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At the time of publication, every effort was made to assure that this catalog contains accurate information. Please refer to the catalog addendum for any changes or revisions that have occurred since the catalog was published.

DAYTON OHIO



COLUMBUS OHIO



CINCINNATI OHIO—Tri-County



FLORENCE KENTUCKY



CINCINNATI OHIO—Vine Street



FRANKLIN OHIO



CLEVELAND OHIO



TOLEDO OHIO



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# Introduction

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Classes are small providing you with plenty of ***personal attention*** and individual instruction.



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# Introduction

*At LCT, you can get on the path to a great career quickly.*

Lincoln College of Technology is specifically designed to help dedicated men and women achieve success. In as little as a year, you can have job-ready skills that meet the demand of today's environment.

Each program offers a dynamic curriculum that's continually updated and monitored to keep pace with advancing technology. You can be assured the program you choose will provide the skills needed to meet your career goals. All programs are delivered via the Residential mode.

By training on computers and other appropriate allied health equipment you can gain the skills to qualify for entry-level employment opportunities. To prospective employers, such instant productivity is valuable and it's just a part of what sets LCT graduates apart from the others.

The instructors work with you, one-on-one, helping you master the skills you need to get the job you want. Because the faculty members are professionals and have often worked in the same fields they are teaching, they bring both their knowledge and experience to the classroom so you learn job skills and practical applications. Your LCT education carefully simulates the workplace helping to give you the confidence to feel comfortable and successful in your future career environment.

As you work toward completion of your program, you'll benefit from LCT's staff of well-connected career services professionals. Using your goals and interest as a guide, they'll assist with targeting employers for job interviews, teach you how to write a resumé, and coach you on how to make the most positive impression. If you're ready to benefit from a supportive, hands-on education that prepares you to be ready to enter the workforce, LCT has what you need: the tools, the confidence, and the contacts to become a success.

## ■ Mission and Objectives

Lincoln College of Technology is dedicated to educating and training students to achieve proficiency through a *skills first* curriculum. The mission of this College is to offer the best educational and training programs to enable graduates to take to the marketplace the highest possible level of job knowledge and skills

enabling them to accomplish worthwhile career goals and realize self-esteem.

To accomplish these objectives LCT upholds a high standard of quality service and commitment. LCT offers graduates viable career options by providing quality educational programs based on employer driven requirements. Our goal is to provide a skilled and knowledgeable faculty dedicated to the professional development of each student.

Through these efforts, our students will achieve the knowledge and experience needed for their future working environment.

At LCT, our goal is to remain in the forefront of emerging technology. This is accomplished by supporting continuing education and training for graduates, staff and faculty; thereby providing skilled professionals to meet the needs of the technologically changing world and fostering the desire for life-long learning.

## ■ Statement of History

Lincoln College of Technology was purchased by previous ownership in 1978. At that time the College was named Southwestern College of Business and had locations in Hamilton, OH and Franklin, OH. Since then we have expanded to eight locations, serving the needs of students in Dayton, Cincinnati, Toledo, Columbus, Cleveland, Northern Kentucky and surrounding areas.

In January of 2004, the College was purchased by Lincoln Educational Services Corporation.

In the Spring of 2004, the Southwestern College of Business started the application process to change their name to more accurately reflect the diversity of our program offerings, and final approval of the name change to *Southwestern College* was received in July, 2004.

In January 2011, we changed our name to Lincoln College of Technology, to better align with our corporate entity, Lincoln Educational Services.

Lincoln Educational Services Corporation is a leading provider of diversified career-oriented postsecondary education. Lincoln offers recent high school graduates and working adults degree and diploma programs in five principal areas of study: health sciences, automotive technology, skilled trades, hospitality services and business and information technology. Lincoln has provided the

workforce with skilled technicians since its inception in 1946. Lincoln currently operates 46 campuses in 17 states under 5 brands: Lincoln College of Technology, Lincoln Technical Institute, Euphoria Institute of Beauty Arts and Sciences, Nashville Auto-Diesel College and Lincoln College of New England.

## ■ Philosophy

*Preparing the whole person for a changing world*

LCT is dedicated and committed to providing an up-to-date, high-quality, and enriching instructional program, designed for serious-minded students in quest of excellence in education.

The philosophy of the College extends beyond the teaching of technical proficiencies and practical knowledge. Each and every member of the student body is cared for, recognized, and respected. Concern for individual needs, abilities, and interests is the hallmark of our philosophy of education.

We believe the fundamental purpose of education is to help individuals to develop fully, to help inculcate them with ideals and attitudes, to enhance their ability to adapt to variations and differences, and to enable them to make a definite contribution to society.

We believe that education augments the moral worth and dignity of all individuals and broadens their intellectual horizons, affording them greater opportunities for living a more meaningful and productive life.

We believe that an individual learns as a total person and that learning requires self-activity, discipline, and skill-mastery practices on the part of the learner.

We believe education means growth in purpose and self-direction. Students should grow to feel that their destinies are within their own control.

We believe that the time-honored values of truth, honesty, consideration, sincerity and the putting forth of one's best effort at all times promote a sense of "esprit de corps" within our school community.

Lincoln College of Technology is proud of its many graduates who have taken their place in the industry for which they were trained, and will continue to exercise its leadership role in training persons for marketable skills by constantly revising and updating programs as technological change occurs in the industry.

# Introduction

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## ■ A Letter from the President/CEO

We believe education and training increase your self-esteem and enable you to work in a rewarding and satisfying career. In order to achieve our high educational standards, we carefully select qualified instructors that offer competency and experience, as well as a caring commitment to each student's success.

In the development of curricula, we continuously monitor the current industry standards and update our courses regularly to reflect change in the employment trends. Our classrooms offer industry standard equipment that simulates the workplace as closely as possible.

In addition to careful and detailed instruction, faculty, staff and administration provide ongoing support and encouragement. You gain *skills and confidence* at LCT, so you can achieve success here and in other areas of your life.

It is our desire to provide you with the ability and awareness to be of value in a technologically changing world. Your education and training here will be enriching, relevant and empowering. In a very short time, you can become a well-rounded, capable employee in the professional or technical field you choose.



Sincerely,

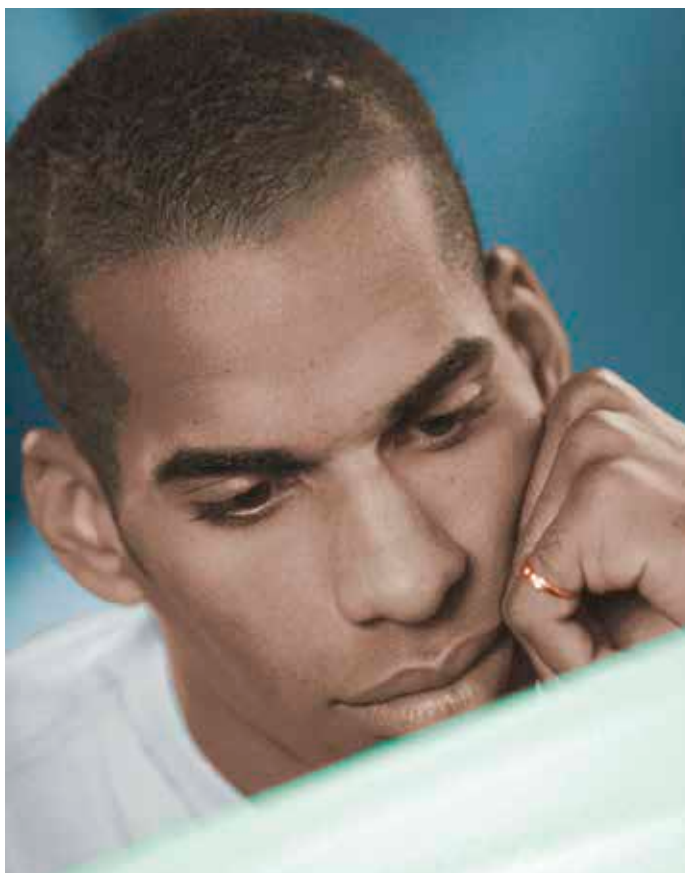
A handwritten signature in black ink that reads "Shaun McAlmont".

Shaun E. McAlmont  
President/CEO

# Career Programs

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Join the corporate world and enjoy the *far-reaching, fast-moving* pace of business technology.



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### Business Management

#### BUS200A – DEGREE PROGRAMS

#### DAY/EVENING PROGRAMS

**KY** Florence Campus – ASSOCIATE OF SCIENCE DEGREE

**OH** Ohio Campuses – ASSOCIATE OF APPLIED BUSINESS DEGREE

approximately 77 weeks (including holidays and scheduled breaks), 1020 instructional hours, 96.0 quarter credits\*

\*The listing of credit hours is not meant to imply that credits can be transferred into college or other private career school programs. Transfer credits are at the sole discretion of the receiving school.

#### program objective

The Business Management program is a comprehensive degree-granting program designed to train students for rewarding careers in the business profession. The program provides students with fundamental knowledge of essential business functions, processes, practices, applications and communications. Emphasis is placed on decision making capabilities, practical applications, interpersonal skills, computer technologies and their impact on the workplace.

This program will provide a balanced study in the field of business management and general education, along with fundamental coverage of skills necessary for career enhancement. The degree program provides stimulating academics designed to develop the student's strength in areas that will assist in their personal and professional growth.

This program will prepare students for employment at business positions in industry and government, as well as trainee programs in the business sector.

number	course	lecture hours	labs hours	total hours	credit hours	prerequisites
<b>GENERAL EDUCATION COURSES</b>						
GEN150Q	Environmental Science	40	0	40	4.0	
GEN160Q	Psychology	40	0	40	4.0	
GEN180Q	College Algebra	40	0	40	4.0	§
GEN190Q	English Composition I	40	0	40	4.0	‡
GEN292Q	Speech Communication	40	0	40	4.0	
GEN293Q	American Literature	40	0	40	4.0	‡
<b>BASIC COURSES</b>						
BUS101Q	Business Principles	40	0	40	4.0	
BUS251Q	Business Law	40	0	40	4.0	
CBT105Q	Business English	40	0	40	4.0	‡
CCQ100	College and Career Development	40	0	40	4.0	
CCQ101	Introduction to Ethics	40	0	40	4.0	BUS101Q
HD111Q	Introduction to Computers	30	20	50	4.0	
<b>TECHNICAL COURSES</b>						
ACC104Q	Accounting I	30	20	50	4.0	
ACC105Q	Accounting II	30	20	50	4.0	ACC104Q
BUS200Q	Principles of Marketing	40	0	40	4.0	
BUS205Q	Business Economics	40	0	40	4.0	
BUS241Q	Fundamentals of Entrepreneurship	30	20	50	4.0	
BUS244Q	Introduction to Finance	40	0	40	4.0	
BUS245Q	Human Resource Management	40	0	40	4.0	BUS101Q
BUS270Q	Management and Supervision	40	0	40	4.0	
BUS278Q	Customer Service Fundamentals	40	0	40	4.0	
CAP209Q <sup>†</sup>	Capstone	40	0	40	4.0	Generally must be taken in the last quarter.
DP215Q	Computer Applications for Business	30	20	50	4.0	HD111Q
DP290Q	Project Management	30	20	50	4.0	HD111Q
<b>TOTALS</b>		<b>900</b>	<b>120</b>	<b>1020</b>	<b>96.0</b>	

{Maximum Time Frame (MTF) 144.0 Qtr Credits}

§Prerequisite: Meet minimum score on assessment test or GEN089Q.

\*Prerequisite: Meet minimum score on assessment test or GEN099Q.

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

<sup>†</sup>CAP209Q generally must be taken in the last quarter.

## Computer Networking & Security

### CNS100A—DEGREE PROGRAMS

#### DAY/EVENING PROGRAMS

**KY** Florence Campus—ASSOCIATE OF SCIENCE DEGREE

**OH** Ohio Campuses—ASSOCIATE OF APPLIED SCIENCE DEGREE

approximately 77 weeks (including holidays and scheduled breaks), 1280 instructional hours, 104.0 quarter credits\*

\*The listing of credit hours is not meant to imply that credits can be transferred into college or other private career school programs. Transfer credits are at the sole discretion of the receiving school.

#### program objective

The Computer Networking & Security program will provide students with a strong foundation on which to build a successful career in Information Technology. Students will first be exposed to the core principles and procedures of networking concepts, office applications, computer hardware and software, and desktop operating systems. They will also be exposed to the unique challenges of the IT business world and become skilled in customer service essentials. This program emphasizes hands-on learning experiences based on performance based objectives, and incorporates troubleshooting techniques in every course.

Upon completion of the program, students will be encouraged and eligible to sit for a specific set of industry certifications such as; CompTIA A+, Network+, Server+, Security+, and MCTS.

Upon completion of this program, students will be trained for entry-level positions in the IT field of their choice as Computer and Information Systems Technicians, Software Support Technicians, Network Systems and Data Communication Analysts, Security Support Technicians, Help Desk Support Technicians, and other employment in the Information Technology field.

number	course	lecture hours	labs hours	total hours	credit hours	prerequisites
<b>GENERAL EDUCATION COURSES</b>						
GEN150Q	Environmental Science	40	0	40	4.0	
GEN160Q	Psychology	40	0	40	4.0	
GEN180Q	College Algebra	40	0	40	4.0	§
GEN190Q	English Composition I	40	0	40	4.0	‡
GEN292Q	Speech Communication	40	0	40	4.0	
GEN293Q	American Literature	40	0	40	4.0	‡
<b>BASIC COURSES</b>						
CBT105Q	Business English	40	0	40	4.0	‡
CCQ100	College and Career Development	40	0	40	4.0	
<b>TECHNICAL COURSES</b>						
IT100Q	Office Applications	40	40	80	6.0	
IT120Q	Networking Tools and Techniques	40	40	80	6.0	IT130Q
IT130Q	Desktop Operating Systems	40	40	80	6.0	
IT140Q	Servers, Routers and Switches	40	40	80	6.0	IT120Q
IT150Q	PC Repair and Support	40	40	80	6.0	
IT160Q	Advanced PC Repair and Support	40	40	80	6.0	IT150Q
IT175Q	Customer Service and Help Desk Operations	40	40	80	6.0	
IT206Q	Microsoft Windows Server	40	40	80	6.0	IT140Q
IT207Q	Microsoft Windows Infrastructure	40	40	80	6.0	IT206Q
IT210Q	Security+	40	40	80	6.0	IT140Q
IT211Q	Network Defense and Countermeasures	40	40	80	6.0	IT210Q
IT212Q	Ethical Hacking and Network Defense	40	40	80	6.0	IT211Q
<b>TOTALS</b>		<b>800</b>	<b>480</b>	<b>1280</b>	<b>104.0</b>	

{Maximum Time Frame (MTF) 156.0 Qtr Credits}

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

§Prerequisite: Meet minimum score on assessment test or GEN089Q.  
‡Prerequisite: Meet minimum score on assessment test or GEN099Q.



### Criminal Justice

#### CJ200A—DEGREE PROGRAMS

##### DAY/EVENING PROGRAMS

**KY** Florence Campus—ASSOCIATE OF SCIENCE DEGREE

**OH** Cincinnati (Tri-County), Cincinnati (Vine Street), Dayton and Franklin Campuses  
ASSOCIATE OF APPLIED SCIENCE DEGREE

approximately 77 weeks (including holidays and scheduled breaks), 970 instructional hours, 96.0 quarter credits\*

\*The listing of credit hours is not meant to imply that credits can be transferred into college or other private career school programs. Transfer credits are at the sole discretion of the receiving school.

#### program objective

The Criminal Justice program is a comprehensive degree-granting program designed to prepare students for careers in the criminal justice profession. The Criminal Justice degree program will prepare students for entry-level careers in private/industrial security and loss prevention. Coursework will introduce students to various aspects of the criminal justice system, prepare students to work in a multicultural society, and emphasize the importance of ethics in the workplace.

The degree program provides stimulating academics designed to develop the student's strength in areas that will assist in their personal and professional growth.

The program will prepare students for jobs like Loss Prevention Officer, corrections officer, crime scene technician, juvenile specialist, detention officer, prison guard and security specialist.

number	course	lecture hours	labs hours	total hours	credit hours	prerequisites
<b>GENERAL EDUCATION COURSES</b>						
GEN190Q	English Composition I	40	0	40	4.0	‡
GEN292Q	Speech Communication	40	0	40	4.0	
GEN293Q	American Literature	40	0	40	4.0	‡
GEN160Q	Psychology	40	0	40	4.0	
GEN150Q	Environmental Science	40	0	40	4.0	
GEN180Q	College Algebra	40	0	40	4.0	§
<b>BASIC COURSES</b>						
CCQ100	College and Career Development	40	0	40	4.0	
CBT105Q	Business English	40	0	40	4.0	‡
HD111Q	Introduction to Computers	30	20	50	4.0	
CCQ101	Introduction to Ethics	40	0	40	4.0	CJQ101
<b>TECHNICAL COURSES</b>						
CJQ101	Introduction to Criminal Justice	40	0	40	4.0	
CJQ102	Criminology	40	0	40	4.0	
CJQ103	Essentials of Policing	40	0	40	4.0	
CJQ104	Criminal Court Systems	40	0	40	4.0	CJQ101
CJQ105	Essentials of Corrections	40	0	40	4.0	CJQ101
CJQ106	Probation and Parole	40	0	40	4.0	CJQ101
CJQ107	Interviewing and Interrogation	40	0	40	4.0	CJQ101
CJQ109	Criminal Investigation	40	0	40	4.0	CJQ101
CJQ201	Criminal Law	40	0	40	4.0	CJQ101
CJQ202	Digital Crime and Digital Terrorism	40	0	40	4.0	CJQ101
CJQ203	Essentials of Juvenile Justice	40	0	40	4.0	CJQ101
CJQ204	Essentials of Security	40	0	40	4.0	CJQ101
CJQ205	Special Issues in Criminal Justice	40	0	40	4.0	CJQ101
CAP209Q <sup>†</sup>	Capstone	40	0	40	4.0	Generally must be taken in the last quarter.
<b>TOTALS</b>		<b>950</b>	<b>20</b>	<b>970</b>	<b>96.0</b>	

{Maximum Time Frame (MTF) 144.0 Qtr Credits}

<sup>‡</sup>Prerequisite: Meet minimum score on assessment test or GEN089Q.

<sup>†</sup>Prerequisite: Meet minimum score on assessment test or GEN099Q.

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

<sup>†</sup>CAP209Q generally must be taken in the last quarter.

## Medical Assisting Technology

### MAT200A—ASSOCIATE OF APPLIED SCIENCE DEGREE PROGRAM

#### DAY/EVENING PROGRAMS

**KY OH** Florence Campus, Ohio Campuses

approximately 84 weeks (including holidays and scheduled breaks), 1250 instructional hours, 104.0 quarter credits\*

\*The listing of credit hours is not meant to imply that credits can be transferred into college or other private career school programs. Transfer credits are at the sole discretion of the receiving school.

#### program objective

The Medical Assisting Technology program prepares the graduates to be multi-function practitioners, qualified to perform both front office skills and the direct patient care in any healthcare environment. With the constant changes in patient care, healthcare management and technology, there is an ever-increasing demand for well-trained, multi-skilled medical professionals who are able to function in a wide variety of healthcare environments. This program will provide a balanced study in the clinical aspects of medical assisting while also providing instruction in administrative skills, practices, processes and functions. Instruction in administrative and clinical competencies will allow graduates greater flexibility to work in a variety of health care settings.

The Associate of Applied Science program is designed to develop the student's

strength in areas that will assist in their personal and professional growth. Graduates of this program may find entry-level positions as Office Medical Assistants, EKG Technicians, Phlebotomy Technicians, Unit/Ward Clerks in a hospital setting, Claims Examiner, Adjuster/Processor for Insurance companies or anywhere an allied healthcare professional is needed.

Upon completion of the program, graduates are encouraged to sit for either the Registered Medical Assistant (RMA) or the Certified Medical Assistant (CMA) certification exam. This program prepares students for the certification testing, although there is no guarantee of passing the certification test and obtaining Medical Assistant certification is not a graduation requirement.

number	course	lecture hours	labs hours	externship hours	total hours	credit hours	prerequisites
<b>GENERAL EDUCATION COURSES</b>							
GEN190Q	English Composition I	40	0	0	40	4.0	‡
GEN292Q	Speech Communication	40	0	0	40	4.0	
GEN293Q	American Literature	40	0	0	40	4.0	‡
GEN160Q	Psychology	40	0	0	40	4.0	
GEN150Q	Environmental Science	40	0	0	40	4.0	
GEN180Q	College Algebra	40	0	0	40	4.0	§
<b>BASIC COURSES</b>							
CCQ100	College and Career Development	40	0	0	40	4.0	
CBT105Q	Business English	40	0	0	40	4.0	‡
<b>TECHNICAL COURSES</b>							
BIO101Q	Anatomy and Physiology I	40	0	0	40	4.0	
BIO102Q	Anatomy and Physiology II	40	0	0	40	4.0	BIO101Q
MED101Q	Medical Terminology	40	0	0	40	4.0	
MED103Q	Diagnostic Techniques	30	20	0	50	4.0	MED101Q
MED104Q	Phlebotomy Procedures	30	20	0	50	4.0	MED101Q
MED105Q	Clinical Medical Assisting	40	40	0	80	6.0	MED101Q
MED106Q	Pharmacology	40	0	0	40	4.0	MED101Q, §
MED117Q	ICD Medical Coding	40	0	0	40	4.0	MED101Q
MED118Q	CPT Medical Coding	40	0	0	40	4.0	MED101Q, MED117Q
MED109Q	Medical Externship <sup>†</sup>	0	0	180	180	6.0	†
MED122Q	Computerized Billing	30	20	0	50	4.0	MED101Q, MED117Q
MED111Q	CPT-H Hospital Coding	40	0	0	40	4.0	MED101Q, MED117Q
MED112Q	Minor Surgery and Aseptic Techniques	30	20	0	50	4.0	
MED113Q	Pathophysiology	30	20	0	50	4.0	BIO101Q, BIO102Q, MED101Q
MED114Q	Triage Protocol and Biological Threats	30	20	0	50	4.0	
SEC253Q	Medical Administrative Duties	40	0	0	40	4.0	
EHR101Q	Electronic Health Records	30	20	0	50	4.0	MED101Q
<b>TOTALS</b>		<b>890</b>	<b>180</b>	<b>180</b>	<b>1250</b>	<b>104.0</b>	

{Maximum Time Frame (MTF) 156.0 Qtr Credits}

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

§Prerequisite: Meet minimum score on assessment test or GEN089Q.

†Prerequisite: Meet minimum score on assessment test or GEN099Q.

‡Prerequisite: Successful completion of all in-school coursework must be completed prior to the medical externship. MED103Q, MED104Q, MED105Q and MED112Q: Students must achieve a grade of "C" (70%) or higher to be eligible for externship.

## Paralegal Studies

### DAY/EVENING PROGRAMS

#### VS Cincinnati (Vine Street) Campus

#### PL100A—ASSOCIATE OF APPLIED SCIENCE DEGREE PROGRAM

#### FL Florence Campus

#### PL100A—ASSOCIATE OF SCIENCE DEGREE PROGRAM

day . . . approximately 77 weeks (including holidays and scheduled breaks); 980 contact hours, 96.0 quarter credit hours\*

eve . . . approximately 77 weeks (including holidays and scheduled breaks); 980 contact hours, 96.0 quarter credit hours\*

\*The listing of credits is not meant to imply that credits can be transferred into college or other private career school programs. Transfer credits are at the sole discretion of the receiving school.

#### program objective

This program is designed to educate and train students to perform substantive legal work under the supervision of a practicing attorney. It requires all students to successfully complete various legal specialty courses, gaining knowledge of our legal system, the basic areas of law, methods of legal research and writing, and legal reasoning. The primary objective of the paralegal program is the development of occupational

competence. Understanding and reasoning is stressed over rote learning. The program emphasizes the ethical role of the paralegal as well as the limitations on the practice of law by non-lawyers. Paralegals may not provide legal services directly to the public except as provided by law.

number	course	lecture hrs	lab hrs	total hrs	credit hrs	prerequisites
<b>GENERAL EDUCATION COURSES</b>						
GEN190Q	English Composition I	40	0	40	4.0	†
GEN292Q	Speech Communication	40	0	40	4.0	
GEN293Q	American Literature	40	0	40	4.0	Meet minimum score on assessment test or GEN099Q
GEN160Q	Psychology	40	0	40	4.0	
GEN150Q	Environmental Science	40	0	40	4.0	
GEN180Q	College Algebra	40	0	40	4.0	Meet minimum score on assessment test or GEN089Q
<b>BASIC COURSES</b>						
CCQ100	College and Career Development	40	0	40	4.0	
CBT105Q	Business English	40	0	40	4.0	Meet minimum score on assessment test or GEN099Q
HD111Q	Introduction to Computers	30	20	50	4.0	
CCQ101	Introduction to Ethics	40	0	40	4.0	LAW101Q
<b>TECHNICAL COURSES</b>						
LAW101Q	Introduction to Law and Ethics	40	0	40	4.0	
LAW104Q	Torts	40	0	40	4.0	
LAW106Q	Legal Research & Writing	40	0	40	4.0	LAW101Q
LAW107Q	Business Organizations and the Law	40	0	40	4.0	LAW101Q
LAW108Q	Family Law	40	0	40	4.0	LAW101Q
LAW109Q	Legal Technology and Applications	30	20	50	4.0	LAW101Q
LAW201Q	Real Estate Law	40	0	40	4.0	LAW101Q
LAW202Q	Estate and Trust Law	40	0	40	4.0	LAW101Q
LAW203Q	Litigation	40	0	40	4.0	LAW104Q
LAW204Q	Constitutional Law	40	0	40	4.0	LAW101Q
LAW205Q	Environmental Law	40	0	40	4.0	LAW101Q
LAW206Q	Cyber Law	40	0	40	4.0	LAW101Q
CJQ201	Criminal Law	40	0	40	4.0	LAW101Q
CAP209Q	Capstone	40	0	40	4.0	Generally must be taken in the last quarter
TOTALS		940	40	980	96.0	

{Maximum Time Frame (MTF) 144.0 Qtr Credits}

Note: Course numbers and sequences are listed here for reference only. The actual delivery sequence of courses contained in this program may vary depending on individual campus scheduling.

