client intakes and recordkeeping in the student clinic.

Prerequisite: None

BE 127 Consultation & Record Keeping II.....0.50 credits/12.50 clock hours

This course reinforces the importance of post-treatment consultation and home care planning as a part of the total skin care treatment plan. Upon successful completion of this phase of training, students will be able to perform a closing consultation, develop a comprehensive long-term care program, and recommend a home care regimen and client follow-up.

Prerequisite: None

BE 128 Related Skin Care II.....0.50 credits/12.50 clock hours

This course of instruction continues to build upon previous learning with a focus on common conditions and disorders associated with the care and treatment of men's skin. Students will be introduced to techniques and procedures to address men's skin care issues. Emphasis will be placed on practical application of learned techniques. Waxing for the male client will also be demonstrated and practiced.

Prerequisite: None

BE 129 Machines & Apparatus II.....0.00 credits/6.25 clock hours

This course continues to build upon the student's knowledge of basic machines with the introduction and use of direct and alternating current in client treatments. Emphasis will be placed on safety during the operation of electrical machines and stressed throughout practical application.

Prerequisite: None

BP 103 Business & Practice Management.....1.50 credits/18.75 clock hours

This course provides the student with an overview of the practical application of business management in the massage profession. Topics to be covered are business planning, marketing and advertisement strategies, business cards, business logos, letterheads, and flyers. Students will explore and discuss various employment opportunities to include independent contracting, self-employment, and hourly employment.

Prerequisite: None

BP 104 Business Management and Professional Development.....1.00 credits/25 clock hours

The course is designed to provide the student with an overall understanding of the skills involved in being a successful business owner. In this course, students will learn basic business principles and how to create a successful business plan. Subjects include office productivity software, marketing materials, business plan development, licensing, and continuing education.

Prerequisite: None

BS 202 Financial Management.....2.50 credits/50 clock hours

This course introduces the students to recordkeeping practices and accounting statements. The course touches on the fundamentals of banking, payroll systems, and financial preparation.

Prerequisite: None

C3 102 Cardiopulmonary Resuscitation (CPR).....0.00 credits/6.25 clock hours

Students receive instruction on how to respond appropriately to medical emergencies, learning to administer the Heimlich maneuver and provide CPR to children and adults. Upon completion of this program, students receive a CPR card.

Prerequisite: None

C4 102 Customer Relations.....1.50 credits/30 clock hours

This course stresses the importance of developing successful customer relations in today's marketplace. Whether starting your own business or working for an established practice or company, emphasis is placed on the role you play in their success or failure. Discussion will focus on the difference between customer service and customer relations and the importance of both.

Prerequisite: None

CM 103 Introduction to Spreadsheets.....2.00 credits/43.75 clock hours

This course is designed to give the student an overview of the necessary functions of Microsoft Excel. Topics include spreadsheet creation, data entry, formatting, and basic formula generation.

Prerequisite: None

CM 1020 Computer Fundamental Concepts.....4.00 credits/75 clock hours

Basic principles of computer terminology, file management, e-mail, Internet, basic word processing, and spreadsheets will be explored in this course. Fundamentals of computer literacy will be addressed, including reviewing the main elements of computer hardware and peripherals.

Prerequisite: None

CM 1040 Computer and Office Applications.....3.50 credits/62.50 clock hours

This course is designed to provide an introduction to personal management and collaboration software including e-mail, calendar, contacts, and tasking features using Microsoft Outlook. Students learn the advanced functionality of Outlook, including interactive task and calendaring functions, and practice group scheduling. This course introduces computer novices and/or beginning students to the features and functionality of computer hardware and computer literacy, Microsoft Windows, and Microsoft applications such as Word and Excel.

Prerequisite: None

CP 101 Cardiopulmonary Resuscitation (CPR).....0.00 credits/5.00 clock hours

Students receive instruction on how to respond appropriately to medical emergencies, learning to administer the Heimlich maneuver and provide CPR to children and adults. Upon completion of this program, students receive a CPR card.

Prerequisite: None

CR 102 Customer Relations.....1.50 credits/30 clock hours

This course stresses the importance of developing successful customer relations in today's marketplace. Whether starting your own business or working for an established practice or company, emphasis is placed on the role you play in their success or failure. Discussion will focus on the difference between customer service and customer relations and the importance of both.

Prerequisite: None

D1 105 Dental Materials3.00 credits/60 clock hours

This course is designed to provide the student with a solid understanding of the complexities associated with the facts and principles associated with the selection, preparation, and manipulation of a wide array of dental materials used in restorative care.

Prerequisite: None

D1 107 Dental Materials II.....1.50 credits/30 clock hours

This course further increases the student’s knowledge and understanding of dental materials. Topics to be covered include cavity liners, bases, composites, sealants, hydrocolloid impression materials, elastomeric impression materials, temporary restorations.

Prerequisite: D1 105

D1 133 Safety Standards & Infection Control.....3.00 credits/60 clock hours

This course of study is designed to provide the student with both the theory and practical understanding of safety standards and infection control as applied to dentistry. Topics will include OSHA blood-borne pathogen rules and regulations, disease prevention, introduction to microbiology, the role of the dental office safety officer, personal safety and barrier protection instrument recirculation, environmental surface and equipment asepsis, dental laboratory asepsis, infection control in dental radiography, waterlines and biofilms, hazard communication, occupational environmental hazards, office emergency procedures, office communications regarding infection control, and legal and ethical considerations.

Prerequisite: None

D1 173 Dental Office Management.....3.00 credits/60 clock hours

This course of study prepares the student to handle the complexities of dental office management by providing the knowledge necessary to ensure high standards of patient care in a typical practice. Students will discuss daily business operations, productivity, and profitability of a dental practice. Topics will include the dental team, employment opportunities, and patient relations, legal and ethical issues within a practice, financial records management, scheduling, accounts receivable and payable, inventory control, supply ordering, and business office equipment.

Prerequisite: None

D1 187 Introduction to Oral Healthcare.....1.50 credits/30 clock hours

This course of instruction provides the student with the basic fundamentals and applications of dentistry. Topics will include an overview of dental history, OSHA regulations for dentistry, preventive dentistry, dental treatment planning, dental procedures, dental specialties, pharmacology in dentistry, and dental radiography.

Prerequisite: None

D1 205 Dental Radiography I.....2.50 credits/60 clock hours

This course provides the student with a general overview of the principles of dental radiography, measurement of radiation, radiation protection, and radiobiology.

