

# Texas Healthtech Institute

Main Campus: 9615 College Street, Beaumont, Texas, 77707  
Branch Campus: 6400 Southwest Hwy, Suite H, Houston, Texas 77074



## School Catalog

### Volume VII

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The Institute reserves the right to change any provision listed in this School Catalog including but not limited to course and curriculum changes, including but not limited to academic requirements for graduation or modifications of tuition fee or other charges with notice to individual students. Every effort will be made to keep students advised of any such changes.

The Institute does not discriminate on the basis of race, color, national origin, age, sex, or handicap in admission to, access to, treatment in, or employment in its programs and activities.

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## INTRODUCTION

Texas Healthtech Institute is a Career College, established in 2010, with its main campus located at Beaumont, Texas on a major highway (Hwy 90) on College Street. In 2023, the Institute established a new branch campus at Houston, Texas. The Institute serves the educational and skill development needs primarily of Southeast Texas and Houston metropolitan area. The Institute offers education programs to students aspiring to get into entry-level jobs in local businesses. As the economy of Texas is growing and new opportunities are being created, the College plays a pivotal role in meeting the skill needs of Texas. The College is also offering programs across other geographical areas through Distance Education facilities.

With a humble beginning in 2010, today the Institute has become a prominent college for adult learners for quality and cost-effective education. The Institute received national accreditation with the Council on Occupational Education (COE) in 2018. The Institute started offering the Federal Student Aid (Title IV) to qualified students since 2019. The first associate degree program (AAS Business Accounting) was approved in March 2022. The College now offers two associate degree programs and sever certificate programs in high demand, high skills professional fields. The programs are nationally accredited by The Council on Occupational Education; regulated by the Texas Higher Education Coordinating Board and the Texas Workforce Commission - Career Schools and Colleges. The Institute is a proud training provider to Texas Veterans.

The Institute has established reputation to be able to provide *high quality* education at *shortest time* with *lowest costs* in Beaumont and neighboring cities. This has been possible through leveraging on industry contacts, reliance on higher education technologies and innovative design of course curriculum. Our graduates not only receive diploma from the Institute, they also get national recognition through professional certification with our partner associations, namely NHA (National Healthcareer Association) and MedCA (Medical Career Assessments).

### Vision and Mission

Our vision is “*to be the Institute of first choice of students for technical education*”. And our mission is “*to offer innovative and quality education which is accessible and affordable*”. This will be achieved through our program delivery of career specific programs in high demand, using modern education technologies and engaging with industry professionals and organizations. All programs of the Institute focus on skill development for entry-level jobs in various sectors of the economy. The Institute maintains a strong relationship with industry experts and partner training providers. The modern education technologies play a major role in delivery of effective education in the Institute. Students learn new technologies in their respective field, use modern information technologies to communicate, and access Internet-based educational resources for life-long learning.

## The Institute Facilities

The main campus is prominently located in the west end of Beaumont on a busy highway (US 90). The Institute facilities include lecture rooms, clinical lab, computer lab, library, reading room, student lounge. The campus is built on prime commercial land with ample parking and recreational area. The Institute also leases the adjacent property giving an access to 4 acres of greenery and wooded land for campus activities.

One of the major goals of the Institute is to provide highest quality education at an affordable cost. The costs are contained with the optimum utilization of modern education technologies. The Institute invested heavily in developing electronic Learning Management System (eLMS). The Institute computers are connected to the Internet and the study materials in eLMS are available to students. If desired, students can access the study materials from their home computer.

## Administration and Faculty

The Institute administration is headed by a Director, who is assisted by a team of key staff members. The Institute appoints instructors with approval of Texas Workforce Commission. The credentials of administrative and instructional faculty members are also monitored by the accrediting agency. The current administrative and faculty members are listed in Addendum A.

## ADMISSION INFORMATION

### Eligibility and Requirements

Students can apply for enrollment at any time during the calendar year.

#### *1. Eligibility to Apply for Admission*

US citizens and resident aliens are eligible to apply for admission. An adult (18 years or above) can apply directly for admission. However, a person with minimum age of 17 years can apply with written parental or legal guardian permission for admission.

#### *2. General Requirements*

Application for Admission must include the following:

- Admission Application. An application must be submitted prior to enrollment in classes.

Applications completed by a third party on behalf of the candidate will not be accepted unless bearing the original signature of the applicant. Former students do not need to submit an application for re-admission but will be required to verify residency for tuition purposes. Students who owe any fee or tuition will not be permitted to enroll until the debt is settled through the appropriate office.

- Student must pass the interview questions with the admission committee.
- Every student will be required to attend a New Student Orientation session and register for classes.

### 3. *Qualification Requirements*

Admission is subject to proof of either High School Diploma or submission of General Education Development (GED) certificate. Original diploma/certificate and transcript will be required for verification.

A student can be admitted in “Conditional Status”. However, the student cannot graduate if he/she fails to submit the missed items and documents as per the program enrollment requirements.

## **Program Start Schedule**

Medical Assistant, Medical Office Assistant, Phlebotomy Technician, Medical Coding and Billing, Office Administrative Assistant are scheduled to start every two months, depending on enrollment. Programs normally start on first Monday of the month. Vocational English as a Second Language is also scheduled to start every two months.

The Associate in Business Accounting and Associate in Health Information Technology are based on quarter semester and classes start January, April, July, September every year.

## **ACADEMIC INFORMATION**

### **Programs**

The following degree and certificate programs are available at Beaumont campus, and Branch Campus at Houston.

#### **Degree Programs:**

Associate of Applied Science in Business Accounting (1200 contact hours, 90 quarter hours) – eligible for Federal Financial Aid



Associate of Applied Science in Health Information Technology (1200 contact hours, 90 quarter hours) – eligible for Federal Financial Aid.

**Certificate Programs:**

Medical Assistant (900 contact hours) - eligible for Federal Financial Aid

Medical Office Administration (900 contact hours) – eligible for Financial Aid

Phlebotomy Technician (360 contact hours)

Office Administrative Assistant (700 contact hours) - eligible for Financial Aid

Medical Coding and Billing (360 contact hours)

Vocational English as a Second Language (1080 contact hours) – eligible for Financial Aid.

Nurse Aid (100 contact hours)

The College also offers several continuing education and seminar courses.

**Texas Veterans Commission approved programs:**

The Institute is approved to train veterans and other eligible persons under the provisions of Title 38, United States Code. **VA Facility Code is 2-5-1434-43.** Benefits are available under the Montgomery GI Bill – Active Duty (chapter 30 of title 38 U.S.C.), The Post 9/11 GI Bill (chapter 33), Montgomery GI Bill – Selected Reserve (chapter 1606 of title 10 U.S.C.), Post-Vietnam Era Educational Assistance (chapter 32 of title 10 U.S.C.), and Dependents’ Education Assistance (chapter 35 of title 38 U.S.C.)

**Office Hours and Class Schedule**

**Beaumont Campus office hours:**

8:30am to 6:00pm Monday to Thursday

8:30am to 4:00pm Friday; 9:00am to 12:00noon Saturday. The Office is closed on Sunday.

**Houston Campus office hours:**

8:30am to 6:00pm Monday to Thursday

8:30am to 4:00pm Friday; 9:00am to 12:00noon Saturday. The Office is closed on Sunday.

**Education Departments hold Morning Classes; Evening Classes and Weekend Classes.**

Moring Classes – 9:00 am to 1:00 pm, Monday to Friday

Evening Classes – 6:00 pm to 9:00 pm, Monday to Friday

Weekend Classes – Friday 4:00pm to 7:00pm and Saturday – 9:00am to 12:00 noon

The Campus is closed on Sunday.

## Institute Holidays

(The Institute observes these holidays)

New Year's Day

Martin Luther King Day

Presidents' Day

Good Friday

Memorial Day

Independence Day

Labor Day

Veteran's Day

Thanksgiving Day

Christmas Day

Christmas and New Year break – December 23, 2024 – January 1, 2025

Thanksgiving break – November 28 to 29, 2024

## Graduation Requirements

The Institute provides the following form of recognition for satisfactory completion of work: Certificate of Completion. A student may be awarded a Certificate by:

- Completing all required courses for the specific certificate. Courses listed in the catalog are acceptable as requirements or electives applicable to the certificate program.
- Completing the prescribed number of contact/clock hours for the specific certificate.
- Achieving a cumulative grade point average of 2.0.
- For the certificate program, completing each course required with a grade of "C" or better.
- Submitting official transcript of all coursework attempted at other career school or Institutes.

## Grading

The standard letter system of grading is used as follows:

A--100-90 ( 4 quality points)

B--89-80 (3 quality points)

C--79-70 (2 quality points)

F—69 or below (0 quality points)

P—Pass (completion, 0 quality points)

TP – transfer credit

I--Incomplete (An "I" will be given to a student who does not complete the course requirements of the course syllabus. This "I" will be converted to a letter grade by the end of the next grading period, 0 quality point)

W--Withdrawal (will be given to a student who withdraws before the mid-point of a particular course, 0 quality point).

Upon repeating a course, the student will receive credit only for the highest grade earned. The lower grade will be removed from the student's transcript.

Students attend a formal meeting with the Director of Education at the completion of each course and receive a progress report (with grades) for their record keeping.

### **Advanced Standing & Prior Credit**

Texas Healthtech Institute may grant full academic credit for many courses to those students who have successfully completed the same or substantially the same subjects on a post-secondary level as those listed in the Catalog. The student must have earned a grade of "C" or better and the student must have been taking coursework at the postsecondary level within the last two years prior to their expected start date at Texas Healthtech Institute.

It is the student's responsibility to have official academic transcripts sent to Texas Healthtech Institute and to provide a Catalog containing course descriptions. The transcripts and prior school's Catalog will be reviewed. The decision to grant credit for prior schoolwork shall be approved by the Campus Director. Written verification shall be placed in the student's file.

Transfer of Credits from other institutions are recorded as grades of "TP" and are not counted as earned nor used when calculating grade point average.

If a student believes that his prior knowledge or experience is sufficient to warrant waiving a class requirement, a comprehensive inventory test will be administered to him. A minimum grade of "B" is required in order to waive the class. This test is to be taken in advance, if possible, but not later than the first week of the class. Upon successful completion of the test, the student may select an elective to replace that class or choose to waive the elective in favor of reducing time in school.

Advanced standing credits are recorded as a grade of "P" and are counted as hours earned, but are not used when calculating grade point average.

All students entering the Institute must complete at least 50% of their program with the Institute.

### **Transfer of Credit**

The courses of study offered by the Institute are essentially terminal in nature. Most students go directly into employment after graduation. Most courses offered by Texas Healthtech Institute are

non-academic and do not imply, promise, or guarantee transferability of credits earned while in pursuit of the certificate or diploma.

Students should be aware that decision regarding the transfer of credit is up to the receiving institution.

### **Transfer between Programs**

Students wishing to transfer from one program to another within the Institute should see the campus director to determine transferability of credits within the Institute. Students wanting to transfer between programs may apply to transfer course credits to the new program.

### **Satisfactory Academic Progress (SAP)**

The Satisfactory Academic Progress (SAP) policy applies to all students enrolled in an approved program whether receiving Federal Title IV, HEA funds or not.

Satisfactory Progress in attendance and academic work is a requirement. Academic work is evaluated on a cumulative basis. Students must maintain SAP to continue eligibility for Title IV, HEA funding. To determine SAP, all students are evaluated in academics and attendance at the evaluation points listed below. Students are advised of their academic and attendance status via a progress report.

Satisfactory progress in academic performance and attendance is required to continue as a student in good standing. A diploma will be awarded upon successful completion of requirements of the program.

To remain in good academic standing, a student must maintain a least a 70% average (cumulative grade C) and complete the course in the designated time frame. Students who fall below a 70% average may be placed on Academic Probation as well as Title IV, HEA financial aid warning and /or probations if granted.

### **Academic Probation**

Any student failing to maintain at least a 70% average is subject to probation. During the Academic probation (which is not the same as a Title IV, HEA Warning and/or Probation) the student's performance will be monitored and additional academic assistance will be given in an effort to assist the student in being removed from Academic Probation. The student must correct the deficiency that caused the probation and must do so before the next evaluation period. Failure to improve during an Academic probationary period may subject the student to dismissal.

## Attendance Policy

### Attendance and Absences

All students, including Financial Aid Students, must attend a minimum of 67% of the cumulative scheduled hours to maintain SAP and complete the course within the maximum allowed period. The attendance percentage is determined by dividing the total hours by the total number of hours scheduled. Students are expected to attend classes as per their enrollment agreement. Students are responsible to clock in and out appropriately to document their hours. Instructors take class attendance and a student must make sure his/her attendance is recorded correctly.

Late arrivals may enter school until 15 minutes after class begins, students who are more than 15 minutes late may meet with the School Director to obtain authorization to remain in school for the day. Continued tardiness may result in disciplinary action up to and including termination. Students who are going to be absent are expected to call the school prior to the beginning of their scheduled shift.

All absences are recorded and made a part of the school permanent record. The student is responsible for class material and/or tests missed while absent. Students are encouraged not to miss any days. Students who miss 10 consecutive school days (14 calendar days) without communicating with the School Director/Designee may be terminated on the 11th consecutive school day as an unofficial withdrawal.

Students who persist in repeating patterns of absenteeism will be advised and will be subject to appropriate disciplinary action. Students who have excessive absences may be terminated; re-enrollment is at the discretion of the school director.

### Leave of Absence

School recognizes that there may be times when due to extreme circumstances, the student may require a leave of absence. The School recommends that a student may request for a leave if he/she is planning to be absent for more than 10 consecutive school days. In such case a leave of absence up to 180 days may be authorized by the Campus Director.

Leaves of absence may be granted in case of serious medical problems or call for active duty. If you need to request a leave of absence, please consult with the Campus Director. You will need to submit documented proof of your reason for requesting a leave of absence.

You must contact the School the week before your return so that arrangements can be made to accommodate you in the classroom.

The Campus Director may grant, on a limited basis, a leave of absence if a good cause is shown.

- Requests for a leave of absence will be made in writing.
- Students may have no more than two leave of absences in a 12 month period.
- Students making payments on their tuition remain under that obligation during a Leave of absence.
- Students who fail to return to class on their schedule date will be dropped from the course.

## Transcripts

Transcripts are available upon request unless the student is indebted financially to the School. No transcript of grades will be released without the student's prior approval in writing. Each graduate is issued an official transcript of his academic record. Each subsequent official transcript for a graduate is furnished after receipt of the transcript fee. A government agency that periodically requires a transcript in order to determine a student's progress is exempt from this fee. Student academic records are kept permanently by the school.

## Code of Conduct and Discipline

The following rules are enforced for smooth running of the school. The code of conduct rules for students' benefit and protection at the campus.

- Tardiness is not allowed.
- Excused absences are for medical, decrease in immediate family (parents, in laws, children), court appointments, and any official or legal matter that can be documented.
- Students are not allowed to bring food or beverages into the classrooms.
- Any disrespect, yelling, insults, obscene or indecent gestures towards a fellow classmate or to any administration official or teacher are strictly forbidden, and will be subject for immediate disciplinary action leading to expulsion from the school.
- Use of cell phones during class is prohibited.
- School phone is for business use only, and access to it by students is not allowed except for extreme emergencies or school related issues.
- No visitors, without authorization by school officials, are allowed to remain on premises or in the classrooms.
- The campus is a No Smoking zone. Smoking is not allowed anywhere in the campus.
- The possession and consumption of illegal substances and alcoholic beverages is strictly forbidden in the school premises. Any student found to be under the influence of illegal

substances or alcohol in the school premises will be terminated immediately.

- The Disciplinary Actions against a student will be recorded in the following manner: a Written Warning Notice and then a Final Notice. The Final Notice will result in immediate drop from the Institute.

The Institute assumes that the students enrolled in the school are familiar with the rules and regulations governing the proper conduct. The school administration acknowledges that all general and criminal laws of the State of Texas to be in full force and effect at the Institute. Dishonesty, disruption or disorderly conduct is subject to disciplinary action or dismissal.