† Prerequisite(s): Meet the minimum score on assessment test or GEN099Q—Foundations of English with the exception of the Practical Nursing program.

## Computer Networking & Security

### CNS100D—DIPLOMA PROGRAM

#### DAY/EVENING PROGRAMS

**KY OH** Florence, Cincinnati (Tri-County), Cincinnati (Vine Street), Cleveland, Dayton, Franklin and Toledo Campuses

approximately 77 weeks to complete (including holidays and scheduled breaks), 960 total instructional hours, 72.0 quarter credit hours\*

\*The listing of credit hours is not meant to imply that credits can be transferred into college or other private career school programs. Transfer credits are at the sole discretion of the receiving school.

#### program objective

The Computer Networking & Security program will provide students with a strong foundation on which to build a successful career in Information Technology. Students will first be exposed to the core principles and procedures of networking concepts, office applications, computer hardware and software, and desktop operating systems. They will also be exposed to the unique challenges of the IT business world and become skilled in customer service essentials. This program emphasizes hands-on learning experiences based on performance based objectives, and incorporates troubleshooting techniques in every course.

Upon completion of the program, students will be encouraged and eligible to sit for a specific set of industry certifications such as; CompTIA A+, Network+, Server+, Security+ and MCTS.

Upon completion of this program, students will be trained for entry level positions in the IT field of their choice as Computer and Information Systems Technicians, Software Support Technicians, Network Systems and Data Communication Analysts, Security Support Technicians, Help Desk Support Technicians, and other employment in the Information Technology field.

number	course	lecture hours	labs hours	total hours	credit hours	prerequisites
IT100Q	Office Applications	40	40	80	6.0	
IT120Q	Networking Tools and Techniques	40	40	80	6.0	IT130Q
IT130Q	Desktop Operating Systems	40	40	80	6.0	
IT140Q	Servers, Routers and Switches	40	40	80	6.0	IT120Q
IT150Q	PC Repair and Support	40	40	80	6.0	
IT160Q	Advanced PC Repair and Support	40	40	80	6.0	IT150Q
IT175Q	Customer Service and Help Desk Operations	40	40	80	6.0	
IT206Q	Microsoft Windows Server	40	40	80	6.0	IT140Q
IT207Q	Microsoft Windows Infrastructure	40	40	80	6.0	IT206Q
IT210Q	Security+	40	40	80	6.0	IT140Q
IT211Q	Network Defense and Countermeasures	40	40	80	6.0	IT210Q
IT212Q	Ethical Hacking and Network Defense	40	40	80	6.0	IT211Q
TOTALS		480	480	960	72.0	

{Maximum Time Frame (MTF) 108.0 Qtr Credits}

Note: Course numbers listed herein are for reference only. The actual delivery sequence of courses contained in this program may vary depending on individual campus scheduling.

## Dental Assisting

### DA518D—DIPLOMA PROGRAM

#### DAY PROGRAM

**KY** Florence Campus

total instructional hours . . . . . **960**  
 total program credits . . . . . **58.5** quarter credits\*  
 program length . . . . . approximately **51** weeks (including holidays and scheduled breaks)

**\*The listing of credit hours is not meant to imply that credits can be transferred into college or other private career school programs. Transfer credits are at the sole discretion of the receiving school.**

program objective

The Dental Assisting program is designed to prepare the student with a strong foundation on which to build a successful career as a skilled dental assistant. The Expanded Functions Dental Assistant (EFDA) component is part of this program and is designed to prepare students to assist the dentist and function as healthcare professionals in both administrative and clinical capacities. A balanced curriculum offers the student knowledge and skills in the areas of general dentistry, pediatric dentistry, oral and maxillofacial surgery, periodontics, prosthodontics, endodontics, and other dental healthcare specialties. Graduates will be adequately prepared to begin their role as a dental assistant in the healthcare community.

number	course	lecture hours	lab hours	externship hours	total hours	total credits	prerequisites
SSS150Q	Student Success Strategies	30	30	0	60	4.5	
DA101Q	Dental Assisting Foundations	35	25	0	60	4.5	
DA102Q	Dental Anatomy and Morphology	60	0	0	60	6.0	DA101Q
DA103Q	Dental Patient Care I	30	30	0	60	4.5	DA101Q, DA102Q
DA104Q	Dental Patient Care II	20	40	0	60	4.0	DA101Q, DA102Q, DA103Q
DA105Q	General Dentistry and Laboratory Procedures	20	40	0	60	4.0	DA101Q, DA102Q, DA103Q, DA104Q
DA106Q	Pediatric Dentistry, Prosthodontics, and Dental Implants	20	40	0	60	4.0	DA101Q, DA102Q, DA103Q, DA104Q, DA105Q
DA107Q	Dental Specialties and Procedures	20	40	0	60	4.0	DA101Q, DA102Q, DA103Q, DA104Q, DA105Q
DA108Q	Dental Radiology I	40	20	0	60	5.0	DA101Q, DA102Q, DA103Q, DA104Q, DA105Q
DA109Q	Dental Radiology II	15	45	0	60	3.5	DA101Q, DA102Q, DA103Q, DA104Q, DA105Q, DA108Q
DA110Q	Dental Office Management and Expanded Functions Review	35	25	0	60	4.5	DA101Q, DA102Q, DA103Q, DA104Q, DA105Q, DA106Q, DA107Q, DA108Q, DA109Q
DA111Q	Dental Assisting Externship I	0	0	60	60	2.0	DA101Q, DA102Q, DA103Q, DA104Q, DA105Q, DA106Q, DA107Q, DA108Q, DA109Q, DA110Q
DA112Q	Dental Assisting Externship II	0	0	240	240	8.0	DA101Q, DA102Q, DA103Q, DA104Q, DA105Q, DA106Q, DA107Q, DA108Q, DA109Q, DA110Q, DA111Q
<b>TOTALS</b>		<b>325</b>	<b>335</b>	<b>300</b>	<b>960</b>	<b>58.5</b>	

{Maximum Time Frame (MTF) 87.5 Qtr Credits}

Note: Course numbers and sequences are listed here for reference only. The actual delivery sequence of courses contained in this program may vary depending on campus scheduling.

## Medical Assistant

### MA100D—DIPLOMA PROGRAM

#### DAY/EVENING PROGRAMS

**KY OH All Campuses**

approximately 45 weeks to complete (including holidays and scheduled breaks), 730 total instructional hours, 56.0 quarter credit hours\*

\*The listing of credit hours is not meant to imply that credits can be transferred into college or other private career school programs. Transfer credits are at the sole discretion of the receiving school.

program objective

The medical assistant is trained to work with and under the direction of a physician in patient care and administrative aspects in a physician's office or other medical setting. The student will learn clinical techniques including examining room procedures, obtaining vital signs and medical histories, performing routine laboratory procedures, sterilizing and maintaining equipment, CPR, and first aid.

number	course	lecture hours	lab hours	externship hours	total hours	credit hours	prerequisites
<b>BASIC EDUCATION COURSES</b>							
CBT105Q	Business English	40	0	0	40	4.0	‡
CCQ100	College and Career Development	40	0	0	40	4.0	
<b>TECHNICAL COURSES</b>							
BIO101Q	Anatomy and Physiology I	40	0	0	40	4.0	
BIO102Q	Anatomy and Physiology II	40	0	0	40	4.0	BIO101Q
EHR101Q	Electronic Health Records	30	20	0	50	4.0	MED101Q
MED101Q	Medical Terminology	40	0	0	40	4.0	
MED103Q	Diagnostic Techniques	30	20	0	50	4.0	MED101Q
MED104Q	Phlebotomy Procedures	30	20	0	50	4.0	MED101Q
MED105Q	Clinical Medical Assisting	40	40	0	80	6.0	MED101Q
MED106Q	Pharmacology	40	0	0	40	4.0	MED101Q, §
MED117Q	ICD Medical Coding	40	0	0	40	4.0	MED101Q
MED109Q	Medical Externship	0	0	180	180	6.0	†
SEC253Q	Medical Administrative Duties	40	0	0	40	4.0	
<b>TOTALS</b>		<b>450</b>	<b>100</b>	<b>180</b>	<b>730</b>	<b>56.0</b>	

{Maximum Time Frame (MTF) 84.0 Qtr Credits}

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

‡Prerequisite: Meet minimum score on assessment test or GEN089Q.  
 †Prerequisite: Meet minimum score on assessment test or GEN099Q.

†Prerequisite: Successful completion of all in-school coursework must be completed prior to the medical externship. MED103Q, MED104Q and MED105Q; Students must achieve a grade of "C" (70%) or higher to be eligible for externship.

## Medical Coding and Billing

### MCB100D—DIPLOMA PROGRAM

#### DAY/EVENING PROGRAMS

**KY OH All Campuses**

approximately 38 weeks to complete (including holidays and scheduled breaks), 500 total instructional hours, 48.0 quarter credit hours\*

\*The listing of credit hours is not meant to imply that credits can be transferred into college or other private career school programs. Transfer credits are at the sole discretion of the receiving school.

#### program objective

To provide the student with the necessary skills to succeed in a variety of medical-related administrative office settings. secretary in a clinic, health department, medical and surgical supply firm, insurance company, or other medical office setting.

Upon completion of the program, the student will be qualified as a medical

number	course	lecture hours	lab hours	total hours	credit hours	prerequisites
<b>BASIC COURSES</b>						
CBT105Q	Business English	40	0	40	4.0	‡
CCQ100	College and Career Development	40	0	40	4.0	
<b>TECHNICAL COURSES</b>						
BIO101Q	Anatomy and Physiology I	40	0	40	4.0	
BIO102Q	Anatomy and Physiology II	40	0	40	4.0	BIO101Q
EHR101Q	Electronic Health Records	30	20	50	4.0	MED101Q
MED101Q	Medical Terminology	40	0	40	4.0	
MED106Q	Pharmacology	40	0	40	4.0	MED101Q, §
MED117Q	ICD Medical Coding	40	0	40	4.0	MED101Q
MED118Q	CPT Medical Coding	40	0	40	4.0	MED101Q, MED117Q
MED122Q	Computerized Billing	30	20	50	4.0	MED101Q, MED117Q
MED111Q	CPT-H Hospital Coding	40	0	40	4.0	MED101Q, MED117Q
SEC253Q	Medical Administrative Duties	40	0	40	4.0	
<b>TOTALS</b>		460	40	500	48.0	

{Maximum Time Frame (MTF) 72.0 Qtr Credits}

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

§Prerequisite: Meet minimum score on assessment test or GEN089Q.

\*Prerequisite: Meet minimum score on assessment test or GEN099Q.

### Practical Nursing

#### DIPLOMA PROGRAM

#### DAY/AFTERNOON/EVENING PROGRAMS

**C** **Co** **D** **Cleveland, Columbus and Dayton Campuses**

approximately 51 weeks to complete (including holidays and scheduled breaks), 1230 total instructional hours, 80.0 quarter credit hours\*

**\*The listing of credit hours is not meant to imply that credits can be transferred into college or other private career school programs. Transfer credits are at the sole discretion of the receiving school.**

#### program objective

The Practical Nursing Program was designed for the adult learner who wishes to enter the Nursing field and become involved in the hands-on part of nursing care. Practical Nursing meets the student's need for vocational training and the needs of the community for qualified LPNs in the workforce.

Nursing is a helping profession that assists individuals, families, groups and communities in the promotion of optimal health. The aim of nursing is to promote wellness and assist in preventing illness, restoring health and facilitating coping. Nursing is a dynamic interpersonal profession in which goals are best accomplished through use of the nursing process. Nursing care is provided to patients whose self-care deficits require assistance from the nurse in meeting health care needs.

Licensed Practical Nurses (LPNs) function as a contributing member of the health care team by providing nursing care under the supervision or direction of a registered nurse or licensed physician. The LPN's scope of practice includes contributing to data collection, nursing diagnosis, planning, implementation and evaluation of the plan of care. Duties may include assignment of specific tasks and teaching basic nursing skills and principles. Practical nurses provide safe and effective care of individuals or groups in various settings.

The expected outcome of this program is to provide the graduate with the ability to obtain an entry-level position within a physician's office, clinic, nursing home, rehabilitation center or hospital after successful completion of the Licensure Examination.

number	course	lecture hours	lab hours	clinical hours	total hours	total credits	prerequisites
A&P120Q	Human Anatomy & Physiology	40	0	0	40	4.0	
ETHQI	Professional Ethics & Law I	30	0	0	30	3.0	
ETHQII	Professional Ethics & Law II	30	0	0	30	3.0	A&P120Q, NS110Q, ETHQI, PH110Q, NS120Q, PH120Q, GEN190Q, NS130Q, GEN160Q
GEN160Q	Psychology	40	0	0	40	4.0	
GEN190Q	English Composition I	40	0	0	40	4.0	
NS110Q	Nursing & Laboratory Procedures I	90	80	0	170	13.0	
NS120Q	Nursing & Clinical Procedures II	80	0	160	240	13.0	A&P120Q, NS110Q, ETHQI
NS130Q	Nursing & Clinical Procedures III	80	0	160	240	13.0	A&P120Q, NS110Q, ETHQI, PH110Q, NS120Q, PH120Q, GEN190Q
NS140Q	Nursing & Clinical Procedures IV	80	0	240	320	16.0	A&P120Q, NS110Q, ETHQI, PH110Q, NS120Q, PH120Q, GEN190Q, NS130Q, GEN160Q
PH110Q	Pharmacology	40	0	0	40	4.0	†
PH120Q	Drug & IV Therapy	20	20	0	40	3.0	A&P120Q, NS110Q, ETHQI
TOTALS		570	100	560	1230	80.0	

{Maximum Time Frame (MTF) 120.0 Qtr Credits}

Note: Course numbers and sequences are listed here for reference only. The actual delivery sequence of courses contained in this program may vary depending on campus scheduling.

† Prerequisite: Basic Mathematical skills as demonstrated by passing a math assessment prior to class start.

Students must achieve a grade of "C" (80%) or higher to pass.



## Practical Nursing

### LPN110D—DIPLOMA PROGRAM

#### DAY/AFTERNOON/EVENING PROGRAMS

#### **KY** Florence Campus

approximately 51 weeks to complete (including holidays and scheduled breaks), 1370 total instructional hours, 88.0 quarter credit hours\*

**\*The listing of credit hours is not meant to imply that credits can be transferred into college or other private career school programs. Transfer credits are at the sole discretion of the receiving school.**

#### program objective

The Practical Nursing Program was designed for the adult learner who wishes to enter the Nursing field and become involved in the hands-on part of nursing care. Practical Nursing meets the student's need for vocational training and the needs of the community for qualified LPNs in the workforce.

Nursing is a helping profession that assists individuals, families, groups and communities in the promotion of optimal health. The aim of nursing is to promote wellness and assist in preventing illness, restoring health and facilitating coping. Nursing is a dynamic interpersonal profession in which goals are best accomplished through use of the nursing process. Nursing care is provided to patients whose self-care deficits require assistance from the nurse in meeting health care needs.

Licensed Practical Nurses (LPN) function as a contributing member of the health care team by providing nursing care under the supervision or direction of a registered nurse or licensed physician. The LPN's scope of practice includes contributing to data collection, nursing diagnosis, planning, implementation and evaluation of the plan of care. Duties may include assignment of specific tasks and teaching basic nursing skills and principles. Practical nurses provide safe and effective care of individuals or groups in various settings.

The expected outcome of this program is to provide the graduate with the ability to obtain an entry-level position within a physician's office, clinic, nursing home, rehabilitation center or hospital after successful completion of the Licensure Examination.

number	course	lecture hours	lab hours	clinical hours	total hours	total credits	prerequisites
A&P125Q	Human Anatomy & Physiology	40	20	0	60	5.0	
ETHQI	Professional Ethics & Law I	30	0	0	30	3.0	
ETHQII	Professional Ethics & Law II	30	0	0	30	3.0	PH125Q, NS135Q
GEN160Q	Psychology	40	0	0	40	4.0	
GEN190Q	English Composition I	40	0	0	40	4.0	
NS115Q	Nursing & Laboratory Procedures I	110	60	60	230	16.0	
NS125Q	Nursing & Clinical Procedures II	80	40	160	280	15.0	A&P125Q, NS115Q, ETHQI
NS135Q	Nursing & Clinical Procedures III	80	40	160	280	15.0	NS125Q, PH115Q
NS145Q	Nursing & Clinical Procedures IV	80	20	180	280	15.0	NS135Q, PH125Q, GEN160Q
PH115Q	Pharmacology	40	20	0	60	5.0	A&P125Q, NS115Q, ETHQI
PH125Q	Drug & IV Therapy	20	20	0	40	3.0	NS125Q, PH115Q
TOTALS		590	220	560	1370	88.0	

{Maximum Time Frame (MTF) 132.0 Qtr Credits}

Note: Course numbers and sequences are listed here for reference only. The actual delivery sequence of courses contained in this program may vary depending on campus scheduling.

Students must achieve a grade of "C" (80%) or higher to pass.

# Therapeutic Massage and Bodywork Technology

## DP518D—DIPLOMA PROGRAM

### DAY/AFTERNOON/EVENING PROGRAMS

#### **KY** Florence Campus

approximately 51 weeks to complete (including holidays and scheduled breaks), 780 total instructional hours, 63.0 quarter credit hours\*

\*The listing of credit hours is not meant to imply that credits can be transferred into college or other private career school programs. Transfer credits are at the sole discretion of the receiving school.

#### program objective

The Therapeutic Massage and Bodywork Technology program is designed to prepare the student with a strong foundation on which to build a successful career as a competent entry-level massage therapist. A well-rounded curriculum offers the student knowledge of the structure and function of the human body blended with hands-on techniques used in therapeutic massage and a variety

of specialized modalities. Because of the wide range of opportunities for the graduate the program also focuses on the business aspects of a massage practice and the skills necessary for the student to begin a rewarding practice of their own. Graduates will be adequately prepared to begin their role as a successful independent practitioner in the healthcare community, sports clinic or day spa.

number	course	lecture hours	lab hours	total hours	credit hours	prerequisites
<b>CORE COURSES</b>						
BIO103Q	Anatomy and Physiology I for Massage Therapy	60	0	60	6.0	
BIO104Q	Anatomy and Physiology II for Massage Therapy	60	0	60	6.0	BIO103Q
BIO105Q	Palpatory Anatomy: Myology I	30	30	60	4.5	
BIO106Q	Palpatory Anatomy: Myology II	30	30	60	4.5	BIO105Q
BIO107Q	Kinesiology	40	20	60	5.0	BIO103Q, BIO105Q
BIO108Q	Clinical Pathology for Massage Therapy	60	0	60	6.0	BIO103Q, BIO104Q
MAS101Q	Fundamentals of Bodywork	10	20	30	2.0	
MAS102Q	Swedish Massage Therapy	20	40	60	4.0	
MAS103Q	Deep Tissue and Neuromuscular Therapy	20	40	60	4.0	BIO103Q, BIO104Q, BIO105Q, BIO106Q, BIO107Q; MAS101Q, MAS102Q
MAS114Q	Shiatsu and Asian Bodywork Theory	20	40	60	4.0	
MAS115Q	National Certification Examination Preparation	30	0	30	3.0	BIO103Q, BIO104Q, BIO105Q, BIO106Q, BIO107Q, BIO108Q; MAS101Q, MAS102Q, MAS114Q
MAS106Q	Spa Practices and Modalities	40	20	60	5.0	BIO103Q, BIO104Q, MAS102Q
MAS117Q	Clinical Experience	0	60	60	3.0	BIO103Q, BIO104Q, BIO105Q, BIO106Q, BIO107Q, BIO108Q; MAS101Q, MAS102Q, MAS103Q, MAS114Q, MAS115Q, MAS106Q
<b>OTHER COURSES</b>						
MAS108Q	Medical Ethics and Business Essentials	60	0	60	6.0	
<b>TOTALS</b>		<b>480</b>	<b>300</b>	<b>780</b>	<b>63.0</b>	

{Maximum Time Frame (MTF) 94.5 Qtr Credits}

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

\*Students who would like to practice as a licensed massage therapist in the Commonwealth of Kentucky, in addition to graduating from the program offered in Florence, Kentucky, must also meet the eligibility requirements established by the Kentucky Board of Licensure for Massage Therapy which includes passing the national certification examination administered by the National Certification Board for Therapeutic Massage and Bodywork (NCBTMB).

## Phlebotomy

### PHL100C—CERTIFICATE PROGRAM

#### DAY/EVENING PROGRAMS

**KY OH** Florence, Cincinnati (Tri-County), Cincinnati (Vine Street), Dayton, Franklin and Toledo Campuses

approximately 25 weeks to complete (including holidays and scheduled breaks), 480 total instructional hours, 32.0 quarter credit hours\*

\*The listing of credit hours is not meant to imply that credits can be transferred into college or other private career school programs. Transfer credits are at the sole discretion of the receiving school.

#### program objective

To provide the student basic skills in phlebotomy, blood test, vital signs, patient preparation, first aid, CPR, appointment making skills, billing, and insurance coding.

Upon completion of the program, the student should be qualified for employment as phlebotomist or clinical assistant in hospital labs, clinics, physician's offices, blood banks, and plasma centers.

number	course	lecture hours	lab hours	externship hours	total hours	credit hours	prerequisites
<b>BASIC COURSES</b>							
CCQ100	College and Career Development	40	0	0	40	4.0	
<b>TECHNICAL COURSES</b>							
MED101Q	Medical Terminology	40	0	0	40	4.0	
MED104Q	Phlebotomy Procedures	30	20	0	50	4.0	MED101Q
MED105Q	Clinical Medical Assisting	40	40	0	80	6.0	MED101Q
MED109Q	Medical Externship	0	0	180	180	6.0	†
SEC253Q	Medical Administrative Duties	40	0	0	40	4.0	
EHR101Q	Electronic Health Records	30	20	0	50	4.0	MED101Q
<b>TOTALS</b>		<b>220</b>	<b>80</b>	<b>180</b>	<b>480</b>	<b>32.0</b>	

{Maximum Time Frame (MTF) 48.0 Qtr Credits}

Note: Course numbers and sequences are listed here for reference only. The actual delivery sequence of courses contained in this program may vary depending on individual campus scheduling.

†Prerequisite: Successful completion of all in-school coursework must be completed prior to the medical externship. MED104Q and MED105Q: Students must achieve a grade of "C" (70%) or higher to be eligible for externship.

# Course Descriptions *Career Programs begin on page 7.*

## Course Numbering System

### 000 LEVEL COURSES

*These are developmental courses. The grade issued will be "P" or "NP".*

### 100 LEVEL COURSES

*These are courses that may or may not have prerequisites defined and normally are offered to the student during the learning processes in the first academic year.*

### 200 LEVEL COURSES

*These are courses that may or may not have prerequisites defined and normally are offered to the student during the learning processes in the second academic year.*

### A&P120Q—HUMAN ANATOMY AND PHYSIOLOGY

*40 Contact Hrs (40 Lecture, 0 Lab/Clinical); 4.0 Qtr Credits*

This introductory course presents information on the organization and function of the human body beginning from the single cell to the coordinated whole. Fundamental information in the areas of anatomy, physiology, chemistry, biology, microbiology and related terminology are presented.

The three main concepts of this course are: the ever-changing interaction of all body systems for the maintenance or promotion of optimal wellness; the changes in body structure and function throughout the life continuum; and the appropriate use of basic medical terminology. Since these scientific principles are basic to the practice of nursing, this information is a foundation for the addition of more complex material essential to recognizing deviations from wellness throughout the curriculum.

*Prerequisite(s): None*

### A&P125Q—HUMAN ANATOMY AND PHYSIOLOGY

*60 Contact Hrs (40 Lecture, 20 Lab, 0 Clinical); 5.0 Qtr Credits*

This introductory course presents information on the organization and function of the human body beginning from the single cell to the coordinated whole. Fundamental information in the areas of anatomy, physiology, chemistry, biology, microbiology, and related terminology are presented.