Prerequisites: D1 105 and D1 189

D1 204 Dental Radiography II.....1.50 credits/30 clock hours

This course will continue our study of dental radiography. Students will become skilled and knowledgeable in the proper handling and processing of x-ray film, the taking of dental x-rays, and digital imaging systems.

Prerequisites: D1 105, D1 189, and D1 202

D1 214 Chairside Assisting I.....2.50 credits/60 clock hours

In this course, the student will learn the fundamental skills of dental chairside assisting. Topics to be covered include infection control, the oral dentistry exam, dental instruments, dental tray set-ups, chairside assisting, dental charting, review and overview of dental materials in application, topical anesthesia, and syringes.

Prerequisites: D1 132

D1 215 Chairside Assisting II.....2.50 credits/60 clock hours

This course continues to build upon the topics covered in DA 211 by providing the advanced skills and knowledge necessary for dental assisting in general and specialty areas of dentistry. Topics to be covered will include public health dentistry, pediatric dentistry, endodontics, prosthodontics, and cosmetic dentistry.

Prerequisite: DA 214

D1 216 Chair Assisting III.....2.50 credits/60 clock hours

This course provides the advanced skills and knowledge necessary for the dental assistant to work in the following areas: periodontics, orthodontics maxillofacial surgery, forensics oral medicine, and oral pathology.

Prerequisite: D1 213

D1 222 Urgent Care and Therapeutics.....1.00 credits/30 clock hours

In this course, the student will learn how to identify and respond to medical/dental emergencies, record and interpret vital signs, and apply first aid. The use and application of therapeutics will be reviewed to provide the student with a sound understanding of its use in patient care.

Prerequisite: None

D1 289 Oral Anatomy and Dental Charting.....3.00 credits/60 clock hours

This course covers the structure and function of the oral anatomy and tooth morphology. Students will learn proper charting of the teeth for clinical reporting of dental treatments. Topics to be covered include structures of the oral cavity, tooth numbering systems, dental charting, tooth development, and head and neck anatomy.

Prerequisites: None

D2 104 Diversity Training.....1.50 credits/30 clock hours

This course introduces the student to the interpersonal skills necessary to function in today's multicultural workplace. Students are encouraged to develop their self-concept with an understanding how to recognize and deal with personal biases. The courses takes a step beyond race and gender exploring other dimensions spanning social diversity, age, sexual orientation, disability, education level, and more.

Prerequisite: None

DT 103 Diversity Training.....1.00 credits/12.5 clock hours

This course introduces the student to the interpersonal skills necessary to function in today's multicultural workplace. Students are encouraged to develop their self-concept with an understanding of how to recognize and deal with personal biases. The course takes a step beyond race and gender by exploring other dimensions spanning social diversity, age, sexual orientation, disability, education level, and more.

Prerequisite: None

DT 101 Diversity Training.....0.50 credits/10 clock hours

This course introduces the student to the interpersonal skills necessary to function in today's multicultural workplace. Students are encouraged to develop their self-concept with an understanding of how to recognize and deal with personal biases. The course takes a step beyond race and gender by exploring other dimensions spanning social diversity, age, sexual orientation, disability, education level, and more.

Prerequisite: None

E1 104 Introduction to Excel.....1.00 credits/30 clock hours

In this Introduction to Microsoft Excel class, students will create and edit basic worksheets and workbooks. This course is designed for students who want to gain the necessary skills to create, edit, format, and print basic Microsoft Excel worksheets.

Delivery: Online

Prerequisite: None

HC 1030 Insurance Billing and Coding I.....4.00 credits/75 clock hours

This course will prepare students for the necessary procedures for medical billing and coding. It will offer guidance for all elements of submitting, tracing, compiling, appealing, and transmitting billing claims for insurance company procedures. It will introduce students to various kinds of health insurance and managed care model, including Medicare. It will cover insurance claim collection strategies.

Prerequisite: None

HC 1040 Insurance Billing and Coding II.....3.50 credits/62.50 clock hours

This course will prepare students for the necessary procedures for medical billing and coding. It will offer continuing guidance for all elements of submitting, tracing, compiling, appealing, and transmitting billing claims for insurance company procedures. Students explore in greater detail health insurance and managed care models, including Medicare. It will cover insurance claim collection strategies.

Prerequisites: None

HC 1120 Fundamentals of Medical Coding I.....7.00 credits/125 clock hours

This course provides instruction in the fundamentals of medical coding. It details how to operate today's common coding systems, including Current Procedural Terminology, 4th Edition (CPT-4); International Classification of Diseases, 9th Revision, Clinical Modification (ICD-9-CM), ICD-9-CM Official coding Guidelines, and CMS Healthcare Common Procedural coding system.

Prerequisites: None

HC 1220 Fundamentals of Medical Coding II.....7.00 credits/125 clock hours

This course provides instruction in the fundamentals of medical coding. It details how to operate today's common coding systems, including Current Procedural Terminology; International Classification of Diseases, 9th Revision; Clinical Modification (ICS-9-CM); ICD-9-CM Official Coding Guidelines; and CMS.

Prerequisite: None

HC 2030 Medical Billing & Coding Preparation and Practicum.....4.50 credits/87.50 clock hours

This course provides a review of medical coding processes and procedures, including practice test activities and simulated certification examinations. Students are presented with coding case practices and are expected to apply their knowledge of procedural and anatomical coding in an abstract manner. This course will review anatomical terminology and reimbursement issues. It will also review Current Procedural Terminology, International Classification of Diseases, 9th Revision; clinical Modification (ICD-9-CM); ICD-9CM Official Coding Guidelines; and CMS Healthcare Common Procedural coding system.

Prerequisite: None

HC 2120 Advanced Medical Coding.....7.00 credits/125 clock hours

This course will include material covering evaluation and management of services, anatomical coding and procedural coding. This course will build upon the fundamentals of coding and present abstract situations for the student to apply their knowledge to. This course will also require the student to assign ICD-9 codes and CPT codes. Review of the step-by-step medical coding book from HC 1119 and HC 1219 may be necessary.

Prerequisite: None

HC 2220 Advanced Medical Coding II.....7.00 credits/125 clock hours

This course will cover the codes required to bill insurance companies for services. It will include material covering evaluation and management of services, anatomical coding, and procedural coding. This course will build upon the course on the Fundamentals of Coding and present abstract situations for the student to apply their knowledge to.