### **Grievance Procedure**

Student complaints relative to the actions/policies of the school or its employees should first be resolved with school officials. The complaint should be submitted in writing to the school director. If the complaint is not answered to the student's satisfaction, the student should choose one or more of the two remedies listed below.

**ONE:** Student complaints relative to actions of school officials shall be submitted in written form to **Texas Workforce Commission Career Schools and Colleges**, 101 East 15th Street, Austin, TX 78778-0001, Phone (512) 936 3100 only after the student has unsuccessfully attempted to resolve the matter with the school after having first filed a written and signed complaint with the school's officials.

**TWO:** If the complaint is not settled at the local level, the student should send the complaint in written form to the Commission, **Council on Occupational Education**, 7840 Roswell Road, Building 300, Suite 325, Atlanta, Georgia 30350, phone (770) 396-3898 or website [www.council.org](http://www.council.org).

### **Professional Certification**

The Institute is an approved Test Center for **NHA (National Healthcareer Association)** certification. We offer the following certification examination: phlebotomy technician, clinical medical assistant, billing and coding.

The Institute is an approved **MedCA** National Certification Test Center. We encourage our graduates to take certification exam to enhance the job opportunity. Currently, the Institute is approved for Phlebotomy Technician, Medical Billing & Coding, Medical Assisting exams.

The Institute encourages all students to complete CPR training by our instructor, qualified by American Heart Association to train CRP and BLS.

# FINANCIAL INFORMATION

## Cost of Programs

The program costs are listed in Addendum B. The College reserves the right to revise the program costs with approval of concerned regulatory authorities.

## Awarding of Financial Aid

Financial Aid is available for the Business Accounting (Associate Degree), Health Information Technology (Associate Degree), Medical Assistant, Medical Office Administration, Office Administrative Assistant and Vocational English as a Second Language programs.

### **Financial Aid School Code is 042831**

Texas Healthtech Institute encourages students to utilize Federal Student Aid to assist them with funding for programs eligible for Title IV Aid. Texas Healthtech Institute has an Admission/Financial Administrator on staff to assist any student who chooses to complete the admission application and FAFSA application on site. Students may choose to complete the process at home. Counselors are available at the School for any clarification or question. Once the student completes the FAFSA application with the school code, the Institute receives the student information and starts working with his/her ISIR to determine the financial eligibility.

The general rule in packaging the financial aid is that the student's total financial aid must not exceed the student's financial need (Need = Cost of Attendance (both direct and indirect costs) minus the Expected Family Contribution) the need will be filled with various financial aid programs. A Pell Grant is considered to be the first source of aid to the student and packaging begins with Pell eligibility.

In identifying the payment periods for each program, the Institute ensures that students meet their clock hour, weeks of instruction, attendance and grade point average (GPA) requirements in order to be eligible for the next Title IV, HEA funding disbursement. Each student will be evaluated at the end of each payment period to determine eligibility.

Students must meet their clock hour, weeks of instruction, attendance and grade point average (GPA) requirements in order to be eligible for the next Title IV, HEA funding disbursement. Each student will be evaluated at the end of each payment period to determine eligibility.



Please note: that If the student is not meeting the SAP requirements, they will place their Title IV, HEA funding in jeopardy which could also result in a loss of Title IV, HEA funding.

Texas Healthtech Institute administrates its financial aid program in accordance with prevailing federal and state laws and its own institutional policies. Students are responsible for providing all requested documentation in a timely manner. Failure to do so could jeopardize the student's financial aid eligibility. In order to remain eligible for financial aid, a student must maintain satisfactory academic progress as defined in this catalog.

It is recommended that students apply for financial aid as early as possible in order to allow sufficient time for application processing. Financial aid must be approved and all necessary documentation must be completed, before the aid can be applied toward tuition and fees. Financial aid is awarded on an award year basis, therefore, depending on the length of the program it may be necessary to re-apply for aid for each award year. Students may have to apply for financial aid more than once during the calendar year, depending on their date of enrollment. Students who need additional information and guidance should contact the Financial Aid Office.

This grant programs is designed to assist needy undergraduate students who desire to continue their education beyond high school. Every student is entitled to apply for a Federal Pell Grant. Eligibility is determined by a standard U.S. Department of Education formula, which uses family size, income and resources to determine need. The actual amount of the award is based upon the cost of attendance, enrollment status, and the amount of money appropriated by Congress to fund the program. Unlike loans, the Federal Pell Grant does not usually have to be paid back.

### **FEDERAL STAFFORD LOANS**

Federal Stafford loans, available through the Federal Family Education Loan Program (FFELP), are low-interest loans that are made to the student by a lender, such as a bank, credit union, or savings and loan association. The loan must be used to pay for direct and/or indirect educational expenses. Subsidized loans are need-based while unsubsidized loans are not. Repayment begins six months after the student graduates, withdraws from school, or falls below half-time enrollment status.

### **FEDERAL PARENT PLUS**

The Federal Parent PLUS loan is available to parents of dependent undergraduate students. These loans are not based on need but when combined with other resources, cannot exceed the student's cost of education. A credit check is required and either or both parents may borrow through this program.

Federal regulations require all schools participating in state and federal financial aid, Title IV, and HEA programs to properly monitor and document Satisfactory Academic Progress (SAP). These  
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standards are applicable to all students enrolled in our Educational Programs and are used to measure their satisfactory progress toward graduation. The policy is provided to all students prior to the first -class session and is consistently applied to all applicable students

New SAP definitions went into effect on July 1, 2011. Policies were developed to determine the academic standards that students must meet. A schedule of measuring the achievement of Quantitative (Pace), Qualitative standards as well as the maximum time allowance to achieve SAP.

SAP standards are established by the faculty in consultation with the Director of Education Programming. Students must maintain SAP according to the set standards in order to continue enrollment. SAP is measured at the end of each payment period, and will be checked prior to disbursement of aid.

### *SAME AS, OR STRICTER THAN*

The SAP policy for Title IV, HEA students is consistently applied and identical to the school's actual measurement used to monitor qualitative and quantitative standards, as well as maximum time frame for students enrolled in the same educational programs who are not receiving Title IV aid.

The Financial Aid Administrator reviews the Title IV SAP policy to ensure it meets all federal requirements. The Director of Education Programming notifies the Financial Aid Office if the school changes academic policies.

### *EVALUATION PERIODS*

At each formal SAP evaluation point (end of each payment period), the school checks:

- Qualitative Measure (grade based)  
Remedial course work may be part of or separate from regular qualitative measure
- Quantitative Measure (Pace)
- Maximum time frame.

Formal evaluations for SAP must coincide with the end of a payment period. The formal evaluations must be placed in each student's file. Evaluations determine if students have met the minimum requirements for SAP.

### *ACADEMIC YEAR DEFINITION*

900 CLOCK HOURS AND 26 WEEKS for a clock hour school

### QUANTITATIVE MEASURE

To be considered making SAP, Students are required to attend a minimum of 67% of his/her educational program in no longer than 100% of the published length of the program as measured in clock hours and determined by the program. Evaluations are conducted at the end of each payment period to determine if students have met the minimum requirements and are based on the cumulative attendance percentage as of the last day of the evaluation period.

Pace is calculated by dividing the total hours accrued (successfully completed) by the total number of hours scheduled. At the end of each evaluation period, the school determines if students have maintained at least 67% cumulative attendance since the beginning of the course. This indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed. Remedial coursework may be included at the school's option.

Full-time students are scheduled to attend (25) clock hours weekly and part-time students are scheduled to attend (12) clock hours weekly.

### MAXIMUM TIME FRAME

A school may use a graduated standard instead of the fixed standard above. This would mean that the student could attend less than 67% in the first payment period but would have to eventually “catch up” to complete the program in the required 150% of the time.

SAP policies contain a Pace measure. Students must progress through the Program at a sufficient pace to ensure completion within the maximum timeframe of 150% of the published length of cumulative clock hours.

The maximum time for students to complete the Program is as follows:

For undergraduate programs measured in credit hours, this is a period that is no longer than 150% of the published length of the program measured in credit hours attempted.

For undergraduate programs measured in clock hours, it is a period that is no longer than 150% of the published length of the program as measured by the cumulative number of clock hours the student is required to complete and expressed in calendar time.

Normal Clock Hours 900	Normal Timeframe 36 weeks	Maximum Clock Hours 1350	Maximum Timeframe 54 weeks
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\*\*Example: If an undergraduate academic program is 27 weeks and  $1.5 \times 27 = 40.5$  the time cannot be rounded. If, at any time the student cannot complete the program within the maximum time frame, then the student must successfully appeal for an extension to the maximum time frame to continue receiving title IV aid.

To calculate the pace at which the student is progressing the school would:

- Divide the cumulative hours the student has successfully completed by the cumulative number of hours the student has attempted =  
(Cumulative hours completed)/(Cumulative hours attempted)

The maximum time frame must be measured at each evaluation point (the student is ineligible at the evaluation point when it is determined that the student will exceed the maximum timeframe NOT at the point when they actually reach the maximum timeframe.)

If a student is meeting satisfactory academic progress before the beginning of a payment period, but will exceed the maximum time frame before the end of the payment period, the student must submit a successful appeal to extend the maximum time frame to at least the end of the payment period.

### QUALITATIVE MEASURE

The qualitative measure, used to determine SAP, is based on grades. Students must maintain a cumulative grade point average of at least 2.0 at the end of each semester. (A school may have an overall cumulative GPA AND a semester GPA requirement but the Cumulative GPA must be used for SAP).

The school uses a fixed standard (the school may use a graduated standard, such as requiring a 1.5 at the end of the first payment period and 2.0 after that, but if this is done the school must check to be sure the student can graduate on time.)

Students must make up failed or missed evaluations and assignments. Students receive a letter grade as indicated on the chart below which is based on the end-of-payment period evaluation. Mid-point evaluations are for informational purposes and therefore students do not receive a letter grade.

Schools may choose to exclude certain types of courses, such as developmental or remedial courses, ESL courses and non-credit courses, from the GPA calculation, but the school must track these courses qualitatively in some manner.

Students receive a letter grade as indicated on the chart below and is based on the end-of-semester evaluations. Students who receive an “F” course grade will be required to repeat that course.

Students who fail to meet the Qualitative standards are placed on Financial Aid Warning. If there is no improvement by the end of the next payment period, students could be placed on Financial Aid Probation. Students have the option to appeal the decision. The Financial Aid Administrator and the Director of Education Programming monitor’s qualitative progress

### CHECKING SAP:

Student’s SAP evaluations, whether after each payment period, annually or less often than each payment period, **MUST OCCUR AT THE END** of a payment period. Official evaluation cannot be less than a payment period.

Frequency of evaluation determines options

- School must evaluate SAP at the end of each payment period for a program that is one academic year or less in length.
- For programs longer than one academic year:  
School may evaluate at least annually to correspond to the end of a payment period  
School may evaluate at the end of each payment period.
- Each evaluation must include qualitative, quantitative and maximum timeframe standards.

At the time of review, any student who is not in compliance with SAP standards is no longer eligible to receive any title IV assistance. This is true whether the student has not achieved the required qualitative assessment or is not successfully completing the program at the required pace of completion and will not complete within the maximum time frame.

Each student will be notified by mail of the results of their evaluation and how it impacts his/her Title IV eligibility.

### FINANCIAL AID WARNING

The school evaluates SAP at the end of each payment period. Students who do not meet SAP measures described above will automatically be put on Financial Aid Warning for one payment period. This status may only be given to a student who was in compliance with the institution's SAP standards at the previous evaluation. Students who are put on a Financial Aid Warning continue to receive Title IV aid for the next payment periods after they receive the warning status. The student's academic progress will be evaluated at the end of the Warning period. It may not be assigned for consecutive payment periods.

The Warning status is applied only to students with a reasonable expectation of improvement in one payment period.

If a student is making SAP at the end of the Financial Aid Warning period, they shall be returned to normal SAP status with no loss of Title IV eligibility.

A student, who has not improved his standing and still fails to comply with the satisfactory academic progress policy at the end of the Warning Period, will be ineligible for future aid disbursements. It is advisable for any student on warning status to meet with both a financial aid counselor and an academic advisor to ensure future satisfactory progress and aid eligibility.

The student may continue on a cash-pay basis with an approved payment plan. Arrangements for payment must be approved within 10 school days after notification of loss of SAP.

### APPEAL PROCESS

The Financial Aid Appeal process allows students who are not meeting SAP standards to petition the institution for reinstatement of title IV aid eligibility. (If a school does not allow an appeal, a student may not be placed on financial aid probation).

Students may have the opportunity to have their financial aid eligibility reinstated by appealing the decision and being placed on Financial Aid Probation. Students have five (5) business days after being notified to institute an appeal. The appeal must be in writing and given to the Executive Director, who will meet with the Financial Aid Academic Appeals Committee to make a decision on the appeal.

The bases on which a student may file an appeal are: injury or illness; death of a relative; or other special circumstances. Students must provide supporting documents and describe in writing any unusual circumstances that warrant special consideration. Students must provide information as to why they did not make SAP and what has changed that will allow them to make SAP by the next evaluation point.

The Executive Director will provide a decision in writing within ten (10) business days.

### FINANCIAL AID PROBATION

If the institution approves the appeal, the student may be placed on probation after the institution evaluates the student's progress and determines that the student did not make Satisfactory Academic Progress during the warning or previous evaluation period. Probation will only be for one additional payment period during which the student remains eligible for federal aid.

The student will be placed on an academic plan to regain satisfactory academic progress status to continue to be eligible for federal aid beyond the initial probationary period, the student must either be meeting the cumulative attendance and grade standards as published by the school, or be in compliance with any customized written academic plan.

The academic plan may be as complicated as a course-by course plan toward completion, or as simple as a mathematical formula that specifies the percentage of coursework that the student must now complete. An academic plan may continue for multiple payment plans. The student is now on financial aid probation. At the completion of the plan the student will either be in compliance with SAP or have completed the program. If the student fails to meet the standards established in the plan, the student will no longer be eligible for title IV aid.

In the academic plan, the school determines the minimum grade point average the student must achieve and the number of credits that the student may take.

An academic plan can be changed, if the student files another appeal. The reasons for changing the academic plan are related to unusual circumstances that prevented the student from meeting the requirements of the original academic plan. These reasons may include:

- Two required courses are only available in the same time slot.
- The school is unable to offer a required course during the term outlined in the plan.
- Personal situation or emergency.

All documents concerning a written appeal of an SAP evaluation must be kept in the student file, including the school's written determination of such appeal and details of any academic plan that may be developed.

### REINSTATEMENT OF TITLE IV, HEA AID

Reinstatement of aid is limited to the period under evaluation. Students making SAP by the conclusion of the Warning or Probation period will be removed from the warning/probation status and will regain eligibility for Title IV, HEA funding.

A former student requesting to be reinstated as an active student should do so in writing. Supportive documentation and/or information concerning any mitigating circumstances should be noted in the request. The student shall be notified of the Reinstatement Review within five (5) business days following the decision of the Financial Aid Academic Appeals Committee.

Students who regain SAP at the end of the next payment period will have regained full eligibility for Title IV, HEA funding.

## **RETURN TO TITLE IV FUNDS POLICY**

This policy applies to students' who withdraw officially, unofficially or fail to return from a leave of absence or are dismissed from enrollment at the School. It is separate and distinct from the School refund policy. (Refer to institutional refund policy)

The calculated amount of the Return of Title IV, HEA (R2T4) funds that are required to be returned for the students affected by this policy, are determined according to the following definitions and procedures as prescribed by regulations.

The amount of Title IV, HEA aid earned is based on the amount of time a student spent in academic attendance, and the total aid received; it has no relationship to student's incurred institutional charges. Because these requirements deal only with Title IV, HEA funds, the order of return of unearned funds do not include funds from sources other than the Title IV, HEA programs.

Title IV, HEA funds are awarded to the student under the assumption that he/she will attend school for the entire period for which the aid is awarded. When student withdraws, he/she may no longer be eligible for the full amount of Title IV, HEA funds that were originally scheduled to be received. Therefore, the amount of Federal funds earned must be determined. If the amount disbursed is greater than the amount earned, unearned funds must be returned.