The three main concepts of this course are: the ever-changing interaction of all body systems for the maintenance or promotion of optimal wellness; changes in body structure and function throughout the life continuum; and appropriate use of basic medical terminology. Since these scientific principles are basic to the practice of nursing, this information is a foundation for the addition of more complex material essential to recognizing deviations from wellness throughout the curriculum.

*Prerequisite(s): None*

### ACC104Q—ACCOUNTING I

*50 Contact Hrs (30 Lecture, 20 Lab); 4.0 Qtr Credits*

The student is introduced to the fundamental principles, concepts, terminology and procedures of business accounting. Topics include financial statements, internal control design and accounting for partnerships.

*Prerequisite(s): None*

### ACC105Q—ACCOUNTING II

*50 Contact Hrs (30 Lecture, 20 Lab); 4.0 Qtr Credits*

This course is a continuation of Accounting I. Topics include corporate accounting and financial statements, long term liabilities, cash flow and financial statement analysis, managerial accounting, budgeting and using financial data to make business decisions.

*Prerequisite(s): ACC104Q*

### BIO101Q—ANATOMY AND PHYSIOLOGY I

*40 Contact Hrs (40 Lecture, 0 Lab); 4.0 Qtr Credits*

This course provides the students, primarily in health-related programs, with an in-depth understanding of the anatomy and physiology of the human body. Biological principles, as well as the structural and functional relationships among several organ systems, are discussed.

*Prerequisite(s): None*

### BIO102Q—ANATOMY AND PHYSIOLOGY II

*40 Contact Hrs (40 Lecture, 0 Lab); 4.0 Qtr Credits*

This course is a continuation of BIO101Q. This course provides students with an in-depth understanding of the structure and function of the remaining organ systems. Interrelationships among organ systems are emphasized.

*Prerequisite(s): BIO101Q*

### BIO103Q—ANATOMY AND PHYSIOLOGY I FOR MASSAGE THERAPY

*60 Contact Hrs (60 Lecture, 0 Lab); 6.0 Credits*

The first of a two-course sequence, *Anatomy and Physiology I for Massage Therapy* presents the structure and function of the major systems of the body with massage therapy students in mind. As the foundation of all western approaches of massage and bodywork therapies, this course provides students with the essential knowledge necessary to the practice of structured touch. Students will be introduced to basic anatomical terminology and directional terms followed by the study of concepts in basic chemistry, cell and tissue biology. Using a regional approach, students will be guided through the surface anatomy of the skeletal system, and will learn the structure and function of the human body with emphasis on the integumentary, skeletal, muscular, nervous, endocrine systems. Students will also study the senses.

*Prerequisite(s): None*

### BIO104Q—ANATOMY AND PHYSIOLOGY II FOR MASSAGE THERAPY

*60 Contact Hrs (60 Lecture, 0 Lab); 6.0 Credits*

The second of a two-course sequence, *Anatomy and Physiology II for Massage Therapy* continues its study of the human body using the systems based approach of Anatomy and Physiology I for Massage Therapy. This important study helps students to develop the understanding and essential foundation that will be necessary to understand and assess client conditions, as well as create beneficial client-centered massage therapy treatment plans. The systems taught in this course include the circulatory, lymphatic, respiratory, digestive, urinary, and reproductive systems. Students will also study nutrition and metabolism, fluid and electrolyte balance, acid-base balance and growth and development.

*Prerequisite(s): BIO103Q*

### BIO105Q—PALPATORY ANATOMY: MYOLOGY I

*60 Contact Hrs (30 Lecture, 30 Lab); 4.5 Credits*

Palpatory Anatomy: Myology I is the first of a two course series that offers an in-depth look at the human muscular system. This course begins with the physiology of muscle tissue and its classification into skeletal, cardiac, and smooth types of tissue. Connective tissue components of skeletal muscle, the nerve and blood supply, the microscopic anatomy of a skeletal muscle fiber, contraction and relaxation of skeletal muscle fibers and muscle metabolism are also discussed. The muscles covered in this course are located in the shoulder, arm, forearm and hand. Each muscle's origin, insertion, nerve innervations and functions will be taught in detail. Where appropriate various pathological conditions of muscles and other soft tissues will be discussed. In addition, students will practice physically locating, palpating and demonstrating the actions of these major muscle

groups. Also the structure and function of joints and their nerve innervations will be reviewed. Postural considerations and effective positions for performing massage therapy on these muscles will also be covered when appropriate.

*Prerequisite(s): None*

### BIO106Q—PALPATORY ANATOMY: MYOLOGY II

*60 Contact Hrs (30 Lecture, 30 Lab); 4.5 Credits*

Palpatory Anatomy: Myology II is the second in a two course series that offers an in-depth look at the human muscular system. This course picks up where Palpatory Anatomy: Myology I leaves off and covers the rest of the muscles of the body. In this course the muscles studied will be those located in the spine, thorax, head, neck, face, pelvis, thigh, leg and foot. Each muscle's origin, insertion, nerve innervations and functions will be taught in detail. Where appropriate various pathological conditions of muscles and other soft tissues will be discussed. In addition, students will practice physically locating, palpating and demonstrating the actions of these major muscle groups. Also the structure and function of joints and their nerve innervations will be reviewed. Postural considerations and effective positions for performing massage therapy on these muscles will also be covered when appropriate.

*Prerequisite(s): BIO105Q*

### BIO107Q—KINESIOLOGY

*60 Contact Hrs (40 Lecture, 20 Lab); 5.0 Credits*

Kinesiology covers the anatomy and physiology of the human body in motion and the fundamental biomechanical concepts and principles related to the dynamics and analysis of human motion. During this course students will review the bones and articulations of the human skeletal system setting the groundwork for the underlying concepts of joint flexibility, fundamental planes/axes of movement and lines of gravity. In addition, other major topics include: terminology and measurement in biomechanics; the types and causes of motion; force/velocity of motion; length/tension relationships; neurological mechanisms; forces that modify motion; principles of work, power and energy; principles and application of selected motor skills and gait and posture analysis. Students will also look at examples of human movement in the areas of sport and exercise science, physical education, physical rehabilitation and ergonomics and learn to consider their clients' biomechanical histories. Some commonly seen pathologies with kinesiological origins will be studied with respect to their soft tissue assessment, massage therapy approaches and exercise indications so that massage therapy students will begin learning to apply their understanding of human motion to serve their clients' soft tissue conditions.

*Prerequisite(s): BIO103Q, BIO105Q*

### BIO108Q—CLINICAL PATHOLOGY FOR MASSAGE THERAPY

*60 Contact Hrs (60 Lecture, 0 Lab); 6.0 Credits*

Clinical Pathology for Massage Therapy is an introduction to the study of disease processes of the human body. Students will develop the necessary skills to make safe and effective decisions when considering how massage therapy might interact with a client's pathological condition. Topics covered include the major systems of the human body, signs and symptoms of various diseases, indications and extreme cautions of massage therapy for various disorders, and the physiology of the disease process. Neoplasms, inflammation and infection, and diseases and disorders of the immune system, musculoskeletal system, blood and blood-forming organs, cardiovascular system, respiratory system, lymphatic system, digestive system, urinary system, endocrine system, nervous

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system, eyes and ears, reproductive system and integumentary system are also covered. Students will engage in discussions of genetic, developmental, childhood, and mental health diseases and disorders. In addition, the symptomatology and etiology of each condition, review of medical approaches to treatment and the potential positive or negative impact of massage therapy on the particular pathology will be discussed. Students will study the principles of disease control and universal precautions; learn symptoms of infectious diseases and how these diseases are transmitted including hepatitis and HIV. Scope of practice issues related to disease and when and how to refer to other health care practitioners are also reviewed. This course emphasizes the abnormal health conditions most frequently encountered in a massage therapy practice and gives special attention to massage contraindications, precautions and indications.

*Prerequisite(s): BIO103Q, BIO104Q*

## **BUS101Q–BUSINESS PRINCIPLES**

*40 Contact Hrs (40 Lecture, 0 Lab); 4.0 Qtr Credits*

This course gives an overview of the American business system, and helps the student understand the interrelationships among the various departments of business organizations. Covered areas also include management, globalization, marketing, planning, diversity, technology, and finances.

*Prerequisite(s): None*

## **BUS200Q–PRINCIPLES OF MARKETING**

*40 Contact Hrs (40 Lecture, 0 Lab); 4.0 Qtr Credits*

This course is designed to give students a basic understanding of marketing fundamentals, including marketing strategies and marketing management, especially as it applies to business decision making. Topics include internal and external factors that affect marketing, marketing research, and marketing's role in business today.

*Prerequisite(s): None*

## **BUS205Q–BUSINESS ECONOMICS**

*40 Contact Hrs (40 Lecture, 0 Lab); 4.0 Qtr Credits*

This is a survey course in economics covering both micro and macro economics. It also includes money, banking and monetary policy as well as the international economy.

*Prerequisite(s): None*

## **BUS241Q–FUNDAMENTALS OF ENTREPRENEURSHIP**

*50 Contact Hrs (30 Lecture, 20 Lab); 4.0 Qtr Credits*

This course will provide students with an overview of the business practices of successful entrepreneurs and the costs and benefits of choosing to be an entrepreneur. Topics will include small business management, growth and development, networking, software applications for small business, and selecting, funding and starting a new business venture.

*Prerequisite(s): None*

## **BUS244Q–INTRODUCTION TO FINANCE**

*40 Contact Hrs (40 Lecture, 0 Lab); 4.0 Qtr Credits*

This course introduces students to all aspects of money and its management, including financial instruments, budgeting, financial statements, cash flow, cash management, and financial decision making.

*Prerequisite(s): None*

## **BUS245Q–HUMAN RESOURCE MANAGEMENT**

*40 Contact Hrs (40 Lecture, 0 Lab); 4.0 Qtr Credits*

The course content will focus on recruitment and selection (including the increasing use of technology in the HR function), replacement and evaluation, designing effective compensation and benefit programs which meet the needs of today's workforce, creating effective performance management systems and their link to the

organization's mission, vision and core values, developing training systems, and understanding the laws that affect the employee-employer relationship, both in union and non-union setting.

*Prerequisite(s): BUS101Q*

## **BUS251Q–BUSINESS LAW**

*40 Contact Hrs (40 Lecture, 0 Lab); 4.0 Qtr Credits*

This course introduces the multiple facets of business law, including online commerce. The course emphasizes the basic concepts of how businesses are organized and operate within a legal environment.

*Prerequisite(s): None*

## **BUS270Q–MANAGEMENT AND SUPERVISION**

*40 Contact Hrs (40 Lecture, 0 Lab); 4.0 Qtr Credits*

This course has been designed to cultivate a practical understanding of real world supervisory skills in the contemporary business environment. Students will be introduced to managerial theory, concepts, terminology, techniques and methods successful in business today. Emphasis is on the development of skills, attitudes, and knowledge essential to the success of a first line supervisor/manager.

*Prerequisite(s): None*

## **BUS278Q–CUSTOMER SERVICE FUNDAMENTALS**

*40 Contact Hrs (40 Lecture, 0 Lab); 4.0 Qtr Credits*

This course examines excellence in service as the competitive edge in today's business world. It is designed to provide a strong learning experience in customer service and customer relations. Students will learn the fundamentals of customer service excellence, including customer communications, teamwork, problem solving, and practical techniques for achieving customer satisfaction.

*Prerequisite(s): None*

## **CAP209Q–CAPSTONE**

*40 Contact Hrs (40 Lecture, 0 Lab); 4.0 Qtr Credits*

In this course the student will develop a proposal for a significant project and will compile a portfolio representative of the coursework in their major. The basis of the proposal will be a case study for an organization related to the student's specific program of education and will include a comprehensive plan. Approval of the proposal is required to complete the course.

*Prerequisite(s): Generally must be taken in the last quarter.*

## **CBT105Q–BUSINESS ENGLISH**

*40 Contact Hrs (40 Lecture, 0 Lab); 4.0 Qtr Credits*

This course reviews basic English concepts and introduces students to college-level writing with an emphasis on basic grammar and composition. Students will apply their learning to a variety of writing activities, including memorandums, e-mail, and business reports.

*Prerequisite(s): Meet minimum score on assessment test or GEN099Q Foundations of English.*

## **CCQ100–COLLEGE AND CAREER DEVELOPMENT**

*40 Contact Hrs (40 Lecture, 0 Lab); 4.0 Qtr Credits*

Students are introduced to tools, techniques, methods, procedures and skills needed for success in the classroom and in the business world. This class emphasizes interpersonal communication, work ethic, motivation, critical thinking and problem solving, as well as other skills necessary to enhance career success. Focus is placed on maximizing one's resources to enhance the learning process and to research chosen fields of study.

*Prerequisite(s): None*

## **CCQ101–INTRODUCTION TO ETHICS**

*40 Contact Hrs (40 Lecture, 0 Lab); 4.0 Qtr Credits*

This course provides an introduction to the study of ethics. It provides students the opportunity to

learn about ethical theory and apply what they learn to contemporary moral issues. This course may be a combined course of criminal justice and business administration students. Students from both disciplines will be learning the basic tenets of ethics but will branch out to study ethics in their respective field. Recent findings and events, real-life ethical dilemmas, and the application of moral theories to their respective field of study give students a lively and relevant approach to sometimes difficult, sensitive, and controversial material.

*Prerequisite(s): BUS101Q–Business Principles OR CJQ101–Introduction to Criminal Justice OR LAW101Q–Introduction to Law and Ethics*

## **CJQ101–INTRODUCTION TO CRIMINAL JUSTICE**

*40 Contact Hrs (40 Lecture, 0 Lab); 4.0 Qtr Credits*

This course lays the foundation for a solid understanding of the components, processes, and functions of the criminal justice system in the United States. Topics include: history, structure, functions, and philosophy of the criminal justice system; relationship of the criminal justice system to the three branches of government; trials; sentencing; victims; the corrections system; the impact of substance abuse on crime; the use of technology to solve crimes. And the impact of multicultural and international crime.

*Prerequisite(s): None*

## **CJQ102–CRIMINOLOGY**

*40 Contact Hrs (40 Lecture, 0 Lab); 4.0 Qtr Credits*

This course provides an overall introduction to the principles and theory of criminology. The student will learn the processes involved in identifying and recognizing the causes and patterns of criminal behavior. The course presents the standard approaches to criminology, and the research methods used in this field. Additional topics include the biological, psychological, social, or psychiatric roots of crime.

*Prerequisite(s): None*

## **CJQ103–ESSENTIALS OF POLICING**

*40 Contact Hrs (40 Lecture, 0 Lab); 4.0 Qtr Credits*

Focusing on the functions of contemporary law enforcement agencies, this course provides a comprehensive overview of law enforcement's role in the criminal justice system. The course provides a highly practical yet comprehensive view of the world of policing. Topics include: history, important roles and functions, community policing, patrol, administration, organization, accountability, gangs, ethics, civil liability, trends in contemporary policing, DNA, crimes against children, cold cases, policing in Iraq, developing technologies, police subculture, and terrorism.

*Prerequisite(s): None*

## **CJQ104–CRIMINAL COURT SYSTEMS**

*40 Contact Hrs (40 Lecture, 0 Lab); 4.0 Qtr Credits*

By illustrating the important work of judges, juries, prosecutors, and defense attorneys, this course offers a practical overview of the United States criminal court system. Topics include: processing of offenders, arrest, charging, and booking, the trial process, sentencing, the appeal process, and other important issues.

*Prerequisite(s): CJQ101*

## **CJQ105–ESSENTIALS OF CORRECTIONS**

*40 Contact Hrs (40 Lecture, 0 Lab); 4.0 Qtr Credits*

Providing a survey on the contemporary American Corrections system, this course focuses on crime, courts, corrections, and law enforcement. Structure for the content presents three specific challenges facing the criminal justice community today: 1) the need for public order and safety contrasted with the constitutional and procedural rights of the individual; 2) diversity at all levels; and 3) the double-draw of technology in promoting faster detection and

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apprehension, while offering additional opportunities to criminals. Specific topics include: patterns of crime, crime causation, definition and description of Corrections; the rule and types of law; history and structure of policing history; management of policing organizations, and legal aspects of policing.

*Prerequisite(s): CJQ101*

## **CJQ106—PROBATION AND PAROLE**

*40 Contact Hrs (40 Lecture, 0 Lab); 4.0 Qtr Credits*

This course is an overview of the complex world of probation and parole. It explores the cutting-edge of both practice and theory with regard to adult and juvenile probation, institutions, and parole. Students will have an understanding of probation and parole as well as be able to negotiate the real world in which those aspects of the criminal justice system exist and be aware of the complex and often confusing issues with which today's practitioners must grapple. This course will examine the changing role of probation and parole in community corrections, the role of probation & parole officers, preparing pre-sentence reports, learning the language & terminology of the field, and intermediate sanctions.

*Prerequisite(s): CJQ101*

## **CJQ107—INTERVIEWING AND INTERROGATION**

*40 Contact Hrs (40 Lecture, 0 Lab); 4.0 Qtr Credits*

This course provides a practical interviewing guide for persons who work in the Criminal Justice system. Specific topics include: Interview preparation, nonverbal communication, types of interviewees, multicultural interviewing, the basic skills model for interviewing, communication of empathy, use of speed and pacing, and immediacy, concreteness, confrontation and assertion skills. Emphasis is on the practice of techniques that are taught in the course.

*Prerequisite(s): CJQ101*

## **CJQ109—CRIMINAL INVESTIGATION**

*40 Contact Hrs (40 Lecture, 0 Lab); 4.0 Qtr Credits*

This course in criminal investigation is geared toward the practical application of investigative tools, concepts, and protocols. Students are introduced to the history, concepts, methods, and processes of standard criminal investigation. Topics covered in the course include: history of criminal investigation, basic concepts, methods of investigation, collecting evidence, interrogating witnesses and suspects, laboratory and technical services, ethical considerations, conducting the search of a crime scene, reporting, and effective methods of surveillance.

*Prerequisite(s): CJQ101*

## **CJQ201—CRIMINAL LAW**

*40 Contact Hrs (40 Lecture, 0 Lab); 4.0 Qtr Credits*

Beginning with the historical evolution of criminal law, this course discusses the nature of criminal offenses against persons, property, and the public. The course also analyzes the types of criminal defenses, legal and social dimensions of crimes, and an in-depth view of offenses against public order and public morality. Topics include the purpose, nature and history of law, characteristics of the adversarial system, the elements of crime, and criminal defenses such as justifications, excuses, and insanity.

*Prerequisite(s): CJQ101—Introduction to Criminal Justice OR LAW101Q—Introduction to Law and Ethics*

## **CJQ202—DIGITAL CRIME AND DIGITAL TERRORISM**

*40 Contact Hrs (40 Lecture, 0 Lab); 4.0 Qtr Credits*

This course covers the etiology of the digital crime and digital terrorism problem, including the types of crimes and acts of terrorism that are committed using computers, networks and the internet. Students are introduced to the ways in which the computer

revolution has altered the techniques used to commit some of the most common white-collar offenses, including embezzlement, corporate espionage, money laundering and fraud. Included is the emerging area of identity theft crimes and computer viruses and malicious programming code. Students learn how law enforcement investigates digital crime and digital terrorism, collect evidence and prosecute digital crime.

*Prerequisite(s): CJQ101*

## **CJQ203—ESSENTIALS OF JUVENILE JUSTICE**

*40 Contact Hrs (40 Lecture, 0 Lab); 4.0 Qtr Credits*

This thorough overview of the juvenile justice system includes: an introduction to juvenile justice, delinquency theories, categories of offenders, intake, adjudication and processing, treatment, emerging trends, and juvenile correction alternatives. Attention will also be given to the elements and considerations involved in prosecutorial decision making.

*Prerequisite(s): CJQ101*

## **CJQ204—ESSENTIALS OF SECURITY**

*40 Contact Hrs (40 Lecture, 0 Lab); 4.0 Qtr Credits*

This course will examine security-related concerns and concepts including: the history of private security, applying security principles in different settings, asset protection, information and computer security, security management, emergency planning, and integrated policing efforts.

*Prerequisite(s): CJQ101*

## **CJQ205—SPECIAL ISSUES IN CRIMINAL JUSTICE**

*40 Contact Hrs (40 Lecture, 0 Lab); 4.0 Qtr Credits*

This course provides an overview of current issues that affect the criminal justice system. This interdisciplinary exploration of criminal justice provides a presentation of topics including Special Victims Advocacy, Terrorism and Homeland Security, Drugs and Alcohol, and Capital Punishment.

*Prerequisite(s): CJQ101*

## **DA101Q—DENTAL ASSISTING FOUNDATIONS**

*60 Contact Hrs (35 Lecture, 25 Lab); 4.5 Qtr Credits*

This course of both lecture and practicum is designed to introduce the student to the Dental Assisting profession and the roles of the dental healthcare team. Topics include dental history, dental terminology, dental infection control, and management of hazardous materials. Additionally, HIV/AIDS training is provided on campus during DA101Q, which includes information that will help students understand what bloodborne pathogens are and how risks of exposure can be reduced for themselves and others. The HIV/AIDS training assists in satisfying the requirements for the U.S. Department of Labor. OSHA Bloodborne Pathogens Standard Certification provided by Steri-cycle.

*Prerequisite(s): None*

## **DA102Q—DENTAL ANATOMY AND MORPHOLOGY**

*60 Contact Hrs (60 Lecture, 0 Lab); 6.0 Qtr Credits*

This course is designed to give the student an in-depth understanding of dental anatomy and tooth morphology. Topics include oral embryology and histology, tooth numbering, and dentition stages. This course provides a basic understanding of dental sciences. In addition, students will complete a self-study module in basic anatomy and physiology.

*Prerequisite(s): DA101Q—Dental Assisting Foundations*

## **DA103Q—DENTAL PATIENT CARE I**

*60 Contact Hrs (30 Lecture, 30 Lab); 4.5 Qtr Credits*

This course of both lecture and practicum is designed to give a full understanding of dental patient care. Topics include vital signs, office emergencies, charting, and basic dental pharmacology. The

course enables the student to gather and assess patient information to assist in a medical emergency, CPR training is provided in the classroom for the emergency cardiac care of adult and pediatric patients, including an AED program. Certification is provided by the American Heart Association.

*Prerequisite(s): DA101Q—Dental Assisting Foundations, DA102Q—Dental Anatomy & Morphology*

## **DA104Q—DENTAL PATIENT CARE II**

*60 Contact Hrs (20 Lecture, 40 Lab); 4.0 Qtr Credits*

This course of both lecture and practicum is designed to give a full understanding of dental patient care. Topics include dental handpieces, instruments, and ergonomics and dental instruments. The course also enables the student assist in dental procedures with a special focus on moisture control techniques and equipment.

*Prerequisite(s): DA101Q—Dental Assisting Foundations, DA102Q—Dental Anatomy & Morphology, DA103Q—Dental Patient Care I*

## **DA105Q—GENERAL DENTISTRY AND LABORATORY PROCEDURES**

*60 Contact Hrs (20 Lecture, 40 Lab); 4.0 Qtr Credits*

This course of both lecture and practicum utilizes the clinical areas in learning the skills of dental assisting. Students learn the assisting skills needed for restorative procedures as well as alginate impressions and models. Other vital topics include dental materials and laboratory equipment.

*Prerequisite(s): DA101Q—Dental Assisting Foundations, DA102Q—Dental Anatomy & Morphology, DA103Q—Dental Patient Care I, DA104Q—Dental Patient Care II*

## **DA106Q—PEDIATRIC DENTISTRY, PROSTHODONTICS, AND DENTAL IMPLANTS**

*60 Contact Hrs (20 Lecture, 40 Lab); 4.0 Qtr Credits*

This course of both lecture and practicum is designed to give the student knowledge of dental specialties, including Fixed and Removable Prosthodontics and Pediatric Dentistry. Additional topics will include Preventative Dentistry, Implants, and a self-study in Nutrition. The student will gain advanced knowledge in chairside functions and dental charting.

*Prerequisite(s): DA101Q—Dental Assisting Foundations, DA102Q—Dental Anatomy & Morphology, DA103Q—Dental Patient Care I, DA104Q—Dental Patient Care II, DA105Q—General Dentistry and Laboratory Procedures*

## **DA107Q—DENTAL SPECIALTIES AND PROCEDURES**

*60 Contact Hrs (20 Lecture, 40 Lab); 4.0 Qtr Credits*

This course of both lecture and practicum is designed to give the student knowledge of dental specialties, including Oral and Maxillofacial Surgery, Orthodontics, Periodontics, and Endodontics. The student will continue to gain advanced knowledge in chairside functions and dental charting.

*Prerequisite(s): DA101Q—Dental Assisting Foundations, DA102Q—Dental Anatomy & Morphology, DA103Q—Dental Patient Care I, DA104Q—Dental Patient Care II, DA105Q—General Dentistry and Laboratory Procedures*

## **DA108Q—DENTAL RADIOLOGY I**

*60 Contact Hrs (40 Lecture, 20 Lab); 5.0 Qtr Credits*

This course is designed to give the student an in-depth hands-on experience in dental radiology. Students will learn the science behind radiology along with infection control and processing techniques. Legal, ethical, and safety considerations are also covered.