Prerequisite: None

HT 100 Introduction to Health Information Technology.....4.50 credits/90 clock hours

This course is an introduction to health records systems focusing on procedures for completion, maintenance, and preservation of health information. It will enable the student to navigate through the complex industry of health information management from collecting health care data to records management. The relationship between health information management and the health care delivery system will also be discussed. Students will become familiar with the concept of accreditation, certification, and licensing of health care facilities.

HT 102 Advanced Health Information Technology.....4.50 credits/90 clock hours

In this course, students will learn more complex health information management through a series of exercises in managing health records and personal information. This will include statistical analysis of patient information, report generation, security of health information, reporting of data and institutional statistics. This course will also encompass the appropriate usage of health information.

Delivery: Online

Prerequisite: HT 100

HT 110 Current Procedural Terminology (CPT) Coding.....3.00 credits/60 clock hours

This course introduces the student to the theories and concepts of procedural coding in a medical setting, including, but not limited to, physicians' offices and hospitals. Students will develop skills in fundamentals of procedural coding using the most current edition of the Current Procedural Terminology (CPT) as well as the HCPCS Coding manual. Through a series of practice exercise, students learn to review and verify procedure documentation to accurately assign CPT and HCPCS codes.

Delivery: Online

HT 112 Basic ICD-9 Coding Procedures.....3.00 credits/60 clock hours

This course introduces the student to the theories and concepts of diagnostic coding in a medical setting including, but not limited to physicians' offices and hospitals. Students will develop skills in the fundamentals of diagnosis coding using the most current edition of the International Classification of Diseases-Clinical Modification Manual (ICD-9CM). Students will also be introduced to the Medical Dictionary and Physician Desk Reference (PDR). Through a series of practice exercises, students learn to review and verify diagnosis data to correctly apply ICD-9CM codes.

HT 114 Basic ICD-10 Coding Procedures.....3.00 credits/60 clock hours

This course introduces the ICD-10 Coding manual and shows the student the conversion procedures from the current ICD-9 coding to the ICD-10 Manual. This course will include the proper technique used for the updated coding system. Through a series of practice coding exercises students will learn to review and verify diagnosis data to correctly apply the ICD-10 codes.

Delivery: Online

HT 120 Beginning Electronic Health Records.....3.00 credits/60 clock hours

Through computer lab training students will learn the necessary components consistent with maintaining the medical, legal, accreditation and regulatory requirements of the electronic health record and database. Each student will be tasked with the responsibility of setting up a medical practice and conducting daily operations such as patient scheduling, electronic billing, posting patient accounts, and preparation of common medical reports.

HT 122 Advanced Electronic Health Records.....4.50 credits/90 clock hours

In this course the students will learn healthcare delivery systems with a particular focus on content and documentation requirements of the health record. Hands-on experience using Med Trak software simulating admission procedures, information retention and retrieval, data entry and collection, chart assembly, abstracting, code sets and the release of information.

Delivery: Online

Prerequisite HT 120

HT 124 Medical Billing Software Procedures.....3.00 credits/60 clock hours

This course of instruction introduces the student to computerized accounts management. Students will progress through a series of practical exercises starting with simple patient scheduling and progressing to electronic bill preparation and reports generation. It will offer guidance for all elements of submitting, tracing, compiling, appealing, and transmitting billing claims for insurance company procedures utilizing billing software.

HT 130 HIPAA & Compliance Training & Certification.....1.50 credits/30 clock hours

This course will guide students through the Health Insurance Portability and Accountability Act of 1996 as well as Compliance standards in the medical field. Through a series of exercises it will enable the student to comprehend the HIPAA act and be certified for compliance.

K1 103 Keyboarding.....1.00 credits/30 clock hours

This course provides an introduction to basic keyboarding and touch typing techniques on the computer. Emphasis is placed on development of speed and accuracy.

Prerequisite: None

K1 111 Keyboarding/PC Applications.....2.50 credits/60 clock hours

This course provides an introduction to basic keyboarding and the use of common computer software for the entry of data necessary for processing prescription requests. Emphasis is placed on identification of patient and provider information necessary for proper label preparation while developing speed and accuracy with a minimum goal of 35 words per minute and 95% accuracy.

Delivery: Online

Prerequisite: None

K1 1020 Computer Keyboarding.....3.00 credits/62.50 clock hours

Students will develop or review touch typing techniques, including alphabetic, numeric, and symbol keyboarding. Speed and accuracy will be developed, and progress will be monitored weekly.

Prerequisite: None

KN 103 Kinesiology I (Wellness).....2.50 credits/40 clock hours

Students learn the mechanical concepts and principles that underlie human movement and the basic structure and function of the musculoskeletal system. Discussions will emphasize analyzing human movement and exercise progressions while systematically focusing on the bones, muscles, joints, and ligaments for the upper extremity, lower extremity, spinal column, pelvis, and thorax.

Prerequisite: MT 102 and AP 103

KN 104 Kinesiology II (Sport).....2.00 credits/40 clock hours

This term lays the foundation for student understanding of the musculoskeletal system as a machine capable of generating and transmitting forces. Students will perform quantitative and qualitative analysis of human movement, design exercise programs to improve selected performance variables, and identify ergogenic aids that may affect health and performance.

Prerequisite: KN 103

M1 102 Introduction to Medical Assisting.....5.00 credits/90 clock hours

Introduction to the basic routine medical practice acts, laws and by-laws in the medical profession, licensure requirements, clinical guidelines, accreditation guidelines, and OSHA and CLEA guidelines.

Prerequisite: None

M1 107 Medical Surgical Asepsis/Patient Care.....1.00 credits/30 clock hours

Introduction to hand washing techniques; universal precaution; specialty examinations; and treatments in pediatrics, obstetrics/gynecology, physical therapy, and eye and ear assessment. Students will learn recognition and handling of sterile instruments, wrapping of supplies and instruments, application and removal of gloves, autoclaving techniques, assistance with minor surgery, charting of patients' results, preparation and positioning for medical examination, pap smears, and triage analysis.

Prerequisites: M5 102 and A2 103

M1 108 Basic Office First Aid/Triage.....1.00/30 clock hours

This course introduces students to proper application of different types of bandages and dressings for wound care, and how to evaluate and act in an emergency situation until medical help arrives. Students learn the difference between aseptic and asepsis, shock management, frostbite, infection control, explanation, and practice of cardiopulmonary resuscitation (CPR).