The Payment Period for Clock Hour Schools is one-half of the academic year or program length (whichever is less).

The Date of Determination is the date that the institution determines the student has withdrawn from the program. For schools that are required to take attendance, the date of determination is no longer than 14 days after the Last Date of Attendance. For a student who withdraws while on a Leave of Absence the expected return date will be the date of determination for R2T4 purposes. The Date of



Determination starts the clock for timely refunds of Title IV funds, within 45 days after the “Date of Determination”.

The Withdrawal Date for schools required to take attendance is the Last Date of Attendance (LDA).

The institution has 45 days from the date that the institution determines that the student withdrew to return all unearned funds for which it is responsible. The school is required to notify the student if they owe a repayment via written notice.

The school must advise the student or parent that they have 14 calendar days from the date that the school sent the notification to accept a post withdraw disbursement. If a response is not received from the student or parent within the allowed time frame or the student declines the funds, the school will return any earned funds that the school is holding to the Title IV, HEA programs.

Post-withdraw disbursements will occur within 90 days of the date that the student withdrew.

## **WITHDRAWAL POLICY**

### **“Official” Voluntary Withdrawal**

A student is considered to be “Officially” withdrawn on the date the student notifies the Financial Aid Director or School Director in writing of their intent to withdraw. The date of the determination for return and refund purposes will be the earliest of the following for official withdrawals:

1. Date student provided official notification of intent to withdraw, in writing. or
2. The date the student began the withdrawal from the school’s records.

A student will be permitted to rescind his notification in writing and continue the program, if so chosen. However, if the student subsequently drops, the student’s withdrawal date is the original date of notification of intent to withdraw.

Upon receipt of the withdrawal information the school will complete the following:

1. Determine the student’s last date of attendance as of the last recorded date of academic attendance on the school’s attendance record, and

2. Perform two calculations

a. The student's ledger card and attendance record are reviewed to determine the calculation of Return of Title IV, HEA funds the student has earned, and if any, the amount of Title IV, HEA funds for which the school is responsible. Returns made to the Federal Funds Account are calculated using the Department's Return of Title IV, HEA Funds Worksheets, scheduled attendance and are based upon the payment period.

b. Calculate the school's refund requirement (see school refund calculation).

3. The student's grade record will be updated to reflect his/her final grade.

4. The School will return the amount for any unearned portion of the Title IV, HEA funds for which the school is responsible within 45 days of the date the official notice was provided.

5. If applicable, the School will provide the student with a letter explaining the Title IV, HEA requirements. To include,

a. The amount of Title IV, HEA assistance the student has earned. This amount is based upon the length of time the student was enrolled in the program based on scheduled attendance and the amount of funds the student received.

b. Any returns that will be made to the Federal program on the student's behalf as a result of exiting the program. If a student's scheduled attendance is more than 60% of the payment period, he/she is considered to have earned 100% of the Federal funds received for the payment period. In this case, no funds need to be returned to the Federal funds.

c. Advise the student of the amount of unearned Federal funds and tuition and fees that the student must return, if applicable.

6. Supply the student with ledger card record noting outstanding balance due to the school and the available methods of payment. A copy of the completed worksheet, check, letter and final ledger card will be kept in the student's file.

In the event a student decides to rescind his or her official notification to withdraw, the student must provide a signed and dated written statement indicating he/she is continuing his or her program of study, and intends to complete the payment period. Title IV, HEA assistance will continue as originally planned. If the student subsequently fails to attend or ceases attendance without completing the payment period, the student's withdrawal date is the original date of notification of intent to withdraw.

### **Unofficial Withdrawal**

Any student that does not provide official notification of his or her intent to withdraw and is absent for more than 14 consecutive calendar days, fails to maintain satisfactory academic progress, fails to comply with the school's attendance and /or conduct policy, does not meet financial obligations to the school, or violates conditions mentioned in the School contractual agreement, will be subject to termination and considered to have unofficially withdrawn.

Within two weeks of the student's last date of academic attendance, the following procedures will take place.

1. The education office will make three attempts to notify the student regarding his/her enrollment status.
2. Determine and record the student's last date of attendance as the last recorded date of academic attendance on the attendance record.
3. The student's withdrawal date is determined as the date the day after 14 consecutive calendar days of absence.
4. Notify the student in writing of their failure to contact the school and attendance status resulting in the current termination of enrollment.
5. The School calculates the amount of Federal funds the student has earned, and, if any, the amount of Federal funds for which the school is responsible.
6. Calculate the school's refund requirement (see school refund calculation).
7. The School's Controller will return to the Federal fund programs any unearned portion of Title IV funds for which the school is responsible within 45 days of the date the withdrawal determination was made, and record on student's ledger card.
8. If applicable, the School will provide the student with a refund letter explaining Title IV requirements:

- a. The amount of Title IV Aid the student has earned based upon the length of time the student was enrolled and scheduled to attend in the program and the amount of aid the student received.
- b. Advise the student in writing of the amount of unearned Title IV, HEA aid and tuition and fees that he/she must return, if applicable.
9. Supply the student with final student ledger card showing outstanding balance due the school and available methods of repayment.
10. A copy of the completed worksheet, check, letter, and final ledger card will be kept in the student's file.

### **Withdraw Before 60%**

The institution must perform a R2T4 to determine the amount of earned aid through the 60% point in each payment period. The institution will use the Department of Education's prorate schedule to determine the amount of the R2T4 funds the student has earned at the time of withdrawal.

### **Withdraw After 60%**

After the 60% point in the payment period, a student has earned 100% of the Title IV, HEA funds he or she was scheduled to receive during this period. The institution must still perform a R2T4 to determine the amount of aid that the student has earned.

The School measures progress in clock hours, and uses the payment period for the period of calculation.

### **The Calculation Formula:**

Determine the amount of Title IV, HEA Aid that was disbursed plus Title IV, HEA aid that could have been disbursed.

Calculate the percentage of Title IV, HEA aid earned:

a) Divide the number of clock hours scheduled to be completed (from the first day of class until the last date of attendance) in the payment period as of the last date of attendance in the payment period by the total clock hours in the payment period.

### HOURS SCHEDULED TO COMPLETE

TOTAL HOURS IN PERIOD = % EARNED (rounded to one significant digit to the right of the decimal point, ex . . . 4493 = 44.9 %.)

b) If this percentage is greater than 60%, the student earns 100%.

c) If this percent is less than or equal to 60%, proceeds with calculation.

Percentage earned from (multiplied by) Total aid disbursed, or could have been disbursed = AMOUNT STUDENT EARNED.

Subtract the Title IV aid earned from the total disbursed = AMOUNT TO BE RETURNED.

100% minus percent earned = UNEARNED PERCENT

Unearned percent (multiplied by) total institutional charges for the period = AMOUNT DUE FROM THE SCHOOL.

If the percent of Title IV aid disbursed is greater than the percent unearned (multiplied by) institutional charges for the period, the amount disbursed will be used in place of the percent unearned.

If the percent unearned (multiplied by) institutional charges for the period are less than the amount due from the school, the student must return or repay one-half of the remaining unearned Federal Pell Grant.

Student is not required to return the overpayment if this amount is equal to or less than 50% of the total grant assistance that was disbursed /or could have been disbursed. The student is also not required to return an overpayment if the amount is \$50 or less.

The School will issue a grant overpayment notice to student within 30 days from the date the school's determination that student withdrew, giving student 45 days to either:

1. Repay the overpayment in full to New York Medical Career Training Center
2. Sign a repayment agreement with the U.S. Department of Education.

## Order of Return

The School is authorized to return any excess funds after applying them to current outstanding Cost of Attendance (COA) charges. A copy of the Institutional R2T4 work sheet performed on your behalf is available through the office upon student request.

In accordance with Federal regulations, when Title IV, HEA financial aid is involved, the calculated amount of the R2T4 Funds" is allocated in the following order:

- Unsubsidized Direct Stafford loans (other than PLUS loans)
- Subsidized Direct Stafford loans
- Direct PLUS loans
- Federal Pell Grants for which a Return is required
- Federal Supplemental Educational Opportunity Grant
- Iraq and Afghanistan Service Grant for which a Return is required
- Other Title IV assistance
- State Tuition Assistance Grants (if applicable)
- Private and institutional aid
- The Student

## Earned AID:

Title IV, HEA aid is earned in a prorated manner on a per diem basis (clock hours) up to the 60% point in the semester. Title IV, HEA aid is viewed as 100% earned after that point in time. A copy of the worksheet used for this calculation can be requested from the financial aid director.

## Post Withdraw

If you did not receive all of the funds that you have earned, you may be due a post-withdraw disbursement. The School may use a portion or all of your post- withdraw disbursement for tuition and fees (as contracted with the School). For all other school charges, the School needs your permission to use the post- withdraw disbursement. If you do not give permission, you will be offered the funds. However, it may be in your best interest to allow the school to keep the funds to reduce your debt at the school.

The post-withdrawal disbursement must be applied to outstanding institutional charges before being paid directly to the student. Both grants and loans must be disbursed within 180 days of the date of determination in a post-withdrawal disbursement.

## **Institution Responsibilities**

The School's responsibilities in regards to Title IV, HEA funds follow:

- Providing students information with information in this policy;
- Identifying students who are affected by this policy and completing the return of Title IV funds calculation for those students;
- Returning any Title IV, HEA funds due to the correct Title IV programs.

The institution is not always required to return all of the excess funds; there are situations once the R2T4 calculations have been completed in which the student must return the unearned aid.

## **Overpayment of Title IV, HEA Funds**

Any amount of unearned grant funds that a student must return is called an overpayment. The amount of grant overpayment that you must repay is half of the grant funds you received. You must make arrangements with the School or Department of Education to return the amount of unearned grant funds.

## **Student Responsibilities in regards to return of Title IV, HEA funds**

- Returning to the Title IV, HEA programs any funds that were dispersed to the student in which the student was determined to be ineligible for via the R2T4 calculation.
- Any notification of withdraw should be in writing and addressed to the appropriate institutional official.
- A student may rescind his or her notification of intent to withdraw. Submissions of intent to rescind a withdraw notice must be filed in writing.
- Either these notifications, to withdraw or rescind to withdraw must be made to the official records/registration personal at your school.

## **Refund vs. Return to Title IV**

The requirements for the Title IV, HEA program funds when you withdraw are separate from any refund policy that The School may have to return to you due to a cash credit balance. Therefore, you may still owe funds to the school to cover unpaid institutional

charges. The School may also charge you for any Title IV, HEA program funds that they were required to return on your behalf.

If you do not already know what the School refund policy is, you may ask your Schools Financial Planner for a copy.

### **Return to Title IV questions?**

If you have questions regarding Title IV, HEA program funds after visiting with your financial aid director, you may call the Federal Student Aid Information Center at 1-800-4-fedaid (800-433-3243). TTY users may call 800-730-8913. Information is also available on student aid on the web [www.studentaid.ed.gov](http://www.studentaid.ed.gov).

**\*This policy is subject to change at any time, and without prior notice.**

## **INSTITUTIONAL REFUND POLICY**

Refunds owed on a student account will be paid directly to the Student. Refunds, when due, are made without requiring a request from the student.

The institution shall have a fair and equitable refund policy for the refund of tuition, fees, and other institutional charges in the event the institution cancels a class or if a student does not enter or does not complete the period of enrollment for which the student has been charged. All of the following are elements of a fair and equitable plan:

- a. The institution's refund policy must be published in the catalog and be uniformly administered.
- b. Refunds, when due, must be made without requiring a request from the student.
- c. Refunds, when due, shall be made within 30 days:
  - (1) of the last day of attendance if written notification of withdrawal has been provided to the institution by the student. If a written notification is not submitted to the institution in a timely manner then there can be a delay on the refund or
  - (2) from the date the institution terminates the student or determines withdrawal by the student.
- d. Retention of tuition and fees collected in advance for a student who does not commence class shall not exceed \$100.
- e. All refunds will be issued via check: Tuitions and fees can be received via check, credit card, cash, and/or money order but refunds will only be issued via check.



f. The institution must comply with the refund policies adopted by the Council of Occupational Education (COE).

As referenced in item “f” above, the refund policy adopted by the Council of Occupational Education is as stated below:

1. Refunds for Classes Canceled by the Institution:

If tuition and fees are collected prior to the start date of a program and the institution cancels the class, 100 % of the tuition and fees collected must be refunded. The refund shall be made within 30 days of the planned start date.

2. Refunds for Students Who Withdraw On or Before the First Day of Class:

If tuition and fees are collected prior to the start date of classes and the student does not begin classes or withdraw on the first day of classes, no more than \$100 of the tuition and fees may be retained by the institution. Appropriate refunds for a student who does not begin classes shall be made within 30 days of the class start date.

3. Refunds for Students Enrolled Prior to Visiting the Institution:

Students who have not visited the school facility prior to enrollment will have the opportunity to withdraw without penalty within three days following either attendance at a regularly scheduled orientation or following a tour of the facilities and inspection of the equipment.

4. Refunds for Students Enrolled in Professional Development, Continuing Education, or Limited Contract Instruction:

Institutions engaging in programs which are short-term must have a written policy or contract statement regarding whether or not fees and instructional charges are refundable.

5. Refunds for Withdrawal After Class Commences:

A. Refund Policy for Programs Obligating Students for Periods of 12 Months or Less:

The refund policy for students attending non-public institutions who incur a financial obligation for a period of 12 months or less shall be as follows:

I. After the first day of classes and during the first 10% of the period of financial obligation, the institution shall refund at least 90 % of the tuition.

II. After the first 10% of the period of financial obligation and until the end of the first 25% of the period of obligation, the institution shall refund at least 50% of the tuition.

III. After the first 25% of the period of financial obligation and until the end of the first 50% of the period of obligation, the institution shall refund at least 25% of the tuition.

IV. After the first 50% of the period of financial obligation, the institution may retain all of the tuition.

#### B. Refund Policies for Programs Obligating Students for Periods beyond Twelve Months:

Institutions with programs longer than 12 months that financially obligate the student for any period of time beyond 12 months shall release the student of the obligation to pay beyond the 12 months if the student withdraws during the first 12 months. The calculation of the refund for the unused portion of the first 12 months shall be based on section A above.

If the student withdraws during any subsequent period following the first 12 months, the student's refund for the unused portion of the tuition applicable to the period of withdrawal shall be based on section A above. Deviations from the requirements of this policy as stated above are permitted if (1) mandated by an institution's licensing agency or a public institution's governing board and (2) accepted by the Commission.

#### **Clock Hour Refund Policy:**

1. A student who cancels within 7 days of signing the enrollment agreement but before instruction begins receives all monies returned with the exception of the non-refundable registration fee.
2. Thereafter, a student will be liable for:
  - A. the non-refundable registration fee plus
  - B. the cost of any textbooks or supplies accepted plus
  - C. Tuition liability as of the student's last date of physical attendance. Tuition liability is divided by the number of Pay Periods in the program. Total tuition liability is limited to the pay period during which the student withdrew or was terminated and any previous pay period completed.
    - a. First Pay Period (clock hour)

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<u>If termination Occurs</u>	<u>School may keep</u>
Prior to or during the first week	0%
During the second week	20%
During the third week	35%

During the fourth week	50%
During the fifth week	70%
After the fifth week	100%

b. Subsequent Pay Period (clock hour)

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If termination Occurs	School may keep
During the first week	20%
During the second week	35%
During the third week	50%
During the fourth week	70%
After the fourth week	100%

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The student refund may be more than that stated above if the accrediting agency or Federal refund policy results in a greater refund.