*Prerequisite(s): DA101Q—Dental Assisting Foundations, DA102Q—Dental Anatomy & Morphology, DA103Q—Dental Patient Care I, DA104Q—Dental Patient Care II, DA105Q—General Dentistry and Laboratory Procedures*

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## **DA109Q—DENTAL RADIOLOGY II**

60 Contact Hrs (15 Lecture, 45 Lab); 3.5 Qtr Credits

This course is designed to give the student an in-depth hands-on experience in dental radiology. Students will learn intra- and extra-oral radiographic techniques, including the paralleling, bisecting, occlusal, bitewing, and panoramic techniques. Additionally, endodontic radiographs and special needs patients are also discussed. Students will identify exposure technique errors in addition to mounting dental radiographs. Digital radiography techniques are also covered.

*Prerequisite(s):* DA101Q—Dental Assisting Foundations, DA102Q—Dental Anatomy & Morphology, DA103Q—Dental Patient Care I, DA104Q—Dental Patient Care II, DA105Q—General Dentistry and Laboratory Procedures, DA108Q—Dental Radiology I

## **DA110Q—DENTAL OFFICE MANAGEMENT AND EXPANDED FUNCTIONS REVIEW**

60 Contact Hrs (35 Lecture, 25 Lab); 4.5 Qtr Credits

This course is designed to educate the students in dental office management skills including managing telephones, appointments, financial transactions, insurance, inventory, recall systems, and operating business equipment. Students will learn the basics of computerized dental software. This course also focuses on gaining employability skills. Expanded functions are reviewed in this course and students must demonstrate competencies in their skill set before leaving for clinical practice.

*Prerequisite(s):* DA101Q—Dental Assisting Foundations, DA102Q—Dental Anatomy & Morphology, DA103Q—Dental Patient Care I, DA104Q—Dental Patient Care II, DA105Q—General Dentistry and Laboratory Procedures, DA106Q—Pediatric Dentistry, Prosthodontics, and Dental Implants, DA107Q—Dental Specialties and Procedures, DA108Q—Dental Radiology I, DA109Q—Dental Radiology II

## **DA111Q—DENTAL ASSISTING EXTERNSHIP I**

60 Contact Hrs (0 Lecture, 0 Lab, 60 Externship); 2.0 Qtr Credits

This course offers an introduction to a real work environment providing the student an opportunity to gain hands-on knowledge of the functions and responsibilities of a Certified Dental Assistant by performing these functions in a dental office. Monthly externship seminar attendance is required.

*Prerequisite(s):* DA101Q—Dental Assisting Foundations, DA102Q—Dental Anatomy & Morphology, DA103Q—Dental Patient Care I, DA104Q—Dental Patient Care II, DA105Q—General Dentistry and Laboratory Procedures, DA106Q—Pediatric Dentistry, Prosthodontics, and Dental Implants, DA107Q—Dental Specialties and Procedures, DA108Q—Dental Radiology I, DA109Q—Dental Radiology II, DA110Q—Dental Office Management and Expanded Functions Review

## **DA112Q—DENTAL ASSISTING EXTERNSHIP II**

240 Contact Hrs (0 Lecture, 0 Lab, 240 Externship); 8.0 Qtr Credits

This course offers advanced real work experience by providing the student an opportunity to gain hands-on knowledge of the functions and responsibilities of a Certified Dental Assistant by performing these functions in an additional dental office. Monthly externship seminar attendance is required.

*Prerequisite(s):* DA101Q—Dental Assisting Foundations, DA102Q—Dental Anatomy & Morphology, DA103Q—Dental Patient Care I, DA104Q—Dental Patient Care II, DA105Q—General Dentistry and Laboratory Procedures, DA106Q—Pediatric Dentistry, Prosthodontics, and Dental Implants, DA107Q—Dental Specialties and Procedures, DA108Q—Dental Radiology I, DA109Q—Dental Radiology II, DA110Q—Dental Office Management and Expanded Functions Review, DA111Q—Dental Assisting Externship I

## **DP215Q—COMPUTER APPLICATIONS FOR BUSINESS**

50 Contact Hrs (30 Lecture, 20 Lab); 4.0 Qtr Credits

This course is a continuation of HD111, *Introduction to Computers*, and provides further instruction in standard office software applications that are commonly used in business, including business application software and business oriented utilization of the internet.

*Prerequisite(s):* HD111Q

## **DP290Q—PROJECT MANAGEMENT**

50 Contact Hrs (30 Lecture, 20 Lab); 4.0 Qtr Credits

This course is designed to provide skills and experience in planning, scheduling and monitoring a project using Microsoft Project software. Students will learn the basics of the project management process, including time management, scheduling and cost controls.

*Prerequisite(s):* HD111Q

## **EHR101Q—ELECTRONIC HEALTH RECORDS**

50 Contact Hrs (30 Lecture, 20 Lab); 4.0 Qtr Credits

This course will prepare the student to understand and use electronic records in a medical practice. Electronic Health Records is designed to train future users of EHR programs to document patient exams, diagnosis, disorders, and coding. By the completion of this course the student will have the ability to understand and implement the EHR software, including data entry at the point of care, electronic coding from medical records using the latest in Electronic Health Records, utilize advanced techniques to speed data entry, use the EHR to improve patient care, understand the privacy and security of health records, and use the EHR through different technology modes.

*Prerequisite(s):* MED101Q

## **ETHQ1—PROFESSIONAL ETHICS & LAW I**

30 Contact Hrs (30 Lecture, 0 Lab/Clinical); 3.0 Qtr Credits

This course explores the role of the licensed practical nurse and the opportunities for continuous personal and professional growth within the profession. Current trends in nursing education and practice are discussed to define the essential attributes of nursing practice. The attributes emphasized are that nursing practice: has a definable role; involves unique competencies; demonstrates responsibility and accountability; involves continuous learning; is organized to foster and ensure the quality of its practice; is guided by ethical codes; and is self-regulated.

The issues that are impacting nursing and the entire health care system are also explored in detail. An ethical and legal framework for handling these issues in an accountable and responsible manner is described. Emphasis is also placed on the role of the practical nurse in promoting, maintaining and restoring clients' and their family members' health, as well as their own level of health when confronting these issues in the health care system.

The concept of the individual's responsibility and accountability to the client, to other members of the health care team, to the employer, and to the profession, as well as applicable legal guidelines, are stressed. There is strong emphasis placed on the need for continuous self-evaluation. Evaluation of professional organizations, identification of current employment opportunities, and preparation of a resumé prepare the student to evaluate their ability to participate as a vital member of the health care team. Emphasis is also placed on the collaborative and complimentary roles of the practical and registered nurse.

*Prerequisite(s):* None

## **ETHQII—PROFESSIONAL ETHICS & LAW II**

30 Contact Hrs (30 Lecture, 0 Lab/Clinical); 3.0 Qtr Credits

This course explores the role of the licensed practical nurse and the opportunities for continuous personal and professional growth within the profession. Current trends in nursing education and practice are discussed to define the essential attributes of nursing practice. The attributes emphasized are that nursing practice: has a definable role; involves unique competencies; demonstrates responsibility and accountability; involves continuous learning; is organized to foster and ensure the quality of its practice; is guided by ethical codes; and is self-regulated.

The course will enable the student nurse to understand the leadership roles and management skills necessary when acting as a charge nurse. This includes certain styles of leadership as well as the expectation of being balanced in their approach to peer nurses, unlicensed assistive personnel, and families through the use of assertiveness. This will also enable the student to finalize their resumé, investigate interview styles, questions, understand how the NCLEX-PN computerized testing process is designed, the methods for preparing for the test, and how to reduce anxiety in preparing for the test. Legal guidelines are stressed as related to the application of the licenses for the new Graduate Nurse.

It is the responsibility of the student to acquire adequate knowledge to become a moral, ethical and caring professional. Nursing responsibility and accountability associated with the practical nurse role require a thorough understanding of the standards of nursing practice. These standards identify the direct responsibilities for the therapeutic interventions of the client. These standards also establish the criteria for quality within the practice of nursing, and role transition from student PN to LPN.

*Prerequisite(s) for Ohio:* Successful completion of A&P120Q Human Anatomy & Physiology, NS110Q Nursing and Laboratory Procedures I, ETHQ1 Professional Ethics & Law I, PH110Q Pharmacology, NS120Q Nursing and Clinical Procedures II, PH120Q Drug & IV Therapy, GEN190Q English Composition I, NS130Q Nursing and Clinical Procedures III, GEN160Q Psychology. *Prerequisite(s) for Kentucky:* Successful completion of PH125Q Drug & IV Therapy, NS135Q Nursing and Clinical Procedures III

**THE FOLLOWING TWO COURSES ARE NOT A REQUIREMENT TO GRADUATE FROM THE PROGRAM UNLESS THE MINIMUM SCORE IS NOT ACHIEVED ON THE ASSESSMENT TEST.**

## **GEN089Q—BASIC MATHEMATICS**

40 Contact Hrs (40 Lecture, 0 Lab); 4.0 Qtr Credits

This course focuses on concepts and applications of arithmetic, including whole numbers, fractions, ratios, proportions, the decimal system, and percents. Brief introductions to algebra, formulas, algebraic expressions, and linear equations are also included. Special emphasis is placed on the application of basic math skills to common workplace problems and real-life situations.

*Prerequisite(s):* None

## **GEN099Q—FOUNDATIONS OF ENGLISH**

40 Contact Hrs (40 Lecture, 0 Lab); 4.0 Qtr Credits

This course is designed to give students guided practice in the fundamental skills they will need to complete college-level reading and writing assignments. Mastery and review of basic English concepts, essential to successful college and work experience, will be emphasized throughout the course. Students will apply their learning to a variety of writing activities that emphasize the development of paragraphs and essays.

*Prerequisite(s):* None

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## **GEN150Q—ENVIRONMENTAL SCIENCE**

40 Contact Hrs (40 Lecture, 0 Lab); 4.0 Qtr Credits

This course is designed to provide students with a basic scientific overview of how nature works and how things in nature are interconnected. This course explores the study of the earth's natural resources. Topics include the study of how air, water, soil, natural energy, and the minerals are critical and related parts of the earth's interconnected systems.

Prerequisite(s): None

## **GEN160Q—PSYCHOLOGY**

40 Contact Hrs (40 Lecture, 0 Lab); 4.0 Qtr Credits

This course introduces human behavior. It includes the study of the theories and concepts of psychology including the scope of psychology, biological foundations and the brain, sensation, perception, motivation, personality, learning/memory, emotion, states of consciousness, personality theories, cognition, life-span development, and applied psychology.

Prerequisite(s): None

## **GEN180Q—COLLEGE ALGEBRA**

40 Contact Hrs (40 Lecture, 0 Lab); 4.0 Qtr Credits

This course focuses on algebraic concepts essential for success in the workplace and other courses. Using real world examples and applications, students practice fundamental operations with number systems, formulas, algebraic expressions and linear equations. This course also explores problems involving factoring, inequalities, exponents, radicals, linear equations, functions, quadratic equations and graphs. Skills for success in mathematics will be emphasized.

Prerequisite(s): Meet minimum score on assessment test or GEN089Q Basic Mathematics.

## **GEN190Q—ENGLISH COMPOSITION I**

40 Contact Hrs (40 Lecture, 0 Lab); 4.0 Qtr Credits

Students develop written communication skills, with emphasis placed on the principles of effective communication which includes understanding the writing process, analysis of readings, as can be applied personally and professionally.

Prerequisite(s): Meet minimum score on assessment test or GEN099Q—Foundations of English, with the exception of the Practical Nursing program.

## **GEN292Q—SPEECH COMMUNICATION**

40 Contact Hrs (40 Lecture, 0 Lab); 4.0 Qtr Credits

This course will enhance the student's understanding and appreciation of the uses of oral and written communication and will teach the skills needed to write and speak effectively in a variety of situations.

Prerequisite(s): None

## **GEN293Q—AMERICAN LITERATURE**

40 Contact Hrs (40 Lecture, 0 Lab); 4.0 Qtr Credits

The course considers major developments in American literature from the beginnings to the end of the nineteenth century. Authors may include Hawthorne, Melville, Jacobs, Poe, Dickinson, Twain, Dreiser, and Chopin.

Prerequisite(s): Meet minimum score on assessment test or GEN099Q Foundations of English.

## **HD111Q—INTRODUCTION TO COMPUTERS**

50 Contact Hrs (30 Lecture, 20 Lab); 4.0 Qtr Credits

Students in this course will learn how computer operations and software applications, such as word processing, presentation software and communications software work together to increase productivity in the workplace.

Prerequisite(s): None

## **IT100Q—OFFICE APPLICATIONS**

80 Contact Hrs (40 Lecture, 40 Lab); 6.0 Qtr Credits

This course focuses on utilization of the entire suite of Microsoft Office products including Word,

Excel, Access, PowerPoint and Outlook. This course will familiarize students with the basics of office applications, basic troubleshooting and how these products work from an IT perspective.

Prerequisite(s): None

## **IT120Q—NETWORKING TOOLS AND TECHNIQUES**

80 Contact Hrs (40 Lecture, 40 Lab); 6.0 Qtr Credits

This course provides an overall introduction to the basics of networking and provides students the skill set necessary to work in the IT world. Topics include network essentials, networking operations, and troubleshooting network related hardware, including wireless technologies, routers, hubs and switches.

Prerequisite(s): IT130Q

## **IT130Q—DESKTOP OPERATING SYSTEMS**

80 Contact Hrs (40 Lecture, 40 Lab); 6.0 Qtr Credits

Students enrolled in this course will learn to implement, administer, and troubleshoot current desktop operating systems. Students will become familiar with the operating system, including advanced troubleshooting techniques, and utilize tools to manage the desktop of users in the corporate working world as well as the home computer world.

Prerequisite(s): None

## **IT140Q—SERVERS, ROUTERS AND SWITCHES**

80 Contact Hrs (40 Lecture, 40 Lab); 6.0 Qtr Credits

This course teaches networking based on technology, covering networking concepts using a top-down, theoretical, and integrated approach – from Servers to the network hardware Infrastructure. From network services to advanced routing and switching concepts it also helps students develop the skills necessary to fulfill the job responsibilities of network technicians, network administrators, and network engineers.

Prerequisite(s): IT120Q

## **IT150Q—PC REPAIR AND SUPPORT**

80 Contact Hrs (40 Lecture, 40 Lab); 6.0 Qtr Credits

This course will validate knowledge of basic computer hardware and operating systems using hands on training to cover skills such as installing, building, upgrading, repairing, configuring, troubleshooting, optimizing, diagnosing, and prevention maintenance as well as elements of soft skills and security.

Prerequisite(s): None

## **IT160Q—ADVANCED PC REPAIR AND SUPPORT**

80 Contact Hrs (40 Lecture, 40 Lab); 6.0 Qtr Credits

This course will provide students with the ability to perform tasks such as installation, building, repairing, configuration, and troubleshooting, optimizing, diagnosing and preventative maintenance in a context of field service or enterprise environment. Topics will include working within a mobile or corporate environment with a focus on customer service.

Prerequisite(s): IT150Q

## **IT175Q—CUSTOMER SERVICE AND HELP DESK OPERATIONS**

80 Contact Hrs (40 Lecture, 40 Lab); 6.0 Qtr Credits

This course will provide students with an understanding of the helpdesk environment and the knowledge, skills, and abilities necessary to work in the user support industry. Students will learn the importance of customer relations. Students will learn essential problem-solving and communication skills, as well as teamwork and effective customer service skills.

Prerequisite(s): None

## **IT206Q—MICROSOFT WINDOWS SERVER**

80 Contact Hrs (40 Lecture, 40 Lab); 6.0 Qtr Credits

This course provides students with the skills required to meet the challenges students will face as a Microsoft networking professional. Topics covered in this course

include: Introduction to Windows Server, Managing Hardware Devices, Creating and Managing Users, Implementing and Managing Groups, Managing Access to Files, Managing Disk and Data Storage, Advanced File System Management, Implementing and Managing Printing, Implementing and Using Group Policies, Administering a Server, Monitoring Server Performance, Managing and Implementing Backups and Disaster Recovery, Administering Web Resources, and Security Basics for Windows Server.

Prerequisite(s): IT140Q

## **IT207Q—MICROSOFT WINDOWS INFRASTRUCTURE**

80 Contact Hrs (40 Lecture, 40 Lab); 6.0 Qtr Credits

This course is designed to provide the student with the knowledge and skills in managing and maintaining a Windows network infrastructure. Students will become proficient in the areas of configuring and managing Active Directory, Replication, Domain Structure, DHCP servers & clients, DHCP Relay Agents, DNS servers, WINS servers, Routers, RAS servers, Network Security, Kerberos, NTLM, EFS, IPsec, WebDAV, Authentication Protocols, Group Policies, Security Templates, SUS, TCP/IP Utilities, and Windows monitoring and troubleshooting utilities.

Prerequisite(s): IT206Q

## **IT210Q—SECURITY+**

80 Contact Hrs (40 Lecture, 40 Lab); 6.0 Qtr Credits

In this course students will learn network security concepts, strategies, and techniques, and examine theoretical concepts that make the world of security unique. The advancement of network implementation as well as timeless problem solving strategies to security challenges will also be discussed.

Prerequisite(s): IT140Q

## **IT211Q—NETWORK DEFENSE AND COUNTERMEASURES**

80 Contact Hrs (40 Lecture, 40 Lab); 6.0 Qtr Credits

This course is designed to provide students with a solid foundation in network security fundamentals through learning intrusion detection techniques, as well as such essential practices as developing a security policy, performing Network Address Translation, setting up packet filtering, and installing proxy servers, firewalls, and virtual private networks.

Prerequisite(s): IT210Q

## **IT212Q—ETHICAL HACKING AND NETWORK DEFENSE**

80 Contact Hrs (40 Lecture, 40 Lab); 6.0 Qtr Credits

Ethical Hacking and Network Defense introduces the student to the art of ethical hacking and security testing, preparing students to be efficient security professionals. This course will cover the tools and techniques that ethical hackers and security testers use to discover vulnerabilities and offer solutions to protect computer networks. Students will learn what attackers know and develop the ability to think outside the box. They will also learn fundamental security testing concepts. Students will gain practical knowledge in documentation of security tests, and ethical and legal ramifications of security testing, including how to protect network resources from attacks.

Prerequisite(s): IT211Q

## **LAW101Q—INTRODUCTION TO LAW AND ETHICS**

40 Contact Hrs (40 Lecture, 0 Lab); 4.0 Qtr Credits

This course is designed to introduce students to the concepts of law and the legal system. Government, sources of law, and the structure of both the Federal and state judicial systems will be covered. Students will also be introduced to the many different types



# Course Descriptions *Career Programs begin on page 7.*

of law. This course will introduce legal research and writing concepts and processes.

*Prerequisite(s): None*

## **LAW104Q—TORTS**

*40 Contact Hrs (40 Lecture, 0 Lab); 4.0 Qtr Credits*

Civil litigation is based on torts. Topics include intentional torts, negligence and strict liability. Students will learn how to commence a lawsuit and review the pleadings and motions required for various causes of action.

*Prerequisite(s): None*

## **LAW106Q—LEGAL RESEARCH & WRITING**

*40 Contact Hrs (40 Lecture, 0 Lab); 4.0 Qtr Credits*

This course provides an introduction to legal research and writing with an emphasis on interpretation of case, statutory, and regulatory laws. Students learn how to research cases and draft legal forms and documents.

*Prerequisite(s): LAW101Q Introduction to Law and Ethics*

## **LAW107Q—BUSINESS ORGANIZATIONS AND THE LAW**

*40 Contact Hrs (40 Lecture, 0 Lab); 4.0 Qtr Credits*

The student will be introduced to the law of business entities including sole proprietorships, general and limited partnerships, limited liability companies ("LLC"), and corporations. Subjects covered will include trade name certificates, LLC Articles of Organization and Operating Agreement, partnership agreements, corporate formation documents and bylaws. The Uniform Commercial Code Article 2 Sale of Goods is also covered.

*Prerequisite(s): LAW101Q Introduction to Law and Ethics*

## **LAW108Q—FAMILY LAW**

*40 Contact Hrs (40 Lecture, 0 Lab); 4.0 Qtr Credits*

This course is a study of the principles and practices involved in family law. The legal consequences concerning custody, alimony and child support are also discussed.

*Prerequisite(s): LAW101Q Introduction to Law and Ethics*

## **LAW109Q—LEGAL TECHNOLOGY AND APPLICATIONS**

*50 Contact Hrs (30 Lecture, 20 Lab); 4.0 Qtr Credits*

This course introduces students to the technology used in the legal profession. Applications to be covered include email, electronic legal research, word processing, spreadsheets, databases, office management software, methods of electronic discovery, and presentation graphics.

*Prerequisite(s): LAW101Q Introduction to Law and Ethics*

## **LAW201Q—REAL ESTATE LAW**

*40 Contact Hrs (40 Lecture, 0 Lab); 4.0 Qtr Credits*

This course introduces the principles of real and personal property. Emphasis will be placed on residential real estate closings, including document production and title insurance. Upon completion of this course, students will have a comprehensive understanding of the laws relating to the ownership and financing of real property.

*Prerequisite(s): LAW101Q Introduction to Law and Ethics*

## **LAW202Q—ESTATE AND TRUST LAW**

*40 Contact Hrs (40 Lecture, 0 Lab); 4.0 Qtr Credits*

This course introduces students to the concepts and terminology associated with estate planning and probate law. Legal concepts covered include wills, intestate succession, advance directives and trusts.

*Prerequisite(s): LAW101Q Introduction to Law and Ethics*

## **LAW203Q—LITIGATION**

*40 Contact Hrs (40 Lecture, 0 Lab); 4.0 Qtr Credits*

This course examines the civil litigation process including an overview of the court system and the

workings of a trial. Commencing a lawsuit, discovery, pleadings, pretrial and trial stages are discussed.

*Prerequisite(s): LAW104Q Torts*

## **LAW204Q—CONSTITUTIONAL LAW**

*40 Contact Hrs (40 Lecture, 0 Lab); 4.0 Qtr Credits*

This course introduces students to the concepts and terminology associated with constitutional law. Legal concepts covered will include the branches of government, the bill of rights, federalism, commerce, protection of rights, criminal justice, due process, privacy, and equal protection.

*Prerequisite(s): LAW101Q Introduction to Law and Ethics*

## **LAW205Q—ENVIRONMENTAL LAW**

*40 Contact Hrs (40 Lecture, 0 Lab); 4.0 Qtr Credits*

This course prepares students to work in the field of environmental law by learning how to minimize the risks and prevent damage to the environment and how we can better protect the environment.

*Prerequisite(s): LAW101Q Introduction to Law and Ethics*

## **LAW206Q—CYBER LAW**

*40 Contact Hrs (40 Lecture, 0 Lab); 4.0 Qtr Credits*

This course will explore the application of law to areas such as intellectual property, the constitutional right to privacy, controlling content of websites, and the court's jurisdiction over cyberspace.

*Prerequisite(s): LAW101Q Introduction to Law and Ethics*

## **MAS101Q—FUNDAMENTALS OF BODYWORK**

*30 Contact Hrs (10 Lecture, 20 Lab); 2.0 Credits*

Fundamentals of Bodywork begins with an overview of the history of massage tracing it from ancient to contemporary times. During this course students are presented with the core knowledge underlying touch therapy and are introduced to the specific skills which represent universal and recurring concepts from varied schools of massage and bodywork therapy thought. These foundational touch skills form the basis of all massage therapy and bodywork modalities. Students will also be shown how these skills can be applied individually or more commonly combined with other skills to create specialized techniques. In addition, Fundamentals of Bodywork presents a unique and easy to comprehend model of the entire field of touch therapy including a basic review and analysis of many of the most commonly practiced massage and bodywork therapy modalities. Each of these will be shown to fall within one of the Four Layers of the existing spectrum of touch: 1) Somatic, 2) Somato-Psychic, 3) Bio-Energetic and 4) Energetic. A review of the fundamental intention of each modality will show how its purpose is to primarily affect one of these four layers of the living mind/body complex. Discussions will include a short history of the modality, its founder, theories, techniques, benefits and contraindications followed briefly by information regarding the requirements for practitioner education, licensure, and/or certification. In addition, the continuum of the Three Paradigms of possible levels of practice will be studied. They are 1) Relaxation and Stress Reduction, 2) Remediation, Therapy, and Pain Relief and 3) Holistic or Integrative. Practitioner competence will also be looked at and shown to be defined by levels of attention, discipline, and commitment.

*Prerequisite(s): None*

## **MAS102Q—SWEDISH MASSAGE THERAPY**

*60 Contact Hrs (20 Lecture, 40 Lab); 4.0 Credits*

Swedish Massage Therapy begins with a brief introduction to the history of massage and bodywork therapy. The course then continues with its primary focus, the hands-on instruction in Swedish massage including emphasis on its effects, benefits, indications

and contraindications. During this course students will learn and integrate the basic strokes of Swedish technique into the complete full-body treatment. Techniques for increasing client endurance, strength and concentration, as well as joint movement exercises will also be introduced into the full-body session in order to enhance each treatment's therapeutic value. In addition, instruction in the use of massage oils, lotions and creams, the massage table, and draping and bolstering techniques will be taught. Students will also become familiar with the equipment and products used in a massage practice, proper sanitary and safety procedures, state laws and regulations and professional ethics for massage therapists. Strong emphasis is placed on the importance of students developing coordination, balance, control and stamina for a healthy and long career in the massage therapy profession. Various hand exercises and proper body mechanics are demonstrated and practiced throughout the course.