Prerequisites: M5 102, A2 103, and M1 107

M1 109 Vital Signs.....1.00 credits/30.00 clock hours

Students will learn the mechanism of temperature control of the body and brain. Students will learn to use multiple methods to obtain a patient's temperature and accurately measure, evaluate, and document blood pressure. Students will identify the different Korotkof phases; locate and record pulse at multiple sites; differentiate between essential and secondary hypertension, bradycardia and tachycardia; accurately measure and document height and weight of patient; and determine legal and ethical responsibilities in obtaining vital signs.

Delivery: Online

Prerequisite: A2 103, M5 102

M1 110 Vital Signs.....1.00 credits/23.75 clock hours

Students will learn the mechanism of temperature control of the body and brain. Students will learn to use multiple methods to obtain a patient's temperature and accurately measure, evaluate, and document blood pressure. Students will identify the different Korotkof phases; locate and record pulse at multiple sites; differentiate between essential and secondary hypertension, bradycardia and tachycardia; accurately measure and document height and weight of patient; and determine legal and ethical responsibilities in obtaining vital signs.

Prerequisite: None

M1 208 Electronic Health Records.....2.50 credits/48 clock hours

Through computer lab training students will learn the necessary components consistent with maintaining the medical, legal, accreditation and regulatory requirements of the electronic health record and database. Each student will be tasked with the responsibility of setting up a medical practice and conducting daily operations such as patient scheduling, electronic billing, posting patient accounts, and preparation of common medical reports.

Delivery: Online

Prerequisite: A2 103, M5 102

M1 209 Introduction to Basic Medical Transcription.....2.50 credits/60 clock hours

This course introduces the student to the basic theory and concepts of machine transcription in medical settings that include, but are not limited to, physicians' offices and hospitals. Students will transcribe authentic physician-dictated reports organized by body system or medical specialties. Students will transcribe general medical correspondence during this phase of training. Emphasis is placed on the development of accuracy, speed, and medical knowledge for transcription. Students will learn the proper use of various reference materials and other resources to efficiently prepare medical documents. Editing and proofreading techniques to correct obvious grammatical and punctuation errors are stressed with a goal of producing a final, neat, error-free transcript.

Prerequisites: M5 102, A2 103, and M1 102

M1 210 Medical Billing & Coding Procedures.....1.50 credits/30 clock hours

The student will review medical billing procedures with use of the ICD-9 and CPT insurance codes and complete insurance claim forms, medical records, and tracking claims, working with various insurance plans including Medicare, Medicaid, Blue Cross Blue Shield, HMOs, and Workman’s Compensation.

Prerequisite: None

M1 211 Medical Office Procedures.....3.00 credits/60 clock hours

Introduces students to administrative routines of the medical office such as appointment scheduling, record management, complete HCFA forms and other health insurance claims, terminology, reinforcing the ICD-9 and CPT-4 codes, generation of financial reports, receptionist duties, telephone procedures, cultural diversity, managed care, and law and ethics.

Prerequisites: M5 102 and A2 103

M1 212 Electrocardiography I.....3.00credits/60 clock hours

This course is designed to introduce the student to the cardiovascular system in preparation for performing electrocardiography. Students will gain a solid understanding of the anatomy and physiology of the heart and how cardiac structure is related directly to function while being introduced to various disorders affecting the heart and vascular system.

Prerequisite: None

M1 212 Electrocardiography2.50 credits/65 clock hours

This course is designed to introduce the student to the cardiovascular system in preparation for performing electrocardiography. Students will gain a solid understanding of the anatomy and physiology of the heart and how cardiac structure is related directly to function while being introduced to various disorders affecting the heart and vascular system. Students will learn to recognize normal and abnormal results, identify and correct artifacts.

Delivery: Online Prerequisite: A2 103, M5 102

M1 213 Electrocardiography II.....2.50 credits/60 clock hours

This course builds upon fundamentals gained in MA 204 and continues the study of the electrical conduction system of the heart and how the EKG machine can be used to diagnose a variety of disorders associated with the heart and cardiovascular system. Students will operate the 12-lead EKG machine, learning to properly locate and apply the limb and chest leads. Students will learn to recognize normal and abnormal results; identify and correct artifacts, and amount completed strips for the physician’s assessment.

Prerequisite: M1 212

M1 214 Phlebotomy/Specimen Collection.....3.50 credits/90 clock hours

An overview of diseases and disorders of blood and blood-forming tissues, different types of blood cells and their functions, identification of the three most important veins for venipuncture, invasive vein puncture, capillary puncture, blood glucose, cholesterol, and chemical analysis using a blood analyzer. Students will be introduced to proper care and handling of body fluids, recognize normal urine analysis tests and results, view white blood cells, view red blood cells, view thrombocytes (platelets) and their morphology under the microscope, and recognize various microorganisms using the Gram stain techniques. Students will be taught how to handle high-risk laboratory samples. Strict adherence to laboratory guidelines, OSHA, CLEA, and safety precautions will be enforced and adhered to.

Prerequisites: M5 102 and A2 103

M1 215 Phlebotomy/Specimen Collection.....3.00 credits/70 clock hours

An overview of diseases and disorders of blood and blood-forming tissues, different types of blood cells and their functions, identification of the three most important veins for venipuncture, invasive vein puncture, capillary puncture, blood glucose, cholesterol, and chemical analysis. Students will be introduced to proper care and handling of body fluids, recognize normal urine analysis tests and results, view white blood cells, view red blood cells, view thrombocytes (platelets) and their morphology. Students will be taught how to handle high-risk laboratory samples.

Delivery: Online

Prerequisite: A2 103, M5 102

M1 216 Pharmacology (Medication Administration)..... 1.50 credits/30 clock hours

Students will learn the sources of and generic and trade names of drugs, and be introduced to the skills necessary to safely and properly prepare and administer oral, topical, and injectable medications. Emphasis on drug classification, therapeutic dosages and calculations, proper use of the Physician's Desk Reference (PDR), proper charting of medication, telephone refills, and the Drug Enforcement Agency (DEA) regulations for storage of controlled or regulated substances. Universal precautions will be strictly adhered to and enforced.

Prerequisite: M1 102

M1 217 Electrocardiography2.50 credits/65 clock hours

This course is designed to introduce the student to the cardiovascular system in preparation for performing electrocardiography. Students will gain a solid understanding of the anatomy and physiology of the heart and how cardiac structure is related directly to function while being introduced to various disorders affecting the heart and vascular system. Students will learn to recognize normal and abnormal results, identify and correct artifacts.