**Quarter Refund Policy:**

1. A student who cancels within 7 days of signing the enrollment agreement but before instruction begins receives all monies returned with the exception of the non-refundable registration fee.
2. Thereafter the student will be liable for:
  - A. the non-refundable registration fee plus
  - B. the cost of any textbooks or supplies accepted plus
  - C. tuition liability as of the student's last date of physical attendance. Tuition liability is divided by the number of quarters in the program. Total tuition liability is limited to the quarter during which the student withdrew or was terminated, and any previous quarters completed.

a. First Quarter

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If termination Occurs	School may keep
Prior to or during the first week	0%
During the second week	25%
During the third week	50%
During the fourth week	75%

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After the fourth week 100%

b. Subsequent Quarter

If termination Occurs	School may keep
During the first week	25%
During the second week	50%
During the third week	75%
During the fourth week	100%

The student refund may be more than that stated above if the accrediting agency refund policy results in a greater refund.

**Short Program Refund Policy:**

1. Generally applicable to short duration programs or seminars or non-title IV programs. A student who cancels within 7 days of signing the enrollment agreement but before instruction begins receives all monies returned with the exception of the non-refundable registration fee
2. Thereafter, a student will be liable for
  - A. the non-refundable registration fee plus
  - B. the cost of any textbooks or supplies accepted plus
  - C. tuition liability as of the student's last date of physical attendance. Tuition liability is determined by the percentage of the program offered to the student.

If termination Occurs	School may keep
0 – 15% of the program	0%
16 – 30% of the program	25%
31 – 45% of the program	50%
46 – 60% of the program	75%
After 60% of the program	100%

The student refund may be more than that stated above if the accrediting agency refund policy results in a greater refund.

Weekly tuition liability chart for various programs are shown in **Addendum C.**

## PROGRAMS

### **Degree Programs:**

Associate of Applied Science in Health Information Technology (AAS HIT), 90 Quarter Credit Hours, 1200 Contact Hours.

Associate in Applied Science in Business Accounting (AAS BA), 90 Quarter Credit Hours, 1200 Contact Hours.

*AASHIT and AASBA programs are available at Beaumont and Houston campus.*

### **Certificate Programs:**

Medical Office Administration (MOA), 900 Contact Hours

Medical Assistant (MA), 900 Contact Hours

Office Administrative Assistant (OAA),

Phlebotomy Technician (PhlebT)

Medical Coding and Billing (MCB)

Nurse Aide, 100 Contact Hours

Vocational English as Second Language (VESL), 1080 Contact Hours

*MOA, MA, OAA, PhlebT, MCB, Nurse Aide and VESL certificate programs are available at Beaumont and Houston campus.*

## **Associate of Applied Science in Business Accounting (AAS Business Accounting)**

### **Admissions Requirements:**

Students applying for this program are required to:

- a. interview with an admission counselor;
- b. be at least 17 years of age (applicants under the age of 18 require written permission from a parent or legal guardian in order to enroll); and
- c. present proof of secondary education (high school diploma or GED certificate)

### **Course Description**

The Associate of Applied Science in Business Accounting (AAS BA) is 90 quarters credit hours program. This program offers a fundamental understanding of business operations, operating rules and regulations, and applications of accounting tools for efficient business control. The AASBA degree is a first step in becoming a bookkeeper or an auditing clerk. Bookkeeper, accounting and auditing clerks handle a company's accounts, complete financial statements and check reports for accuracy, among other responsibilities. Bookkeepers can only handle

financial statements and reports if they have a QuickBooks certification. Accounting clerks, who typically work for large companies, have a more narrow focus: accounts payable or accounts receivable. Auditing clerks ensure the use of proper coding in financial documents and report any errors to accountants.

All courses are delivered through both hybrid and distance education modes. The theory component is delivered through on-campus lectures, synchronous or asynchronous lectures, or as prerecorded lectures. The instructions for tutorial or computer lab requirements are as per the prescribed books or the software accessible to students.

Our electronic learning management system (LMS) is Moodle based and the LMS is available to all students and faculty at all times.

This program can be completed in six quarter semesters and the tentative program schedule is as follows:

<b>Semester 1</b>	<b>Semester 2</b>	<b>Semester 3</b>	<b>Semester 4</b>	<b>Semester 5</b>	<b>Semester 6</b>
English Comp I - 5 QCH	English Comp II – 5 QCH	Business Ethics – 4QCH	Introduction to Chemistry- 5QCH	Payroll & Business Tax Accounting - 6QCH	Data Entry in Quickbook – 6QCH
Contemporary Math I - 5QCH	Contemporary Math II – 5QCH	Modern Office Environment – 4QCH	Intermediate Bookkeeping - 6QCH	Introduction to Psychology – 5QCH	Analysis & Reporting Using Quickbook – 6QCH
Business Principles - 4QCH	Introduction to Spreadsheet – 6QCH	Introduction to Accounting I – 6QCH	Introduction to Accounting II - 6QCH	Introduction to PowerPoint – 6QCH	
<b>Semester Load- 14 QCH</b>	<b>16 QCH</b>	<b>14 QCH</b>	<b>17 QCH</b>	<b>17 QCH</b>	<b>12 QCH</b>

Course Name	Lecture	Laboratory	Total Clock Hours	Quarter Credit Hours
English Composition I	40	20	60	5
English Composition II	40	20	60	5
Contemporary Mathematics I	40	20	60	5
Contemporary Mathematics II	40	20	60	5
Introduction to Psychology	40	20	60	5
Business Principles	40	0	40	4
Business Ethics	40	0	40	4
Modern Office Environment	40	0	40	4
Introduction to Accounting I	30	60	90	6
Introduction to Accounting II	30	60	90	6
Introduction to Chemistry	40	20	60	5
Introduction to Spreadsheet	30	60	90	6
Introduction to PowerPoint	30	60	90	6
Payroll & Business Tax Accounting	30	60	90	6
Intermediate bookkeeping	30	60	90	6
Data Entry in QuickBooks	30	60	90	6
Analysis & Reporting Using QuickBooks	30	60	90	5
Total	600	600	1200	90

## Associate of Applied Science in Health Information Technology (AAS HIT)

### Admissions Requirements:

Students applying for this program are required to:

- a. interview with an admission counselor;
- b. be at least 17 years of age (applicants under the age of 18 require written permission from a parent or legal guardian in order to enroll); and
- c. present proof of secondary education (high school diploma or GED certificate)

### Course Description

The Associate of Applied Science in Health Information Technology (AAS HIT) is 90 quarters credit hours program. This program offers a fundamental understanding of health information and its management through computerized systems and a secured exchange of health information

between consumers, providers, payers, and quality monitors. Health information technology (health IT) involves the processing, storage, and exchange of health information in an electronic environment. Widespread use of health IT within the health care industry will improve the quality of health care, prevent medical errors, reduce health care costs, increase administrative efficiencies, decrease paperwork, and expand access to affordable health care. It is imperative that the privacy and security of electronic health information be ensured as this information is maintained and transmitted electronically.

The graduates of this program can work as information technologist, medical register, system designer, information analyst, medical office administrator and in many other similar positions. Employment of health information technologists and medical registrars is projected to grow 17 percent from 2021 to 2031, much faster than the average for all occupations (as per US Bureau of Labor Statistics). Graduates apply knowledge of healthcare and information systems to assist in the design, development, and continued modification and analysis of computerized healthcare systems. Abstract, collect, and analyze treatment and followup information of patients. HIT employees may educate staff and assist in problem solving to promote the implementation of the healthcare information system. Some employee may design, develop, test, and implement databases with complete history, diagnosis, treatment, and health status to help monitor diseases.

This is a hybrid program, meaning the courses are offered in both face-to-face and online mode. The theory component is delivered through on-campus lectures, synchronous or asynchronous lectures, or as prerecorded lectures. The instructions for tutorial or computer lab requirements are as per the prescribed books. Our electronic learning management system (LMS) is Moodle based and the LMS is available to all students and faculty at all times.

This program can be completed in six (6) quarter semesters.



<b>Course Name</b>	<b>Lecture</b>	<b>Laboratory</b>	<b>Total Clock Hours</b>	<b>Quarter Credit Hours</b>
English Composition I (ENGL 101)	40	20	60	5
English Composition II (ENGL 102)	40	20	60	5
Contemporary Mathematics I (MATH 101)	40	20	60	5
Contemporary Mathematics II (MATH 102)	40	20	60	5
Introduction to Psychology (PSYL 101)	40	20	60	5
Business Principles (BUSI 101)	40	0	40	4
Introduction to Chemistry (CHEM 101)	40	20	60	5
Medical Law and Ethics (HCML 105)	40	20	60	5
Medical Terminology (HCMT 101)	40	20	60	5
Electronic Health Records (HCER 106)	40	20	60	5
Coding for Medical Procedures (HCCP 104)	40	40	80	6
Healthcare Claim Forms (HCCF 201)	40	40	80	6
Introduction to Healthcare Insurance and Billing (HCIB 103)	40	40	80	6
Computers for Business (BUST 102)	40	40	80	6
Communication Skills (COMS 101)	20	40	60	4
Medical Office Operations (BUSO 105)	40	20	60	5
HIT Externship (HCEX 205)	0	0	120 (Ext)	4
CEHRS Certification Review (HCCR 205)	20	40	60	4
<b>Total</b>	<b>640</b>	<b>440</b>	<b>1200</b>	<b>90</b>

## Medical Office Administration

The normal program duration is 36 weeks. You could complete the program sooner with course credit for prior education. This program is eligible for Financial Aid, Title IV funding. The program is delivered in hybrid mode.

### Admissions Requirements:

Students applying for this program are required to:

- a. interview with an admission counselor;
- b. be at least 17 years of age (applicants under the age of 18 require written permission from a parent or legal guardian in order to enroll); and
- c. present proof of secondary education (high school diploma or GED certificate)

### Program Description:

The Medical Office Administration program (900 clock hours) prepares students to support front-end office in physician practices, hospitals or other medical establishments. This program is designed to prepare students for a broad spectrum of entry-level positions in medical establishments. The student will learn administrative aspects of medical assisting. The students will gain administrative competencies in medical bookkeeping, medical insurance billing & coding, medical records, medical office software, and medical office ethics. The externship is designed to enhance the skills learned in the classroom by allowing the student firsthand experience in a medical office environment as part of the curriculum. Students completing this program can work in various aspects of the field such as Medical Receptionist, Medical Secretary, and Medical Office Assistant.

<b>Subject#</b>	<b>Subject Title</b>	<b>Clock Hours Lec/Lab/Ext</b>	<b>Total Clock Hours</b>
MSWR 101	Microsoft Word and Report Writing	30/60	90
MSSS 101	Introduction to Spreadsheet	30/60	90
MSPP 101	Introduction to PowerPoint	30/60	90
BUSI 101	Business Principles	40/0	40
HCMT 101	Medical Terminology	40/20	60
BUSO 105	Medical Office Operations	40/20	60
HCCP 104	Coding for Medical Procedures	40/40	80

HCIB 103	Introduction to Healthcare Insurance and Billing	40/40	80
HCER 106	Electronic Health Record	40/20	60
HCML 105	Medical Law and Ethics	40/20	60
MOAE 110	MOA Externship	00/00/160	160
MOAP 110	MOA Certification Preparation	10/20	30
	Total Hours	380/360/160	900

### Clinical Scheduling

The student externship (160 hours) will be scheduled during those hours which fall in the normal working schedule of the health care facilities to which the student is assigned.

### NHA National Certification Examinations

The supplies include NHA certification cost for one time test taking. The tuition does not include the costs for NHA study materials, and certification exam. It will be student's responsibility to pay for all additional costs relating to certification.

### Medical Assistant

This program could be completed between 36 weeks to 54 weeks. You could complete the program sooner with course credit for prior education. This program is eligible for Financial Aid, Title IV funding.

### Admissions Requirements:

Students applying for this program are required to:

- a. interview with an admission counselor;
- b. be at least 17 years of age (applicants under the age of 18 require written permission from a parent or legal guardian in order to enroll); and
- c. present proof of secondary education (high school diploma or GED certificate)

### Program Description:

The Medical Assistant program (900 clock hours) prepares students to support physicians by

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providing assistance during patient examinations, treatment administration, and monitoring; by keeping patients' health record information; and by performing a wide range of practice-related duties. This program is designed to prepare students for a broad spectrum of entry-level positions in the Medical Assistant field. The student will learn the clinical as well as the administrative aspects of medical assisting. The students will gain lab & clinical competencies including phlebotomy techniques, EKG procedures, specimen collection, infection control & safety measures, vital signs, and assisting with minor office surgery and physical exams. The students will gain administrative competencies in medical bookkeeping, medical insurance billing & coding, medical records, medical office software, and medical office ethics. The externship is designed to enhance the skills learned in the classroom by allowing the student firsthand experience in a medical office environment as part of the curriculum. Students completing this program can work in various aspects of the field such as Clinical Assistant, EKG Technician, Phlebotomy Technician, Lab Assistant, Medical Records, Personal Care Attendant, Medical Receptionist, Medical Secretary, and Medical Assistant.

<b>Subject#</b>	<b>Subject Title</b>	<b>Clock Hours Lec/Lab/Ext</b>	<b>Total Clock Hours</b>
MTY 101	Medical Terminology	40/20	60
MAP 201	Medical Anatomy and Physiology	40/40	80
MAO 102	Medical Office Operation	40/20	60
PTT 204	Pharmacy Drug Therapy and Treatment	40/40	80
MAC 104	Dealing with Health Claim Forms	40/40	80
MIC 103	Coding for Medical Procedures	40/40	80
MAA 300	Asepsis/Infection Control and Vital Signs Procedures	40/60	100
MAL 302	Medical Law and Ethics	40/20	60
MPE 108	Phlebotomy, Cardiology, Pulmonary, Microbiology, Immune Systems and EKG Procedures	40/40	80

MAE 301	Medical Assistant Externship	00/00/160	160
MAC 302	Certification Review	20/40	60
	Total Hours	380/360/160	900

### Clinical Scheduling

The student externship (160 hours) will be scheduled during those hours which fall in the normal working schedule of the health care facilities to which the student is assigned.

### Medical Assistant Health and Employment Requirements

The Medical Assistant program does not qualify the graduate to work as a Nursing Assistant. The graduate of the Medical Assistant program is eligible to take a national certification exam. National Certification is not necessary for employment as a medical assistant and a certification test is not mandatory, but all graduates are encouraged to take the certification test in order to receive national certification as a medical assistant.

### NHA National Certification Examinations

The supplies include NHA certification cost. The tuition does not include the costs for CMA study materials, and certification exam. It will be student's responsibility to pay for all costs relating to CMA certification.

### Phlebotomy Technician

This program could be completed between 12 weeks to 18 weeks. You could complete the program sooner with course credit for prior education. This program is NOT approved for Financial Aid, Title IV funding.

### Admissions Requirements:

Students applying for this program are required to:

- a. interview with an admission counselor;
- b. be at least 17 years of age (applicants under the age of 18 require written permission from a parent or legal guardian in order to enroll); and
- c. present proof of secondary education (high school diploma or GED certificate)

### Program Description:

Phlebotomy Technician program (360 clock hours) prepares students to draw blood samples from

patients using a variety of intrusive procedures. Phlebotomists work mainly in hospitals, medical and diagnostic laboratories, blood donor centers, and doctors' offices. Phlebotomist is an integral member of the medical laboratory team whose primary function is the collection of blood samples from patients by venipuncture. This program includes instruction in basic vascular anatomy and physiology, blood physiology, skin puncture techniques, venipuncture, venous specimen collection and handling, safety and sanitation procedures, and applicable standards and regulations.

<b>Subject#</b>	<b>Subject Title</b>	<b>Clock Hours Lec/Lab/Extern</b>	<b>Total Clock Hours</b>
MTY101	Medical Terminology	20/20	40
MAP201	Medical Anatomy and Physiology	20/20	40
MAA300	Asepsis/Infection Control, and Vital Signs Procedures	40/40	80
PHP 100	Phlebotomy Procedures	60/40	100
PHC101	Phlebotomy Certification Review	40/20	60
PHE 102	Phlebotomy Externship	00/00/40	40
	Total Hours	180/140/40	360

### **Clinical Scheduling**

The student externship (40 hours) will be scheduled during those hours which fall in the normal working schedule of the health care facilities to which the student is assigned.