*Prerequisite(s): None*

## **MAS103Q—DEEP TISSUE AND NEUROMUSCULAR THERAPY**

*60 Contact Hrs (20 Lecture, 40 Lab); 4.0 Credits*

Using a variety of advanced techniques, students are taught how to achieve the primary goal of Integrated Deep Tissue Massage which is to help restore balance and harmony to the body through manipulation of the deeper layers of muscle and connective tissue. The indications, contraindications, limitations and physiological effects of these techniques will be described. During this course students will learn to integrate various massage and bodywork therapy modalities including neuromuscular therapy, Swedish massage, cross fiber, connective tissue techniques, stretching and energy work into numerous integrated deep tissue massage routines for either full body or specific treatment areas and conditions. Reasoning skills in the selection and application of appropriate techniques will be emphasized, as well as evaluation and treatment of postural imbalances including those due to injury and habit. Students will also develop deep tissue palpation skills.

*Prerequisite(s): BIO103Q, BIO104Q, BIO105Q, BIO106Q, BIO107Q, MAS101Q, MAS102Q*

## **MAS114Q—SHIATSU AND ASIAN BODYWORK THEORY**

*60 Contact Hrs (20 Lecture, 40 Lab); 4.0 Credits*

Shiatsu and Asian Bodywork Theory provides the specific foundation and context necessary for the Practice of Shiatsu, Reflexology, and Chakra Assessment. During this course students will learn the evolution, history, philosophy, fundamentals, and cosmology of basic Chinese Medical Theory. Specific meridian channels and their tsubo points, exact locations of reflexology points, locations and palpations of all 7 Chakras, as well as the principles of assessment, patterns of imbalance and organ dysfunction are reviewed as they relate to the specific techniques, treatment planning and the execution of a proper Asian treatment. In addition, the fundamental principles of Qi or energy from ancient and contemporary viewpoints will be covered in detail as well as body mechanics and proper placement of the body to access the channels, reflexes, and chakras. Other essential topics such as Yin and Yang, Five Element Theory, Nervous and Energy Systems, proper stretches, and Yoga will be emphasized. During this course students will be introduced to these practices of with hands-on demonstrations and will practice basic point and energy palpations and locations to help

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students develop the sensitivity and skills necessary for an effective Asian treatment.

*Prerequisite(s): None*

## **MAS115Q—NATIONAL CERTIFICATION EXAMINATION PREPARATION**

*30 Contact Hrs (30 Lecture, 0 Lab); 3.0 Credits*

The National Certification Examination Preparation Course provides the specific foundation and context necessary for the passing of the National Certification Examination for Therapeutic Massage and Bodywork, a necessary exam that must be passed in order to practice Therapeutic Massage. During this course students will review the History, Assessments, Applications, and Business Ethics of Massage. Furthermore, students will review Anatomy and Physiology, Myology, Kinesiology, Pathology, Shiatsu and Asian Theory. All 6 categories of the examination will be covered including: 1). General Knowledge of the Body Systems, 2). Detailed Knowledge of Anatomy, Physiology, and Kinesiology, 3). Pathology, 4). Therapeutic Massage Assessment, 5). Therapeutic Massage Application, 6). Professional Standards, Ethics, Business, and Legal Practices.

*Prerequisite(s): BIO103Q—Anatomy and Physiology I for Massage Therapy, BIO104Q—Anatomy and Physiology II for Massage Therapy, BIO105Q—Palpatory Anatomy: Myology I, BIO106Q—Palpatory Anatomy: Myology II, BIO107Q—Kinesiology, BIO108Q—Clinical Pathology for Massage Therapy, MAS101Q—Fundamentals of Bodywork, MAS102Q—Swedish Massage Therapy, MAS114Q—Shiatsu and Asian Bodywork Theory*

## **MAS106Q—SPA PRACTICES AND MODALITIES**

*60 Contact Hrs (40 Lecture, 20 Lab); 5.0 Credits*

Spa Practices and Modalities is focused on preparing the student to successfully perform spa modalities, either as a sole practitioner adding spa services to a massage practice, or as a valuable employee in a spa. It is primarily designed to provide working hands-on knowledge of the most widely used spa techniques that can be performed in either a “dry room” setting, without the need for full spa facilities as well as in a “wet room” setting, utilizing equipment found in typical modern spas such as the Vichy Shower, Hydrotherapy Tub, Swiss Shower, Scotch Hose, and others. The course covers the theory behind these techniques, contraindications, and the benefits of each treatment, the history of spas and bathing, the roots of spas in antiquity, and the differences in Asian, European and American spa models as they developed over time. Also taught are the essential elements of spa development, including business plans, layout, design, marketing, menu creation, operations, purchasing, and retail programs. This course also concentrates on those personality traits and skill sets that best serve the student who will seek work as an entry-level spa therapist. These include spa-specific customer service, teamwork issues, body mechanics to avoid burnout while performing spa services back-to-back, role playing “battleground conditions” found in real spas, resumé development, plus understanding and expanding the job description of a real-world “spa therapist.”

*Prerequisite(s): BIO103Q, BIO104Q, MAS102Q*

## **MAS117Q—CLINICAL EXPERIENCE**

*60 Contact Hrs (0 Lecture, 60 Lab); 3.0 Credits*

Clinical Experience is the training ground where student practitioners are challenged to integrate all aspects of their massage and bodywork therapy education. This phase of training offers students the excitement and responsibility of applying the knowledge and skills they have learned to the treatment of clients from the community under direct supervision of their instructors, all professional, experienced and licensed state massage therapists. Clinical Experience

offers graduates their final preparation and transition into occupational certification in the professional Massage Therapy arena.

Trained to proficiency in the philosophies, principles and hands-on practice of the massage and bodywork therapy modalities learned in the program, student clinicians are ready to gain first hand experience in a professional setting with real clients. In this monitored setting, student clinicians perform the initial client intake interview and history, assess for any contraindications to massage therapy, plan an appropriate treatment protocol and then applying their technical skills perform the most relevant type of massage and bodywork therapy for the client's situation or condition.

During Clinical Experience student clinicians will also focus on the client's particular problems, conditions, complaints or pathologies. It is recommended that when working on a particular client with a specific complaint or pathology that the client be given several consecutive weekly, or otherwise properly spaced, treatments which are meant to be therapeutic and remedial. This affords the best educational experience for the student clinician providing enhanced opportunities for supervision and follow-up. It also allows for continued dialog about client symptomatology, and experience in adjusting treatment protocol to better promote healing and the over all well-being of the client. During these treatment series the student clinician can integrate additional techniques and treatment modalities learned including Swedish Massage, neuromuscular and deep tissue work, points, strokes, stretches, exercises and recommendations as instructed during supervision.

Supervisors discretely monitor students throughout the progress of their treating and are available at any time for regular conferences regarding treatment preparations, recommendations, documentation of treatments, the use of specific points and techniques, the progress of the individual client, or difficult situations that may arise. Students also learn to keep accurate records, participate in administrative duties and receive feedback from their supervisors in addition to written evaluations completed by the clients at the end of individual massage sessions.

During this time students will also learn CPR, First Aid and AED techniques and have the opportunity to become certified.

*Prerequisite(s): BIO103Q, BIO104Q, BIO105Q, BIO106Q, BIO107Q, BIO108Q, MAS101Q, MAS102Q, MAS103Q, MAS114Q, MAS115Q, MAS106Q*

## **MAS108Q—MEDICAL ETHICS AND BUSINESS ESSENTIALS**

*60 Contact Hrs (60 Lecture, 0 Lab); 6.0 Credits*

Medical Ethics and Business Essentials combines discussion of the complex issues concerning the ethics of touch with all aspects of operating a massage therapy practice. During this course students will be taught how to maintain the highest ethical and professional standards in their practices and to identify ways they can engage in successful, profitable and ethical business and practice management. Topics covered include ethical principles, dual role relationships and understanding boundaries, sex, touch and intimacy, sexual boundaries, and ethical conduct in the therapeutic relationship. In addition, students will take an in-depth look at their various career options, beginning and managing a successful practice or business, connecting with the larger professional community, and identifying business goals. Also during this course writing a resumé, interviewing skills, building a referral network, ethical marketing, effective advertising, public speaking, community service and the legal aspects of clinical practice

in relation to current State regulations and laws will be covered. Ultimately this professional growth and development course is designed to help student graduates transition into professional practice with knowledge of ethical business practices and good decision making skills.

*Prerequisite(s): None*

## **MED101Q—MEDICAL TERMINOLOGY**

*40 Contact Hrs (40 Lecture, 0 Lab); 4.0 Qtr Credits*

This course is an introduction to medical terminology and covers word roots, suffixes, and prefixes.

*Prerequisite(s): None*

## **MED103Q—DIAGNOSTIC TECHNIQUES**

*50 Contact Hrs (30 Lecture, 20 Lab); 4.0 Qtr Credits*

This course introduces the student to techniques in performing routine laboratory tests commonly done in the physician's office including microbiological tests, urinalysis, and EKG's.

*Prerequisite(s): MED101Q*

## **MED104Q—PHLEBOTOMY PROCEDURES**

*50 Contact Hrs (30 Lecture, 20 Lab); 4.0 Qtr Credits*

This course introduces the student to the basic principles of venipuncture, including collection procedures, infection control and universal precautions, specimen transportation, quality control procedures, and basic blood tests.

*Prerequisite(s): MED101Q*

## **MED105Q—CLINICAL MEDICAL ASSISTING**

*80 Contact Hrs (40 Lecture, 40 Lab); 6.0 Qtr Credits*

Patient preparation, taking vital signs and patient history, injection techniques, instruments and sterilizing procedures, first aid, CPR, and pharmacology are studied and practiced by the student. Nutrition and X-ray procedures are also covered.

*Prerequisite(s): MED101Q*

## **MED106Q—PHARMACOLOGY**

*40 Contact Hrs (40 Lecture, 0 Lab); 4.0 Qtr Credits*

This course will familiarize students with drug classifications, schedules, prescription abbreviations, the metric system, and dosage conversions. Common drugs in the medical office will be studied and the use of the PDR practiced.

*Prerequisite(s): MED101Q, Meet minimum score on assessment test or GEN089Q.*

## **MED117Q—ICD MEDICAL CODING**

*40 Contact Hrs (40 Lecture, 0 Lab); 4.0 Qtr Credits*

This course introduces students to medical coding and billing practices used in general medical practice.

*Prerequisite(s): MED101Q*

## **MED118Q—CPT MEDICAL CODING**

*40 Contact Hrs (40 Lecture, 0 Lab); 4.0 Qtr Credits*

This course focuses on medical coding and billing for specialized medical settings.

*Prerequisite(s): MED101Q, MED117Q*

## **MED109Q—MEDICAL EXTERNSHIP**

*180 Contact Hrs (180 Externship); 6.0 Qtr Credits*

The student will participate in a 180-hour externship in the professional medical/office setting and the classroom. Activities will include both clinical and administrative duties. Students will be supervised/evaluated by both representatives from the site and a College representative.

*Prerequisite(s):*

*Medical Assistant, MA100D—Successful completion of all in-school coursework must be completed prior to the medical externship. MED103Q, MED104Q and MED105Q: Students must achieve a grade of “C” (70%) or higher to be eligible for externship.*

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**Medical Assisting Technology, MAT200A**—Successful completion of all in-school coursework must be completed prior to the medical externship. MED103Q, MED104Q, MED105Q and MED112Q: Students must achieve a grade of "C" (70%) or higher to be eligible for externship.

**Pblebotomy, PHL100C**—Prerequisite(s): Successful completion of all in-school coursework must be completed prior to the medical externship. MED104Q and MED105Q: Students must achieve a grade of "C" (70%) or higher to be eligible for externship.

## **MED122Q—COMPUTERIZED BILLING**

50 Contact Hrs (30 Lecture, 20 Lab); 4.0 Qtr Credits

This course focuses on the use of coding and billing using Medisoft software in the business office of a medical setting. In addition, the student will learn the following: how to input patient information, process patient transactions, produce various reports, print statements and insurance forms, as well as process claims.

Prerequisite(s): MED101Q, MED117Q

## **MED111Q—CPT-H HOSPITAL CODING**

40 Contact Hrs (40 Lecture, 0 Lab); 4.0 Qtr Credits

The course will focus on medical coding and billing for a hospital setting.

Prerequisite(s): MED101Q, MED117Q

## **MED112Q—MINOR SURGERY AND ASEPTIC TECHNIQUES**

50 Contact Hrs (30 Lecture, 20 Lab); 4.0 Qtr Credits

This course will provide the student with an overview of the sterile surgical field as well as the pre-operative preparation of a patient. The student will be presented with common surgical procedures and techniques used in an outpatient surgical facility. In many cases, this involves the understanding of surgical procedures from complete gowning and gloving with surgical masks and caps to the routines necessary to prepare for and assist during minor surgery. The student will be introduced to surgical supplies and instruments, the care and handling of instruments, and the different types of surgical sutures and needles. The student will also learn the sterilization and preparation of the sterile field, specific to minor surgical procedures and the care of the post-operative patient.

Prerequisite(s): None

## **MED113Q—PATHOPHYSIOLOGY**

50 Contact Hrs (30 Lecture, 20 Lab); 4.0 Qtr Credits

This course introduces the student to the pathological conditions most commonly seen in the physician's office. The student will have the basic knowledge and understanding of overall diagnostic and treatment procedures, and putting together patient education programs, including billing, coding, telephone screening, taking patient examinations as related to pathological conditions. The student will be introduced to conditions and disorders, their codes, signs and symptoms, patient screening, etiology, diagnostic assessment and clinical tests, treatment options, prognosis, prevention, and patient teaching.

Prerequisite(s): BIO101Q, BIO102Q, MED101Q

## **MED114Q—TRIAGE PROTOCOL AND BIOLOGICAL THREATS**

50 Contact Hrs (30 Lecture, 20 Lab); 4.0 Qtr Credits

This course introduces the student to a practical and comprehensive method of telephone triage as they pertain to terrorist threats and natural disasters. The student will learn the six major biological agents and how to effectively cope with exposure emergencies. The student will be able to identify symptoms, transmission, treatment, and infection control. The student will also learn methods for biological disaster preparedness, including chemical attacks and clinical management of infected patients, and the "all hazards" approach to facilities planning. Moreover the student will learn how to prepare and plan for terrorist attack,

analyze existing emergency service planning and operational system models and formulate a more effective plan for local, regional, state and federal response in the event of terrorist incidents.

Prerequisite(s): None

## **NS110Q—NURSING & LABORATORY PROCEDURES I**

170 Contact Hrs (90 Lecture, 80 Lab, 0 Clinical); 13.0 Qtr Credits

This course is designed to supply the student practical nurse with information pertinent to the student's role as a member of the health care team. It combines concurrent theory, clinical simulation and clinical care delivery to provide the student with the basic knowledge and skills needed to meet client health needs. Emphasis is placed on basic human needs, safety factors, caring, the appropriate use of medical terminology, and the scope of practice, as well as planning and implementing nursing skills to meet identified needs.

The theory component begins with a discussion of the program's philosophy regarding learning, as well as describing the role and shared responsibility of the student and the faculty in the teaching-learning process. The discussion delineates the student's responsibility and accountability for successful progress throughout the curriculum. These concepts are then expanded to include the study, test-taking and computer skills that form a foundation for effective completion of the program.

Nursing theory is presented relevant to human needs, growth and development, and socio-cultural influences on individuals and their level of wellness. The nursing process is introduced as an organized sequence of steps that the student begins to use in cooperation with other members of the health care team to promote, maintain or restore the wellness of selected clients. The nursing process is used as the organizational framework for presentation of material and performance of nursing measures to meet specific, prioritized client needs.

The clinical simulation component includes faculty demonstration followed by hands-on practice by each student. Emphasis is placed on performing skills with precision, safety, efficacy and caring. Students are provided with repeated practice opportunities to develop competency with the simulations.

Prerequisite(s): None

## **NS115Q—NURSING & CLINICAL PROCEDURES I**

230 Contact Hrs (110 Lecture, 60 Lab, 60 Clinical); 16.0 Qtr Credits

This course is designed to supply the student practical nurse with information pertinent to the student's role as a member of the health care team. It combines concurrent theory, skills lab and simulation, and clinical care to provide the student with the basic knowledge and skills needed to meet client health needs. Emphasis is placed on basic human needs, safety factors, caring, the appropriate use of medical terminology, and the scope of practice, as well as planning and implementing nursing skills to meet identified needs.

Nursing theory is presented relevant to human needs, growth and development, and socio-cultural influences on individuals and their level of wellness. The nursing process is introduced as an organized sequence of steps that the student begins to use in cooperation with other members of the health care team to promote, maintain or restore the wellness of selected clients. The nursing process is used as the organizational framework for presentation of material and performance of nursing measures to meet specific, prioritized client needs.

The clinical simulation can be classroom or lab. Components include faculty demonstration followed by hands-on practice by each student. Emphasis is placed on performing skills with precision, safety, efficacy and caring. Students are provided with repeated practice opportunities to develop competency with the simulations prior to providing actual direct care to patients/clients in the clinical setting.

Prerequisite(s): None

## **NS120Q—NURSING AND CLINICAL PROCEDURES II**

240 Contact Hrs (80 Lecture, 0 Lab, 160 Clinical); 13.0 Qtr Credits

The concurrent theory and clinical components of *Nursing & Clinical Procedures II* prepares the student to apply the biological and social science principles, as well as the nursing process to meet selected adult client needs related to adaptation, learning, gas exchange, transportation, circulation, urinary elimination, glucose metabolism and/or hormonal needs. The interdependent nature of the nursing process is emphasized in both the theory and clinical components of this course.

The classroom component, clinical conferences and the clinical experiences focus on adaptation versus mal adaptation; the learning needs of clients; teaching principles to meet identified needs; the psychological and socio-cultural/ethic variables that influence adaptation and learning; and the common deviations in wellness. The therapeutic nursing interventions, caring and communication skills that meet the identified needs of selected clients with adaptation, learning, gas exchange, transportation, circulation, urinary elimination, glucose metabolism and/or hormonal needs are emphasized, as are the scientific principles of those interventions.

In the clinical simulation laboratory, the student will demonstrate skill adequacy with the cardiovascular and respiratory collection of data specific to the practical nurse scope of practice. Skill adequacy is also demonstrated with the various methods used to measure blood glucose levels, as well as the administration of exogenous sources of insulin. The student will also demonstrate skill adequacy with administrating and collaborating with the evaluation of the effectiveness of enteral feedings. The practical nurse role, requisite communication and documentation skills, as well as the safety concerns are stressed with each of these skills.

In the clinical setting, the student will demonstrate adequacy of the nursing skills to provide safe care that meets specific client needs to promote, maintain or restore the adult client's level of wellness by employing the caring skills, empathy, active listening, and information for the purpose of establishing mutual health goals and objectives within established legal guidelines.

Prerequisite(s): Successful completion of A&P120Q Human Anatomy & Physiology, NS110Q Nursing and Laboratory Procedures I, ETHQI Professional Ethics & Law I

## **NS125Q—NURSING AND CLINICAL PROCEDURES II**

280 Contact Hrs (80 Lecture, 40 Lab, 160 Clinical); 15.0 Qtr Credits

The concurrent theory and clinical components of *Nursing & Clinical Procedures II* prepare the student to apply the biological and social science principles, as well as the nursing process to meet selected adult client needs related to adaptation, learning, gas exchange, transportation, circulation, urinary elimination, glucose metabolism and/or hormonal needs. The interdependent nature of the nursing process is emphasized in both the theory and clinical components of this course.

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The didactic portion, clinical conferences, and the clinical experiences focus on: adaptation versus maladaptation; the learning needs of clients; teaching principles to meet identified needs; the psychological and socio-cultural/ethnic variables that influence adaptation and learning; and the common deviations in wellness. Therapeutic nursing interventions, caring, and communication skills are emphasized, as are the scientific principles supporting those interventions.

In the clinical setting, the student will demonstrate adequacy of the nursing skills necessary to provide safe care that meets specific client needs related to promoting, maintaining, and/or restoring the adult client's level of wellness. These skills will be augmented by empathy, active listening, and information gathering for the purpose of establishing mutual health goals and objectives.

*Prerequisite(s): A&P125Q–Human Anatomy & Physiology, NS115Q–Nursing & Clinical Procedures I, ETHQI–Professional Ethics & Law I*

## **NS130Q–NURSING AND CLINICAL PROCEDURES III** 240 Contact Hrs (80 Lecture, 0 Lab, 160 Clinical); 13.0 Qtr Credits

This course will continue to build on the content presented in *Nursing and Laboratory Procedures I and Nursing and Clinical Procedures II*. A study of developmental changes as they occur throughout the lifespan from birth to death. This course provides theory related to the adaptation needs of the infant, child and their family unit. Emphasis is placed on the nutritional and biopsychosocial needs of pediatric clients, as well as communication and teaching strategies that will assist the family in caring for their child throughout this portion of the life continuum. The primary focus is the application of scientific principles and the nursing process to promote, maintain or restore health during the developing individual. The role of the practical nurse is also emphasized.

The importance of nutrition, play and activity, pharmacodynamics, purposeful communication and the learning needs of the child and the family unit will be stressed. The scientific principles of normal growth and personality development of infants and children, and the ways in which environmental factors influence the child and family will be emphasized along with the health problems common to children. Normal growth and developmental milestones will be contrasted with retardation in both the classroom and clinical settings. Students will also demonstrate skill adequacy in calculating pediatric dosages and in the administration of prescribed drug therapies to children of a variety of age groups.

In the simulated clinical laboratory, the student will demonstrate skill adequacy with the data collection skills specific to infants, children and adolescents. The student will also demonstrate skill adequacy with the nursing skills and adaptation strategies as they relate to mental retardation in the pediatric population.

Students will utilize and improve skills in caring, empathy, purposeful communication and teaching to meet the unique needs of the pediatric client and their family. In the clinical settings, students will apply the nursing process to meet the biopsychosocial needs of the pediatric client and their family. Students will have opportunities to observe the function of a variety of agencies that serve the pediatric population.

*Prerequisite(s): Successful completion of A&P120Q Human Anatomy & Physiology, NS110Q Nursing and Laboratory Procedures I, ETHQI Professional Ethics & Law I, PH110Q Pharmacology, NS120Q Nursing and Clinical Procedures II, PH120Q Drug & IV Therapy, GEN190Q English Composition I*

## **NS135Q–NURSING AND CLINICAL PROCEDURES III** 280 Contact Hrs (80 Lecture, 40 Lab, 160 Clinical); 15.0 Qtr Credits

**(Maternal & Child Health, Adolescent, and the Older Adult)** This course will continue to build on the content presented in *Nursing & Clinical Procedures I and Nursing & Clinical Procedures II*. A study of developmental changes as they occur throughout the lifespan from birth to death. This course provides theory related to the adaptation needs of the infant, child, and the family unit. Emphasis is placed on the nutritional and bio-psycho-social needs of pediatric clients, as well as communication and teaching strategies that assist the family in caring for the child throughout this portion of the life continuum. The primary focus is the application of scientific principles and the nursing process to promote, maintain, or restore health during the developmental phases. The role of the practical nurse is also emphasized.

The importance of nutrition, play and activity, pharmacodynamics, purposeful communication, and the learning needs of the child and family unit will be stressed. The principles of normal growth and development of infants and children, and the influence of environmental factors will be emphasized along with common childhood health problems. Normal growth and developmental milestones will be contrasted with developmental delays in both the classroom and clinical settings.

*Prerequisite(s): NS125Q–Nursing & Clinical Procedures II and PH115Q–Pharmacology*

## **NS140Q–NURSING AND CLINICAL PROCEDURES IV** 320 Contact Hrs (80 Lecture, 0 Lab, 240 Clinical); 16.0 Qtr Credits

The concurrent theory and clinical components of *Nursing and Clinical Procedures IV* prepares the student to apply the biological and social science principles, as well as the nursing process to meet selected adult client needs related to adaptation, learning, musculoskeletal, gastrointestinal, exocrine, immune, urinary, and neurological systems and mental health through the application of biological and social transportation, circulation, urinary elimination, glucose metabolism and/or hormonal needs. The interdependent nature of the nursing process is emphasized in both the theory and clinical components of this course. Critical thinking and the nursing process are used as the basis for planning, implementing and evaluating care for adult and geriatric clients. Cultural and ethical variables are addressed.

Role transition from Student PN to Graduate Nurse will be stressed in the Clinical area. The students will demonstrate skill adequacy with the circulation, urinary elimination, metabolism, and medication needs of the clients. The students will also demonstrate skill adequacy with communication and leadership in each clinical area.