Delivery: Online

Prerequisite: AE 503, M5 502

M1 222 Electronic Health Records.....4.00 credits/72 clock hours

Through computer lab training students will learn the necessary components consistent with maintaining the medical, legal, accreditation and regulatory requirements of the electronic health record and database. Each student will be tasked with the responsibility of setting up a medical practice and conducting daily operations such as patient scheduling, electronic billing, posting patient accounts, and preparation of common medical reports.

Delivery: Online

Prerequisite: A2 103, M5 102

M2 102 Medical Ethics & Legal Issues.....1.50 credits/30 hours

This course provides the student with a review of some of the ethical and legal issues members of today's allied health and wellness community face. Students will learn about their role in providing quality care while protecting patient/client confidentiality. Emphasis will be placed on a discussion of HIPAA rules as they apply to daily operations.

Prerequisite: None

M2 1020 HIPAA Overview: Privacy and Security.....2.00 credits/37.50 clock hours

This course will provide students with the knowledge necessary to comply with the topics related to privacy and security within the medical office environment. It will cover aspects of the Health Insurance Portability and Accountability Act (HIPAA). Course topics will include an intro to HIPAA privacy and its relationship to healthcare employees, insurers, and business associates. It will also introduce security safeguards for end users.

Prerequisite: None

M2 104 Medical Ethics & Legal Issues (TMP).....1.00 credits/25 clock hours

This course covers the ethical and legal issues associated with the massage practitioner. Students will learn about and discuss the establishment of sound professional boundaries to work within, along with medical and legal issues and responsibilities. Other subjects covered will include inter-professional relationships, confidentiality, liability, licensure, contracts, and professional and client rights, as well as tort actions.

Prerequisite: None

M4 1010 Introduction to the Healthcare Field.....3.50 credits/62.50 clock hours

This course is designed for individuals entering the healthcare field. It will introduce students to the various healthcare environments in which they might be working – from single physician’s office to larger HMO – and highlight the similarities they will encounter. This includes new medical terminology, interactions with various medical personnel, working with patients, various office procedures, and the need to know and understand issues that will impact their jobs, such as legal and regulatory guidelines, laws affecting medical employees, privacy and confidentiality issues, and more.

Prerequisite: None

M4 1020 Medical Transcription.....3.50 credits/62.50 clock hours

This course is designed to introduce the student to machine transcription used in medical environments. Students will learn how to operate machine transcription equipment while keyboarding various medical documents such as case histories, chart/progress notes, physical examinations, and medical correspondence. Students will transcribe advanced medical material such as case histories, medical reports, conferences, etc., in a malleable format. Basic rules of capitalization, number usage, punctuation, and abbreviations in transcribing medical documents will be emphasized.

Prerequisite: None

M4 1080 Medical Office Procedures.....7.00 credits/125 clock hours

The course prepares students for the administrative skills that medical administrative assistants need to know. It covers relevant material dealing with medical office and medical records management skills, client services skills and responsibilities, client education, and legal and ethical issues. This course will familiarize the student with healthcare records management. The student will learn how to build patient files, post entries, complete patient billing procedures, generate reports, complete and file medical records, and be introduced to coding for accurate insurance billing.

Prerequisite: None

M4 1090 Office Equipment and Procedures.....2.50 credits/50 clock hours

Students will learn principles of office organization, telephone techniques, equipment and supplies, handling meetings, mail procedures, and travel. Familiarity with a variety of office technologies, such as fax machine, copiers, and postage machines, will be developed.

Prerequisite: None

M4 2200 Automated Medical Office.....4.50 credits/87.50 clock hours

Students are introduced to word processing and word processing applications. They will learn the basic formatting of simple tables, reports, and business correspondence. Continued emphasis will be placed on building speed and accuracy. The course will also introduce the fundamentals of the Medical Manager program. This application software is the most widely distributed scheduling program in the medical field.

Prerequisite: None

M5 1020 Medical Terminology.....2.50 credits/50 clock hours

This course will provide students with a foundation with which to recognize medical terms using the four word-part approach (prefixes, word roots, suffixes, and combining vowels). This will prepare the student to better understand and master the terminology common to disease and the medical field and related to healthcare delivery. Emphasis will be placed on improving written and oral communication skills pertaining to medical terminology. Pronunciation, identification, and spelling are stressed. A working knowledge of medical terminology is desirable for anyone entering one of the health science fields. Simulations will provide students with the opportunity to practice creating billing and coding records. Students will learn how to apply knowledge of medical terminology and anatomy to code medical procedures and diagnoses. This course will help students understand and utilize insurance and medical terminology.

Prerequisite: None

MP 106 Indications and Contraindications.....2.00 credits/37.50 clock hours

This course of instruction provides the student massage therapist with a fundamental understanding of the benefits of therapeutic massage tempered with an in-depth look at circumstances where massage is contraindicated. Students will focus on appropriate use of massage, the identification of endangerment sites, and the ability to recognize both local and absolute contraindications to the use of massage techniques. Students will be instructed in the purpose and the use of S.O.A.P. notes and the proper documentation of client encounters.

Prerequisite: MT 102 and AP 103

MP 107 Professional Practice Skills.....3.00 credits/62.50 clock hours

This course of instruction provides an overview of the general history of massage from ancient times to modern day practices. Through a series of lectures, students will be introduced to current industry standards for massage therapists. Students will learn the important of establishing and adhering to personal and professional boundaries. Discussions/role playing will also address conflict resolution, transference of feeling, inappropriate behaviors, and sexual misconduct. Students will be introduced to the tools of the trade with discussion focused on common equipment and the layout of the massage room. Lecture will also address personal hygiene, sanitation, and safety. Students will demonstrate proper hand washing techniques.

Prerequisite: None

MP 108 Massage Theory and Technique I.....3.00 credits/62.50 clock hours

This course introduces the student to the basic strokes used in massage and the techniques needed to perform Swedish massage. Students will begin by learning basic chair massage. Emphasis is placed on developing confidence and the use of the basic strokes. Lecture will focus on the principles of sound body mechanics for the practitioner. Other discussions will address repetitive motion injuries and hand strengthening exercises. As students master chair massage, they will move to table massage. Lectures will cover topics such as there to begin: prone or supine. Demonstration/performance exercises will emphasize proper draping techniques, hygiene, contraindications of massage, self-care, and body mechanics.