### **Phlebotomy Technician Employment Requirements**

The graduate of the Phlebotomy Technician program is eligible to take a national certification exam. National Certification is not necessary for employment as a phlebotomist and a certification test is not mandatory, but all graduates are encouraged to take the certification test in order to receive national certification as a phlebotomist.

### **MedCA Certification Examination**

The supplies include MedCA certification costs. The tuition does not include the costs for Phlebotomy Technician study materials or exam costs. It will be student's responsibility to pay for all costs relating to Phlebotomy Technician certification.

## Office Administrative Assistant

This program could be completed between 23 weeks to 35 weeks. You could complete the program sooner with course credit for prior education. This program is eligible for Financial Aid, Title IV funding.

### Admissions Requirements:

Students applying for this program are required to:

- a. interview with an admission counselor;
- b. be at least 17 years of age (applicants under the age of 18 require written permission from a parent or legal guardian in order to enroll); and
- c. present proof of secondary education (high school diploma or GED certificate)

### Program Description:

Office Administrative Assistant program prepares students to perform administrative and/or secretarial duties. Some of those duties include organizing files, ordering supplies, preparing documents, scheduling appointments, time keeping and other support for office staff. Through this program students will learn business communications, principles of business law, word processing and data entry, office equipment operation and maintenance, office procedures, public relations, secretarial accounting, filing systems and records management, and report preparation.

Although office administrative assistants work in almost all industries, many are employed in schools, hospitals, government offices, as well as legal and medical offices.

<b>Subject#</b>	<b>Subject Title</b>	<b>Clock Hours Lec/Lab/Ext</b>	<b>Total Hours</b>
OAA101	Modern Office Environment	40/40/00	80
COM101	Communication Skills	20/40/00	60
OAA102	Information Technologies	40/60/00	100
OAA103	Microsoft Word - Basics	20/40/00	60
OAA104	Microsoft Word – Advance	20/40/00	60
OAA105	Microsoft Excel - Basics	20/40/00	60
OAA106	Microsoft Excel - Advance	20/40/00	60
OAA107	Microsoft PowerPoint - Basics	20/40/00	60
OAA108	Microsoft PowerPoint - Advance	20/40/00	60
OAA109	Office Administrative Procedures	40/60/00	100
	<b>Total Hours</b>	<b>260/440/00</b>	<b>700</b>

## Medical Coding and Billing

This program could be completed between 12 weeks to 18 weeks. You could complete the program sooner with course credit for prior education. This program is NOT approved for Financial Aid, Title IV funding.

### Admissions Requirements:

Students applying for this program are required to:

- a. interview with an admission counselor;
- b. be at least 17 years of age (applicants under the age of 18 require written permission from a parent or legal guardian in order to enroll); and
- c. present proof of secondary education (high school diploma or GED certificate)

### Program Description:

The Medical Coding and Billing program (360 clock hours) prepares students for entry level employment as medical coder, medical biller, claims examiner, or related occupation. Medical coding and billing is in high demand as patient records are being increasingly scrutinized by insurance companies and regulators. Medical billing and coding workers are the health care professionals in charge of processing patient data such as treatment records and related insurance information. This program enables you to seek entry-level jobs at employers, such as private medical offices, clinics, hospitals, government agencies, nursing facilities, insurance companies, health consulting firms and other health related facilities. This program is designed to offer a balanced knowledge of medical science, technical ability and coding experience.

<b>Subject#</b>	<b>Subject Title</b>	<b>Clock Hours Lec/Lab</b>	<b>Total Clock Hours</b>
MTY 101	Medical Terminology	20/20	40
MOA 102	Medical Office Administration	20/20	40
MCB 103	Introduction to Coding	20/20	40
MCB 104	Health Claim Forms	20/20	40
MCB 105	Introduction to Health Claims Examining	08/32	40
MCB 106	Health Claims Examining and Processing	08/32	40
MCB 107	Dental Claims Examining	20/20	40



MCB 108	Advanced Coding	16/24	40
MCB 109	Medical Record Coder Clinical Practice	08/32	40
		Total Hours	360

### Medical Coder and Biller Employment Requirements

The graduate of the Medical Coding and Billing program is eligible to take a national certification exam. National Certification is not necessary for employment as a biller and coder, and a certification test is not mandatory, but all graduates are encouraged to take the certification test in order to receive national certification as a medical biller and coder.

### MedCA Certification Examination

The supplies include Medical Billing and Coding certification costs. The tuition does not include the costs for MBC study materials or MBC certification exam. It will be student’s responsibility to pay for all costs associated with MBC certification.

### Nurse Aide

The Nurse Aide program is approved by HHS and TWC and also accredited by the Council on Occupational Education. It is a comprehensive course designed to teach students the skills and abilities essential to the provision of basic care to patients and residents in hospitals and long-term care facilities. Graduates of this program will be able to communicate and interact effectively with patients, assist patients in attaining and maintaining maximum functional independence while observing patient rights. They will learn how to perform basic first aid, CPR, take vital signs, apply the elements of basic nutrition in meal planning, and follow infection control measures. Additionally, they will be able to apply proper body mechanics in bed making, lifting, and turning patients. Graduates of this program may find entry-level employment as a nurse aide with hospitals and nursing homes.

**Competencies:** Upon completion of this course -

1. Graduates will be able to communicate and interact effectively with patients, assist patients in attaining and maintaining maximum functional independence, while observing patient

rights.

2. Graduates will learn how to perform basic first aid, CPR, take vital signs, apply the elements of basic nutrition in meal planning and follow infection control measures.
3. Graduates will learn to apply proper body mechanics in bed making, lifting, and turning patients.

Graduates will receive a Certificate of Completion and be prepared to sit for the Texas Nurse Aide Competency and Evaluation Program (NATCEP) exam. Upon successfully passing the Texas NATCEP, they will be prepared to begin their rewarding career in healthcare as a Certified Nurse Aide (CNA).

<b>Subject#</b>	<b>Subject Title</b>	<b>Clock Hours Lec/Lab</b>	<b>Total Clock Hours</b>
CNA 101	Introduction to Long Term Care	16/0	16
CNA 102	Personal Care Skills	8/6	14
CNA 103	Basic Nursing Skills	6/4	10
CNA 104	Restorative Services	6/0	6
CNA 105	Mental Health and Social Service Needs	8/0	8
CNA 106	Social Skills	6/0	6
CNA 107	Nurse Aide Clinical Practice	0/0/40	40
	Total	50/10/40	100

### **Continuing Education Seminar for Certified Nurse Assistant (CNA-Ce):**

Continuing Education seminars are offered to review the Roles of the Nurse Aide and have an Overview of the Curriculum in the State of Texas, Theory and Practices. CEUs are available for-

1. Introduction to Long Term Care,
2. Personal Care Skills,
3. Basics Nursing Skills,
4. Restorative Services,
5. Mental Health and Social Service Needs,

## 6. Social Skills

### Enrollment Requirement for Nurse Aide Program:

All eligible applicants are required to meet the following criteria to get accepted into the Nurse Aide Training Program: The applicants need to

- a. be at least 18 years of age. If a student is 16 or 17 years of age during admission, a legal guardian also has to sign in the application for admission.
- b. present proof of secondary education (high school diploma or college transcript or GED certificate) or
- c. Pass Wonderlic Basic Skills Test if student does not have HS/GED\*\*.
- d. Note: Prospective students who have some education and /or work experience but did not receive high school diploma would be given an opportunity to take the Wonderlic Basic Skills Test which measures for basic verbal and math test for adults for training program eligibility as follows: **TEST:** Wonderlic Basic Skills Test (Ability to Benefit) **SCORE:** 200 verbal / 210 quantitative skill of 500 (Note: Administer with paper & pencil and score using PC software)
- e. not be listed on the Nurse Aide Registry in "revoked" status, or
- f. not be listed as unemployable on the Employee Misconduct Registry (EMR), or
- g. not have been convicted of a criminal offense listed in the Texas Health and Safety Code §250.006

## Vocational English as a Second Language

### Program Description:

Consisting solely of English as a Second Language instruction, this program is designed for only those students who require English language development to use already existing vocational knowledge, training, or skills. This instructional program focuses upon development of listening, reading, writing, speaking (conversation), and grammar at all levels of the curriculum. Courses are designed in such a manner that skills are developed sequentially, with the English elements identified and taught in order of difficulty to include those necessary for English language success in the beginning, low intermediate, and high intermediate levels. Included within the programs interactive guided methodology are a combination of lecture/laboratory, class discussion, and group activities designed to provide English language skills.

## Objectives of the Program

1. To develop English as a Second Language (VESL) skills for those students having existing knowledge, training, and/or skills.
2. To develop English language proficiency in speaking (conversation), listening, pronunciation, grammar, reading, writing, and vocabulary at the beginning, intermediate, advanced, and master levels.
3. To enhance career opportunities by removing the English language barrier, allowing graduates to utilize existing vocational and/or professional knowledge or skills.
4. To develop employment-seeking skills necessary to successfully compete in the employment market using existing knowledge, training, and/or skills.

## Courses

There are 12 (twelve) courses in this program. Each course is 90 contact hours of lecture (and lab) sessions. The total program length is 1080 contact hours.

SLP 101 Speaking, Listening, Pronunciation I: Fundamentals of the English Language.

GRA 101 Grammar I: Fundamentals of the English Language.

RWV 101 Reading, Writing, and Vocabulary I: Fundamentals of the English Language.

SLP 102 Speaking, Listening, Pronunciation II: English in Everyday Life.

GRA 102 Grammar II: English in Everyday Life.

RWV 102 Reading, Writing, and Vocabulary II: English in Everyday Life.

SLP 103 Speaking, Listening, Pronunciation III: Understanding Work Culture.

GRA 103 Grammar III: Understanding Work Culture.

RWV 103 Reading, Writing, and Vocabulary III: Understanding Work Culture.

SLP 104 Speaking, Listening, and Pronunciation IV: Contemporary Topics.

GRA 104 Grammar IV: Contemporary Topics.

RWV 104 Reading, Writing, and Vocabulary IV: Contemporary Topics.

## SEMINAR COURSES

### EKG Procedure

Contact Hours – 24; Delivery Method – Hybrid

In the EKG (Electrocardiogram) procedure course, students learn to record and monitor the hearts' electrical activity, while recognizing and evaluating heart rhythms. You will receive hands-on instruction in preparing patients for various methods of testing and halter monitoring.

EKG provides exposure to medical terminology, anatomy and physiology, rhythm and basic interpretations of the cardiac system.

**Electronic Health Record**, Contact Hours – 40; Delivery Method – Hybrid

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EHR is online solution of maintaining patient health records and managing medical facilities. Students will learn EHRclinic software. Attention is given to providing the “why” behind each task. The focus is on using EHR in doctor’s office, hospital setting and in other medical facilities.

**Medical Billing & Coding Refresher**, Contact Hours –30; Delivery Method – Hybrid  
Billing and Coding is vital component of any medical facility. During the course, student will learn the basics computerized medical insurance billing; build a patient information database, input patient and insurance information, discover the “ins and outs” of electronic claims submissions, third-party insurance claim forms and patient billing statements.

**Medical Insurance Coder**, Contact Hours – 30; Delivery Method – Hybrid  
This is a refresher course for those who are already in medical insurance. CPT and ICD-10 codes change over time. This course provides updated knowledge of changes in codes, medical insurance practices, and billing methods and mechanism.

**A+ Certification**, Contact Hours – 30; Delivery Method – Hybrid  
The A+ course develops student’s competencies in installation, maintenance, networking, security, trouble shooting and problem solving of both hardware and software. The course is designed to ready students for the CompTIA A+ plus certification exams Core 1 (220-1001) and Core 2 (220-1002).

**Computer Networking**, Contact Hours – 30; Delivery Method – Hybrid  
This course focuses on network management, installing and troubleshooting wired and wireless infrastructures, as well as configuration. Upon completion, students can opt to take the CompTIA Network+ Certification Exam.

**Network Security**, Contact Hours – 30; Delivery Method – Hybrid  
The network security course advances student’s IT capacity, by formulating the tools and skills necessary to identify system vulnerabilities, anticipate incidents, protects against data risks, and react to operational threats. The objective of this course is prepare students for the CompTIA Security+ Certification Exam.

**Bookkeeping Refresher**, Contact Hours – 30; Delivery Method – Hybrid  
Bookkeeping is the lifeline of any business. Understanding profit, expenses, cash flow, balance sheets, income statements, gross vs net, and taxes are all critical to economic survival. Whether managing personal finances, starting your own business, or just wanting a better grasp of accounting in general, this course provides basic concepts & fundamentals principles, while setting the foundation for proper money management.

**QuickBooks Essentials**, Contact Hours – 30; Delivery Method – Hybrid

QuickBooks has become the standard accounting software for business accounting. This course presents essential concepts on utilizing this software in maintaining accounting records, making management decisions, and processing common business applications with primary emphasis on a general ledger package.

**Entrepreneurial Behavior**, Contact Hours – 30; Delivery Method – Hybrid

Are you ready to be an entrepreneur? Entrepreneurs show certain type of behavior and they have unique personality traits. This course helps you to understand your personality and what it takes to be a successful entrepreneur.

**Small Business Management**, Contact Hours – 30; Delivery Method – Hybrid

Small business owners are entrepreneurs and they need guidance to be effective managers. In this course, students will learn how an ‘entrepreneurial mindset’ can help a small business shape and evolve into a large venture, through context such as sustainability, competitive advantages, adaptability, optimization and maximizing efficiency.

**Marketing for Entrepreneurs**, Contact Hours – 30; Delivery Method – Hybrid

In this course you learn how to package, position and market your product/service for premium pricing, by standing out in a crowded marketplace. The course focuses on principles of marketing and how they are applied to small businesses.

**Small Business Financing**, Contact Hours – 30; Delivery Method – Hybrid

For small businesses, financing the current and business expansion is a huge task. This course informs students the financing sources and procedures. The focus is on financing decisions, practical, cost effective accounting method.

**Business Law for Entrepreneurs**, Contact Hours – 30; Delivery Method – Hybrid

Entrepreneurs are overwhelmed with business laws and regulations. It is essential that they have adequate understanding of types of business entities, and have the right tools and resources to be confident in conducting the business. In this course students learn the various types of business enterprises, as well as the rules, regulations and laws governing the formation process and how each can best benefit them.

**Human Resources Management**, Contact Hours – 40; Delivery Method – Hybrid

Managing employees is a critical task for every manager. This course provides practical lessons on how to keep employees motivated while paying attention to organization’s HR policies. You will learn the basic principles of HR management and their impact on overall organizational growth and productivity as applies in today’s business environment.

## Student Services

There are a variety of services available to students including new student orientation, academic advisement, financial aid advisement, personal advisement/referrals for support services and placement services. Many of these services are described in further detail within this catalog. The institution does not employ licensed counsellors. As advisors, though we are able to refer students to appropriate resources.

Prior to class attendance, each new student attends an orientation to student life at Texas Healthtech Institute. Staff and Faculty are available during regular school hours to aid the student with whatever problems might arise, whether academic or personal.

There are no dormitory facilities at Texas Healthtech Institute. Students from out of town or out of state must secure their own residence; however, the School will assist students in finding suitable accommodations.

## Comparable Program Information

Comparable program information related to tuition and program length is available from the **Council on Occupational Education (COE)**, 41 Perimeter Center East, NE, Suite 640, Atlanta, Georgia 30346. The COE phone number is (770) 396-3898 or website [www.council.org](http://www.council.org).

## Placement Services

The Institute has been successful in placing graduates in local businesses. Area employers are in frequent communication with the school Placement Office. Our Placement Office maintains complete records of available positions and graduate's qualifications. All students seeking placement should submit a resume to the Placement Office during their final month prior to graduation. When possible, the Placement Office will arrange interviews for students seeking assistance in job placement.