*Prerequisite(s): Successful completion of A&P120Q Human Anatomy & Physiology, NS110Q Nursing and Laboratory Procedures I, ETHQI Professional Ethics & Law I, PH110Q Pharmacology, NS120Q Nursing and Clinical Procedures II, PH120Q Drug & IV Therapy, GEN190Q English Composition I, NS130Q Nursing and Clinical Procedures III, GEN160Q Psychology.*

## **NS145Q–NURSING AND CLINICAL PROCEDURES IV** 280 Contact Hrs (80 Lecture, 20 Lab, 180 Clinical); 15.0 Qtr Credits

**(Mental Health, Adult Health)** The concurrent theory and clinical components of this course prepare the student to apply biological and social science principles to meet selected adult client needs related to adaptation, learning, musculoskeletal, gastrointestinal, exocrine, immune, urinary, neurological systems, and mental health. Critical thinking skills and the nursing process serve as the basis for planning, implementing,

and evaluating care and the outcomes of care for adult and geriatric clients experiencing chronic diseases. Cultural and ethical variables are addressed.

The transition from student to graduate nurse is also emphasized, with students expected to demonstrate communication and leadership skills in the clinical setting. Students will also be required to demonstrate knowledge and skill mastery related to the circulatory, urinary elimination, metabolic, and pharmacologic needs of the client.

*Prerequisite(s): NS135Q–Nursing & Clinical Procedures III, PH125Q–Drug & IV Therapy, and GEN160Q–Psychology*

## **PH110Q–PHARMACOLOGY**

40 Contact Hrs (40 Lecture, 0 Lab/Clinical); 4.0 Qtr Credits

This course includes the study of commonly used medications along with pharmacokinetics of these medications. It emphasizes the use of nursing process and legal implications of medication administration. Major classifications of medications are identified and correlated to path physiology of common medical surgical conditions. For the clinical component, the student administers medications to three patients for three consecutive days. Additional practice in parenteral medication administration is also implemented. Intravenous (IV) administration is emphasized in this course with the clinical component in *Nursing & Clinical Procedures II, III and IV*.

The concept of the individual's responsibility and accountability to the client, to other members of the health care team, to the employer, and to the profession, as well as applicable legal guidelines, are stressed. Emphasis is placed on the role of the nurse in the administration of medications within the legal ramifications of the scope of practice. The information in this course serves as a foundation for the addition of more complex material essential to safely administering of medication therapy.

*Prerequisite(s): Basic Mathematical skills as demonstrated by passing a math assessment prior to class start.*

## **PH115Q–PHARMACOLOGY**

60 Contact Hrs (40 Lecture, 20 Lab, 0 Clinical); 5.0 Qtr Credits

This course includes the study of commonly used medications as well as the associated pharmacokinetics and the legal implications of medication administration. Major drug classifications are identified and correlated to pathophysiology of common medical-surgical diseases. Principles of safe medication administration are studied and practiced in the Skills Lab setting. Relevant theory and medication administration techniques are then applied in the clinical setting as part of *NS125Q–Nursing & Clinical Procedures II, NS135Q–Nursing & Clinical Procedures III, and NS145Q–Nursing & Clinical Procedures IV*.

Individual responsibility and accountability related to medication handling and administration are emphasized and framed within the LPN Scope of Practice, Ohio regulations, and guidelines/recommendations from various accrediting agencies. Policies and procedures defined by clinical sites are reviewed.

*Prerequisite(s): NS115Q–Nursing & Clinical Procedures I, ETHQI–Professional Ethics & Law I, and A&P125Q–Human Anatomy & Physiology*

## **PH120Q–DRUG AND IV THERAPY**

40 Contact Hrs (20 Lecture, 20 Lab, 0 Clinical); 3.0 Qtr Credits

This introductory course presents basic information that is required to provide safe, effective nursing care to clients receiving drug and IV therapy. The course presents fundamental information in the areas of: common symbols and abbreviations used to administer drug therapy; principles of math

# Course Descriptions *Career Programs begin on page 7.*

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computation; and the ethical and legal considerations involved in the administration of medications. The information in this course serves as a foundation for the addition of more complex material essential to safely administering drug and IV therapy.

The knowledge base in this course prepares the student to safely and accurately interpret the common symbols and abbreviations used to administer drug therapy and to calculate dosages when providing nursing care to clients receiving drug therapy. Responsibility and accountability of the practical nurse in administering drug and IV therapy is stressed.

*Prerequisite(s): Successful completion of A&P120Q Human Anatomy & Physiology, NS110Q Nursing and Laboratory Procedures I, ETHQI Professional Ethics & Law I*

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## **PH125Q—DRUG & IV THERAPY**

*40 Contact Hrs (20 Lecture, 20 Lab, 0 Clinical); 3.0 Qtr Credits*

This introductory course presents basic information that is required to provide safe, effective nursing care to clients receiving medications through a variety of routes, including IV therapy. The course focuses on mastery of skills required to properly administer

medications, common symbols and abbreviations, principles of dosage calculation (both adult and pediatric), medication safety guidelines, and the LPN's ethical and legal considerations involved in the administration of medications.

The classroom portion of this course prepares the student to safely and accurately interpret medication orders, calculate dosages, understand contraindications, anticipate and plan for patient response to various medications, and properly document medication administration/drug therapy. The Skills Lab portion of this course provides an opportunity for students to practice interpretation of medication orders, administering medications by all routes allowed within the Scope of Practice, dosage calculations, and documentation. Application of learning occurs in the clinical setting during NS135Q—Nursing & Clinical Procedures III.

*Prerequisite(s): NS125Q—Nursing & Clinical Procedures II and PH115Q—Pharmacology*

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## **SEC253Q—MEDICAL ADMINISTRATIVE DUTIES**

*40 Contact Hrs (40 Lecture, 0 Lab); 4.0 Qtr Credits*

This course is designed specifically for the students in the Allied Health programs. Students learn the basic functions of the medical office, including insurance forms and coding, patient billing, and the uses of specialized forms and reports.

*Prerequisite(s): None*

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## **SSS150Q—STUDENT SUCCESS STRATEGIES**

*60 Contact Hrs (30 Lecture, 30 Lab); 4.5 Qtr Credits*

This course introduces skills and strategies that will help students be successful in completing their course of study and in entering the world of work. The overall goal of this course is to facilitate a smooth transition to school by engaging the students in curriculum focusing on academic and life skills. Learning to work well in teams and individually are positive outcomes of the way this course is taught. Students will be introduced to time management, financial management, goal setting, career awareness and critical thinking strategies that will provide them with skills to be successful in school and in life.

*Prerequisite(s): None*

# General Information

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# General Information

## ■ Accreditation

Lincoln College of Technology is accredited by the Accrediting Council for Independent Colleges and Schools to award certificates, diplomas, and associate's degrees. ACICS is located at 750 First Street, NE, Suite 980, Washington, DC 20002, (202) 336-6780.

The Accrediting Council for Independent Colleges and Schools is listed as a nationally recognized accrediting agency by the U.S. Department of Education and is recognized by the Council for Higher Education Accreditation.

The medical assisting programs are accredited by the Accrediting Bureau of Health Education Schools (ABHES) at our Toledo, Dayton, Cincinnati-Vine, Franklin, Cincinnati-Tri-County and Florence campuses. ABHES is located at 777 Leesburg Pike, Suite 314, North, Falls Church, VA 22043, (703) 917-9503.

## ■ Approvals

- *State of Ohio, State Board of Career Colleges and Schools*
- *REGISTRATION NUMBERS: Cincinnati-Tri-County, 04-01-1705B; Dayton, 04-01-1707B; Franklin, 04-01-1706B; Cincinnati-Vine, 04-01-1708B; Columbus, 10-05-1930B; Toledo, 08-11-1885B; Cleveland, 10-09-1945T*
- *Licensed by the Kentucky State Board for Proprietary Education: P.O. Box 456; Frankfort, KY 40602; Telephone (502) 564-4233*
- *State Approving Agency for Veterans Training*
- *Yellow Ribbon Program*
- *MyCAA Military Spouse Advancement Accounts*
- *Veterans Vocational Rehabilitation*
- *Vocational Rehabilitation Act*
- *Social Security Student Dependents*
- *U.S. Immigration Service for I-20 Foreign Students*
- *Ohio Board of Regents*

Accrediting and licensing certificates are displayed in the school lobby.

## ■ Statement of Ownership

The official owner of Lincoln College of Technology is Southwestern Acquisition, L.L.C. Lincoln Technical Institute, Inc. owns 100% of the membership interests of Southwestern Acquisition, LLC. The major officers and administrators of the corporation are:

Shaun E. McAlmont, *President/CEO*  
Scott M. Shaw, *Executive Vice President & CAO*  
Cesar Ribeiro, *Senior Vice President & CFO*  
Kenneth Swisstack, *Corporate Secretary*

## ■ Notice to Students

The College is relieved and released of all claims by the student that may arise as a result of the College's inability to perform hereunder as a result of an Act of God, strike, or any matter or thing beyond the control of the College.

## ■ Compliance with City, State, and Federal Regulations

LCT complies with all local, municipal, city, county, state, and federal regulations.

Lincoln College of Technology in Florence, KY is licensed to operate in the Commonwealth of Kentucky.

Lincoln Colleges of Technology in Ohio are licensed to operate in the State of Ohio.

## ■ Harassment Policy

Lincoln College of Technology (LCT) steadfastly opposes all forms of unlawful discrimination and harassment in the classroom environment. The Title IX and 504 Coordinator is the Executive Director of the school who can be reached at the address and telephone number located within each school's catalog. The Title IX Coordinator is responsible for overseeing each College's compliance with Title IX, including the prompt and equitable response to complaints.

LCT will not permit any form of sexual harassment in the classroom environment, or tolerate any such conduct that has the purpose or effect of interfering with an individual's school performance or creating an intimidating, hostile, or offensive school environment. LCT recognizes that sexual harassment is a violation of state and federal law and this policy reaffirms our commitment that all students should be able to enjoy a school environment free from all forms of discrimination, including sexual harassment.

Although no guidelines can define sexual harassment with complete clarity, the following definition is provided as a guideline of what is and is not prohibited conduct.

Sexual harassment is defined as offensive, unwelcome or unwanted sexual advances, requests for sexual favors, or other conduct of a sexual nature (whether verbal, written, physical or visual) when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's education.
2. Submission to or rejection to such conduct by an individual is used as the basis for educational decisions affecting the individual.
3. Such conduct has the purpose or effect of interfering with an individual's educational performance or creating an intimidating, hostile, or offensive classroom environment.

In certain circumstances, unlawful sexual harassment may also include conduct of a nonsexual nature that creates an intimidating, hostile, or offensive classroom environment, to the extent that conduct is directed towards an individual merely because of that person's sex.

This policy covers all students and employees of LCT, as well as any third parties conducting business on our premises. Thus, LCT will not tolerate, condone, or allow sexual harassment, whether engaged in by fellow students, employees, or nonemployees (including vendors or visitors) who conduct business with the company. LCT requires reporting of all complaints of discrimination, on the basis of sex, including complaints of sexual harassment, to the Title IX Coordinator even if the allegations may also raise criminal or other disciplinary concerns.

If you believe you are the victim of such harassment, you should report the incident **immediately** to your teacher. If you are uncomfortable with reporting any incident to your teacher, you may report an incident to the Executive Director, who is the Title IX Coordinator for the school and can be reached at the address and phone in each school's catalog. All complaints will be impartially investigated and kept confidential to the maximum extent possible. An impartial investigation may include interviews with all witnesses reasonably likely to have relevant information and provides the parties with the opportunity to present witnesses and other evidence and to review records. Criminal investigations related to the same or similar grievances do not necessarily obviate the need for an investigation by LCT regarding alleged Title IX violations. Any employee or student confirmed to have harassed another student will be subject to disciplinary action, up to and including termination/expulsion.

LCT will take reasonable interim measures to prevent the

# General Information

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occurrence or recurrence of any harassment, to provide a safe and nondiscriminatory environment for students, and to the extent provided by law without impeding the investigation, to protect the confidentiality of complainants, the accused, and witnesses.

LCT will take reasonable, timely, and effective corrective action to correct the effects on any complainant and others of any sexual harassment confirmed by LCT's investigation, to eliminate to the extent reasonably possible any hostile environment that has been created, and to prevent the recurrence of any confirmed sexual harassment.

LCT prohibits any form of retaliation against a student filing a complaint under this policy or assisting in the company's investigation.

**All students have the same rights, privileges and opportunities and are required to meet the same standards of conduct and performance regardless of race, age, religion, sex, national origin, nationality, citizenship, disability, sexual orientation, marital status or any other legally protected class.**

**Further, students have a right to attend school in an environment free of harassment, whether racial, sexual or on any other basis described above. Harassment may be verbal, physical, written or visual.**

LCT is an equal opportunity educator that does not discriminate on any of the above bases. Educational opportunities are open to all qualified applicants solely on the basis of their experience, aptitude, and ability. This policy applies to all educational actions. In short, the company does not discriminate against anyone on any basis that is prohibited by law.



# Admissions Policies

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# Admissions Policies

## Steps for Enrollment

Inquiring applicants are scheduled to visit the College. Inquiring applicants must have a personal interview with an Admissions Representative.

While visiting the school the applicant will:

- Complete a General Application Information Form.
- Receive an overview of the programs for which they are qualified.
- Receive a tour of the campus.
- Receive information on tuition.
- Complete the Lincoln College of Technology Enrollment Agreement
- Pay registration fee. (See *Schedule of Fees* Insert for fee schedule, or visit [www.lincolnedu.com/consumerinfo](http://www.lincolnedu.com/consumerinfo).)

## Criteria for Admission

Based upon the success of our graduates, Lincoln College of Technology has earned a highly favorable reputation among the members of the industries for which we train. To ensure that qualified applicants are accepted for training, the following factors are carefully considered prior to acceptance.

**FOR ALL MEDICAL ASSISTING TECHNOLOGY, COMPUTER NETWORKING & SECURITY, BUSINESS MANAGEMENT, CRIMINAL JUSTICE AND PARALEGAL STUDIES ASSOCIATE DEGREE PROGRAMS; PRACTICAL NURSING DIPLOMA PROGRAM, AND PHLEBOTOMY CERTIFICATE PROGRAM:**

- All applicants must be at least seventeen years of age.
- All applicants with a High School Diploma, or GED, certifying the credential received will be admitted as a regular student.

**FOR MEDICAL ASSISTANT, MEDICAL CODING AND BILLING, AND COMPUTER NETWORKING & SECURITY DIPLOMA PROGRAMS:**

- All applicants must be at least seventeen years of age.
- All applicants with a High School Diploma, or GED, certifying the credential received will be admitted as a regular student.
- Applicants who do not have a High School Diploma or GED may also be admitted as a regular student provided they can demonstrate they have the "Ability-To-Benefit" from the education or training offered by successfully passing a nationally recognized admissions test administered by an independent test proctor before enrolling in school. Applicants who do not achieve the minimum score will be allowed one opportunity to retake the ATB test after one week has elapsed from the original examination date. Applicants admitted under this provision may be required to participate in a pre-term support training program.

**Note: Cleveland and Columbus campuses do not accept Ability-To-Benefit students.**

For all non-ATB applicants in order to be accepted into any program, with the exception of Practical Nursing, a Wonderlic SLE Test must be taken. The passing score for all programs is 11, except for Computer Networking and Security, which is 15.

**FOR PRACTICAL NURSING DIPLOMA PROGRAM ONLY**

### GENERAL REQUIREMENTS

Applicants for the Practical Nursing (PN) program must meet all admissions requirements as set forth by Lincoln Education in Policy 502.8, "Admissions Requirements", and as described in the

current Lincoln College of Technology Catalog. In addition, PN applicants must complete the following steps:

- Entrance Assessment Test**—To be considered for admission into the PN program, all applicants must complete the TEAS-V test, comprised of the following sections: Reading Comprehension and Math. The initial test and one re-test may be taken at no charge to the applicant. Subsequent retests require an upfront cash payment from the applicant to cover the cost of the test.  
Scores are valid for one year. Scores for "Pass", "Remediate", and "Fail" are defined by Lincoln Education.
  - Applicants scoring at the "Pass" level in both sections may move on to the admissions process.
  - If an applicant fails in any sections, she/he must re-take the failed section before proceeding in the admissions process.
- Criminal Background Check**—All PN program applicants must consent to a Bureau of Criminal Identification and Investigation (BCII) check during the application process. This report is paid for and requested by Lincoln College of Technology. The Program Administrator reviews all reports, and considers results in accordance with applicable state laws. Criminal convictions and/or patterns of criminal activity are considered in the PN applicant decision process.

## IMPORTANT NOTICES

- Per Federal guidelines, Ability-to-Benefit students admitted to a Lincoln College of Technology campus located in OHIO must have reached the state compulsory school age of eighteen in order to receive Federal Financial Aid.
- The Cleveland and Columbus campuses do not accept Ability-To-Benefit students.
- Criminal records and/or certain background issues may present a barrier to employment in certain fields. Applicants may be denied admission as a student if after screening it is determined that employment after graduation is not possible due to background issues.

All applicants must be capable of performing the duties of the Career Field as defined in the U.S. Department of Labor publication, *Dictionary of Occupational Titles*.

Applicants denied admission to Lincoln College of Technology will have any paid fees refunded. Lincoln College of Technology does not deny admission on the basis of age, race, creed, color, sex, or national origin.

## Orientation

Orientation sessions are required for all first-quarter students. The purpose of this program is to acquaint the student with necessary requirements of applying for financial aid and/or housing, to review the rules and regulations of the College, and to issue appropriate class assignment. At this time, students review some of the basic policies and procedures of the College and meet administrative and/or faculty members. Students are expected to fulfill their initial financial obligations at this time.

## Student Advising

Advisement offers students the opportunity to ask questions about the College's programs, specific fields of employment, student's academic progress, and other relevant topics.

Additionally the Academic and the Education Supervisor of each campus are available for personal and academic advisement at any time during the student's course of study.

# Admissions Policies

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## ■ Course Programming

Course programming and individual schedules are approved by the Executive Director and/or Academic Dean. The College reserves the right to determine when each course is offered, to decide the number of credit hours a student may carry, and to make adjustments in the program or course content. If a student changes his/her course of study, the College cannot guarantee that the student will be able to maintain a full-time schedule each quarter and, as a result, may not complete his/her program in planned program length.

## ■ Advanced Standing by Transfer of College Credit

The College may award transfer credits from another educational facility when the following criteria are met:

1. Credits are transferred from accredited school.
2. The credits are for course(s) comparable in content and credit hours to a course(s) in the student's program of study at Lincoln College of Technology
3. The credits were earned within the previous five years.
4. The student has achieved a grade of "C" or higher.

The Executive Director or Academic Dean will evaluate a student's credits from another institution and make the final decision about granting transfer credit. Transfer credits are noted with a "TR" on the academic record. It is the responsibility of the prospective student to provide Lincoln College of Technology with an official transcript from the institution previously attended.

Transfer credit must be requested and evaluated prior to beginning first day of class. Exceptions to the five-year transfer limit may be made with the approval of the Executive Director.

Transfer credits are recorded as hours earned toward a program, but the quality points are not averaged into the accumulated average at Lincoln College of Technology. Lincoln College of Technology does not give credit for experiential learning. Also, see *Transfer Credits* on pages 45-46.

## ■ Single Subject Policy–Credit/Non-Credit

Students may take single subject classes for either credit or non-credit. Students enrolled in non-credit classes are not required to take a placement evaluation or provide academic or financial aid transcripts. Placement assistance is not provided for students enrolled as a non-declared student. Students wishing to apply non-credit or credit classes to a declared program of study must meet all other entrance requirements. There is no limit on the number of single subject classes a student may take.

## ■ Withdrawal

Any student considering withdrawing from a program should see his or her Education and Admissions Representative as soon as possible. If a student ultimately decides to withdraw from that program, it is requested that a withdrawal form be filled out in the office of the Academic Dean stating his/her intent to withdraw and his/her reason. Prior to withdrawal, the student should have an exit interview with the Academic Dean and a Financial Aid Exit Interview.

# Financial Information

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Most students who attend LCT benefit from some type of ***financial aid.***

Financial aid is available to those who qualify.



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# Financial Information

## Financial Assistance

A call or visit to the Lincoln College of Technology Financial Aid Office will help determine eligibility for the various sources of financial assistance. Lincoln College of Technology is an eligible institution with the U.S. Department of Education under the following student financial aid programs.

- *Federal Pell Grant Program\**
  - *Federal Supplemental Educational Opportunity Grant Program (FSEOG)\**
  - *Work Force Grant – Associate Degree and Ohio Residents Only.\**
  - *William D. Ford Federal Direct Loan Program†*
- \* Grants are awards that you don't have to pay back  
† Loans are borrowed money that you must repay with interest  
‡ Work Study gives you the chance to work and earn money to help pay for school.

Alternative financing is also available.

## Veteran's Aid

The College offers training for the following veteran categories: Chapters 30, 31, 32, 35, and 106. See the certifying official at each campus for more information.

### OH Ohio Campuses

All Lincoln Colleges of Technology located in the state of Ohio are approved for the Yellow Ribbon Program and MYCAA.

## Scholarships

### OH Ohio Campuses

All Lincoln Colleges of Technology located in the state of Ohio are approved for the "Lincoln College of Technology Scholarship Program". Each campus in Ohio provides two full (maximum \$20,000 each) and two half tuition (maximum \$10,000 each) scholarships at each of its campuses. They are awarded annually to winners of the Scholarship Awards Program. Preliminary scholarship competition is conducted in the form of aptitude testing at each campus location. On the basis of test results, finalists are selected and invited to return for an interview conducted by the Scholarship committee, comprised of volunteers representing business, industry, education and/or government not affiliated with the school.

This committee will evaluate each finalist on the basis of preliminary test results, appearance, friendliness, poise, stability, enthusiasm, personal conduct, oral expression, and alertness.

To participate, the applicant must be a graduating member of the high school senior class in good standing or possess a high school diploma or GED and must complete the Scholarship Awards Program Application. Contact your High School Guidance Counselor or Lincoln College of Technology Admissions Representative for more information.

For current dollar value, see catalog tuition and fees insert. Final selection of winners is made not later than May 31st annually.

### KY OH All Campuses

#### LAWRENCE E. BROWN LEADERSHIP AWARD

This is a \$5,000 scholarship awarded to current students that exhibit leadership qualities both in their personal lives and in their school career and are in school for a minimum of six (6) months with a GPA of 3.0. The \$5,000 will be applied to their financing.

A total of ten (10) scholarships will be awarded annually among schools owned and operated by Lincoln Educational Services Corporation. Please see the Executive Director for directions on how to apply for the scholarship.

#### CRITERIA FOR SCHOLARSHIP

1. Completed application
2. Completed essay
3. Recommendation

#### SELECTION

There is a Corporate Committee that selects and awards these scholarships.

#### IMAGINE AMERICA SCHOLARSHIP PROGRAM

Each high school is allowed to select three high school seniors to participate. Scholarship winners will receive a \$1,000 scholarship towards their tuition at LCT.

Information regarding this scholarship can be obtained at local area high schools or the LCT financial aid office.

### OH Ohio Campuses

All Lincoln College of Technology campuses located in the state of Ohio are approved for the "Share the Dream Scholarship Program". Monetary Scholarships will be matched, up to \$2,500.00 by each campus. The matching scholarship will be a tuition credit over the course of the program of study. To qualify, an applicant must: 1. Be a high school graduate or possess a General Equivalency Diploma (GED), 2. Take the COMPASS Assessment Examination, and, 3. Be enrolled as a full-time undergraduate student.

All Lincoln College of Technology campuses located in the state of Ohio are approved for the "Lincoln College of Technology Career Development Grant". The value of the grant can be up to \$6,000.00, depending on need and financial assistance. To qualify, an applicant must: 1. Be a high school graduate or possess a General Equivalency Diploma (GED), 2. Eligibility is based with the students association with a local, state, or federal job training program, 3. Must be recommended or accepted into an approved program by a Career Development Center Counselor.

## Tuition and Fees

A *Schedule of Fees* Insert, included as a catalog addendum, contains detailed information about the College tuition and other charges.

Tuition is payable in advance. A definite tuition schedule will be established prior to the start of class. Absence from class does not relieve the student of tuition liability.

Student obligations relating to payment for purchases made from the College must be met in accordance with the provisions and the purchase agreements made at the time of the sale.

For more details, see *Schedule of Fees* Insert.

## Cancellation and Refund Policy

### KY OH All Campuses

#### 1. FIVE (5) DAY CANCELLATION POLICY:

All monies will be refunded in full under any one of the following conditions:

- a. Rejection of the Enrollment Agreement by the COLLEGE.
- b. Receipt by the COLLEGE, within five (5) business days of the contract signing, of written notification that the STUDENT wishes to cancel, even if instruction has begun. If the applicant is a minor, the cancellation notice must be signed by a parent or guardian. (The postmark date will be effective date of cancellation.)

#### 2. CANCELLATION AFTER FIVE (5) DAY PERIOD:

- a. After the five (5) day period mentioned in Paragraph 1b, the Registration Fee is non-refundable.
- b. After the STUDENT starts COLLEGE, the COLLEGE will refund tuition according to the following schedule.

# Financial Information

## OH Ohio Campuses

### OHIO STATE REFUND POLICY FOR PROGRAMS ORGANIZED ON A CREDIT HOUR BASIS

- (a) A student who starts class and withdraws during the first full calendar week of the quarter or semester shall be obligated twenty-five percent of the tuition and refundable fees for that academic term plus the registration fee.
- (b) A student who withdraws during the second full calendar week of the academic term shall be obligated for fifty percent of the tuition and refundable fees for that period plus the registration fee.
- (c) A student who withdraws during the third full calendar week of the academic term shall be obligated for seventy-five percent of the tuition and refundable fees for that period plus the registration fee.
- (d) A student who withdraws beginning with the fourth full calendar week of the academic term will not be entitled to a refund of any portion of the tuition and fees.