Prerequisites: MP 106 and CP 102

MP 109 Applied Massage Theory and Technique I.....2.50 credits/56.25 clock hours

This course continues the work begun in MP 104. Students are required to master and deliver a one-hour massage. Students will hone their assessment skills and learn to properly document client histories using S.O.A.P notes in the clinic. Lecture will introduce the therapist to massage techniques that reach deeper muscle layers to relieve pain and restriction. Students will be introduced to and explore various therapeutic modalities including aromatherapy, hot stone, and reflexology. Students will gain an understanding of athletic and sports massage and the use and application of hydrotherapy in the therapeutic process.

Prerequisite: MP 108

MP 206 Massage Theory and Technique II.....3.00 credits/62.50 clock hours

This course continues the work begun in MP 104. Students will continue to build on basic techniques. To assist the students in developing the skills and traits of a professional massage therapist, students will work with the general public while a clinic supervisor observes and critiques interaction between client and student-therapist. Lectures will introduce students to kinesiology. Emphasis will be placed on the upper body skeletal and muscular systems where students will learn specific muscle groups, origins, insertions, action, and nerves. Discussion will also address biomechanics, body movements, and directional terminology.

Prerequisites: MP 108 and MP 109

MP 207 Applied Massage Theory and Technique II.....3.50 credits/75 clock hours

This course is designed to further the professional development of the student. Students continue to perform massage in the clinic, applying the knowledge gained in MP 204. Students will review case studies addressing common pathological conditions relating to the upper body. Other lectures are designed to reinforce knowledge and further develop skills in specific therapeutic modalities. Discussion will cover reflexology, sports massage, energy concepts, hydrotherapy, Shiatsu, and Chakra.

Prerequisites: MP 109 and MP 206

MP 209 Mycology and Massage Applications.....2.50 credits/50 clock hours

This course introduces students to the theoretical principles of functional assessment. Students will develop skills and knowledge to match physiology of tissue injury with the physiological effects of specific treatments. Students will discuss the principles and effects of massage application, frequency, and duration. Students will develop understanding of the psychological component relating to the benefits of massage. Students will review for the final examination and national certification test.

Prerequisite: MP 106

MP 216 Massage Theory and Technique III.....2.00 credits/50 clock hours

This course will continue our study of kinesiology. Emphasis will be placed on the spine and surrounding muscles, thorax, lower body, and extremities. Students will learn specific muscle groups, origins, insertions, actions, and nerves. Discussion will continue to address biomechanics, body movements, and directional terminology.

Prerequisite: MP 206

MP 217 Applied Massage Theory and Technique III.....1.50 credits/37.50 clock hours

This course enables students to apply knowledge gained in MP 214 in a clinical setting. Emphasis is on building confidence and timing. Students will review case studies addressing common pathological conditions relating to the client's back, lower body, and extremities. Other lectures are designed to reinforce knowledge and further develop skills in specific therapeutic modalities. Discussion will continue on application and use of reflexology, sports massage, energy concepts, hydrotherapy, Shiatsu, and Chakra.

Prerequisite: MP206, MP207, MP219

MP251 Massage Practicum.....3.50 credits/75 clock hours

In a controlled environment, students will experience the full spectrum of duties and responsibilities associates with at typical massage clinic/spa operations. Students will be assigned duties in the following areas: appointment scheduling, inventory management, customer service, merchandising, and clinical massage treatments. Emphasis will be placed on the student's ability to apply learned skills in all aspects of daily operations.

Prerequisite: MP 217

NA 101 Introduction to Nursing Assisting.....0.00 credits/5 clock hours

The student is offered insight into healthcare settings and members of the healthcare team, professionalism, legal and ethical behavior, communication, safety and emergencies, and infection control practices. The significance of the family is also discussed, along with the psychological aspects of aging. Students receive instructions on growth and development, cultural differences, death and dying, and patients' rights.

Prerequisite: None

NA 102 Long Term Care & Nursing Assistant's Role.....0.50/15 clock hours

The student gains insight into healthcare settings and members of the healthcare team. Specific roles and functions of the nursing assistant in long-term care and medical ethics are emphasized.

Prerequisite: None

NA 103 Foundations of Resident Care/Resident's Rights.....0.50 credits/10 clock hours

Types of communication, barriers to effective communication, and guidelines for residents with special needs are described. Demonstration of medical and non-medical emergencies is completed, along with practices of medical asepsis.

Prerequisite: None

NA 104 Understanding Your Residents.....0.00 credits/5 clock hours

Basic human needs and promotion of independence are identified. Cultural differences and family roles are discussed. Needs of residents with developmental disabilities and goals of a hospice program for dying residents are stressed.

Prerequisite: None

- NA 105 Body Systems (Basic Anatomy).....0.00 credits/5 clock hours**
 Normal functions of all body systems are emphasized so that the nurse assistant is able to recognize and report potential problems.
Prerequisite: None
- NA 106 Common, Chronic & Acute Conditions.....0.50 credits/10 clock hours**
 Common disease and disorders of the body systems are described. The role of the nursing assistant in the care of these diseases is outlined specifically.
Prerequisite: None
- NA 107 Personal Care.....0.50 credits/10 clock hours**
 Guidelines for assisting with activities of daily living are identified. Body mechanics and resident safety are stressed. Nursing assistant observations during personal care activities are outlined.
Prerequisite: None
- NA 202 Basic Nursing Assisting.....0.50 credits/10 clock hours**
 The nurse assistant’s duties are explored, such as assisting with the admission and discharge process. Instructions are given on administering vital signs, documentation, use of restraints, intake and output, catheter care, specimen collection, bed making, and dressing techniques.
Prerequisite: None
- NA 203 Basic Restorative Care.....0.00 credits/5 clock hours**
 The students learn to provide supportive care in this course. Instructions are given on sensitivity, patience, touch, dignity, positive attitude, and independence.
Prerequisite: None
- NA 204 Skills Lab.....2.00 credits/40 clock hours**
 Students receive instruction on 23 lab skills discussed in the Delaware Candidate Handbook for the Delaware Nurse Aide. Skills lab normally consists of eight days and must be satisfactorily completed in order to advance to the clinical phase.
Prerequisite: None
- NA 205 Caring For Yourself.....0.00 credits/5 clock hours**
 The job search and attributes of the healthcare profession are reviewed. Stress management is defined and discussed.
Prerequisite: None
- NA 208 Home Health Nursing.....0.50 credits/10 clock hours**
 Students receive instruction on caring for people in the community. Cultural diversity is discussed, allowing holistic care.
Prerequisite: None
- NA 210 Clinical (Internship).....3.50 credits/75 clock hours**
 Students will be exposed to an introductory understanding of activities of daily living (ADLs); disease progression and concurrent and basic nursing personal skills will be practiced with the supervision of a license practical nurse or registered nurse. **Prerequisite: Successful completion of all courses in program**

P2 101 Professional Development.....0.50 hours/10 clock hours

This course helps students develop professional skills and confidence in the job search and follow-up; develop a professional and impressive resume, cover letter and thank you letter; develop interviewing techniques; and learn the importance of clear and effective communication in a medical office, new job adjustment and job success, and the employer/employee relationship.