The services of the Placement Office are available to graduates of all programs. Whereas no reputable school guarantees a job to any student, special effort is made to place all graduates in positions for which they are best qualified. Placement services are available at no additional cost to graduates and include the following services:

- Help in preparing a resume, typing services (limited), and copies as required (within reasonable amounts),
- Advice on preparing for the interview; grooming, interview techniques, etc.,

- Current job openings and potential employer lists,
- Reference materials are available to students regarding job markets, interviewing, preparing the portfolio and preparing a resume,
- Referrals through notices of job openings (written and verbal) communicated to the school office

## Security Policies and Procedures

The institution is monitored during all operating hours to provide a safe and secure area for staff and students. The staff and students are encouraged to report crimes to local authorities and to the Director of the school. Should an incident occur, the Director would be called immediately who will respond, investigate and notify authorities as warranted.

**Facility Access:** All visitors and non-students are required to check in at the front lobby before entering any other portion of the building. There are no Residence facilities associated with the school.

**Law Enforcement:** Campus Security personnel have no enforcement authority. The administration encourages the reporting of all crimes to the local Police Department.

**Crime Prevention:** Normal operating procedures, rules and regulations are covered with students during orientation. Periodically, we may have a general assembly devoted to crime prevention and self-protection. This assembly is conducted by an expert in the field.

Sex offenses should be reported to local law enforcement immediately. Counseling and education information is available by calling the National Sexual Assault Hotline at 1-800-656-HOPE (4673). The Texas registry of sex offenders and child predators may be accessed by phone at 1-855-481-7070 or Internet at <https://records.txdps.state.tx.us/dpswebsite/>.

**Emergency Alert System:** Communication is crucial to effective crisis management. The institution subscribes to a text and email based emergency alert system to notify students, faculty and staff of weather related cancellations or delays, school closures or security lock-downs. Participation in this system is optional for all students and faculty.

**Alcoholic Beverages:** Alcoholic beverages are not allowed on the premises at any time. Any person caught on campus under the influence or in possession on campus will be asked to leave immediately for the remainder of the day. On the next day, a determination will be made by the Director as to further action, which may include suspension or expulsion.

**Illegal Drugs or Weapons:** Neither is ever acceptable. Any person caught possessing illegal drugs will be immediately expelled from school (immediate termination for employees). Weapons are not allowed on campus. Any person caught possessing a weapon on campus will be suspended for the day and the incident will receive further investigation. After investigation, appropriate action will be taken which could include expulsion (termination for employees).

**Drug & Alcohol Abuse Prevention and Awareness:** During the financial aid interview, this document is handed out to each student. A copy of this statement is included in each “new employee



package.” All students and employees are encouraged to seek professional help for any problems, and are advised to seek guidance from the designated school official as to professional help available.

**Annual Security Report** – No criminal activity reported in 2019, 2020 and 2021.

## Health & Safety Measures

### Health

The institution maintains a written plan (Health & Safety Plan) for assisting students in cases of sickness, accidents, and emergency health care. In general, a statement of health and emergency contact is to be completed by every student prior to admission. This data is to be kept on file in the student’s permanent file. In emergency situations, this data should be retrieved and appropriate action taken.

### First Aid

A basic first aid kit (band-aids and minor wound care materials) is available in the front office and other strategic points around campus.

### Accidents & Health/Safety Emergencies

- Accidents/Emergencies should be immediately reported to the campus director or designee.
- The campus director will assess the situation and determine the appropriate course of action.
- If warranted, the campus director should have someone call 911 for further assistance
- If the student is conscious and coherent and refuses treatment, the campus director will document this (have the student sign saying they refused treatment). The campus director will have someone contact an emergency contact of the student’s choosing or we will access the student’s file for an emergency contact.
- After the emergency is over, the campus director will be responsible for investigating the incident and completing an incident report.
- The investigation should include discussions with all involved parties to determine exactly what happened and if there are any changes needed at the institution.
- In the event that an accident or illness should happen while a student is on the externship or clinical portion of their program, the student and the site are responsible for reporting the incident to the appropriate institute official. The student and site supervisor should complete an incident report. The appropriate Institute official will follow up with reporting to the Campus Director and assist with completing any investigation or insurance claims that may be required to be

completed by the institution. The Campus Director will store all copies of incident reports, insurance claims and all pertinent information.

- If changes are recommended, the campus director will involve the President and CEO to develop and implement policy.

### **Insurance**

The institution maintains student malpractice and liability insurance for each student enrolled. This coverage extends with the student to all clinical sites. The institution also maintains general liability insurance.

### **Weather Emergencies**

In the case of an emergency while school is in session, the campus director has the authority to assess the situation and act accordingly. For emergencies occurring when school is not in session, the campus director will assess the situation and determine whether classes should be held. If classes are to be cancelled, students and employees are notified through the emergency text, email and phone notification system of the Institute. Students and employees may also contact the school for voice messages left by administrative staff for procedures to follow regarding class cancellations. For weather emergencies occurring on weekends or holidays, the institution will follow the local school board's advice for cancellations. Due to the fact that many of our students have children in the local schools, we normally mirror the actions of the local public schools. If classes are to be held, no action is required.

### **Consumer Information**

The Campus Security Act (Public Law 102-26) requires postsecondary institutions to disclose the number of instances in which certain specific types of crimes have occurred in any building or on any property owned or controlled by this institution which is used for activities related to the educational purpose of the institution and/or any building or property owned or controlled by student organizations recognized by this institution

The Institution distributes the report to all currently enrolled students (including those attending less than full-time and those not enrolled in Title IV programs or course) and all employees **by October 1 each year.** A copy of the report is put up in the Notice Board in the administrative building and also viewable at the college website.

## **COURSE DESCRIPTION**

### **ENGL 101 - ENGLISH COMPOSITION I**

This course provides knowledge on the fundamentals of the writing process and helps students learn how to use writing to gain knowledge, communicate, and analyze ideas. Students will be prepared for brainstorming, forming outlines, and researching ideas. Opportunities will also be given for creating initial drafts and engaging in revising and editing processes. Students will explore various elements of writing, including author's purpose, voice, audience, and writing style. (40 Lecture hours; 20 Lab hours; 5 Quarter Credit Hour)

### **ENGL 102 - ENGLISH COMPOSITION II**

This course builds on the fundamental skills covered in Composition I. Prior learning will be extended through study and practice with various research methods. Students will also examine multimedia text structures, including verbal, written, and other forms of text, as well as the importance of properly documenting the research process by citing sources and providing evidence for ideas. (40 Lecture hours; 20 Lab hours; 5 Quarter Credit hours).

### **MATH 101 - CONTEMPORARY MATHEMATICS I**

Students will learn real-world applications involving the fundamentals of mathematics. Topics covered include critical thinking, sets, statistics, probability, number theories and systems, functions, relations, logic, measurement units, conversions, and geometry. (40 Lecture hours; 20 Lab Hours; 5 Quarter Credit Hour).

### **MATH 102 - CONTEMPORARY MATHEMATICS II**

Students will apply real-world applications involving the fundamentals of mathematics learned in Contemporary Mathematics **II**. Learning will be extended to include problem-solving and critical thinking skills regarding number sets, statistics, probability, number theories and systems, functions, relations, logic, measurement units, conversions, and geometry. (40 Lecture hours; 20 Lab hours 5 Quarter Credit hours)

### **PSYL 101 - INTRODUCTION TO PSYCHOLOGY**

This course is structured to establish a foundation for the principles of psychology. An introduction will be provided for theories and other areas of psychology, including development across the lifespan, personality, memory, behavior, mental health and more. (40 Lecture hours; 20 lab hours; 5 Quarter Credit Hour).

### **BUSI 101 - BUSINESS PRINCIPLES**

This course outlines the basic principles of business operations. Students will learn about decision-making, functions of business management, leadership, and structure of organizations.

Other topics related to business will also be presented, such as account, banking, and ethics. (40 Lecture hours; 4 Quarter Credit Hour)

### **BUSI 102 - BUSINESS ETHICS**

Students will learn the concepts of ethics and important ethical issues as applied to managing businesses. Issues such as ethical controversy in business to moral philosophy, work group influence, corporate culture, and social responsibility will be covered in this course.(40 Lecture hours; 4 Quarter Credit hours)

### **BUSI 103 - MODERN OFFICE ENVIRONMENT**

This course provides a practical understanding of workplace environment. Issues covered in this course are the type of organizational systems, procedures, and practices related to organizing and planning office work, supervising employee performance, and exercising leadership skills. (40 Lecture hours; 4 Quarter Credit hours)

### **ACCT 101 - INTRODUCTION TO ACCOUNTING I**

A survey of the basic concepts of accounting for a sole proprietorship as well as other concepts including accounts payable, accounts receivable and the preparation of financial statements. This course is designed for the entry-level business student. (30 Lecture hours; 60 Lab hours; 6 Quarter Credit Hour)

### **ACCT 102 - INTRODUCTION TO ACCOUNTING II**

This advanced course expands on the topics learned in the first-year course while adding new topics about management accounting, cost accounting, not-for-profit accounting, and financial analysis. Topics include are journals, ledgers, cash payments, sales, accounts receivable and payables, business reports, payroll records, and taxes. (30 Lecture hours; 60 Lab hours; 6 Quarter Credit Hour).

### **CHEM 101 - INTRODUCTION TO CHEMISTRY**

Fundamental concepts of chemistry are given in lectures and laboratory sessions that include periodic table, atomic structure, chemical bonding, reactions, stoichiometry, states of matter, properties of metals and nonmetals, and compounds, acid-base theory, and solutions. Descriptive chemistry is emphasized. This course meets the exemplary educational objectives for a natural science core course. (40 Lecture hours; 20 Lab hours; 5 Quarter Credit hours).

### **MSSS 101 - INTRODUCTION TO SPREADSHEET**

This course is designed to develop skills with spreadsheet software. Use and design of spreadsheets for practical business applications and business problem-solving will be an integral part of this course. (60 Lecture hours; 6 Quarter Credit Hour).

### **MSPP 101 - INTRODUCTION TO POWERPOINT**

Instruction in the utilization of presentation software to produce multimedia presentations. Graphics, text, sound, animation and/or video may be used in presentation development. (30 Lecture hours; 60 Lab hours; 6 Quarter Credit hours)

### **ACCT 103 - PAYROLL & BUSINESS TAX ACCOUNTING**

A study of payroll tax procedures, taxing entities, and reporting requirements of local, state, and federal taxing authorities in a manual and computerized environment. (30 Lecture hours; 60 Lab hours; 6 Quarter Credit Hour).

### **ACCT 104 - INTERMEDIATE BOOKKEEPING**

This course provides students with a thorough review and improved understanding of the fundamental bookkeeping concepts, theory and applications. Through guided reading and practice questions, students will learn advance concepts and skills for modern bookkeeping. (30 Lecture hours; 60 Lab hours; 6 Quarter Credit hours).

### **ACCT 105 - DATA ENTRY IN QUICKBOOKS**

This course presents an introduction to utilizing the computer in maintaining accounting records, making management decisions, and processing common business applications with primary emphasis on a general ledger package (QuickBooks.) (30 Lecture hours; 60 Lab hours; 6 Quarter Credit hours).

### **ACCT 106 - ANALYSIS & REPORTING USING QUICKBOOKS**

Use of the computer to develop and maintain accounting records and to process common business applications for managerial decision-making. Learn advanced concepts of report generation and analysis using Microsoft Excel and QuickBooks together. This course provides in-depth instruction in a variety of accounting concepts using Microsoft Excel. Topics include entering data to display the accounting equation, working with formulas, using cell references, applying conditional formatting, using formulas with structured references, working with financial functions, and more. (30 Lecture hours; 60 Lab hours; 6 Quarter Credit Hour).

### **HCML 105 - MEDICAL LAW AND ETHICS**

This course introduces students to the principles, procedures, and regulations involved in legal and ethical relationships among physicians, patients, and assistants. The course includes HIPPA law interpretation and applications. Emphasis is placed on the legal aspects of office procedures, current ethical issues, and risk management as they relate to the practice and fiduciary responsibilities. (40 Lecture hours; 20 Lab hours; Total 60 hours; 5 Quarter Credit hours)

### **HCMT 101 - MEDICAL TERMINOLOGY**

This course familiarize students with medical terms, including prefixes, root words, and suffixes. The student will study medical abbreviations as well as names of disease, psychology and treatment methodology. Students will also emphasize terms associated with body systems: urinary, integumentary, musculoskeletal, respiratory, cardiovascular, digestive, reproductive, nervous, endocrine, eyes, ears, nose and throat. (40 Lecture hours; 20 Lab hours; Total 60 hours; 5 Quarter Credit hours)

### **HCER 106 - ELECTRONIC HEALTH RECORDS**

Students learn EHRclinic, an education-based EHR solution for online electronic health records, practice management applications, and interoperable physician-based functionality. EHRclinic is used to demonstrate the key applications of electronic health records. Attention is paid to providing the "why" behind each task, so that students can accumulate transferable skills. The coverage is focused on using an EHR program in a doctor's office, while providing additional information on how tasks might also be completed in a hospital setting. (40 Lecture hours; 20 Lab hours; Total 60 hours; 5 Quarter Credit hours)

### **HCCP 104 - CODING FOR MEDICAL PROCEDURES**

This course provides theoretical grounding of medical coding. The student is introduced to ICD-10-CM basic coding rules and conventions, sequencing codes and other coding principles. The course covers the CPT Coding System Structure of the three levels of CPT, general guidelines for using CPT, basic steps to assign CPT and understanding the sequencing and linking requirements. (40 Lecture hours; 40 Lab hours; Total 80 hours; 6 Quarter Credit hours)

### **HCCF 201 - HEALTHCARE CLAIM FORMS**

Students will prepare health claim forms for insurance billing and reconciliation. Through case study based claim form preparations students master billing requirements for various situations. Focus is on claim submission, follow-up and payment processing. Hospital billing and reimbursement are also included. (40 Lecture hours; 40 Lab hours; Total 80 hours; 6 Quarter Credit hours)

### **HCIB 103 - INTRODUCTION TO HEALTHCARE INSURANCE AND BILLING**

Students learn various types of healthcare insurance and the providers. Topics include revenue

cycle, HER laws and regulations, patient encounter and billing information. The course also incorporates claim codes, ICD-10, CPT codes, visit charges and compliant billing. (40 Lecture hours; 40 Lab hours; Total 80 hours; 6 Quarter Credit hours)

### **BUST 102 - COMPUTERS FOR BUSINESS**

This is an entry level course familiarizing students with computer terminology, hardware, and software related to the business environment. The focus is on business applications of software in computing, including word processing, spreadsheets, databases, presentation graphics, information search, and business-oriented utilization of the Internet. (40 Lecture hours; 40 Lab hours; Total 80 hours; 6 Quarter Credit hours)

### **COMS 101 - COMMUNICATION SKILLS**

This course prepares students to verbal and nonverbal communication aspects to provide effective customer services. In written communication skills area, students pay particular attention to planning, composing and editing, proofreading, E-mail messages, memorandums, letters, reports, formats for reports. (20 Lecture hours; 40 Lab hours; Total 60 hours; 4 Quarter Credit hours)

### **BUSO 105 - MEDICAL OFFICE OPERATIONS**

This course focuses on basic functions in medical office, such as office procedures, operations, insurance paper checking and medical billing. Students also learn impact of health insurance on today's economy. Topics include records management, medical communications, scheduling skills; procedures for preparing patients' charts and bills. Practice management, electronic health records, managerial skills, and finances are also addressed. (40 Lecture hours; 20 Lab hours; Total 60 hours; 5 Quarter Credit hours)

### **HCEX 205 - HIT EXTERNSHIP**

Students are placed in an external work site and they are supervised both by the school and on-site supervisor. (120 hours work-based activities; 4 Quarter Credit hours)

### **HCCR 205 - CEHRS CERTIFICATION REVIEW**

Students will prepare for HER specialist exam. Students will revise all courses required for the exam and follow the directions given in the CEHRS study guide. Students will take several practice exams before attempting the actual certification exam. (20 Lecture hours; 40 Lab hours; Total 60 hours; 4 Quarter Credit hours).