## OH Ohio Campuses

According to Ohio Administrative Code 3332-1-10.1, in the event that a student withdraws or is dismissed from school, all efforts will be made to return **pre-paid** amounts for books, fees and supplies except for those that have been “consumed.” Consumed is defined as items that were special ordered for a particular student and cannot be used or sold to another student, items that are returned in a condition that prevents them from being used by or sold to new students and individually documented non-refundable fees for goods and services provided by third party vendors.

Special cases: In case of prolonged illness or accident, death in the family, or other circumstances that make it impractical to complete the program, the COLLEGE shall make a settlement which is reasonable and fair to both parties.

## OH Ohio Campuses

Refunds shall be made within thirty days after the college has determined that a student has withdrawn. If a student ceases attending the college but does not officially notify the college of their withdrawal, the college will treat the student as withdrawn within sixty days of the student’s last date of attendance. A student’s withdrawal date used to calculate refunds shall be the student’s last date of attendance and participation in an academic activity.

## Return of Title IV Federal Student Aid

Federal regulations regarding repayment of Federal Financial Aid has changed the formula for calculating the amount of aid a STUDENT may retain when a STUDENT withdraws. STUDENTS who withdraw from all classes prior to completing more than 60% of an enrollment term will have their eligibility for Federal Aid recalculated based on the percentage of the term completed, which shall be calculated as follows:

$$\frac{\text{\# of calendar days completed by student}}{\text{total \# of calendar days in term}}$$

The total number of calendar days in a term excludes any scheduled breaks of 5 days or more.

If a student is entitled to a post-withdrawal loan disbursement, the borrower must respond to the COLLEGE’s notice of the intended disbursement within 14 days.

In conformance with Federal regulation, the policy of LINCOLN COLLEGE OF TECHNOLOGY is to distribute the proceeds of return to Title IV calculation to the origination source in the following order, up to the net amount disbursed: 1st–Unsubsidized Federal Stafford Loan, 2nd–Subsidized Federal Stafford Loan, 3rd–Unsubsidized Direct Stafford Loan, 4th–Subsidized Direct Stafford Loans, 5th–Federal PLUS Loan, 6th–Federal Direct PLUS Loan Any funds still remaining from the Title IV percentage calculation will be returned to the Federal Pell Grant Program then to the Federal SEOG.

*Please note that STUDENTS are responsible for any balance owed to LINCOLN COLLEGE OF TECHNOLOGY as a result of the repayment of Federal Aid funds.*

The official withdrawal for any student is considered to be the last recorded date of attendance. Refunds are made within 30 days of the last day of attendance or within 30 days from the date the institution determines that the student has withdrawn.

## The Refund Process

The refund process is a two step procedure. In step one, Lincoln College of Technology will calculate the percentage of the Federal Title IV aid that has been earned by the student in accordance with 34 CFR 668.22 of the Federal regulations. The second step of the process will establish the total charges incurred by the student for the training received through the last day of attendance. Lincoln College of Technology will calculate this portion of the refund by utilizing the state refund policy.

In conformance with Federal regulation, the school will distribute the proceeds from step one to the origination source in the following order, up to the net amount disbursed.

1. Unsubsidized Federal Stafford Loan (FFEL)/Direct
2. Subsidized Federal Stafford Loan (FFEL)/Direct
3. Federal Perkins Loan Program
4. Federal (FFEL)/Direct Graduate Plus Loan
5. Federal (FFEL)/Direct Parent Plus Loan
6. Federal Pell Grant
7. Academic Competitiveness Grant (ACG)
8. National Science & Mathematics Access to Retain Talent (SMART)
9. Federal Supplemental Educational Opportunity Grant (FSEOG)
10. Teacher Education Assistance for College and Higher Education Grant (TEACH)

# General Student Information

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Students find **friendships** and similar interests.



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# General Student Information

## ■ Student Dress Code Policy

The mission of Lincoln College of Technology is to offer the best educational and training programs to enable graduates to take to the marketplace the highest possible level of job knowledge and skills enabling them to accomplish worthwhile career goals and realize self-esteem. An integral part of this training centers around how to be professional, including dress and attitude, and for this reason Lincoln College of Technology requires students to dress, groom and behave as if they were already employed.

### FOR ALL PROGRAMS

- Students are not to wear flip-flops, slippers, shorts (knee length or above), hats, do-rags, denims/jeans (all colors), sweatpants, T-shirts, halter tops, or tank tops.

### ALLIED HEALTH PROGRAMS

- Solid color scrubs must be worn at all times, even when students are in non-medical courses. Top and bottom colors must match. The appropriate Lincoln College of Technology patch must be worn on the top at all times. A solid color shirt can be worn under the scrub top.
- Students' medical scrubs should be neat and clean. When in a wet lab students are required to wear lab coats.
- Closed-toe white leather tennis shoes must be worn at all times.
- Hair must be worn so that it is above the collar.
- Fingernails should be clean and trimmed to the fingertip. Acrylics and overlays are not permitted, even when students are in non-medical classes.
- During clinical classes: no facial piercings; no jewelry that hangs, i.e. necklaces, bracelets, earrings, shall be worn. Small (stud) earrings, chokers or short necklace and wedding rings are permitted.

### IMPLEMENTATION

- Students not abiding by the above policy will be asked to leave the premises until properly attired. Students will be responsible for all missed classes, assignments, work time and labs.
- Final decisions on acceptability are at the discretion of the student's Department Chair or Academic Dean. Any questions regarding this policy should be brought to the attention of the student's Department Chair or the Academic Dean.

## ■ Career Services

Lincoln College of Technology does not guarantee job placement. However, it does provide employment assistance to its current students and graduates by means of the following services:

- Advises industry of the availability of the College's students and graduates through regular contact.
- Advises students on interviewing techniques and personal development.

## ■ School Calendar

Please refer to the Lincoln College of Technology Catalog Addendum for a list of school holidays.

## ■ Academic Calendar

An academic calendar and scheduled break periods for each department may be found in the Lincoln College of Technology Catalog Addendum.

## ■ Smoking

Lincoln College of Technology has a No Smoking policy at all campuses.

## ■ Student Complaint/Grievance Policy

Conflicts are best resolved when people utilize basic communication skills, common sense, and discretion. A student whose views differ from those of an instructor should first try to resolve the difference with the instructor involved. If a satisfactory solution cannot be obtained, the student should request an interview with the Department Supervisor or Student Services Manager.

Students who have concerns of a non-academic nature are urged to consult with the office of the Executive Director. This office will refer the student to the proper department and will assist the student as necessary.

If a student does not feel that the school has adequately addressed a complaint or concern by following the above measures, the student may consider contacting:

**LINCOLN EDUCATIONAL SERVICES  
PROBLEM RESOLUTION HOTLINE  
1-800-806-1921**

If no resolution occurs, the student may contact the Executive Director, State Board of Career Colleges and Schools, 30 East Broad Street, 24th Floor, Suite 2481, Columbus OH 43215, (614) 466-2752 (Ohio Students); the Executive Director, Kentucky State Board for Proprietary Education, P.O. Box 456, Frankfort, Kentucky 40602, (502) 564-3296, Ext. 239 (Kentucky Students); and/or the Executive Director, Accrediting Council for Independent Colleges and Schools, 750 First Street NE, Suite 980, Washington DC 2002-4241 (202) 336-6780, [www.acics.org](http://www.acics.org).

## ■ Visitor Policy

Parents and other interested persons are welcome to call at any time to confer with school authorities, to inspect the school facilities, or to seek advice on the future career of an enrolled student. Visitors will find a cordial reception at Lincoln College of Technology. An appointment made in advance would be appreciated.

All guests and visitors are required to register with the front desk Receptionist, indicating the purpose of the visit.

## ■ Official Student Communication

Lincoln College of Technology's official web-based student portal (**MyCampusLinc**) and student email accounts are an official means of communication to all full and part-time students enrolled in credit bearing classes. All such students are required to activate **MyCampusLinc** portal and **@mylincoln.edu** email accounts. Official LCT communications may include, but are not limited to, registration information, reminders of important dates associated with key financial aid and financial obligations as well as academic progress notifications.

Lincoln College of Technology expects that students shall receive and read their electronic communications on a frequent and timely basis. Failure to do so shall not absolve the student from knowing of and complying with the contents of all electronic communications, some of which will be time-critical.



# Academic Information

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# Academic Information

## COMPASS Assessment Procedures

All accepted full time students (except for students entering into the Phlebotomy Certificate or Computer Networking & Security Diploma programs and Ability to Benefit students) will be required to take the COMPASS assessment before beginning classes in their respective programs.

COMPASS is a series of computer-based basic skills assessments designed to determine the student's current academic level. COMPASS stands for **COM**puter-adapted **PL**acement **A**ssessment and **S**upport **S**ervices. This assessment allows LCT staff to work together with the student to map out an academic success plan. COMPASS measures the student's aptitude in reading, writing and mathematics.

You cannot fail the COMPASS assessment; results do not determine whether or not a student is admitted to the college. Rather, the results determine which courses are best suited to the student's level of readiness. Each COMPASS component has a separate score which determines student placement. COMPASS is an un-timed assessment.

Nationally recognized benchmark scores help students and educators understand the level of achievement required for a student to have a high probability for success in credit level courses such as English Composition and College Algebra.

COMPASS benchmark scores are listed below:

COMPASS BENCHMARK SCORES	
Course in...	COMPASS Score
MATHEMATICS (Pre-Algebra)	65 or higher
READING	88 or higher

The COMPASS assessment is administered to students before or during orientation and will take approximately one hour to complete, although there is no time limit. Students will have two attempts to complete the COMPASS assessment. If a student does not meet the COMPASS minimum scores after two attempts, the student will be placed in GEN099 and/or GEN089, prerequisite coursework for college level courses. Students whose COMPASS scores meet or exceed the benchmark levels will receive advanced placement status for GEN099 and/or GEN089.

Students will have the opportunity to meet with education staff to review their results and course placement and will be provided with their COMPASS scores upon request before the first day of class.

Students with previous college level credits (C or higher) in English Composition and College Algebra may be awarded credit for those courses at the discretion of the Academic Dean.

Students will be required to successfully complete developmental coursework within their first three quarters or they will be academically dismissed from the College.

Students with disabilities or students with special needs can complete the assessment under conditions that allow for their needs. Students with special needs should arrange for accommodations with the Admissions Office when you apply. There is no charge for this service.

## Class Schedules

Students can enroll at any time during the year. Class starting dates are scheduled at frequent intervals to enable them to progress toward their career goals as soon as possible. Class size is limited so that each student can receive the personal attention so vital to successful mastery of the skills and understanding of the subject at hand.

Normally, the student/teacher ratio will not exceed 30 to 1. If there is an exception, a secondary teacher will be placed in the classroom.

The class schedules that follow are designed to be flexible and best utilize facility and instructional time:

### DAY COURSE SCHEDULE

Monday through Thursday, 8:00 a.m. to 6:00 p.m.

### EVENING COURSE SCHEDULE

Monday through Thursday, 3:30 p.m. to 10:00 p.m.

Note: Lincoln College of Technology is open on Fridays from 8:00 a.m. to 4:00 p.m. Saturday classes may be added to the course schedule if necessary.

Note: Nursing programs schedule is Monday through Friday, 8:00 a.m. to 5:00 p.m.

The school reserves the right to alter hours of attendance and/or starting dates when deemed necessary. Such changes will not alter the program costs or refund policy stated in the enrollment agreement. If conditions beyond the control of the school require postponement of a starting date or temporary suspension of classes, appropriate adjustments will be made to provide students all the instruction to which they are entitled under the terms of the enrollment agreement. Students who have enrolled but have not started attending school will, upon request, be issued a refund of monies paid if postponement of classes extends beyond the next class starting date. For specific start and end dates see the school calendar addendum.

## Certificate, Diploma, and Degree Programs

We offer a few different approaches to vocational training to help students prepare for jobs in the industry:

For the person wanting training in the shortest amount of time possible in a specialized area the school offers a certificate program.

For the person wanting comprehensive training geared towards succeeding as a professional technician, the school offers diploma programs which prepare students for entry-level positions in their chosen field.

For the person wanting training that enables graduates to seek employment in a wide variety of management, technical, and administrative positions the applied science and applied business degree programs are available for the field of study they have chosen.

Rules and regulations vary by state; the certificates, diplomas, or associates degrees conferred by the schools are in accordance with the state of Ohio and the state of Kentucky.

For a description of the subject matter covered in each course, please refer to the Course Descriptions on pages 20 through 29.

## Student Conduct

Students are required to comply with all Student and Safety Regulations. Failure to adhere to and observe School Regulations and Policy may result in suspension or immediate dismissal. Conduct which may be considered unsatisfactory includes but is not limited to the following:

- Excessive absenteeism, tardiness or leaving class early. Students are also expected to put forth a reasonable effort to learn. Acts such as loafing, horseplay, failure to pay attention and carry out instructions, or poor attendance are not tolerated. Students who arrive after the official school starting time will be considered as late. If a student must leave prior to the official end of class time, he/she must notify the instructor and/or Education Department. Class attendance is closely monitored by the school, and unless, they contact the school first, students who are absent from class may be contacted.
- Student conduct which disrupts classes or interferes with the progress of other students.
- Theft of property belonging to the School, other students or

# Academic Information

employees. (In addition to termination, theft may be reported to civil authorities.)

- Any act resulting in defacing or destruction of School property and/or property of others including other students.
- Fighting in or near the school premises.
- Possession or consumption of alcohol or illegal substances on or near school premises. Possessing firearms, fireworks, ammunition, or weapons is a violation of schools rules and state laws. (In addition to termination, illegal substance abuse will be reported to proper authorities.)
- Personal conduct at any time or place which may, in the judgment of the School staff, cast a bad reflection on the School and its well-earned reputation.
- We oppose all forms of unlawful discrimination and harassment in the school environment. Harassment and discrimination can take many forms including but not limited to, racial slurs, ethnic jokes, disparaging or insensitive remarks about an individual's religion, age, gender, physical ability or sexual orientation, physical or verbal threats, or sexual harassment. None of these, or any other form of harassment, including cyber-bullying, or discrimination is acceptable in the school environment. All allegations of harassment or discrimination are fully investigated. Students found to have engaged in this behavior are subject to disciplinary action up to and including expulsion from school.
- Any student creating a hazard; immoral conduct, or disturbance in the surrounding neighborhood. Reckless driving and/or squealing tires near the school or places of residence are prohibited.
- The campus computer systems and networks are provided for student use as a part of the academic program. All students have a responsibility to use Lincoln Educational Services computer systems and networks in an ethical and lawful manner. The intentional misuse and abuse of computer and Internet resources. This includes, but is not limited to, purposely visiting inappropriate and non-academic Web sites which promote or advocate illegal or unethical behavior; visiting inappropriate and non-academic Web sites for personal business; downloading graphics or other pictures, images, or information not related to academic curricula; inappropriate and non-academic use of email; inappropriate and non-academic use of chat rooms; and inappropriate and non-academic use of school software.
- In keeping with accepted industry and lab safety hazards, jewelry must be evaluated for safety risks when in the lab. Hanging earrings, necklaces, rings, or bracelets may pose a safety risk. If in the judgment of school staff, a safety hazard exists, a jewelry item in question must be either removed or covered with protective clothing.
- The campus has an established a dress code for students in all programs which is in accordance with industry expectations and in consideration of professional standards.
- We expect honesty from students in presenting all of their academic work. Students are responsible for knowing and observing accepted principles and procedures of research and writing in all academic work, including term paper writing, lab manual and/or workbook completion and test taking.
- Misrepresenting the school's programs, policies, or activities of members of the staff or of other students is prohibited.
- Cell phones and/or other electronic recording or communication devices are not allowed to be operated in any classroom or lab area without the expressed permission of the instructor.

## ■ Attendance Policy

Regular attendance is an essential ingredient for academic success. In many cases, good attendance may offset an otherwise average academic career. The nature of the training and graduate employability goals of the programs offered requires that students attend classes on a regular basis. Consequently, the following attendance policy will be strictly enforced. Field trips, employment interviews and absences due to new students starting late are not counted as absences for attendance purposes. Absences may not exceed twenty-five percent (25%) of scheduled hours per course, per module. When a student exceeds the twenty-five percent (25%) absence, he/she will be withdrawn from the course.

### EXAMPLES OF THE 25% ABSENT RULE

- A class meeting four (4) times a week for six (6) weeks would have a maximum absence ceiling of 6 [24 class sessions times 25% = 6].
- A class meeting three (3) times a week for six (6) weeks would have a maximum absence ceiling of 4 [18 class sessions times 25% = 4.5 rounded to 4].
- A class meeting two (2) times a week for six (6) weeks would have a maximum absence ceiling of 3 [12 class sessions times 25% = 3].
- A class meeting one (1) time a week for six (6) weeks would have a maximum absence ceiling of 1 [6 class sessions times 25% = 1.5 rounded to 1].

Approved field trips and employment interviews are considered part of training. So those activities, in addition, to absences due to new students starting late (established per school policy) are not counted as absences for attendance purposes.

The following documented absences may be considered on appeal as excused absences. If approved, the student will be allowed to make up any work missed, however, the make-up time cannot be applied to their course attendance percentage:

**Court Appearance**—If a student must appear in court for an action in which he/she is only a third party or witness, excused time may be granted at the discretion of the school.

**Military Duty**—All military personnel requesting an excused absence must submit a copy of their orders to the campus Education Department at least two weeks prior to the missed time.

**Illness**—A written doctor's note excusing participation in school or a stay in a hospital will qualify for excused time. Documentation of the stay in the hospital will be required.

**Bereavement**—Documentation required (e.g.- newspaper notice, funeral notice, obituary, or church handout).

**Jury Duty**—Documentation required (stamped jury duty form from court).

Documentation of the above approved absences should only be presented to the program supervisor upon returning to school. Any other documented extenuating circumstances must be approved by the campus Executive Director.

Students requesting readmission must re-enroll under the currently effective School Enrollment Agreement of their chosen program reflecting revised prices, if applicable. Students receiving funds from any state or federal agency may be subject to the additional attendance requirements of that specific agency.

## ■ Practical Nursing Attendance Policy

Attendance: Absences may not exceed ten percent (10%) of scheduled hours per course, per quarter. Students who miss in excess of five percent (5%) of hours will automatically be placed on attendance Warning. Once a student exceeds ten percent (10%) absence, she/he will be withdrawn from the course. Students who miss five (5) consecutive days without contacting their supervising Faculty will be automatically withdrawn from the program.

# Academic Information

Tardiness is defined as arriving to class/lab/clinical late or leaving early.

## ■ Attendance Policy for Externship

Students participating in Externship programs will be required to complete 180 hours (approximately 30 scheduled hours per week) during the six week module of the quarter. Externship students will be withdrawn from school once they exceed the twenty-five percent (25%) threshold in attendance during the six (6) week session. Students are required to complete all required hours/credits of the Externship training in order to be eligible for graduation.

## ■ Make-up

Make-up work is only permitted when a student has an excused absence. The excused absence form must be approved by the campus Education Department before the work can be assigned and/or accepted. Make-up work may only be used to affect a course grade. Make-up work may not be used to raise attendance percentage in a course. Make-up work must be completed no later than 14 calendar days after the completion of the course, and must be specifically for assignments missed while out for excused absences.

In the case of school closure due to inclement weather or other natural disaster, make-up sessions will be scheduled to present and/or review material not incorporated into the remaining scheduled days. The campus will attempt to schedule make-up classes at times that fit within the students' schedule.

## ■ Independent Study Policy

In certain circumstances a student is unable to take a course at its scheduled time or a student might need a course to graduate that is not scheduled. When this situation occurs, the school may authorize the student to take the course through independent study. In order to take a course through independent study, the student must request permission in writing from the Director of Education/Academic Dean.

A student must meet the following conditions to take a course through independent study:

1. Successfully completed at least 50% of the credit hours required in the program;
2. Have an overall cumulative grade point average (CGPA) of at least 3.0;
3. Making satisfactory academic progress (SAP).

The school may, at its discretion, vary from time to time the courses available to be taught through independent study. Not all courses will be made available by the school to be taught through independent study. A student will be permitted:

1. just one course through independent study during any calendar quarter.
2. just four courses total through independent study in any associate's degree program of study,
3. just two courses in a certificate or diploma program of study

Under no circumstances can the total number of independent study course credits be more than 10% of total credits of the program.

## ■ Consultation and Tutoring

Students and graduates may consult with the School faculty at any time about program or course problems. Students who require additional assistance with their work may obtain individual tutoring from the faculty outside of class hours. Arrangements for special tutoring must be made with the campus Education Department. The tutoring schedule is to be posted in all classrooms throughout the school.

## STUDENTS WITH DISABILITIES

LCT is dedicated to providing opportunities for all qualified students, to participate fully in the academic environment. LCT does not discriminate or deny access to an "otherwise qualified" student with a disability. An "otherwise qualified" student with a disability is one who meets the essential institutional, academic and technical standards requisite to admission, participation, and completion of our programs. It is the responsibility of the student to request an accommodation and to follow the processes set forth in this policy. Without a request for an accommodation, it cannot be given. Likewise, a student with a disability who chooses not to have any accommodations is under no obligation to seek or obtain one. Students who are seeking disability support services are required to submit documentation to verify eligibility under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Amendment Act of 2008 (ADAA).

## ■ Course and Academic Measurement

The instructional hours listed for each of the programs in this catalog are included in compliance with State and Veteran's training requirements and are predicated on regular attendance, successful completion of each course in the program without repetition or make-up work and excluding holidays that occur during the period of attendance. An instructional hour is defined as a minimum of 50 contact minutes within any scheduled 60 minute period.

Academic progress is based on quarter credits earned. A quarter credit hour is earned by demonstration of proficiency in the application of the technical knowledge and skills covered during 10 scheduled hours of classroom lecture, 20 scheduled hours of supervised laboratory or 30 scheduled hours of workplace practice. Students complete an academic year upon accumulation of a minimum of 36 credits taken over a period of a minimum of 30 weeks.

## ■ Out of Class Assignments

Out of Class Assignments are an extension of the classroom/laboratory experience and provide an opportunity for students to research, apply, or practice concepts learned in the classroom. This type of reinforcement strengthens a student's understanding of course competencies. While the type of assignments and time required will vary from course to course and student to student, each student will be required to complete out-of-class assignments which will be included as part of the course final evaluation.

Students' academic achievement in out-of-class learning activities will be evaluated in each course, with the assignments comprising a total of the final grade. The percentage of the final grade that out-of-class assignments comprise may differ between courses, and will be listed on each course syllabus.

## ■ Grading Policy

Grading is based on the student's class work and lab work, and the results of written and performance tests. An average is taken of all grades in any marking period and must be at the specified CGPA or above to be considered making satisfactory academic progress.

# Academic Information

## Grading System

Grade	Percentage Equivalent	Grade Points
A	90-100	4.0
B	80-89	3.0
C	70-79	2.0
D	60-69	1.0
F	Below 60	0.0
I	INCOMPLETE (Requires make-up work)	0.0
W	WITHDRAWAL	N/A
TR	TRANSFER CREDIT—indicates the school accepted credit earned for previous postsecondary education at an institution other than a Lincoln Educational Services school. "TR" is not considered in computing the Grade Point Average.	N/A
P	PASS—for externship or remediation courses. "P" is not considered in computing the Grade Point Average.	N/A
*	Indicates that the course was repeated.	

## Grading System—Practical Nursing

Practical Nursing students must achieve a minimum grade of 80% at the end of each didactic and clinical course. Each student's progress will be evaluated periodically and student-teacher conferences held as indicated to discuss academic progress.

Quality	Grade	Percentage	Grade Point
Excellent	A	94-100	4.0
Good	B	87-93	3.0
Average	C	80-86	2.5
Failure	F	79	0

## Satisfactory Academic Progress

### INTRODUCTION

Federal regulations require the Institution to monitor the academic progress of each student who applies for financial aid and to certify that each student is making satisfactory academic progress toward a degree, diploma, or certificate. In accordance with those regulations, the Institution has established standards of Satisfactory Academic Progress (SAP) that include qualitative, quantitative and incremental measures of progress. Students bear primary responsibility for their own academic progress and for seeking assistance when experiencing academic difficulty. Counseling, tutoring, and mentoring programs are all available.

### QUALITATIVE MEASURE OF PROGRESS (GRADE POINT AVERAGE)

All students are required to meet the minimum cumulative grade point average (CGPA) shown on the chart below. Grades of "A", "B", "C", "D", and "F" will be included in the CGPA calculation.