Prerequisite: None

P2 1020 Professional and Career Development.....1.00 credits/25 clock hours

Students will prepare a resume, cover letter, and thank you letter. They will acquire skills necessary to properly prepare typical pre-employment forms. Interviewing techniques are taught and practiced. This class will help optimize a student's potential for employment by developing skills in communication, business etiquette, problem solving, critical thinking, time management, and interpersonal skills.

Prerequisite: None

P2 202 Advanced Personal Development.....0.00 credits/6 clock hours

Students will begin to develop and perfect professional skills and confidence in the job arena, a professional portfolio, and interviewing techniques.

Prerequisite: None

P2 206 Career & Professional Development.....3.00 credits/60 clock hours

This course explores employer expectations for worker competence and professionalism. A career development model will be presented that takes a systematic approach to career planning. The model consists of four phases: self-assessment, reality check, implementation, and career management. Each phase will address certain issues and questions. Student will learn job success strategies including positive career attitudes, personal and professional poise, business ethics and etiquette, and professional dress and grooming. Job search techniques, resume writing cover letters, thank you notes, interview skills, and Internet job searches are presented. Student will prepare a working resume and cover letter.

Prerequisite: None

P2 207 Career & Professional Development.....3.50 credits/75 clock hours

This course explores employer expectations for worker competence and professionalism. A career development model will be presented that takes a systematic approach to career planning. The model consists of four phases: self-assessment, reality check, implementation, and career management. Student will learn job success strategies including positive career attitudes, personal and professional poise, business ethics and etiquette, and professional dress and grooming. Job search techniques, resume writing cover letters, thank you notes, interview skills, and Internet job searches are presented. Student will prepare a working resume and cover letter.

Prerequisite: None

TM 106 Indications and Contraindications.....2.00 credits/37.50 clock hours

This course of instruction provides the student massage therapist with a fundamental understanding of the benefits of therapeutic massage tempered with an in-depth look at circumstances where massage is contraindicated. Students will focus on appropriate use of massage, the identification of endangerment sites, and the ability to recognize both local and absolute contraindications to the use of massage techniques. Students will be instructed in the purpose and the use of S.O.A.P. notes and the proper documentation of client encounters. **Prerequisite: M5 104 and A2 104**

TM 107 Professional Practice Skills.....3.00 credits/62.50 clock hours

This course of instruction provides an overview of the general history of massage from ancient times to modern day practices. Through a series of lectures, students will be introduced to current industry standards for massage therapists. Students will learn the important of establishing and adhering to personal and professional boundaries. Discussions/role playing will also address conflict resolution, transference of feeling, inappropriate behaviors, and sexual misconduct. Students will be introduced to the tools of the trade with discussion focused on common equipment and the layout of the massage room. Lecture will also address personal hygiene, sanitation, and safety. Students will demonstrate proper hand washing techniques. **Prerequisite: None**

TM 108 Massage Theory and Technique I.....3.00 credits/62.50 clock hours

This course introduces the student to the basic strokes used in massage and the techniques needed to perform Swedish massage. Students will begin by learning basic chair massage. Emphasis is placed on developing confidence and the use of the basic strokes. Lecture will focus on the principles of sound body mechanics for the practitioner. Other discussions will address repetitive motion injuries and hand strengthening exercises. As students master chair massage, they will move to table massage. Lectures will cover topics such as there to begin: prone or supine. Demonstration/performance exercises will emphasize proper draping techniques, hygiene, contraindications of massage, self-care, and body mechanics. **Prerequisites: None**

TM 109 Applied Massage Theory and Technique I.....2.50 credits/56.25 clock hours

This course continues the work begun in MP 104. Students are required to master and deliver a one-hour massage. Students will hone their assessment skills and learn to properly document client histories using S.O.A.P notes in the clinic. Lecture will introduce the therapist to massage techniques that reach deeper muscle layers to relieve pain and restriction. Students will be introduced to and explore various therapeutic modalities including aromatherapy, hot stone, and reflexology. Students will gain an understanding of athletic and sports massage and the use and application of hydrotherapy in the therapeutic process. **Prerequisite: None**

TM 206 Massage Theory and Technique II.....3.00 credits/62.50 clock hours

This course continues the work begun in MP 104. Students will continue to build on basic techniques. To assist the students in developing the skills and traits of a professional massage therapist, students will work with the general public while a clinic supervisor observes and critiques interaction between client and student-therapist. Lectures will introduce students to kinesiology. Emphasis will be placed on the upper body skeletal and muscular systems where students will learn specific muscle groups, origins, insertions, action, and nerves. Discussion will also address biomechanics, body movements, and directional terminology. **Prerequisites: None**

TM 207 Applied Massage Theory and Technique II.....3.50 credits/75 clock hours

This course is designed to further the professional development of the student. Students continue to perform massage in the clinic, applying, the knowledge gained in MP 204. Students will review case studies addressing common pathological conditions relating to the upper body. Other lectures are designed to reinforce knowledge and further develop skills in specific therapeutic modalities. Discussion will cover reflexology, sports massage, energy concepts, hydrotherapy, Shiatsu, and Chakra. **Prerequisites: None**

TM 209 Mycology and Massage Applications.....2.50 credits/50 clock hours

This course introduces students to the theoretical principles of functional assessment. Students will develop skills and knowledge to match physiology of tissue injury with the physiological effects of specific treatments. Students will discuss the principles and effects of massage application, frequency, and duration. Students will develop understanding of the psychological component relating to the benefits of massage. Students will review for the final examination and national certification test.