### **MSWR 101 - MICROSOFT WORD AND REPORT WRITING**

This course focuses on advance features of Microsoft Word and application of those in report writing. Students will gain proficiency in editing and formatting documents, enhancing documents with tables and graphics. They also will be able to share documents with others, compare and create master documents. (30 Lecture hours; 60 Laboratory hours ; 6 Quarter Credit Hour)

### **MOAE 110 - MOA EXTERNSHIP**

Students are placed in an external work site and they are supervised both by the school and on-site supervisor. (160 hours work-based activities; 5 Quarter Credit hours).

### **MOAP 110 - CMOA CERTIFICATION PREPARATION**

Students will prepare for Medical Office Assistant specialist exam. Students will revise all courses required for the exam and follow the directions given in the study guide. Students will take several practice exams before attempting the actual certification exam. (10 Lecture hours; 20 Lab hours; Total 30 hours; 2 Quarter Credit hours)

### **MTY101 - MEDICAL TERMINOLOGY**

In this phase the students will get familiar with medical terms, including prefixes, root words, and suffixes. The student will study provider and medical abbreviations as well as disease, psychology and treatment methodology. This course will emphasize studying the following body systems: urinary, integumentary, musculoskeletal, respiratory, cardiovascular, digestive, reproductive, nervous, endocrine, eyes, ears, nose and throat.

### **MAP201 - MEDICAL ANATOMY AND PHYSIOLOGY**

This course is designed for students to learn the structure and function of human anatomy, including the integumentary, musculoskeletal, digestive systems, including the neuroendocrine, urinary, reproductive, respiratory, and Circulatory systems.

### **MAA300 - ASEPSIS/INFECTION CONTROL, AND VITAL SIGNS PROCEDURES**

This course introduces students to patient- centered assessment, examination, intervention, and treatment as directed by the physician including infection control procedures. Students will learn precautions regarding body fluid exposure. Additionally, students will gain proficiency in medical asepsis and will learn to take vital signs.

### **PHP100 - PHLEBOTOMY PROCEDURES**

Students will study blood borne pathogens, hematology, and learn to collect blood sample using hypodermic needles and body fluids from patients for laboratory testing. Students will learn prevention techniques for needle stick to phlebotomists. Students will study the circulatory system and practice safety-conscious, blood-drawing techniques.

### **PHC101 - PHLEBOTOMY CERTIFICATION REVIEW**

This course will cover the certification examination testing on all areas to include collecting blood samples using hypodermic needles and body fluids from patients for laboratory testing, circulatory system and blood-drawing techniques.



### **PHC102 - PHLEBOTOMY TECHNICIAN EXTERNSHIP**

Students are placed in physicians' office or medical services providing establishments. They will work along with nurses, doctors and office staff and take active part in patient caring. Students will operate and maintain clinical equipments and prepare examination and treatment areas. This course will also cover the certification examination testing on all areas.

### **OAA101 - MODERN OFFICE ENVIRONMENT**

This subject exposes students to modern office environment, particularly to information age requirements. Students will learn: The World of Office Administration; Employer Expectations (technical, interpersonal and communication skills); Employer/Employee Responsibilities; Office Culture and Language; Types of Organizations and Formal Organizational Structures; Understanding Your Organization.

### **COM101 - COMMUNICATION SKILLS**

This subject prepares assistants to verbal and nonverbal communication aspects to provide effective customer services. In written communication skills area students pay particular attention to planning, composing and editing, proofreading, E-mail messages, memorandums, letters, reports, formats for reports. Students will learn proper communication techniques with a customer, customer satisfaction, conflict management and coping with stress.

### **OAA102 - INFORMATION TECHNOLOGIES**

This subject provides a brief overview of computers, computer parts, printers, fax machines, external hard drive, and other electronic devices. Students learn how computers are connected to the Internet and how various information resources in the World Wide Web are accessed for business use. Students will learn networking, Internet protocols, URL system, WWW resources.

### **OAA103 - MICROSOFT WORD – BASICS**

This subject introduces students to Microsoft Office Word 2016. Students will learn how to compose letter, typing memos and fax messages. They will also learn how to type a report, insert tables, pictures, borders, and page setup among others. They will practice creating visually impacting documents, as well as creating labels and business cards.

### **OAA104 - MICROSOFT WORD – ADVANCE**

This subject teaches advanced features on Microsoft Office Word program. Students will create a newsletter, create a research paper, and create a mail merge document.

### **OAA105 - MICROSOFT EXCEL – BASICS**

This subject introduces students to Microsoft Office Excel 2016 package. Students will learn the basic functions of spreadsheet, familiarize with menu bars, and create worksheets. They will also learn features such as using mathematical functions and formulas, drawing charts, formatting tables and generating reports.

**OAA106 - MICROSOFT EXCEL – ADVANCE**

This subject teaches advanced features on Microsoft Office Excel program. Students will learn formatting and functions, extracting of data, Pivot Tables, trend lines, and shared workbooks.

**OAA107 - MICROSOFT POWERPOINT – BASICS**

This subject helps students in making visually impacting presentation using Microsoft Office PowerPoint 2016 software. Students will learn how to create a presentation, develop by adding tables, inserting clip art, animation, and other features.

**OAA108 - MICROSOFT POWERPOINT – ADVANCE**

This subject teaches advanced features on Microsoft Office PowerPoint program. Students learn more advanced techniques in PowerPoint such as working with slide masters, creating new design templates or themes, automate presentations, rehearse the timings, copy or move slides between presentations.

**OAA109 - OFFICE ADMINISTRATIVE PROCEDURES**

This course is designed to introduce students to office procedures such as record keeping, scheduling, insurance billing, legal issues, etc. Students will learn how to organize files, prepare documents, schedule appointments. This subject also includes instruction in business laws, data entry, office equipment operation and maintenance, public relations, secretarial accounting, records storage and management.

**MOA 102 - MEDICAL OFFICE ADMINISTRATION**

This course is designed to introduce the beginning student to the basic principles of insurance terminology, health insurance and medical billing. In addition, the student will contemplate the impact of health insurance on today's economy. We will also cover the different departments within an insurance company and operations. This phase will also give the student the opportunity to understand the importance of legal issues that affect the medical biller and health claims examiner. Students will be taught fundamentals of health information technology to provide them with the importance of written communication skills, accounts receivable management, supportive documentation, and customer service.

**MCB 103 - INTRODUCTION TO CODING**

The main subject of this course is the theoretical aspect of medical record coding. The student will be introduced to ICD-10 basic coding rules and conventions, sequencing codes and other coding principles. We will cover the CPT Coding System Structure of the three levels of CPT, general guidelines for using CPT, basic steps to assign CPT and understanding the sequencing and linking requirements. During this course the student will become familiar with the terminology in the procedure and diagnostic coding systems to use them efficiently and provide accurate descriptions of services rendered and maximize payment from insurance companies.

### **MCB 104 - HEALTH CLAIM FORMS**

This course is designed to provide the student with the understanding and practical skills necessary to abstract relevant information from the medical records for completing the CMS-1500 claim form, as well as completely expediting the logins and processing of different types of medical forms. Students will study general guidelines for completing forms for different carriers to include: Medicare, Medicaid, and Workers' Comp. This course will teach the student the knowledge necessary to optimize payment in a timely and cost efficient manner. The students will study the difference between clean, pending, rejected, incomplete and invalid claims and describe the reasons why claims were rejected. This course will also provide the student with the necessary skills to understand and complete the UB-92 claim form and to know when it may or may not minimize their chances of rejection by insurance carriers.

### **MCB 105 - INTRODUCTION TO HEALTH CLAIMS EXAMINING**

This course will introduce the student to the theory and practical skills necessary to process health insurance claims to include CMS-1500 and UB-92 as a health claims examiner. Additionally, the students will learn the difference between insurance companies and third party administrators. Students will be taught the basic concepts of medical billing practices of the areas that will be covered are: verification of eligibility, claims inventory, deductibles, provider billing, claims investigation, coordination of benefits, legislation and insurance riders. Emphasis will be placed on the premise that guidelines presented are generally accepted standards within the industry.

### **MCB 106 - HEALTH CLAIMS EXAMINING AND PROCESSING**

This course will give the student the opportunity to simulate the entire claims examination process in a group and individual setting. This course will also provide the student with the skills needed to understand and process the insurance claims for hospitals, physician services, DME, ambulance, x-ray and laboratory services. This phase will also provide the student with the skills necessary to understand the Coordination of Benefits and recognize the difference between primary and secondary payers, organize the order of benefit rules and right of recovery, and compute the correct secondary benefit and benefit reserve. The student will also learn to determine coordination of benefits as they apply to HMO and PPO plans. In addition the student will learn the importance of capturing all aspects of the CPT integumentary system section, and will give the students an understanding of procedures performed on the skin, nails, and breast; including repair of lacerations, removal of lesions, insertion, and removal of subcutaneous contraceptive devices, treatment of decubitus ulcers, breast surgeries and reconstruction.

### **MCB 107 - DENTAL CLAIMS EXAMINING**

This course will provide the student with the information and practical skills necessary to process dental claims. Topics to cover include the structures of the teeth, restorative procedures, oral surgery, and examining the claims billed for these procedures. This course will also introduce the student to an ADA claim form, coding and conversion to CPT. This course will provide the student

with the knowledge and practical skills necessary in applying the correct guidelines in using CPT In-patient, Out-patient, and confirmatory consultation codes, as well as modifiers commonly used in reporting consultations.

### **MCB 108 - ADVANCED CODING**

Student will study the coding of more complex diagnostic and procedural statements. This subject will cover clinical information regarding specific disease processes, more advanced diagnostic and procedural terminology, detailed instruction exploring the CPT book section by section builds upon previous basic knowledge of payer reimbursement guidelines for optimal reimbursement. Understanding how to use the medical record to provide necessary information essential to the assignment of accurate codes will be covered. Students will recognize when multiple coding is required, when it is recommended and when it should not be used. Class room work will involve coding signs and symptoms, V-codes, infectious disease, neoplasm, endocrine, nutritional and metabolic diseases of the blood and blood-forming organs, mental disorders, diseases of the nervous systems and sense organs, circulatory, respiratory, digestive, and genitourinary system as well as diseases of the musculoskeletal system and connective tissue injuries, complications of surgical and medical care, and external causes of injury will be covered.

### **MCB 109 - MEDICAL RECORD CODER CLINICAL PRACTICE**

In this subject students will learn managed care systems, and special plans, collection policies, tracing delinquent claims, insurance problem solving, and the appeal process of Medicare and Medicaid. Students will learn coding and billing compliance for medical practices. Review current practices with respect to ICD-10-CM diagnosis and CPT procedure coding and modifier knowledge for the generation of medical visit APCs. Practical work will also include the coding and more complex diagnostic and procedural statements in complication of pregnancy, childbirth, congenital abnormalities, and certain condition arising on the prenatal period.

### **MAO102 - MEDICAL OFFICE OPERATION**

Basic functions such as office operations, insurance paper checking and medical billing are taught first. Student will also learn impact of health insurance on today's economy. We will also cover the different departments within an insurance company and operations. This phase will also give the student the opportunity to understand the importance of legal issues that affect the medical biller and health claims examiner. Students will be taught fundamentals of health information technology to provide them with the importance of written communication skills, accounts receivable management, supportive documentation, and customer service. Particularly, students will be taught the laws concerning medical record keeping, documentation guidelines and release. Federal Business Trade Act to prevent identity theft will also be covered.

### **PTT204 - PHARMACY DRUG THERAPY AND TREATMENT**

Students on this topic, study about therapeutic agents, their classifications, properties, actions, and effects on the human body and their role in the management of diseases. Students will learn to

provide detailed information regarding drug dosages, side effects, interactions, toxicities, and incompatibilities.

### **MAC104 - DEALING WITH HEALTH CLAIM FORMS**

Student will have the understanding and practical skills necessary to abstract relevant information from the medical records for completing the CMS-1500 claim form, as well as completely expediting the logins and processing of different types of medical forms. Students will study general guidelines for completing forms for different carriers to include: Medicare, Medicaid, and Workers' Compensation. This course will teach the student the knowledge necessary to optimize payment in a timely and cost efficient manner. The students will study the difference between clean, pending, rejected, incomplete and invalid claims and describe the reasons why claims were rejected. This course will also provide the student with the necessary skills to understand and complete the UB-92 claim form and to know when it may or may not minimize their chances of rejection by insurance carriers.

### **MIC103 - CODING FOR MEDICAL PROCEDURES**

The main subject of this course is the theoretical aspect of medical record coding. The student will be introduced to ICD-10-CM basic coding rules and conventions, sequencing codes and other coding principles. The course covers the CPT Coding System Structure of the three levels of CPT, general guidelines for using CPT, basic steps to assign CPT and understanding the sequencing and linking requirements. During this course the student will become familiar with the terminology in the procedure and diagnostic coding systems to use them efficiently and provide accurate descriptions of services rendered and maximize payment from insurance companies.

### **MAA300 - ASEPSIS/INFECTION CONTROL, AND VITAL SIGNS PROCEDURES**

This course introduces students to patient- centered assessment, examination, intervention, and treatment as directed by the physician including infection control procedures. Autoclaving and spore testing will be included. Additionally, students will gain proficiency in medical asepsis and will learn to take vital signs.

### **MAL302 - MEDICAL LAW AND ETHICS**

This course introduces students to the principles, procedures, and regulations involved in legal and ethical relationships among physicians, patients, and assistants. The course includes HIPPA law interpretation and applications. Emphasis is placed on the legal aspects of office procedures, current ethical issues, and risk management as they relate to the practice and fiduciary responsibilities. Upon completion of the subject students will be able to: 1) discuss what and to whom information about a patient may be released; 2) discuss the medical assistant's ethical obligations and restrictions; 3) explain the importance of a contract to a health care facility; and 4) list the six components of informed consent.

### **MPE 108 - PHLEBOTOMY, CARDIOLOGY, PULMONARY, MICROBIOLOGY,**

## **IMMUNE SYSTEMS AND EKG PROCEDURES**

This course introduces students to the study of the theories and practices related to the common diagnostic/clinical procedures and special lab tests involving cardiology and pulmonary patients. Additional emphasis will be placed on blood borne pathogens, hematology, and electrocardiograms. Students will study blood borne pathogens, hematology, and learn to give electrocardiograms as well as collect blood samples using hypodermic needles and body fluids from patients for laboratory testing. Students will study the Circulatory system and practice safety-conscious, blood-drawing techniques.

## **MAE301 - EXTERNSHIP**

Students are placed in physicians' office or medical services providing establishments. They work along with nurses, doctors and office staff and take active part in patient caring. Students will operate and maintain clinical equipments and prepare examination and treatment areas. This course will also cover the certification examination testing on all areas.

## **MAC 302 - CERTIFICATION REVIEW**

Students will review the course topics under the guidance of instructor followed by tests administered.

## **CNA101 – INTRODUCTION TO LONG TERM CARE**

Students will learn the history and importance of nurse aides on the patient care. They will discuss who can work as a Nurse Aide and be able to describe the purpose of LTC facilities, the types of residents of LTC facilities, common human needs and myths and feelings about aging. They will be able to describe the role of the Nurse Aide in LTC facilities and safety measures utilized to keep themselves and residents injury free. They will also be able to explain proper procedures in case of accident or incident and proper emergency measures/procedures. They will be able to describe proper infection control procedures and the rights of residents in LTC facilities (16 Lecture hours; 0 Lab hours; Total 16 hours).

## **CNA102 – PERSONAL CARE SKILLS**

Students learn to use proper body mechanics and positioning when moving and lifting residents to avoid injury to themselves and residents. They will demonstrate skill in positioning and supporting residents in good body alignment in bed, chair and wheelchair. Additionally, they will demonstrate various moving and lifting procedures. Students will discuss care of the resident's environment and the importance of respecting the resident's right to privacy and independence. Students learn assisting residents with bathing, personal hygiene and grooming. Students will also be able to describe the roll of hydration and proper nutrition in maintaining residents' health. Lastly, they will be able to assist residents with bladder and bowel elimination and incontinence. (8 Lecture hours; 6 Lab hours; Total 14 hours).