QUALITATIVE MEASURE OF PROGRESS (GPA)	
PROGRAM INTERVALS (Based on Total Published Program Credits)	MINIMUM REQUIRED GRADE POINT AVERAGE
BELOW 25%	1.25
25% TO <50%	1.50
50% TO <75%	1.75
75% AND ABOVE	2.00

### QUANTITATIVE MEASURE OF PROGRESS (COMPLETION PERCENTAGE AND MAXIMUM TIME FRAME)

#### COMPLETION PERCENTAGE

The institution has established a pace of course completion for all enrolled students as outlined in the table below. In order to graduate, students must successfully complete a minimum of 67% of their cumulative registered/attempted credits. Grades of "F", "I", "W", (or blank/missing) are treated as registered credits but NOT earned credits and thus negatively impact the percent of completion.

QUANTITATIVE MEASURES OF PROGRESS (PACE)	
PROGRAM INTERVALS (Based on Total Published Program Credits)	MINIMUM PACE OF PROGRESSION
BELOW 25%	50%
25% TO <50%	66.7%
50% TO <75%	66.7%
75% AND ABOVE	66.7%

The formula used to calculate Pace ("Minimum Completion Rate") will vary depending on the program of study as noted below.

QUANTITATIVE MEASURES OF PROGRESS (PACE)	
PROGRAM STANDARD	FORMULA
CREDIT HOURS	$\frac{\text{cumulative earned credits}}{\text{cumulative registered credits}}$
CLOCK HOURS	$\frac{\text{cumulative earned hours}}{\text{cumulative scheduled hours}}$

#### MAXIMUM TIME FRAME

All financial aid recipients are expected to complete their degree/diploma/certificate within an acceptable period of time. The maximum time frame for financial aid recipients is 150% of the published length of the program. For students enrolled in credit hour programs, the MTF is based on 150% of the minimum required credits for graduation as published in the catalog. For students enrolled in clock hour programs the MTF is calculated as 150% of the calendar weeks required for successful program completion as published in the catalog.

#### EVALUATION PERIOD

In order to assess financial aid recipients' eligibility for continued funding, the Financial Aid office reviews student SAP status at the end of each quarter (two 6 week modules). Evaluation periods will vary depending on the student's academic calendar as illustrated below:

# Academic Information

EVALUATION PERIOD	
ACADEMIC CALENDAR 1 (A/B)	ACADEMIC CALENDAR 2 (B/A)
FALL A–FALL B	FALL B–WINTER A
WINTER A–WINTER B	WINTER B–SPRING A
SPRING A–SPRING B	SPRING B–SUMMER A
SUMMER A–SUMMER B	SUMMER B–FALL A

## FAILURE TO MEET STANDARDS

### SAP/FA WARNING

- If at the end of the evaluation period a student has not met either the GPA or completion percentage standard, the student will be placed on warning for one evaluation period. Students on warning are eligible to register and receive financial aid.
- If at the end of the warning period a student who has been on warning has met both the cumulative GPA and cumulative completion percentage standards, the warning status is ended and the student is returned to good standing.

### SUSPENSION OF STUDENTS ON SAP/FA WARNING STATUS

If at the end of the warning period a student who has been on warning status has not met both the cumulative grade point average and completion percentage standards, the student shall be placed on SAP/FA Suspension. Students on SAP/FA suspension are not eligible to register or receive financial aid.

### SUSPENSION OF STUDENTS NOT ON SAP/FA WARNING STATUS

- **Suspension for Exceeding the Maximum Time-Frame.** If at the end of the evaluation period a student has failed to meet the institution's standard for measurement of maximum time-frame, the student shall be suspended from financial aid eligibility and may be subject to dismissal.
- **Suspension for Inability to Meet Program Requirements within the Maximum Time Frame.** If at the end of the evaluation period the institution determines it is not possible for a student to raise her or his CGPA or course completion percentage to meet the institution's standards before the student completes their program of study, the student shall be suspended from financial aid and may be subject to dismissal.
- **Suspension for Extraordinary Circumstances.** The Institution may immediately suspend students in the event of extraordinary circumstances, including but not limited to previously suspended (and reinstated) students whose academic performance falls below acceptable standards during a subsequent term of enrollment; students who register for courses, receive financial aid, and do not attend any classes; and students whose attendance patterns appear to abuse the receipt of financial aid and may be subject to dismissal.

## APPEALS AND PROBATION

### APPEALS

A student who fails to make satisfactory academic progress and is suspended has the right to appeal based on special, unusual or extenuating circumstances causing undue hardship such as death in the family, student's injury or illness or other special circumstances as determined by the institution.

- Appeals must be submitted in writing on a form(s) available from the College.
- The appeal must include an explanation of the special, unusual or extenuating circumstances causing undue hardship that prevented the student from making satisfactory academic progress.
- The appeal must also include what has changed in the student's situation that would allow the student to demonstrate satisfactory academic progress at the end of the next evaluation period.
- Supporting documentation beyond the written explanation is required.
- Initial consideration of appeals will be undertaken by the Appeal Committee which will minimally consist of the Academic Dean, Director

of Financial Aid. The Campus Executive Director may appoint additional members as deemed appropriate.

- Appeals that are approved must contain an academic plan that, if followed, ensures the student would be able to meet satisfactory academic progress standards by a specific point in time.

### PROBATIONARY STATUS

A student who has successfully appealed shall be placed on probation for one evaluation period. If, at the end of the next evaluation period, a student on probation status:

- Has met both the institution's cumulative grade point average and completion percentage standards, the student shall be returned to good standing.
- Has not met the institution's cumulative grade point average and completion percentage standards but has met the conditions specified in his/her academic plan, the student shall retain his/her financial aid and registration eligibility under a probationary status for a subsequent evaluation period.
- Has not met the institution's cumulative grade point average and completion percentage standards and has also not met the conditions specified in his/her academic plan, the student shall be re-assigned a SAP/FA Suspension status immediately upon completion of the evaluation.

## NOTIFICATION OF STATUS AND APPEAL RESULTS

### STATUS NOTIFICATION

Students are notified in writing (letter or email) when the evaluation of satisfactory academic progress results in warning, suspension, or probation. The notice includes the conditions of the current status and the conditions necessary to regain eligibility for registration and financial aid. Notice of suspension also includes the right and process necessary to appeal suspension.

### APPEAL RESULT NOTIFICATION

Students are notified in writing (letter or email) of the results of all appeals. Approved appeals include the conditions under which the appeal is approved and any conditions necessary to retain eligibility for registration and financial aid. Denied appeals include the reason for denial.

### REINSTATEMENT

A student who has been suspended from financial aid eligibility may be reinstated after an appeal has been approved or the minimum cumulative GPA and completion percentage standards have been achieved. Neither paying for their own classes nor sitting out a period of time is sufficient in and of itself to re-establish a student's financial aid eligibility.

## TREATMENT OF GRADES AND CREDITS

**Credits:** The unit by which academic work is measured.

**Registered (Attempted) Credits:** The total number of credits for which a student is officially enrolled in each term.

**Cumulative Registered Credits:** Cumulative registered credits are the total number of credits registered for all terms of enrollment at the college, including summer terms and terms for which the student did not receive financial aid.

**Earned Credits:** Earned credits include grades of "A", "B", "C", "D" and "P". They are successfully completed credits that count towards the required percentage of completion (67%) as defined by the quantitative measure.

**Attempted, NOT earned:** Grades of "F", "I", "NP", "W" (or a blank/missing) will be treated as credits attempted but NOT successfully completed (earned).

**Audited Courses:** Audited courses are not aid eligible courses and are not included in any financial aid satisfactory academic progress measurements.

**Consortium Credits:** Consortium credits are those credits for

# Academic Information

which a student is registered at another college, which are accepted in transfer by this college and are included for purposes of processing financial aid at this college. These credits are included in all satisfactory academic progress measurements.

**Developmental Credits:** Developmental credits are those awarded for remedial course work (below 100 level). Students may receive financial aid for developmental credits. These credits are included in the pace measures but not in the maximum timeframe measures calculation.

**Repeat Credits:** Repeat credits are credits awarded when a student repeats a course in order to improve a grade. A student may repeat a class as allowed by the institution. The institution will determine, based on its Repeated Courses policy, which grade will become the grade calculated in the GPA. All repeated credits are included in the percent of completion and maximum time frame calculations.

**Transfer Credits:** Transfer credits are credits earned at another college which are accepted by this college. Transfer credits which are accepted by the Institution and are applicable to the student's program of study shall be counted as credits attempted and completed for calculation of completion percentage and maximum time frame. Grades associated with these credits are not included in calculating CGPA.

**Withdraw:** The mark of "W" (withdrawal) is assigned when a student withdraws from a class. It is not included when calculating grade point average or earned credits. Thus, it does not impact CGPA but does negatively impact earned credits and, therefore, negatively impacts the student's percent of completion.

**Incompletes:** The mark of "I" (incomplete) is a temporary grade which is assigned only in exceptional circumstances. It will be given only to students who cannot complete the work of a course on schedule because of illness or other circumstances beyond their control. An "I" grade will automatically become an "F" grade if requirements to complete course work have not been satisfactorily met within 14 days of the original course end date. Instructors have the option of setting an earlier completion date for the student. A grade of "I" is not included when calculating grade point average or earned credits. Thus, it does not impact CGPA but does negatively impact earned credits and, therefore, negatively impacts the student's percent of completion.

## DEFINITIONS

**Academic Plan.** A student who successfully appeals for reinstatement will be required by the Institution to complete, during their probationary period, specific requirements contained in an academic plan developed for that student by the Institution.

**SAP/FA Probation Status.** A student who has successfully appealed shall be placed on SAP/FA Probation for one evaluation period. If, at the end of the next evaluation period, a student on financial aid probation status:

- Has met the institution's cumulative grade point average and completion percentage standards, the student shall be returned to good standing.
- Has not met the institution's cumulative grade point average and completion percentage standards but has met the conditions specified in his/her academic plan, the student shall retain his/her financial aid and registration eligibility under a probationary status for a subsequent evaluation period.
- Has not met the institution's cumulative grade point average and completion percentage standards and has also not met the conditions specified in his/her academic plan, the student shall be re-suspended immediately upon completion of the evaluation.

**SAP/FA Suspension Status.** A student on SAP/FA Suspension status is not eligible to register or receive financial aid. Students who have been suspended may regain their eligibility only through the institution's appeal process or when they are again meeting the institution's satisfactory academic progress cumulative grade point average and completion percentage standards.

**SAP/FA Warning Status.** Students on SAP/FA Warning are eligible to register and receive financial aid for one evaluation period despite a determination that the student has not met either an institution's grade point average standard, or completion percentage standard, or both.

- If at the end of the warning period a student who has been on SAP/FA Warning status has met both the institution's cumulative grade point average and completion percentage standards, the warning status is ended and the student is returned to good standing.
- If at the end of the warning period a student who has been on SAP/FA warning status has not met either the institution's cumulative grade point average or completion percentage standards, the institution shall suspend the student.

## ■ Transcripts (Progress Records)

Following a review by the School, grade reports or unofficial transcripts are issued to the student upon completion of each quarter. However, students can access their student portal to retrieve grades at any time. Individual progress records are permanently maintained for each student and are open for inspection in accordance with the Family Educational Rights and Privacy Act of 1974.

The student will receive an official transcript upon graduation. Requests for official transcripts while in school or additional copies of official transcripts after graduation or replacement diplomas/degrees must be submitted in writing to the school. Contact the school's Business Office for a current schedule of fees.

## ■ Transfer Credits

For students who change programs within the College, only those courses that count towards a student's new program of study will be used to determine satisfactory academic progress.

The school's programs are career oriented in nature with objectives designed to prepare graduates for immediate employment in their chosen field of study upon graduation. Students seeking to continue their education at other postsecondary institutions should be aware that the school does not claim or guarantee that credit earned here will transfer to another institution, and acceptance of the credit earned here is determined at the sole discretion of the institution in which the student desires to transfer his/her credits. Students are advised to obtain information from all institutions they are considering attending in order to understand each institution's credit acceptance policies. It is the student's responsibility to confirm whether or not credits earned at this campus will be accepted by another school.

Applicants with previous experience or formal postsecondary education training in the field for which they have elected to enroll may be granted credit toward the completion of the program based on an evaluation of their experience and proficiency in that field. Applicants who request credit for previous training or experience must apply prior to starting school.

Transfer applicants must submit an official transcript from their former institution that clearly indicates the courses taken, grades achieved and credits awarded. All credits transferred from applicable courses must have an earned grade of "C" or better. Time limit on transfer credit acceptance is based on industry standards and company policy. The Academic Dean will have full discretion of accepted credits. Or, the applicant must produce an up-to-date, professionally recognized certification along with a verifiable history of employment relating to the course. Or, the applicant must pass the mid-term and final written and practical exams for the course(s) with a grade of "C" or better. There is generally a nominal charge for the administration of the testing.

Regardless of the number of transfer credits awarded, all students must complete a minimum of 50% of the credits required for graduation through actual attendance for all programs taken.

NOTE: Lincoln College of Technology limits academic residency to no more than twenty-five percent (25%) of the degree

# Academic Information

requirements for all undergraduate degrees for active-duty service members. Academic residency can be completed at any time while active-duty service members are enrolled. Reservists and National Guardsmen on active duty are covered in the same manner.

Prior courses taken that become accepted for transfer credits will not be used to determine a student's satisfactory academic progress, but will be considered in calculating the maximum time frame, which is one and one-half (1.5) times the normal program length in credit hours.

Those students who transfer credits from an accredited postsecondary institution will receive a grade of "TR" as noted in the Grading System. For students who change programs, only those courses that count towards a student's new program of study will be used to determine satisfactory academic progress.

## Developmental, Non-Credit and Remedial Courses

Developmental, non-credit and remedial courses are graded on a Pass/Not Passed basis. Any credits assigned are included in the SAP calculation for the purposes of calculating CMTF but not included in the calculation of the student's CGPA.

## Externship Requirements

- Students must have achieved the minimum requirement of a cumulative grade point average of 2.0. Students whose GPA is less than a 2.0 after completing the academic portion of the program will be required to repeat classes with less than a 2.0, in order to improve the cumulative grade point average to a 2.0 CGPA and qualify for the externship as long as mathematically capable of repeating the classes within the 150% MTF.
- An approved resumé.
- For many of the programs, students must submit to a background check prior to the start of their last course, module, or class. An unfavorable result may preclude a student from participating in the externship portion of the program, resulting in the student being withdrawn from school.

## Withdrawals and Incomplete Grades

A "W" withdrawal is given to students who stop attending during a course. These students must retake the entire course. A "W" will not be calculated in the cumulative GPA, but count as an attempt for satisfactory progress. An "I" incomplete is given to students who do not complete a test or required course work due to a documented excused absence. The student has a maximum of 30 days to complete the course work; the school may require less time in certain circumstances. If the coursework is not completed in the specified time, the student will receive a zero for the assignment which will be averaged into the GPA and class grade.

## Repeat Failures

Based on scheduling availability, a student will be allowed to repeat one failed course at no additional tuition charge provided the student graduates and providing the repeat will not prevent the student from completing the program in the maximum time permitted by the School's Satisfactory Academic Progress Policy.

Students who fail the same course twice will be terminated except in the case of verifiable extenuating circumstances. In such cases, a student may be granted permission by the Education Department to enroll in the course for a third time if the circumstances are thoroughly documented.

## Grade Appeal Policy

Any student wishing to have a course grade reviewed must appeal

in writing. Grade Appeal Forms are available from the Education Office. Initially the appeal should be given to the faculty member who awarded the grade. If satisfaction is not obtained, the student should then appeal to the Education Supervisor who after reviewing with an Academic Review Panel, will respond in writing with a binding decision.

## Leave Of Absence

The granting of a Leave of Absence (LOA) must be in accordance with guidance contained in Accreditation, State, and Federal regulations. In compliance with these regulations a student may be granted a number of Leaves during any twelve month period provided that the cumulative number of days of LOA's do not exceed 180 calendar days. The length of any one LOA is at the discretion of campus management. The student must state the specific reason for the LOA on the Leave of Absence Request Form, and have an exit interview with the Education Department to determine what is in the best interest of the student.

If the absence from school exceeds the officially approved date of return you will be withdrawn from school. Any unearned financial aid credited to your account will be refunded. Reinstatement of financial aid will require a new application and routine processing time. In addition, you will be required to complete a new enrollment agreement (contract) at the tuition rate in effect on the date of re-application.

## Re-entrance Policy

Students requesting readmission following an interruption in classes, and students who fail to re-enter on the scheduled time following an authorized leave of absence must re-enroll under the current effective school Enrollment Agreement reflecting revised prices, if applicable. The school reserves the right to limit re-entries.

Students are allowed a combination of no more than two interrupts (this includes LOA's). To re-enter a second time, a student may be readmitted where documented extenuating circumstances exist. An appeal letter must be presented to the Education Department for review. If the Education Department determines that re-admittance is justifiable, the student may be readmitted only after meeting with the Education Department. This signed document must remain in the student's file. A student may not be readmitted a third time unless documented extenuating circumstances exist as determined by the Education Department.

Students, who are terminated by the school for disciplinary reasons or academic deficiencies, may request re-entrance. Such a request must be by letter to the school's Executive Director. The letter must set forth valid reasons for granting the request. The request will be reviewed by the Re-entry Committee, and the student will be notified of the Committee's decision.

## Graduation Requirements

The following requirements must be met in order to qualify for a degree, diploma, or certificate:

1. Successfully complete all required courses in the program.
2. Achieve an overall grade point average of 2.0 (C, 70%). (C, 80% or higher in all courses for Practical Nursing.)
3. Be free of all indebtedness to the School.
4. Not be on probation.

To be eligible for graduation from the Practical Nursing program, students are required to:

1. Complete every nursing core and general education course identified in the PN Program curriculum.
2. Maintain good academic standing.
3. Obtain a grade of "C" (80%) or better in all course AND attain a GPA of 2.5 or higher.
4. Score 850 or higher on the HESI Exit Exam.



# Campuses

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# Campuses

Lincoln College of Technology campuses maintain the appropriate educational equipment for instruction and hands-on training of *Associate's Degree* programs in **Business Management, Computer Networking & Security, Criminal Justice, Medical Assisting Technology and Paralegal Studies**; *Diploma* programs in **Computer Networking & Security, Dental Assisting, Medical Assistant, Medical Coding and Billing, Practical Nursing and Therapeutic Massage and Bodywork Technology**; and a *Certificate* program in **Phlebotomy**. The campuses are furnished with modern equipment, which is continuously updated to keep up with today's job market. The school facility provides accessibility for handicapped students.

*Note: Not all programs are offered at all campuses.*

*Note: Please consult Catalog Insert for Campus Faculty Listings.*

## ■ Corporate Administration

Shaun E. McAlmont  
*President/CEO*

Ed Abrams  
*President*

Tony Mediate  
*Group Vice President*

With **confidence**  
and the right skills,  
there's **no question**  
you're going to be somebody.



# Campuses

## OH DAYTON



**Dayton, OH Campus**  
111 West 1st Street  
Dayton, OH 45402  
937.224.0061

The Dayton campus is located on the seventh floor of the 111 Building, a major office building in downtown Dayton, OH, and is easily accessible by a major interstate highway and public transportation. There are lecture classrooms, spacious computer rooms, and a medical lab to assist in student learning. The school also offers a beautiful view of the nearby river

and the city of Dayton.

The Dayton campus of Lincoln College of Technology offers the following programs of study: Business Management, Computer Networking & Security, Criminal Justice, Medical Assistant, Medical Assisting Technology, Medical Coding and Billing, Practical Nursing, and Phlebotomy.

## OH CINCINNATI (Tri-County)



**Cincinnati (Tri-County) OH Campus**  
*A Branch Campus of Dayton, Ohio*  
149 Northland Boulevard  
Cincinnati, OH 45246  
513.874.0432

Lincoln College of Technology spans two buildings in the bustling Tri-County Mall business district of Springdale, Ohio. The location offers convenient access to dining, shopping and the Metro bus line. Our administrative site handles every aspect of students' business in a warm, comfortable atmosphere. Our annex education

building is filled with current technology medical labs, computer labs and spacious classrooms across two floors. Industry experienced and certified instructors teach courses in a hands-on, student-centered fashion while the career services team readies graduates for their future employment. Our library offers a variety of both print and electronic research opportunities. A multitude of student events, free tutoring, and other student services make Tri-County an attractive option for your education experience.

## OH CINCINNATI (Vine Street)



**Cincinnati (Vine Street) OH Campus**  
*A Branch Campus of Dayton, Ohio*  
632 Vine Street  
Cincinnati, OH 45202  
513.421.3212

The Vine Street Campus is located on the second floor of the Provident Bank Building, in the heart of Central Business District of Cincinnati. It is in close proximity to most public transportation and equally accessible from most of the cities main interstates and highways.

## OH CLEVELAND



**Cleveland, OH Campus**  
*A Branch Campus of Dayton, Ohio*  
1700 East 13th Street  
Cleveland, OH 44114  
216.706.6481

Lincoln College of Technology in downtown Cleveland, Ohio is located at the corner of East 13th and Chester Avenue. This puts the campus in the heart of the Cleveland Theater District. The campus is centrally located to serve the Cleveland metropolitan and surrounding areas. Many RTA (Regional Transit Authority) bus stops are conveniently located around the campus.

The Cleveland campus offers programs in Medical Assisting Technology, Medical

Assistant, Medical Coding and Billing, Computer Networking and Security, and Business Management. The newly renovated facility provides our students with traditional classrooms, computer labs, medical classroom settings, and a student library and lounge—all with a beautiful view of the downtown area. Students benefit from hands-on learning from experienced professionals, dedicated instructors and staff, and job placement assistance that includes resumé writing and interviews.

Lincoln College of Technology's Cleveland campus is prepared to help students achieve their educational and professional goals.

# Campuses

## OH COLUMBUS



**Columbus, OH Campus**  
*A Branch Campus of Dayton, Ohio*  
**45 North 4th Street**  
**Columbus, OH 43215**  
**614.456.2300**

Lincoln College of Technology is located in downtown Columbus, Ohio and is situated at the corner of North Fourth Street and Gay Street. The 21,300 square foot campus is comprised of three floors within a five-story building. The first floor consists of a reception area, Admissions offices, Financial Aid offices, the student

bookstore and Career Services offices. The fourth and fifth floors primarily consist of all student learning facilities, a student lounge, Academic Affairs offices, Administrative Services offices, and faculty and staff work areas. The student learning facilities include nine lecture classrooms, five laboratories, the student library, and the office of Student Services. The building has its main entrance facing Gay Street and is accessible to public transportation and several area public parking facilities.

## KY FLORENCE



**Florence, KY Campus**  
*A Branch Campus of Dayton, Ohio*  
**8095 Connector Drive**  
**Florence, KY 41042**  
**859.282.9999**

The Florence Campus of Lincoln College of Technology is located in the Florence Center on Connector Drive, off Mall Road in Florence, KY. It has a total area of 11,050 square feet, which is housed in 2 separate buildings within this facility. Building A, which is the main part of the campus, holds the Computer and the majority of the Medical facilities. It is comprised of 8 classrooms/labs, lavatories,

library, student lounge, bookstore and all the administrative offices. Building B has 4 classrooms, medical lab and lavatories. The entire college is on a street level, one floor plan and is easily accessible to handicapped individuals.

The college is located in a suburban area of Florence. It is within a half mile of 3 major exits off Interstate 75, Exit 180, 180A and 181. Exit 180 is the closest to the campus being 2/10 of a mile from the College. There is free ample parking directly adjacent to the school and is also easily accessible by public transportation.

## OH FRANKLIN



**Franklin, OH Campus**  
*A Branch Campus of Dayton, Ohio*  
**201 East Second Street**  
**Franklin, OH 45005**  
**937.746.6633**

The graceful old style façade campus in Franklin, Ohio is located in a suburban neighborhood west of Interstate 75 at exit 38, only minutes south of Dayton.

This classically structured educational building has large windows, providing for well-lit comfortable classrooms. Built as a public school in 1931, the current

structure has retained its exterior old world style, but has recently undergone internal renovations that has allowed it to be a school once again.

There is ample free parking. The Franklin Campus offers large lecture classrooms, computer labs, medical lab and a library to assist student learning.

## OH TOLEDO



**Toledo, OH Campus**  
*A Branch Campus of Dayton, Ohio*  
**5203 Airport Highway**  
**Toledo OH 43615**  
**419.389.4725**

the TARTA (Toledo Area Regional Transit Authority) buses stop directly next to the campus. The campus is ideally situated to serve the needs of Toledo, Maumee, Perrysburg, Holland, Sylvania and Southern Michigan students. It is realistically within a twenty minute or shorter drive from any of those locations. There is plenty of free parking.

The recently completed building is aesthetically designed and painted with bright colors as well as art prints throughout. The campus consists of more than 28,000 square feet and is adequately

equipped to provide the highest quality education for our students. In addition to its 11 lecture halls, the school has three specialized medical labs designed as a Doctor's office, a Medical Assistant lab and a Nursing lab. Also provided is a full-time staff of tutors to support students in our learning lab, which also has eight computer workstations.

The Learning Resource Center is equipped for research and learning support with eight Internet access stations in addition to the reference library which is available for students. The Student Lounge is equipped with vending machines, microwave and refrigeration for the convenience of the students. LCT students also can access many restaurants located close to the campus.

The Toledo campus of Lincoln College of Technology is conveniently located at the Southwest corner of Airport Highway and Reynolds Road. It is easily accessible from I-475/23 or the Ohio Turnpike. In addition,