Prerequisite: None

TM 216 Massage Theory and Technique III.....2.00 credits/50 clock hours

This course will continue our study of kinesiology. Emphasis will be placed on the spine and surrounding muscles, thorax, lower body, and extremities. Students will learn specific muscle groups, origins, insertions, actions, and nerves. Discussion will continue to address biomechanics, body movements, and directional terminology.

Prerequisite: None

TM 217 Applied Massage Theory and Technique III.....1.50 credits/37.50 clock hours

This course enables students to apply knowledge gained in MP 214 in a clinical setting. Emphasis is on building confidence and timing. Students will review case studies addressing common pathological conditions relating to the client's back, lower body, and extremities. Other lectures are designed to reinforce knowledge and further develop skills in specific therapeutic modalities. Discussion will continue on application and use of reflexology, sports massage, energy concepts, hydrotherapy, Shiatsu, and Chakra.

Prerequisite: None

TM 251 Massage Practicum.....3.50 credits/75 clock hours

In a controlled environment, students will experience the full spectrum of duties and responsibilities associates with at typical massage clinic/spa operations. Students will be assigned duties in the following areas: appointment scheduling, inventory management, customer service, merchandising, and clinical massage treatments. Emphasis will be placed on the student's ability to apply learned skills in all aspects of daily operations.

Prerequisite: None

WP 102 Introduction to Word Processing.....1.00 credits/30 clock hours

This class provides hands-on experience to learn basic operations and functions of the word processing systems. Students will create documents and learn basic editing skills, formatting, tables, and columns.

Prerequisite: None

W1 102 Introduction to Word Processing.....1.00 credits/30 clock hours

This class provides hands-on experience to learn basic operations and functions of the word processing systems. Students will create documents and learn basic editing skills, formatting, tables, and columns.

Prerequisite: None

W1 502 Introduction to Word Processing.....1.00 credits/30 clock hours

This class provides hands-on experience to learn basic operations and functions of the word processing systems. Students will create documents and learn basic editing skills, formatting, tables, and columns.

Delivery: Online

Prerequisite: None

Program Start Dates -2016

Medical Assistant, Dental Assistant, and Medical Assistant Online:

1/25/16
2/22/16
3/21/16
4/18/16
5/16/16
6/13/16
7/18/16
8/15/16
9/12/16
10/10/16
11/7/16
12/5/16

Advanced Esthetician and Therapeutic Massage:

1/25/16
3/21/16
5/16/16
7/18/16
9/12/16
11/7/16

Medical Billing and Coding Specialist:

1/25/16
2/22/16
4/18/16
5/16/16
6/27/16
8/1/16
8/29/16
10/24/16
11/21/16

Nursing Assistant:

1/11/16
2/22/16
4/4/16
5/16/16
6/27/16
8/15/16
9/26/16
11/7/16
12/19/16

School Breaks for Dawn Career Institute (subject to change)

Summer Break: 7/4/16 – 7/10/16

Winter Break: 12/26/16 – 1/1/17

Additional School Holidays

Martin Luther King, Jr. Day – Monday, January 18, 2016

Memorial Day – Monday, May 30, 2016

Labor Day – Monday, September 5, 2016

Thanksgiving Day – Thursday, November 24, 2016

Program Start Dates -2017

Medical Assistant, Dental Assistant-Day, and Medical Assistant Online:

1/9/17
2/6/17
3/6/17
4/3/17
5/1/17
5/29/17
6/26/17
7/31/17
8/28/17
9/25/17
10/23/17
11/20/17
12/18/17

Advanced Esthetician and Therapeutic Massage:

1/9/17
3/6/17
5/1/17
6/26/17
8/28/17
10/23/17
12/18/17

Medical Billing and Coding Specialist:

1/9/17
2/6/17
3/6/17
4/3/17
5/29/17
7/17/17
8/14/17
9/11/17
12/4/17

Dental Assistant – Hybrid Evening

2/6/17
4/3/17
5/29/17
7/31/17
9/25/17
11/20/17

Nursing Assistant:

2/6/17
3/20/17
5/1/17
6/12/17
7/31/17
9/11/17
10/23/17
12/4/17

School Breaks for Dawn Career Institute (subject to change)

Winter Break: 12/26/16 – 1/1/17
Summer Break: 7/3/17 – 7/9/17
Winter Break: 12/25/17 – 12/31/17

Additional School Holidays

Martin Luther King, Jr. Day – Monday, January 16, 2017
Memorial Day – Monday, May 29, 2017
Labor Day – Monday, September 4, 2017
Thanksgiving Day – Thursday, November 23, 2017

STUDENT ATTESTATION

I have participated in the student orientation, and I understand I will be accountable for the expectations of students enrolled at Dawn Career Institute. I have received the school catalog and understand that there are policies, processes, and regulations that must be followed and consequences for failing to uphold my responsibility as a student. My signature below is an attestation that I accept the responsibility of professional behavior as outlined by the aforementioned policies.

Student Signature: _____

Program: _____ Date: _____

ACCEPTABLE INTERNET USE POLICY AGREEMENT

I understand and agree to follow the Dawn Career Institute's Acceptable Internet Use Policy. Should I commit any violation, my access privileges may be revoked and disciplinary and/or appropriate legal action may be taken.

I understand that access is designed for education and business purposes. I recognize that it is impossible for DCI to restrict access to all controversial materials, and I will not hold it responsible for materials acquired on the network.

Student Signature: _____

Program: _____ Date: _____

Print User's Full Name: _____

Catalog Addendum

Effective 7/7/2016

Admission Requirements – Distance Education Programs

Applicants must be at least 17 years of age and possess a high school diploma, or General Equivalency Diploma (GED). In addition a passing score on the Wonderlic SLE Q Scholastic Level Exam is required for all its distance education and hybrid programs. The passing score is 15 for the Medical Billing and Coding Specialist program, 14 for the Online Medical Assistant program, 13 for the Dental Assistant Hybrid program, and 12 for the Medical Assistant Hybrid program. If an applicant is not successful in passing the exam, a second attempt will be allowed. If an applicant fails both attempts, they will be eligible to retest in six months.

The applicant must demonstrate the ability to operate a computer with the required proficiency and have reasonable access to the necessary technology. The student must fill out an attestation and successfully demonstrate proficiency to the Admissions Representative.

The applicant must upload the required Admissions documents to the form server from their computer to demonstrate their ability and access to the technology.