### **CNA103 – BASIC NURSING SKILLS**

Students will learn the skills of basic nursing such as 1) promoting a restraint-proper environment, 2) correctly take, record and report vital signs, height and weight, 3) observing, reporting and charting resident condition, 4) nurse aide's role in admission, transfer and discharge of residents and 5) describe coping with death. (6 Lecture hours; 4 Lab hours; Total 10 hours.).

### **CNA104 – RESTORATIVE SERVICES**

This subject is devoted to instructing students in how restorative skills promote physical and psychosocial health by allowing residents to attain and maintain the highest possible level of independence and functional ability. Students will discuss the Nurse Aide's role in restoration care. (6 Lecture hours; 0 Lab hours; Total 6 hours.)

### **CNA105 – MENTAL HEALTH AND SOCIAL SERVICE NEEDS**

During this portion of the program, students will learn about basic human needs. Upon completion of this subject, students will be able to recall and describe the five basic human needs as expressed in Maslow's Hierarchy of Needs. They will be able to describe how meeting higher-level needs requires meeting lower level needs first. They will describe how the unfulfilled needs of a resident may lead to behavioral problems and how cognitive impairment may lead to the resident's perception that his or her needs not being met. Students will also be able to describe developmental tasks of older adults and normal psychological responses to loss and/or change (8 Lecture hours; 0 Lab hours; Total 8 hours).

### **CNA106 – SOCIAL SKILLS**

Students will discuss and discover how to avoid, recognize and resolve conflict. They will learn that recognizing the potential for conflict is the first step in prevention. In addition, students will become familiar with the use and benefits of using technology in LTC facilities. They will discuss and be able to describe how the use of technology such as electronic health care records and documentation can improve the resident's care and safety. They will discuss and be able to give examples of appropriate and inappropriate use of social media in the workplace. They will also discuss the consequences of inappropriate use of social media. (6 Lecture hours; 0 Lab hours; Total 6 hours).

### **CNA107 – NURSE AIDE CLINICAL PRACTICE**

Students will put into practice knowledge and skills acquired in previous subjects. Side by side with employed staff (all nurses of a long term care facility), students will learn: 1) interpersonal skills with peers in the health field, 2) direct care and communication with residents, 3) how to work under direction and independently and 4) how to take and follow nurse's orders. (0 Lecture hours;

0 Lab hours; 40 Extern Hours; Total 40 hours).

### **GRA 101 - GRAMMAR I: FUNDAMENTALS OF THE ENGLISH LANGUAGE**

This course is designed to help VESL students learn fundamental grammatical structures accurately and meaningfully. Students will learn the form, meaning and use of basic grammar structures through a variety of pedagogical methods. (120 Lecture Hours)

### **GRA 102 - GRAMMAR II: ENGLISH IN EVERYDAY LIFE**

This course is intended to assist students in improving and practicing their written grammar. Students will review present and past and also learn about present perfect tense. Students will also learn how to express themselves by engaging in communicative activities that are applicable to everyday situations. (120 Lecture Hours)

### **GRA 203 - GRAMMAR III: UNDERSTANDING AMERICAN CULTURE**

The focus of this course will be to review grammatical structures and sentence patterns learned and focus on presenting them as a part of a complete system rather than single forms. These structures will be presented in a learner-centered, skills-based approach and will be within the context of understanding American society and culture. (120 Lecture Hours)

### **GRA 204 - GRAMMAR IV: CONTEMPORARY TOPICS**

The purpose of this course is to support emerging academic skills by developing and refining grammar structures and sentence structures that are already taught at earlier semesters. Students will be encouraged to use grammar in a natural context by concentrating on a variety of contemporary topics. (120 Lecture Hours).

### **RWV 101 - READING, WRITING, AND VOCABULARY I: FUNDAMENTALS OF THE ENGLISH LANGUAGE**

This is a fundamentals course intended for students who have very little or no experience with the English language. The focus of this course is on learning basics such as the English alphabet and correct formation of letters in writing, punctuation rules at the word and sentence level, word recognition, the acquisition of 57 foundational vocabulary and the reading and writing of simple phrases and sentences. (60 Lecture Hours, 60 Lab Hours)

### **RWV 102 - READING, WRITING, AND VOCABULARY II: ENGLISH IN EVERYDAY LIFE**

This course is designed for students who are emerging from early stages of English reading skills development and are able to write short, simple paragraphs about basic topics. Students will



continue to develop reading skills for better understanding of written texts and extend their vocabulary for everyday life situations. (60 Lecture Hours, 60 Lab Hours)

### **RWV 203 - READING, WRITING, AND VOCABULARY III: UNDERSTANDING AMERICAN CULTURE**

The focus of this course is on improving comprehension and reading rate, and on strengthening reading and vocabulary. Study skills will be introduced and practiced. This course reviews the paragraph as a component of the English essay. Emphasis is on the planning, development and revision of multi-paragraph compositions. Students will focus on particular problems with their writing and practice editing. All of these skills will be developed through the context of American culture and customs. (60 Lecture Hours, 60 Lab Hours)

### **RWV 204 - READING, WRITING, AND VOCABULARY IV: CONTEMPORARY TOPICS**

In this course students will learn the skills that are necessary to comprehend increasingly more academic texts, news articles and essays, based upon contemporary topics and will also engage in activities that will prepare them for the work place and further education. Critical thinking skills and analytical reading and writing are the focus. (60 Lecture Hours, 60 Lab Hours).

### **SLP 101 - SPEAKING, LISTENING, PRONUNCIATION I: FUNDAMENTALS OF THE ENGLISH LANGUAGE**

This course aims to introduce fundamental listening, speaking and pronunciation skills for students to be able to communicate essentials successfully using complete sentences at a basic level at school, work and in the community. (120 Lecture Hours)

### **SLP 102 - SPEAKING, LISTENING, PRONUNCIATION II: ENGLISH IN EVERYDAY LIFE**

In this course students will practice turn taking techniques and conversational questioning techniques. Students continue modifying their accent with pronunciation exercises. It is aimed at students who are emerging from the early stages of English language skills development and are ready to begin developing limited fluency in conversing about everyday situations. Improving listening comprehension techniques and pronunciation as well as expanding vocabulary are the focus of the course. (120 Lecture Hours).

### **SLP 203 SPEAKING, LISTENING, PRONUNCIATION III: UNDERSTANDING AMERICAN CULTURE**

This is a high intermediate course for students who have reached a level of conversational proficiency at which they can converse in English about a range of familiar topics. The focus in this course is expanding vocabulary usage in conversations about a wider variety of American

social and cultural topics as well as improving listening comprehension and refining pronunciation. (120 Lecture Hours).

**204 SPEAKING, LISTENING, AND PRONUNCIATION IV: CONTEMPORARY TOPICS**

This is an advanced course for students who have reached a level of proficiency at which they are able to converse quite fluently in English about a wide variety of topics. The focus is on expanding vocabulary, further developing the ability to converse about an increasingly wider range of contemporary social and cultural issues and giving academically oriented presentations using correct intonation, rhythm and pronunciation. (120 Lecture Hours)

## **Addendum A: Administrative and Faculty Staff**

### **Administration**

*President and School Director (Beaumont):* Dr. Purnendu Mandal.

*School Director (Houston):* Dr. Ratna Mandal, MD

*Director of Education:* Mr. Keith Elie

*Program Chair (Certificate Programs):* Mrs. Kenesha Barnes

*Program Chair (Degree Programs):* Mr. Keith Elie

*Director of Technology:* Dr. Partha Mandal

*Financial Aid Director:* Mrs. Kendra Haines

*Student Services Director:* Ms Anna Haines

*Enrollment Officer:* Mrs. Jamie Kirby

### **Faculty List**

Keith Elie - Degree Programs/Office Administrative Assistant

Kenesha Barnes - Medical Office Administration, Phlebotomy, Medical Assistant

Kearston Weisse - Phlebotomy, Medical Assistant, Medical Billing & Coding

Fay Powell - Nurse Aid, Phlebotomy, Medical Assistant

Lenora Alfred – Phlebotomy, Medical Assistant

Dr. Robin Palmer (adjunct Instructor) – General Education, English

Dr. Ashraf El-houbi (adjunct Instructor) – General Education, Math

Moses Valaparla (adjunct Instructor) – General Education, Chemistry

Elana Elie (adjunct Instructor) – General Education, Psychology

Junnius Pollard (adjunct Instructor) – Health Information Technology

Lia Pollard (adjunct Instructor) – Management Information Systems and Accounting

Dr. Ratna Mandal - Public health, Allied Healthcare Instructor

Dr. Purnendu Mandal – Business Management, Information Technologies

## **Addendum B: Cost of Programs**

### **Associate in Business Accounting (for Beaumont and Houston Campus)**

School Tuition	\$21180.00
Supplies	\$2400.00
Registration Fee	\$100.00
Total Costs	\$23,680.00

Supplies include a laptop for classwork, access to MS Office products, technology fees. Books are not included in tuition; students are required to buy the books as needed.

### **Associate in Health Information Technology (for Beaumont and Houston Campus)**

School Tuition	\$21180.00
Supplies	\$2400.00
Registration Fee	\$100.00
Total Costs	\$23,680.00

Supplies include a laptop for classwork, access to MS Office products, technology fees. Books are not included in tuition; students are required to buy the books as needed.

### **Medical Office Administration (for Beaumont and Houston Campus)**

School Tuition	\$11500.00
Supplies	\$1200.00
Registration Fee	\$100.00
Total Costs	\$12,800.00

Supplies include a laptop for classwork, books, access to MS Office products, technology fees.

### **Medical Assistant (for Beaumont and Houston Campus)**

School Tuition	\$12,100
Supplies	\$1900.00
Registration Fee	\$100.00
Total Costs	\$14,100

Supplies include a laptop for classwork, books, access to MS Office products, technology fees.

### **Phlebotomy Technician (for Beaumont and Houston Campus)**

School Tuition	\$3000.00
Supplies	\$800.00

Registration Fee	\$50.00
Total Costs	\$3,850.00

Supplies include a laptop for classwork, books, access to MS Office products, technology fees.

**Office Administrative Assistant (for Beaumont and Houston Campus)**

School Tuition	\$7500.00
Supplies	\$1050.00
Registration Fee	\$100.00
Total Costs	\$8,650.00

Supplies include a laptop for classwork, books, access to MS Office products, technology fees.

**Medical Coding and Billing (for Beaumont and Houston Campus)**

School Tuition	\$3000.00
Supplies	\$850.00
Registration Fee	\$50.00
Total Costs	\$3,900.00

Supplies include a laptop for classwork, books, access to MS Office products, technology fees.

**Nurse Aide (for Beaumont and Houston Campus)**

School Tuition	\$550.00
Other Fees	\$75.00
Registration Fee	\$25.00
Total Costs	\$650.00

There might be other costs associated with background check and state requirements.

**Vocational English as a Second Language (for Beaumont and Houston Campus)**

School Tuition	\$12000.00
Supplies	\$1500.00
Registration Fee	\$100.00
Total Costs	\$13,600.00

Supplies include a laptop for classwork, books, access to MS Office products, technology fees.

## Addendum C: Weekly Tuition Liability

The following charts explain the amount of tuition refund a student would receive if they withdraw or is dismissed during a specific week of their program. The amounts shown are based on the student paying their tuition in full at the beginning of their program. Any fund returned to Title IV programs of the student or on behalf of the student will reduce the refund by that amount to student.

### Refund of Tuition to Student

<b>Associate of Applied Science in Business Accounting</b> 12.5 Weeks per Quarter. 6 Quarters. \$3,530.00 per Quarter			
<b>1<sup>st</sup> Quarter</b>		<b>Subsequent Quarters</b>	
Week 1	\$3,530.00	Week 1	\$2,647.50
Week 2	\$2,647.50	Week 2	\$1,765.00
Week 3	\$1,765.00	Week 3	\$882.50
Week 4	\$882.50	Week 4- 12.5	\$0.00
Week 5-12.5	\$0.00		

<b>Associate of Applied Science in Health Information Technology</b> 12.5 Weeks per Quarter. 6 Quarters. \$3,530.00 per Quarter			
<b>1<sup>st</sup> Quarter</b>		<b>Subsequent Quarters</b>	
Week 1	\$3,530.00	Week 1	\$2,647.50
Week 2	\$2,647.50	Week 2	\$1,765.00
Week 3	\$1,765.00	Week 3	\$882.50

Week 4	\$882.50	Week 4-12.5	\$0.00
Week 5-12.5	\$0.00		

<b>Medical Office Administration-900 Clock Hours</b>			
22.5 Weeks per pay period for 45 weeks, 2 Periods. \$5,750.00 per pay period			
<b>1<sup>st</sup> Pay Period</b>		<b>Subsequent Pay Period</b>	
Week 1	\$5,750.00	Week 1	\$4,600.00
Week 2	\$4,600.00	Week 2	\$3,737.50
Week 3	\$3,737.50	Week 3	\$2,875.00
Week 4	\$2,875.00	Week 4	\$1,725.00
Week 5	\$1,725.00	Week 5-22.5	\$0.00
Week 6-22.5	\$0.00		

<b>Medical Assistant-900 Clock Hours</b>			
13.5 Weeks per pay period for 27 weeks, 2 Periods. \$6,050.00 per pay period			
<b>1<sup>st</sup> Pay Period</b>		<b>Subsequent Pay Period</b>	
Week 1	\$6050.00	Week 1	\$4840.00
Week 2	\$4840.00	Week 2	\$3932.50
Week 3	\$3932.50	Week 3	\$3025.00
Week 4	\$3025.00	Week 4	\$1815.00

Week 5	\$1815.00	Week 5-13.5	\$0.00
Week 6-13.5	\$0.00		

<b>Office Administrative Assistant-700 Clock Hours</b>			
11.5 Weeks per pay period for 23 weeks, 2 Periods. \$3,750.00 per pay period			
<b>1<sup>st</sup> Pay Period</b>		<b>Subsequent Pay Period</b>	
Week 1	\$3,750.00	Week 1	\$3,000.00
Week 2	\$3,000.00	Week 2	\$2,437.50
Week 3	\$2,437.50	Week 3	\$1,875.00
Week 4	\$1,875.00	Week 4	\$1,125.00
Week 5	\$1,125.00	Week 5-13.5	\$0.00
Week 6-13.5	\$0.00		



## **Addendum D: Required Fees**

The Institute imposes fee policies. Some fees are refundable while some are not. If you should withdraw from classes within the stated guidelines, some of the fee payment, as well as some of the tuition payment, may be returned to you. Since the State of Texas and/or the Institute can change the fees as needed, it's a good idea to check with the office for the correct amount.

Following is a list of fees charged by the Institute:

*Registration Fee* - \$50 for certificate programs; \$100 for degree programs. Financial Aid students do not pay the registration fee.

*Technology Fee* – Technology Fee varies depending on the program length and the laboratory/hands-on components in the program. The Technology Fee includes several cost components such as orientation, WiFi access, e-campus facility, parking, library, student services, etc.

*Commencement Fee* - \$50.00

*Re-entry Fee*— \$100 - non-refundable

*Returned Check Fee* - \$25- non-refundable

Transcript Copy: \$15.00

Re-Entry Fee: \$100.00

### Repeat Course Fees:

Certificate Programs (First repeat course): \$100.00 per course

Certificate Program (Any additional repeated course): \$250.00 per course

Associate Degree Programs: Cost per Credit - \$100.00

The Institute does not offer its own financing option. The tuition for Financial Aid students are processed by the Institute through its third-party service provider RGM, Inc. We facilitate financing through banks and other lending agencies.

Once the amount of your tuition and fees are set, there are several payment methods available to you. You can pay by cash, check or credit card at the Front Office. The Institute accepts payment with VISA, Master-Card and Discover; however 3.5% or the actual credit card fees, whichever is less, is added to the payment to cover credit card fees. Be sure to take note of the payment deadlines you agreed with during the enrollment; a late fee is added for delayed payments.

The information contained in this catalog is true to the best of my knowledge.

(Signed)

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Purnendu Mandal (President)